Memorandum

Date: March 12, 2025

To: Honorable Mayor and Councilmembers

Via: Zeida C. Sardiñas
             City Manager

From: Maria T. José
             Human Resources Director

Subject: **Establishment of New Positions, for the 2024-2025 Fiscal Budget**

Introduction

In accordance with City Ordinance 2-7, the creation of new full-time positions requires approval from the Mayor and City Council. This includes providing detailed job descriptions, salary information, and performance metrics. Upon receiving approval from the City Manager's Office, the Human Resources Department worked with the Police Department and Information Technology Department in preparing the establishment of two (2) new job classifications with respective job descriptions for the positions of: Civilian Background Investigator and Software Developer. If approved, these positions will be part of the 2024-2025 Fiscal Budget and will not increase the personnel headcount. The Police Department has available funding in account #001.60005.500120. The Information Technology Department has funding in account #001.22005.500120.

Background

The Civilian Background Investigator position was initially established and approved through the 2016-2017 Fiscal Budget. In 2019, it was reclassified as an Internal Affairs & Background Investigator. Over the past two years, the recruitment efforts for Police Officer, Police Officer Trainee, and Police Service Aide positions have increased, requiring additional resources to complete background investigations efficiently.

To support the police officer hiring initiative, reclassifying an existing vacant position to a Civilian Background Investigator will provide essential assistance in conducting thorough background investigations, ensuring a streamlined and effective hiring process.

- Civilian Background Investigator:
  The salary range is from $63,743.06 to $98,801.72 annually. The position grade is 114.

The Software Developer position was initially established and approved through the 2013-2014 Fiscal Budget. However, the position was later reclassified to a Senior Software Developer position. The Information Technology Department has reassessed the City's needs and increased demand for innovative and practical applications to aid all departments in creating workflows and enhancing time management. The re-establishment of the Software Developer classification will better serve this mission and will be a fiscally responsible way of addressing current demands.

- Software Developer:
  The salary range is from $72,346.18 to $115,753.88 annually. The position grade is 116.

Evaluation Metrics & Competencies:

All positions in the City of Doral are evaluated 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.

• Each position will be evaluated using the following evaluation scale: Scale	• Description
• **4 = Outstanding**	• Performance far exceeds job requirements by instituting change in policy or program
• **3 = Above Satisfactory**	• Performance exceeds job requirements
• **2= Satisfactory**	• Performance met job requirements
• **1= Needs Improvement**	• Performance does not meet requirements
• **0 = Unacceptable**	• Performance is inadequate and must be corrected

Fiscal Impact:

The Resolution has no fiscal impact of City revenues or expenditures. Both departments have available funding in their respective budget.

Recommendation

The City Manager's Office respectfully requests that the Mayor and City Councilmembers authorize approval of the Resolution adopting the Job Descriptions, Salary Ranges, Performance Measures and Metrics for the newly established positions of Civilian Background Investigator and Software Developer.