



## **CITY OF DORAL COUNCIL MEETING MEMORANDUM**

### **ITEM TITLE:**

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTIONS, APPLICABLE SALARY SCALE, AND APPLICABLE PERFORMANCE MEASURES AND METRICS FOR POSITIONS IN THE 2025-2026 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; APPROVING THE UPDATED CITYWIDE PAY PLAN TO INCLUDE NEW POSITIONS AND APPROVED BUDGETED ADJUSTMENT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

### **DEPARTMENT 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.

### **BRIEF HISTORY:**

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 a detailed job description, salary information, and performance metrics. Pursuant to the approved FY25/26 budget, the Human Resources Department has developed job classifications for new positions, including pay grades and FLSA designations.

Job descriptions, pay grades, and FLSA designations for new positions and reclassifications were determined through a job analysis conducted by Evergreen Solutions, LLC. Based on these findings and budgetary adjustments, the Human Resources Department has updated the Citywide Classification and Pay Plan.

#### **New Classifications:**

- Records Manager: The salary range is from \$54,282.85 to \$81,424.28 annually. The position grade is I10.
- Street Maintenance Technician: The salary range is from \$44,749.66 to \$67,124.47 annually. The position grade is I07.
- Auto Maintenance Supervisor: The salary range is from \$50,660.62 to \$75,990.94 annually. The position grade is I09.
- Electrician: The salary range is from \$62,756.87 to \$97,273.15 annually. The position grade is I13.
- Code Compliance Technician: The salary range is from \$47,501.76 to \$71,252.64 annually. The position grade is I08.

- Business Analyst: The salary range is from \$75,963.49 to \$121,541.57 annually. The position grade is 116.
- Data & Business Intelligence Manager: The salary range is from \$90,899.34 to \$145,438.95 annually. The position grade is 119.
- Human Resources Assistant: The salary range is from \$55,959.24 to \$86,736.83 annually. The position grade is 111.
- Human Resources Coordinator: The salary range is from \$62,756.87 to \$97,273.15 annually. The position grade is 113.
- Lead Recreation Service Aide: The salary range is from \$39,160.44 to \$58,740.66 annually. The position grade is 104.
- Lead Receptionist/ Recreation Service Aide: The salary range is from \$39,160.44 to \$58,740.66 annually. The position grade is 104.
- Administrative Assistant & Budget Coordinator: The salary range is from \$66,930.22 to \$103,741.80. The position grade is 114.
- Licensing Outreach Coordinator: The salary range is from \$66,930.22 to \$103,741.80. The position grade is 114.

All job classifications will be evaluated annually using the performance metrics and competencies outlined below:

- Skill level and Job knowledge: The employee's proficiency in the required skills and knowledge, as well as their grasp of the entire job process.
- Quality of work: The employee's ability to perform work accurately, completely, and thoroughly, while paying close attention to details and ensuring adherence to standards and guidelines.
- Quantity of work: The employee's productivity in terms of the amount of work accomplished and the effectiveness of their work, along with their ability to handle interruptions and adapt to changing circumstances.
- Initiative and Interpersonal Development: Employee's initiative, resourcefulness, and commitment to professional development. The employee's drive to go above and beyond and continually learn.
- Dependability: The employee's record of attendance and punctuality, as documented in their timekeeping records.
- Planning and Organizing skills: The employee's capacity to analyze complex problems, set priorities, and organize their tasks efficiently, while also ensuring a clean and organized work environment.
- Communications Skills/Job courtesy and Behavior: The employee's ability to communicate clearly and effectively in both written and oral forms with colleagues and customers. Additionally, their personal demeanor, attitude, and approach to their work, interactions with others, and overall job responsibilities.
- Judgment and Problem solving: The employee's ability to identify problems, evaluate potential solutions, and make informed decisions.

<b><i>Each position will be evaluated using the following Scale</i></b>	<b><i>Description</i></b>
4 = Outstanding	Consistently exceeds expectations, driving innovation and demonstrates a strong commitment to improving departmental efficiency and effectiveness.
3 = Above Satisfactory	Consistently exceeds job expectations and demonstrates superior competency.
2 = Satisfactory	Employee is performing as required and expected in an entirely satisfactory manner.
1 = Needs Improvement	Performance does not fully meet requirements.
0 = Unacceptable – Mandatory Revaluation	Performance is inadequate and must be corrected

#### **Updated Citywide Pay Plan:**

On August 11, 2021, the City Council, via Resolution 21-187, 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 are modified, the Pay Plan should be revised to account for these changes. Via Resolution 24-227, the Human Resources Department updated the City Pay Plan for fiscal year 24-25. For Fiscal Year 25-26, the Human Resources Department has updated the pay plan to account for the new positions specified herein along with the newly established pay grade minimums, middle and maximums. The updated Pay Plan also accounts for the (5%) cost of living adjustment authorized by the City Council in the FY 25/26 Budget. A copy of the updated Pay Plan is attached to this memorandum.

#### **LEGISLATIVE ACTION: (IF APPLICABLE)**

<b>Date:</b>	<b>Resolution/Ordinance No.</b>	<b>Comments</b>
09/30/2024	Resolution No. 24-227	Approved
01/27/2025	Resolution No. 25-39	Approved
03/12/2025	Resolution No. 25-66	Approved
05/14/2025	Resolution No. 25-135	Approved

#### **FINANCIAL INFORMATION: (IF APPLICABLE)**

<b>No.</b>	<b>Amount</b>	<b>Account No.</b>	<b>Source of Funds</b>
1.	\$0		
2.	\$0		
Total:	\$0		

**Fiscal Impact Statement:** The Fiscal Impact for thirteen a(13) proposed positions is included in the FY 25/26 budget proposal.

**STRATEGIC PLAN ALIGNMENT:**

How does this item align with the City's Strategic Plan?
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**ATTACHMENT(S):**

- A. Resolution
- B. Pay plan.
- C. Job Descriptions