

**RESOLUTION No. 19-29****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 CITY PERSONNEL NEW POSITIONS FOR THE 2018–19 FISCAL YEAR BUDGET; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the approved and adopted 2018–2019 Fiscal Year Budget for the City of Doral (the “City”) did not contemplate the creation, or provide funding for the newly created position in the City, including: “Internal Affairs Inspector”, Internal Affairs & Background Investigator” and “Public Information Officer (PIO)”, (“the Positions”); and

**WHEREAS**, Section 2-7 of the City Code of Ordinance requires, in part, that “the creation of new full time employment positions” 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”; Each City Councilmember and the Mayor is authorized to individually approve modifications to the *job* descriptions and/or classifications of full time employment positions of his/her corresponding staff, provided that such modifications do not create new positions, increase a department's personnel head count, and/or exceed the amounts budgeted for personnel in each department.

The City Manager or his/her designee is otherwise authorized to approve modifications to the *job* descriptions and/or classifications of fulltime employment

positions, provided that such modifications do not create new positions, increase a department's personnel head count, and/or exceed the amounts budgeted for personnel in each department; and

**WHEREAS**, the reclassification of the positions does not increase the Police Department personnel head count, and/or exceed the amounts budgeted for personnel in the Police Department.

**WHEREAS**, Staff has recommended approval of the job descriptions, salary scales, and performance measures and metrics, associated with the Position, as provided in the January 9<sup>th</sup>, 2018 Memorandum From the Human Resources Director, which is attached hereto as Exhibit "A" and incorporated herein and made a part hereof by this reference;

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

**Section 2. Approval.** The job descriptions, salary scales, and performance measures and metrics associated with the Internal Affairs Inspector", Internal Affairs & Background Investigator" and "Public Information Officer (PIO)", are hereby approved.

**Section 3. Implementation.** The City Manager and the City Attorney are hereby authorized to take such other action as is necessary to implement the provisions of this Resolution.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Councilmember Fraga who moved its adoption. The motion was seconded by Councilmember Cabrera and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Claudia Mariaca	Yes
Councilwoman Digna Cabral	Yes
Councilman Pete Cabrera	Yes
Councilwoman Christi Fraga	Yes


PASSED AND ADOPTED this 9 day of January, 2019.

  
\_\_\_\_\_  
JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:

  
\_\_\_\_\_  
CONNIE DIAZ, MMC  
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY  
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:

  
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LUIS FIGUEREDO, ESQ.  
CITY ATTORNEY

# EXHIBIT “A”



# Memorandum

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Date: January 9<sup>th</sup>, 2019

To: The Honorable Mayor and Members of the City Council

Via: Edward A. Rojas, City Manager *ER*

From: Francisco Rios, Human Resources Director *FR*

Subject: Establishment of New Positions, for the 2018-2019 Fiscal Budget

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## Summary

The Human Resources Department worked with the Police Department and the City Manager's Office in preparing the establishment of new job classifications with respective job descriptions for the positions of Internal Affairs Inspector, Internal Affairs and Background Investigator, and Public Information Officer (PIO). If approved, these positions will be part of the 2018-2019 Fiscal Budget and will not increase the Police Department personnel headcount as these positions will be implemented as reclassifications of existing positions. Funding is available in account 001.60005.500121.

## Background:

On August of 2014 the City of Doral voters voted to create the "Office of Charter Enforcement" which would create a mechanism whereby members of the public could formally file complaints against Elected Officials, Administration and City staff if they felt that a violation of the City Charter had occurred. As such, on November 1, 2018, the Mayor and City Council ordained ARTICLE VII. – CHARTER ENFORCEMENT, Section 2-399 proposing that a process be established whereby the Internal Affairs Unit of the Doral Police Department ("IAU") shall be responsible for making an initial determination of good cause for complaints filed in accordance with the appropriate section of Section 2.07 and give authority to the IAU to refer the complaint to the proper Federal, State, County or Local Authority for investigation.

The responsibility for investigation of these charter complaints will be assigned to the *Internal Affairs Inspector*.

With the additional responsibilities to be assigned to the Internal Affairs Inspector and the reclassification of the current Internal Affairs Investigator to Internal Affairs Inspector, the position of Internal Affairs Investigator is being assumed by the current Civilian Background Investigator. The position of Internal Affairs Investigator must be a Sworn Law Enforcement Officer. An Internal Affairs Investigator's work consists of interviewing complainants, witnesses, victims and subject officers and non-sworn (civilian) employees, responding to scenes such as police shootings and locations where alleged misconduct may have occurred, and gathering evidence in criminal misconduct cases for filing of criminal charges. This can only be accomplished by a sworn law enforcement officer.

The added emphasis on the Department's current hiring surge requires this position to assist with Background Investigations. The responsibility of these investigations will be assigned to the *Internal Affairs and Background Investigator*.

In addition, since the Doral Police Department commenced operations in June 2008, there have been several individuals who have fulfilled the duties of Public Information Officer (PIO), however, the Department never had a designated person whose sole responsibilities and duties were that of a PIO until this year. On July 30, 2018, a Reserve Police Officer was hired and designated as the PIO on a part-time basis. His duties include, but are not limited to:

- Handling inquiries from the electronic, digital, and print media in both English and Spanish.
- Preparing press releases.
- Assisting in the production of public safety announcements in both print and video formats.
- Giving on-camera interviews to the media on incidents and events involving the Doral Police Department.
- Regular maintenance and updating of the Department's social media account, e.g. Twitter.
- On-scene response on a 24/7 basis to incidents and events that attract media attention.
- Coordinating and managing interviews by the media with the Chief, members of the command staff, and other members of the Department.
- Coordination of the public affairs side of public safety campaigns on a wide range of areas such as Child Safety Awareness, Body Worn Cameras, and the RING program.

Due to the limited hours of the Police Reserve Officer, the incumbent cannot always fulfill the aforementioned duties in the proper manner. It is requested that the position of PIO be reclassified to full time, thus ensuring that the Department will have the necessary coverage on matters related to media relations and public affairs. In addition, having a full time PIO will allow the department to consolidate several functions presently handled by other members of the Department such as the preparation of the Department's Annual Report, and the preparation of the Weekly Departmental Highlights. Assigning these functions to the PIO will free up the personnel presently handling those responsibilities and allow them to focus on other matters of importance. The responsibility of these matters will be assigned to the *Public Information Officer (PIO)*.

#### Approval of New Full Time Employment Positions

Pursuant to section 2-7 of the City Code Ordinances, approval of the city council shall be required for the creation of new full time employment positions with city. The request for approval for new positions with the city must include:

- (1) A complete description of the duties and responsibilities of the position created or modified;
- (2) The applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and
- (3) The 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.

The information required for approval of this position can be found in this memorandum and attachments.

## General Statement for New Position (Job Description Attached):

- *Internal Affairs Inspector:*

The Internal Affairs Investigator position is being reclassified to **Internal Affairs Inspector**. Duties of this position will include overseeing and investigating complaints of misconduct and alleged violations against City Council and other Charter Officials as well as all employees of the City of Doral. This position is receiving a grade change. The salary range is: \$72,666.37 to \$116,266.20 annually. The position grade is 119.

- *Internal Affairs and Background Investigator:*

Responsibilities while assigned to the IA section. The Civilian Background Investigator position is being reclassified to **Internal Affairs and Background Investigator**. Duties of this position will include, process and investigate complaints made against sworn and non-sworn members of the Police Department. Conduct interviews of complainants to identify subject and witness officers and obtain the facts concerning the complaint. This position is receiving a grade change. The salary range is: \$57,330.67 to \$88,862.54 annually. The position grade is 115.

- *Public Information Officer (PIO):*

One (1) Reserve Officer position is being reclassified to **Public Information Officer (PIO)**. Under general direction of the Chief of Police, this position is responsible for the development, maintenance and enhancement of the comprehensive informational program between the City and the public. The salary range is: \$64, 187.82 to 102,700.51 annually. The position grade is 117.

## Evaluation Metrics & Competencies:

All positions in the City of Doral are evaluated using the Performance Evaluation Metrics & Competencies listed below:

1. **Skill level and Job Knowledge:** Skills and knowledge demonstrated in the position and his/her understanding of all phases of the job.
2. **Quality of Work:** Accuracy, completeness and thoroughness of work performed. This includes attention to details and verifying work for adherence to standards.
3. **Quantity of Work:** The amount of work produced and completed successfully. This also includes flexibility in accommodating work interruptions and changes in priorities
4. **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.
5. **Dependability:** Compliance to policies and procedures regarding absenteeism and tardiness.
6. **Planning and Organizing Skills:** Ability to analyze problems and prioritize assignments. Keeping work area in order.
7. **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.
8. **Judgment and Problem Solving:** Recognizing a problem, determining options to correct the problem and making a decision.

Each position is evaluated using the following evaluation scale:

Scale	Description
4 = Exceptional	Performance far exceeds job requirements by instituting change in policy or program
3 = Above Average	Performance exceeds job requirements
2= Average	Performance met job requirements
1= Below Average	Some job requirements may be met but performance needs improvement
0 = Unacceptable	Performance is consistently below acceptable standards. Immediate and substantial improvement is required. Performance continued at this level is grounds for dismissal

Recommendation:

Approval of the Resolution adopting the Job Descriptions, Salary Range, Performance Measures and Metrics for the newly established positions of Internal Affairs Inspector, Internal Affairs & Background Investigator and the Public Information Officer (PIO).

*Encl.: Job Descriptions and Pay Plan.*