

RESOLUTION No. 15-204

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 NEWLY CREATED POSITIONS IN THE 2015-16 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the approved and adopted 2015–2016 Fiscal Year Budget for the City of Doral (the “City”) contemplated the creation and provided funding for newly created positions in the City, including: “Events Specialist/ Administrative Assistant”, “News Producer”, “PT Videographer/ Editor”, “Budget/ Grants Administrator”, “Procurement Services Assistant”, “Contracts/Procurement Manager”, “Help Desk Specialist”, “Database Administration Developer”, “IT Security Manager”, “Police Budget Coordinator”, “Public Safety Technical Services Manager”, “Police Officer Trainee”, “Assistant Building Director”, “Capital Improvement Manager”, “Project Engineer”, “Transit Road Supervisor”, “Cultural Event Specialist”, “Community Center Manager” “Assistant Community Center Manager” (“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”; and

WHEREAS, Staff has recommended approval of the job descriptions, salary scales, and performance measures and metrics, associated with the Position, as provided in the September 22nd, 2015 Memorandum From the Human Resources Department, 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 “Events Specialist/ Administrative Assistant”, “News Producer”, “PT Videographer/ Editor”, “Budget/ Grants Administrator”, “Procurement Services Assistant”, “Contracts/Procurement Manager”, “Finance Clerical Aide”, “Help Desk Specialist”, “Data Base Administration Developer”, “IT Security Manager”, “Police Budget Coordinator”, “Public Safety Technical Services Manager”, “Police Officer Trainee”, “Assistant Building Director”, “Capital Improvement Manager”, “Project Engineer”, “Transit Road Supervisor”, “Cultural Event Specialist”, “Community Center Manager” “Assistant Community Center Manager” as identified in Exhibit “A” are hereby approved.

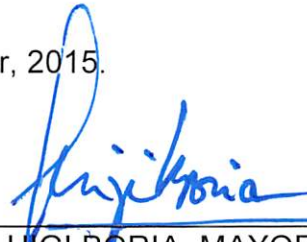
Section 3. Implementation. The City Manager and the City Attorney are hereby authorized to take such other action as is necessary to implement the provisions of this Resolution.

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

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

Mayor Luigi Boria	Yes
Vice Mayor Sandra Ruiz	Yes
Councilman Pete Cabrera	Yes
Councilwoman Christi Fraga	Yes
Councilwoman Ana Maria Rodriguez	Yes

PASSED AND ADOPTED this 13 day of October, 2015.



LUIGI BORIA, MAYOR

ATTEST:



CONNIE DIAZ, CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE SOLE USE
OF THE CITY OF DORAL



WEISS, SEROTA, HELFMAN, COLE, & BIERMANN, PL
CITY ATTORNEY

EXHIBIT “A”



Memorandum

Date: September 22nd, 2015
To: The Honorable Mayor and Members of the City Council
From: Human Resources Department
Subject: New Job Descriptions for FY 2015-2016

Pursuant the approval of the City of Doral Budget for the Fiscal Year 2015-2016, the Human Resources Department has been working in preparing all job classifications contemplated in the after mentioned budget and allocating all new classifications into the correct pay grade and assigning the correct FLSA classification by conducting job analysis for all newly approved positions:

- **Events Specialist/ Administrative Assistant**
The **Events Specialist/ Administrative Assistant** position is responsible for the planning, coordination and supervision of the Council and Administrative Events within the City of Doral. This position is under the general supervision of the Public Affairs Coordinator. The proposed salary range is **\$38,922.46 to \$58,383.70** annually .The position proposed grade is 109.
- **News Producer**
The **News Producer's** creates, coordinates and executes all concepts needed by the Creative Producer and assist with the video production. The News Producer works under the general supervision of the Creative producer. The proposed salary range for this position is **\$38,922.46 to \$58,383.70** annually. The position proposed grade is 109.
- **PT Videographer/ Editor**
The **Videographer/ Editor's**, the primary focus of this position is to create graphics, shoot and edit content for various media outlets for the City of Doral. Employee in this classification is responsible for operating video cameras in the field, studio cameras in a television studio and video editing equipment to video tape and finish programs for Doral TV. The proposed hourly rate is \$15.00 P/H. The position proposed grade is PT.

- The Accountant position is being reclassified to **Budget/Grants Administrator** performs professional financial analyses of considerable difficulty. Work involves a variety of tasks, including developing, implementing and administering a comprehensive grants compliance program; administers the annual budget and supervises staff during the budget process. Employee ensures compliance with all applicable standards, methods and principles of sound financial management. The proposed salary range is **\$58,362.61 to \$93,380.18** annually. The position proposed grade is 116.
- Stockroom Clerk is being reclassified to **Procurement Services Assistant**, this position is in charge of coordinating and supplying office supplies to all City Departments. This position is responsible for supporting the supply process which includes maintaining inventories of fixed assets, office supplies, break room supplies and all associated accounting procedures. The proposed salary range is **\$32,238.10 to \$45,133.34** annually. This position will maintain the same grade, which is 105.
- **Contracts / Procurement Manager.**
The **Contracts/ Procurement Manager**, is responsible for planning, managing and coordinating the activities and operations of the City's contracts and procurement division. This position ensures that all legal requirements are met while ensuring economy, efficiency and effectiveness. This position works under the supervision of the Finance Director. The proposed salary range is **\$65,483.17 to \$104,773.08** annually. The proposed grade is 118.
- **Help Desk Specialist**
The **Help Desk Specialist**, This position records and resolves all information technology issues reported by the department users. This person will be responsible to monitor all computer hardware/software systems for proper functioning; and providing help desk coverage for all users. The proposed salary range is **\$38,922.46 to \$58,383.70** annually. The proposed grade is 109.
- **Database Administration Developer**
The Data Base Administration Developer, is responsible for the administration of City-wide electronic databases, application stored procedures, encrypting database columns, monitoring database performance and backup processes. This position works under the supervision of the Information Technology Director. The proposed salary range is **\$61,689.28 to \$98,702.85** annually. The proposed grade is 117.
- **IT Security Manager**
The **IT Security Manager** is the process owner for the development and implementation of the City's information security program and ongoing activities to preserve the availability, integrity and confidentiality of city information resources in compliance with applicable security policies and standards. This position works under the supervision of the Information Technology Director. The proposed salary range is **\$65,483.17 to \$104,773.08** annually. The proposed grade is 118.

- **Police Budget Coordinator**
 The Grant Coordinator position is being reclassified to **Police Budget Coordinator**. This position is responsible for performing budgetary and financial analysis, policy review analysis and assisting in the preparation and administration of a comprehensive annual budget. Work may involve participation on management projects. The employee exercises considerable initiative and independent professional judgment in the performance of the work assignments. Work is reviewed through observation of performance, reports and evaluation of results achieved. The proposed salary range **\$48,215.99 to \$74,734.79**. This position will maintain the same grade, which is 113.
- **Public Safety Technical Services Manager**
 The **Public Safety Technical Services Supervisor** is responsible to achieve operational objectives by contributing information and recommendations to strategic plans and reviews. This positions communicates with the IT Department and the Command Staff. This position will ensure all FDLE regulations and certifications are followed. Ensures all action plans, assessments of applications and issues are implemented. The Public Safety Services Manager works under the general supervision of the IT Director and the Chief of Police. The proposed salary range is **\$55,099.05 to \$85,403.53**.The pay grade for this position is 115.
- **Police Officer Trainee**
Police Officer Trainee the selected non-certified applicants are appointed as Police Officer Trainees on a probationary basis. Candidates will be attending the Police Academy to become a certified Officer. Upon satisfactory completion of academy and receipt of State of Florida Law Enforcement Officer certification, trainees are promoted to probationary Police Officers at a starting salary upon completion of the academy and following completion of academy and receipt of State of Florida Law Enforcement Officer certification. The proposed salary range is **\$32,542.43 to \$45,133.34**, which will allocate the position in grade 105.
- **Assistant Building Director**
 The **Assistant Building Director** is responsible management and complex professional administrative work assisting the Building Director in scheduling, directing, and controlling the daily activities of the City's Building Department. Emphasis of the work is on scheduling and supervising technical, administrative and clerical staff in the conduct of building inspections, the issuing of building permits and the enforcement of building codes. The proposed salary is **\$69,837.80 to \$111,740.49**. The proposed grade is 119.

 - **Capital Improvement Manager.**
 The **Capital Improvement Project Manager** is in charge of the implementation of the City's Capital Improvement Program with a strong emphasis on building construction; oversees engineering/construction project management work for capital projects and facility upgrades; directs and supervises assigned staff. Ensures that project schedules, cost and overall quality performance objectives are met across a diverse range of capital

improvement projects. The proposed salary is **\$58,362.61 to \$93,380.18**. The pay grade for this position is 116.

- **Project Engineer**
The **Project Engineer** is under the supervision of the Chief of Engineering This position is responsible for performing technical engineering work including tasks as assigned in developing and managing all phases of project development, planning, design and construction for the City's Public Works transportation and Stormwater improvement projects and programs. The proposed salary range is **\$48,215.99 to \$74,734.79**. The proposed grade is 113.
- **Transit Road Supervisor**
The **Transit Road Supervisor** provides support to the Public Works and Transportation engineering activities to ensure the safety and efficiency of the public transportation system. This is a front-line supervisory position responsible for the supervision of on-street operations of the Doral Transit System. The work involves monitoring the on-street performance of all trolley drivers and is responsible for the uninterrupted on-time service of all routes in the Doral Transit service area. The proposed salary range is **\$28,210.87 to \$39,495.21** annually. The proposed grade is 103.
- **Cultural Event Specialist**
This position is responsible for the coordination, planning and supervision of Cultural Events for the Doral Parks and Recreation Facilities as required. The Cultural Arts Specialist works under the supervision of the Special Events Coordinator and the Parks & Recreation Director. . The proposed salary range is **\$38,922.46 to \$58,383.70** annually. The proposed grade is 109.
- **Community Center Manager**
The **Community Center Manager** is responsible for the supervision of the Assistant Community Center Manager and Service Aides. It is also responsible for the safety and supervision of participants in City coordinated functions, such camps, youth programs and events that take place in the community center. Responsible for the safety and maintenance of the community center and enforcement of all park rules and regulations. The proposed salary range is **\$36,495.51 to \$54,743.27**. The proposed grade is 108.
- **Assistant Community Center Manager**
The Assistant **Community Center Manager** is responsible for the supervision of Service Aides, as well as the safety and supervision of participants in community center coordinated functions, such camps, youth programs and events. Responsible for the safety and maintenance of community center and enforcement of all park

rules and regulations. The proposed salary range is **\$32,542.43 to \$48,813.64**. The proposed pay grade is 106.

All job positions will be 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 will be 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

The functions and duties of all the positions mentioned above are critical to the continued service provided by City of Doral. The purpose of obtaining approval of these positions is to hire/promote qualified, diverse, and talented personnel that can advance the strategic goals of each department of the City of Doral.

/Encl. Job Descriptions, Pay Grade.