



Memorandum

Date: September 20, 2023

To: Honorable Mayor and Councilmembers

Via: Barbie Hernandez
City Manager

From: Maria T. Jose
Human Resources Director

Subject: **New Full-Time Employees Positions/ Reclassifications for Fiscal Year 2023-2024**

Introduction

In accordance with Section 2-7 of the City of Doral (“City”) Code of Ordinance “the creation of new full time employment positions” must be approved by the Mayor and City Council, along with “[a] complete description of the duties and responsibilities of the position created or modified; [t]he applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and [t]he applicable performance measures and metrics to be utilized in assessing the performance of individuals that will be hired to fill the position created or modified.” In accordance with this ordinance and pursuant to the approval of the City Budget for Fiscal Year 2023-2024 (“FY23/24”), the Human Resources Department (HR) has prepared job classifications for new positions contemplated in the budget. This includes assigning appropriate pay grades and FLSA classifications.

Background

The job descriptions, pay grades, and Fair Labor Standards Act (FLSA) designations were determined by conducting a job analysis, through our pay and classification consultants, Evergreen Solutions, LLC, for all newly approved positions and reclassifications. As a result of the creation of the following new positions and other budgetary adjustments, Human Resources has also prepared an update to the Citywide Classification and Pay Plan (the “Pay Plan”).

NEW FULL-TIME POSITIONS/CLASSIFICATIONS

Building Department:

- **The new position of: Community Rating System Coordinator & Floodplain Plans Examiner is being created:**
The salary range is \$65,673.72 to \$101,794.27. The position Pay Grade is I15.

Finance Department:

- **The new position of Finance Coordinator is being created:**
The salary range is \$57,469.65 to \$89,077.97. The position Pay Grade is I13.

Human Resources Department:

- **The new position of Risk Manager is being created:**
The salary range is \$78,050.76 to \$124,881.22. The position Pay Grade is I18.

Office of the City Manager:

- **The new position of Capital Improvements Division Chief is being created:**
The salary range is \$89,192.89 to \$142,708.62. The position Pay Grade is I20.
- **The new position of CIP Senior Project Manager is being created:**
The salary range is \$78,050.76 to \$124,881.22. The position Pay Grade is I18.

Parks & Recreation Department:

- **The new position of Park Manager II is being created:**
The salary range is \$46,392.50 to \$69,588.76. The position Pay grade is I09.
- **The new position of Parks Engagement Specialist is being created:**
The salary range is \$54,140.04 to \$83,917.07. The position Pay grade is I12.
- **The new position of Park Ranger Supervisor is being created:**
The salary range is \$43,499.78 to \$65,249.66. The position Pay Grade is I08.
- **The new position of Parks Aquatic Superintendent is being created:**
The salary range is \$69,563.63 to \$111,301.80. The position Pay Grade is I16.
- **The new position of Community Center Manager II is being created:**
The salary range is \$46,392.50 to \$69,588.76. The position Pay grade is I09.

Public Affairs Department:

- **The new position of Marketing Specialist is being created:**
The salary range is \$54,140.04 to \$83,917.07. The position Pay grade is I12.
- **The new position of Sponsorship Coordinator is being created:**
The salary range is \$57,469.65 to \$89,077.97. The position Pay grade is I13.

Public Works Department:

- **The new position of Parking Operations Supervisor is being created:**
The salary range is \$69,563.63 to \$111,301.80. The position Pay Grade is 116.
- **The new position of Irrigation Systems Technician is being created:**
The salary range is \$38,788.01 to \$58,182.01. The position Pay Grade is 106

**POSITIONS BEING RECLASSIFIED TO NEW FULL-TIME
CLASSIFICATIONS**

Building Department:

- **The Plans Processing Clerk II is being reclassified into the new position of Permitting & Development Services Manager:**
The salary range is \$57,469.65 to \$89,077.97. The position is changing into Pay Grade 113.
- **The Chief Building Inspector is being reclassified into the new position of Deputy Building Official / Chief Building Inspector:**
The salary range is \$83,241.14 to \$133,185.84. The position is changing into Pay Grade 119.

Code Compliance Department:

- **The Special Magistrate Coordinator is being reclassified into Code Compliance Administrative Coordinator:**
The salary range is \$57,469.65 to \$89,077.97. The position is changing into Pay Grade 113.
- **The Code Compliance Officer III is being reclassified into Code Compliance Training & Outreach Coordinator:**
The salary range is \$61,291.40 to \$95,001.64. The position is changing into Pay Grade 114.
- **The Administrative Assistant II (CE) is being reclassified into Code Compliance Clerk:**
The salary range is \$38,788.01 to \$58,182.01. The position is changing into Pay Grade 106.

Finance Department:

- **The three (3) Accountant positions are being reclassified into the new positions:**
 - **Accountant & Budget Analyst (1)**
 - **Senior Accountant (2)**The salary range is \$65,673.72 to \$101,794.27. The position is changing into Pay Grade 115.

Information Technology Department:

- **Audiovisual Systems Analyst is being reclassified into the new position of Audiovisual Program Manager:**
The salary range is \$78,050.76 to \$124,881.22. The position is changing into Pay Grade 118.
- **The Help Desk Supervisor is being reclassified into the position of Technical Support Manager:**
The salary range is \$65,673.72 to \$101,794.27. The position is changing into Pay Grade 115.

Office of the City Manager:

- **The Development Services Administrator is being reclassified to Assistant City Manager / Chief Financial Officer is being created:**
The salary range is \$129,995.91 to \$227,492.83. The position is changing into Pay Grade 126.

Parks & Recreation Department:

- **The Community Center Supervisor is being reclassified into the position of Community Center Manager I:**
The salary range is \$43,499.78 to \$65,249.66. The position is changing into Pay Grade 108.
- **The Special Events Coordinator is being reclassified into the position of Cultural Arts & Events Administrator:**
The salary range is \$69,563.63 to \$111,301.80. The position is changing into Pay Grade 116.

Planning & Zoning Department:

- **Planning & Zoning Director is being reclassified into the new position of Community Development / Planning & Zoning Director:**
The salary range is \$113,410.89 to \$198,469.05. The position is changing into Pay Grade 124.

Procurement & Asset Management Department:

- **The Procurement Manager is being reclassified into the new position of Procurement & Asset Management Director:**
The salary range is \$113,410.89 to \$198,469.05. The position is changing into Pay Grade 124.

Public Works Department:

- **The General Services Administrator is being reclassified into the new position of Sustainability Manager:**
- The salary range is \$65,673.72 to \$101,794.27. The position is changing into Pay Grade 115.

All aforementioned job classifications will be evaluated annually using the performance evaluation metrics & competencies listed below:

- Skill level and Job knowledge: Skills and knowledge demonstrated in the position and his/her understanding of all phases of the job.
- Quality of work: Accuracy, completeness and thoroughness of work performed. This includes attention to details and verifying work for adherence to standards.
- Quantity of work: The amount of work produced and completed successfully. This also includes flexibility in accommodating work interruptions and changes in priorities.
- Initiative and Interpersonal Development: Employee’s initiative and resourcefulness in accomplishing work beyond his/her assigned duties. The desire to broaden his/her knowledge base to enhance his/her skills.
- Dependability: Compliance to policies and procedures regarding absenteeism and tardiness.
- Planning and Organizing skills: Ability to analyze problems and prioritize assignments. Keeping work area in order.
- Communications Skills/Job courtesy and Behavior: Effectiveness of written and oral communication skills with co-workers and/or customers in the performance of duties. The employee’s personal courtesy, disposition and general outlook towards job requirements, job assignments, other employees and the public.
- Judgment and Problem solving: Recognizing a problem, determining options to correct the problem and making a decision.

<ul style="list-style-type: none"> • Each position will be evaluated using the following evaluation scale: Scale 	<ul style="list-style-type: none"> • Description
<ul style="list-style-type: none"> • 4 = Exceptional 	<ul style="list-style-type: none"> • Performance far exceeds job requirements by instituting change in policy or program
<ul style="list-style-type: none"> • 3 = Above Average 	<ul style="list-style-type: none"> • Performance exceeds job requirements
<ul style="list-style-type: none"> • 2= Average 	<ul style="list-style-type: none"> • Performance met job requirements
<ul style="list-style-type: none"> • 1= Below Average 	<ul style="list-style-type: none"> • Some job requirements may be met but performance needs improvement.

<ul style="list-style-type: none">• 0 = Unacceptable	<ul style="list-style-type: none">• Performance is consistently below acceptable standards. Immediate and substantial improvement is required. Performance continued at this level is grounds for dismissal
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Updated Citywide Pay Plan:

On September 21, 2022, the City Council, via Resolution 22-183, approved a Pay Plan which specified the new and/or revised job titles and corresponding pay ranges for all City employees. As new positions are created, and/or existing positions modified, the Pay Plan should be revised to account for these changes. The Human Resources Department has updated the City Pay Plan to account for the new positions specified herein. The updated Pay Plan also accounts for the (3%) cost of living adjustment authorized by the City Council in the FY 23/24 Budget. A copy of the updated Pay Plan is attached to this memorandum.

Fiscal Impact:

The Fiscal Impact for the proposed positions is included in the FY23/24 budget proposal.

Recommendation

The City Manager’s Office respectfully requests that the Mayor and City Councilmembers authorize the new positions with their corresponding job descriptions, metrics, and applicable pay scale, as well as the updated Pay Plan. Enclosed you will find the job descriptions for the above referenced positions and updated pay plan.