

RESOLUTION No. 20-70**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTION, APPLICABLE SALARY SCALE, PERFORMANCE MEASURES, AND RELATED METRICS FOR THE ESTABLISHMENT OF A NEW POSITION FOR THE 2019-2020 FISCAL YEAR BUDGET; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the approved and adopted 2019/2020 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: "Financial Analyst" ("the Position"); 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; The applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and 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; 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 Finance Department personnel head count, and/or exceed the amounts budgeted for personnel in the Finance 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 May 13, 2020, 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 description, salary scale, and performance measures and metrics associated with the "Financial Analyst", is 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 Mariaca who moved its adoption. The motion was seconded by Councilmember Cabral and upon being put to a vote, the vote was as follows:

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

PASSED AND ADOPTED this 13 day of May, 2020.



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:



LUIS FIGUEREDO, ESQ.
CITY ATTORNEY

EXHIBIT “A”



City of Doral, FL Classification Description

Classification Title: Financial Analyst (Part-time)

Department: Finance

Pay Grade: 119

FLSA Status: Exempt

GENERAL STATEMENT OF JOB

The Financial Analyst is a professional that provides information and analysis to management to make informed strategic and tactical decisions. This position works under the direct supervision of the Finance Director. This position monitors the implementation of the City's budget to ensure compliance and develop financial and operational metrics that measure progress. The Financial Analyst prepares reports and presentations and provides recommendations regarding financial and operational risks and opportunities associated with particular decisions. Financial Analysts use statistical software packages to analyze financial and operational data, identify trends, develop forecasts, analyze and process complex financial transactions and prepare complex financial statements in accordance with general accounting principles. In addition, this position focusses on Governmental Accounting Standards Board (GASB), and Municipal Securities Rulemaking Board (MSRB), OMB A-133.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Identifies and determines items to be disclosed in financial statements, financial reports and/or other financial documents.
- Assures proper internal controls are in place, presents findings, data and recommendations to management as required.
- Compiles, analyzes and provides data as required by Federal, State, GAAP, GASB, MSRB and OMB A-133.
- Provides technical assistance to staff regarding debt, securities, loans, monetary transactions and procedures.
- Prepares schedules and financial reports for periodic, ad hoc and year-end close.
- Assists with the preparation of cash flow analysis, long-term revenue projections, bond proceeds, and investment securities.
- Coordinates with external service providers to obtain financial compliance reports.

- Assists in the preparation of the Comprehensive Annual Financial Report's (CAFR) Financial Section.
- Assists with internal/external auditors as required.

Additional Duties:

- Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- Bachelor's Degree in Finance, Accounting, Business Administration or related field is required.
- Five to Seven (5-7) years' general accounting or public accounting experience is required; municipal government accounting experience preferred.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must possess excellent customer service skills and be able to establish good customer relations.
- Must possess strong organizational and communication skills.
- Must be computer literate with knowledge of Microsoft Word, Excel, PowerPoint or a similar work processing program.
- Must be detailed oriented to ensure tasks are accurately completed.
- Good communicator and persuasive at various levels.
- Ability to find the right creative collaborators to transform that irresistible script into a great production.
- Ability to deal with confidential and sensitive matters.
- Ability to deliver effective presentations.
- Ability to work in a fast-paced environment.
- Ability to manage and meet deadlines.
- Ability to get along with others and work effectively with the public and fellow workers.
- Requires a strong emphasis on customer service and the ability to multi-task.
- Ability to meet and deal with the public in an effective and courteous manner.
- Ability to perform several tasks at one time.
- Must be bilingual with both spoken and written skills in the English and Spanish languages.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to perceive detailed information at normal speaking levels; make rational decisions; express ideas by speaking accurately and concisely; use visual acuity to perform activities such

- as viewing a computer terminal and making general observations of neatness or accuracy; and move about on foot to accomplish various tasks.
- Ability to exert up to 10 pounds of force occasionally.

Employee Name: _____
(PRINT)

Date: _____

Employee Signature: _____