

RESOLUTION No. 21-217**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTIONS, APPLICABLE SALARY SCALE AND PERFORMANCE MEASURES AND METRICS FOR POSITIONS IN THE 2021-2022 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; APPROVING THE UPDATED CITYWIDE PAY PLAN TO INCLUDE NEW POSITIONS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the approved and adopted 2021–2022 Fiscal Year Budget for the City of Doral (the “City”) contemplated the establishment of newly created positions in the city, including: “Accounts Payable Specialist”, “Body Worn Camera Administrator”, “Business Outreach Coordinator”, “Payroll Specialist II”, and “Assistant Communications Director;” 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, performance measures and metrics, associated with the positions, which is incorporated herein and made a part hereof by this reference; and

WHEREAS, via Resolution 21-187, on August 11, 2021, the City Council approved a citywide Job Classification and Pay Plan (the “Pay Plan”), which specified the new and/or revised job titles and corresponding pay ranges for all City employees; and

WHEREAS, from time to time, the city needs to adjust the Pay Plan to account for new positions and/or approved budgetary adjustments; and

WHEREAS, the City Manager’s Office recommends for the City Council to approve the updated Pay Plan, attached hereto as Exhibit “B”, which is incorporated herein and made a part hereof by this reference, that takes into account the new positions for fiscal year 2021–2022.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE 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 “Accounts Payable Specialist”, “Body Worn Camera Administrator”, “Business Outreach Coordinator”, “Payroll Specialist II”, and “Assistant Communications Director” as provided as “Exhibit A” are hereby approved. The updated Pay Plan, attached as Exhibit “B”, accounting for new positions and budgetary adjustment for fiscal year 2021–2022, 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 Puig-Corve and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Pete Cabrera	Yes
Councilwoman Digna Cabral	Yes
Councilwoman Claudia Mariaca	Yes
Councilman Oscar Puig-Corve	Yes

PASSED AND ADOPTED this 22 day of September, 2021.



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: Accounts Payable Specialist

Department: Police

Pay Grade: 106

FLSA Status: Exempt

GENERAL STATEMENT OF JOB

Perform a variety of routine and complex tasks in support of the Police Department. Areas of responsibility including Accounts Payable, Utility Billing and various administrative functions. Responsible for the Accounts Payable process as well as the associated reconciliations and analysis. Review and reconcile financial data, correcting inaccuracies, recommending changes in procedures to improve internal controls or improve efficiencies. In addition, this position is going to be crossed trained with the Payroll Specialist in order to act as backup when needed.

This position is classified as a non-exempt, full-time position with a 40 hour work-week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Administers the Accounts Payable (AP) system and handles all receiving reports
- Performs all aspects of the AP functions including matching purchase orders to invoices, entering invoices into the City's financial software and processing check runs according to department deadlines and internal controls.
- Acts as primary contact within the Police Department for purchase orders, including reviewing requisitions and invoices for accuracy and compliance with procurement policy and departmental guidelines.
- Sets up and maintains AP files in compliance with accounting policies, best practices and archiving requirements.
- Provides accurate and effective document preparation and records management relative to the AP function in accordance with record retention policies and laws.
- Sets up and maintains the City's service payments.
- Maintains confidentiality and exercise discretion and judgment in dealing with sensitive or confidential information within the guidelines of the City's policy and customer service standards.

- Coordinates with the Finance Department to set up new vendors and maintains vendor W-9 forms in accordance with IRS regulations and red flag policies.
- Reconciles vendor statements monthly by matching payments to amounts due on vendor statements and reviewing vendor statements for accuracy.
- Researches and resolve any outstanding balances on accounts, including telephone, mail or email communications with vendors.
- Generates operational and summary reports.
- Composes correspondence or selects standardized formats; prepares a variety of reports, memorandums, documents, and requisitions.
- Performs back-up coverage for administrative assistant during relief periods; answers phone, takes messages and/or directs customers to the appropriate department.
- Retrieves information and documents from files at the request of department personnel.
- Retrieves information or data from internet or other sources as instructed.

Additional Duties:

- Performs other related work as assigned.

MINIMUM EDUCATION AND TRAINING

- High School Diploma and five years of verifiable experience in Accounts Payable OR An Associate's Degree and three years of experience in Accounts Payable practices and procedures including billing using a computer account system.
- Ability to use computers for word processing and/or accounting purpose is required.
- Payroll experience is preferred
- Must provide quality customer service to all City personnel and outside vendors.
- Must possess a valid drivers license.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must be fluent in spoken and written English. Ability to communicate in Spanish is a plus.

Accounts Payable Specialist

- Must be computer literate with knowledge of Microsoft Word, Excel, Power Point, etc.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- Knowledge of secretarial procedures, methods and techniques.
- Ability to accept, receive and/or collect payments.
- Knowledge of business English, spelling and arithmetic.
- Ability to meet and deal with the public and employees in a courteous, eloquent and effective manner.
- Ability to search for and compile information from files and other sources.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.



City of Doral, FL Classification Description

Classification Title: Assistant Director of Communications

Department: Communications

Pay Grade:

FLSA Status:

GENERAL STATEMENT OF JOB

This is an executive level position which reports to the Director of Communications, assisting with keeping elected officials, city departments, citizens informed. This position assists with, overseeing, and participating in all aspects of the Communications Department.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Assists the Communications Director with the day-to-day direction of public information, media relations, photographic and video production programs.
- Assists in the development of short- and long-term plans to meet the City's Communication Department's goals and objectives
- Manages rules and processes of official/diplomatic protocol for City ceremonial presentations and events to ensure the use of emblems such as flags and anthems are accurate, correct forms of address are used, tables of precedence, state ceremonies, guidelines for hospitality, seating-plans, gifts and dress codes are followed.
- Writes and drafts City proclamations and certificates and prepares for presentation of keys.
- Directs and approves film permits on behalf of the City.
- Coordinates with City departments to ensure film production adheres to permit conditions and maintains compliance.
- Acts in capacity of Communications & Protocol Manager in his/her absence.
- Produces and writes scripts for Doral television as well as serves as on-air talent, reporter, and broadcaster for Doral TV.

Additional Duties:

- Performs other related work as required.



MINIMUM EDUCATION AND TRAINING

- Bachelor's Degree with at least three years of related work experience.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Ability to plan, organize, and implement several projects simultaneously.
- Ability to work closely with staff members to stimulate and encourage their energy levels and creative efforts.
- Ability to coordinate personnel from various City departments and divisions to meet planned objectives for a variety of special events.
- Ability to train professional staff in event management and other activities.
- Ability to interpret, analyze and evaluate statistics generated by the special events.
- Ability to develop standards and objectives and to establish controls and evaluation methods to measure the progress towards those goals.
- Ability to prepare administrative and statistical reports, interpret diagrams and maintain accurate reports.
- Ability to prepare reports and make public presentations.
- Ability to establish and maintain effective working relationships with employees, City officials, representatives of private businesses, service and civic organizations, and the general public.
- Ability to make recommendations that impact the budget.
- Ability to use small office equipment, including copy machines or multi-line telephone systems. Ability to use computers for data entry.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Needs to be computer literate and proficient at Microsoft Excel, Word, Outlook, social media outlets and any other related software.
- Needs to be able to facilitate creation of standard operating procedures to implement within the department.
- Considerable knowledge of modern marketing techniques, practices, and procedures.
- Considerable knowledge of marketing, events promotion, public relations, financial aspects of concession and social media operations.

Physical Requirements:

- Ability to receive detailed information through oral communication; make rational decisions; express ideas by speaking accurately/loudly/quickly; shout in order to be heard above ambient noise level; use visual acuity to perform activities such as viewing a computer terminal, determining the accuracy of work, operating heavy equipment or making inspections; and walk from one work site to another.



- Ability to exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.





City of Doral, FL Classification Description

Classification Title: Body Worn Camera Administrator
Department: Police
Pay Grade: 113
FLSA Status: Exempt

GENERAL STATEMENT OF JOB

The Body Worn Camera (BWC) Administrator coordinates work which is professional and provides non-enforcement, administrative, technical support and services to the Doral Police Department's BWC program. This is an administrative position responsible for the oversight and management of the BWC program which includes inventory, training, deployment, system evaluation, policy and procedure review and evaluation, and maintenance of the program's hardware and software systems. This is a highly specialized position which involves technical detailed work that will advance as the technology expands along with the evolution of the BWC program. Duties are performed under the general supervision of an administrator, division head or functional supervisor, with some latitude for the use of independent judgment.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Provide administration and overall maintenance of the body worn camera program
- Assign and maintain inventory of body worn camera equipment.
- Assists end-users with troubleshooting basic technical equipment issues.
- Research and design departmental training programs at the Training Center as an instructor.
- Prepare and edit instructional videos for Power DMS. Prepare testing to ensure comprehension and compliance.
- Coordinate with Information Technology staff, regarding system related issues and synchronicity with the CAD.
- Responsible for policy and procedure review and evaluation, and assists in development, implementation and updating of policies and procedures.

- Responsible for routine functionality audits ensuring video evidence is properly uploaded and policies and procedures related to the BWC program are been followed.
- Responsible for maintaining body worn camera equipment to include cameras, docking stations, cables, etc. to ensure adequate supplies are on hand.
- Responsible for the replacement of damaged and/or lost equipment. Ensure appropriate back-up and replacement parts are available.
- Review and redact videos and ensure release is in accordance with federal, state, and local statutes and established policies and procedures.
- Complete forensic redactions of videos and ensure the rules of evidence retention are upheld.
- Assist personnel in the use and navigation of the BWC software to find specific video files, burn copies and share files with authorized personnel and entities.
- Liaison with body worn camera provider and advise department on equipment upgrades, and any concerns or issues related to the BWC equipment.
- Research and develop records, reports, and other documentation related to assigned functions.
- Provide on-call support and on-site visits as required.
- Provide answers to inquiries to the general public, public officials, City employees or other individuals requesting assistance or public information.
- Custodian of records and disseminator of information in accordance with public records laws and City of Doral policies and administrative regulations.
- Be available during off business hours in the event of emergencies.
- May provide on scene on site call outs.
- Attends related educational/training seminars.
- Ensure the system is run on a secure network when accessing Axon .com.
- Attend, host and present departmental meetings.
- Assisting with manual uploads to the external cloud server.
- Maintenance of system for the management of video retention and purging.

Additional Duties:

- Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- A Bachelor's Degree and or two (2) years' experience of an administrative, technical or law enforcement nature, preferably in a public sector governmental

agency.

- Additional work experience may be substituted for the educational requirement. Certification from Axon is preferred however not required.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- It is vital that the BWC Administrator is current with all system updates, new technology and industry best practices Working knowledge of City of Doral ordinances, State laws and regulations.
- An employee in a position allocated to this class may have considerable contact with the general public, City officials and City employees.
- Work performed is often of a sensitive or confidential nature and discretion must be utilized with the upmost integrity with on-going investigations.
- A law enforcement background is preferred, particularly with investigative experience.
- At a minimum, the BWC Administrator must have basic computer operating skills and be able to navigate all BWC equipment associated with the position.
- Working knowledge of office practices, departmental policies and procedures.
- Good knowledge of research methodology and report preparation.
- Ability to follow complex instructions both written and oral.
- Ability to make proper decisions independently without a supervisor's assistance.
- Exhibits resourceful behavior when meeting job expectations.
- Ability to deal with other employees, supervisors and the general public.
- Displays willingness to take on extra responsibilities.
- Ability to professionally testify in a judicial and administrative proceeding.
- Ability to maintain confidentiality.
- Ability to make complex calculations.
- Possess a valid Florida Driver License.
- Have the physical ability to perform the job.

Physical Requirements:

- Ability to make rational decisions through sound logic and deductive processes; and express or exchange ideas by means of the spoken word.



City of Doral, FL Classification Description

Classification Title: Business Outreach Coordinator

Department: Planning & Zoning

Pay Grade: 113

FLSA Status: Exempt

GENERAL STATEMENT OF JOB

Business Outreach Coordinator is intended to coordinate the operations of the economic development division, including interaction with the business and governmental community; provide assistance and liaison with public, private and non-profit organizations for business attraction, creation, expansion and retention activities; responsible for planning, implementation, and attendance of economic development meetings, conferences and events; prepares and disseminates information to potential business clients of economic, statistical, financial, population, growth, demographic and other information; and provides oversight of citywide grant research, applications and use grants software.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Assist the Economic Developer to coordinate and implement the operations of the economic development division, including interaction with the business and governmental community.
- Liaison with public, private and non-profit organizations for business attraction, creation, expansion and retention activities.
- Participate in planning, implementation and attendance of economic development meetings, conference and events.
- Assist in preparation and dissemination to potential business clients of economic, statistical, financial, population, growth, demographic and other information.
- Assist in the administration of citywide grant programs.
- Assist in the preparation and processing of purchases orders and check requests.

Additional Duties:

- Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- A Bachelor's Degree and one year of related work experience.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Ability to deal with data, people and technology that relates to administrative technical, communications, researching, reporting, accounting, legal, or managerial skills.

Physical Requirements:

- Ability to make rational decisions through sound logic and deductive processes; and express or exchange ideas by means of the spoken word.



City of Doral, FL Classification Description

Classification Title: Payroll Specialist II

Department: Finance

Pay Grade:

FLSA Status: NE

GENERAL STATEMENT OF JOB

This is a highly responsible, specialized work coordinating all payroll-related functions and processes for all City of Doral. An incumbent in this position is responsible for supporting the complete payroll process which includes but is not limited to processing payroll, processing manual payroll calculations and checks, assisting with training staff, and providing payroll support. Position is responsible for timely processing of City payroll for all city positions, including sworn police positions, through the City's payroll system.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Compiles, prepares, processes, and generates bi-weekly payroll for the City.
- Balances payroll runs, answers employee questions, and troubleshoots payroll issues.
- Prepares bi-weekly payroll reports to ensure proper payment and allocations.
- Ensures payroll records are updated and accurate and corrects inaccuracies where possible.
- Oversees and processes all wage garnishments.
- Makes necessary payroll deductions for health, insurance, tax, pensions, social security, and all other required salary deductions.
- Verifies and completes salary verification request forms and unemployment compensation claims.
- Processes approved leave changes, new hires, terminations, withholding changes, and enters such changes into the City's payroll system.
- Files all payroll related forms into employee's payroll file and maintains records in accordance with the State of Florida general retention policy.
- Reconciles and processes credit cards payments for the City.
- Assists with year-end process by validating and verifying W-2 reports, balance adjustments, printing W-2s, and providing correction to employee balances.
- Validates and process the City's timekeeping system and import to the payroll system. Runs reports for management as required.
- Assists with bank reconciliation and check validation as needed and process all receiving reports for the Finance Department.
- Validates pension calculations and process distributions for FRS, ICMA 401, 457 retirement plan,

- and BMG loan repayments.
- Validates and processes POAT and PBA deductions for the Police Department.
- Validates and processes employees' "sell back time," all open enrollment benefits, medical, dental, vision, FSA, HSA, Colonial., and AFLAC deductions for the year.

Additional Duties:

- Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- Bachelor's Degree with at least four years of related work experience.
- Prior experience with Kronos and ADP preferred.

Physical Requirements:

- Ability to receive detailed information through oral communication; make rational decisions; express ideas by speaking accurately/loudly/quickly; shout in order to be heard above ambient noise level; use visual acuity to perform activities such as viewing a computer terminal, determining the accuracy of work, operating heavy equipment or making inspections; and walk from one work site to another.
- Ability to exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.



EXHIBIT “B”



CITY OF DORAL
CLASSIFICATION & PAY PLAN
OCTOBER 1, 2021 TO SEPTEMBER 30, 2022

EXHIBIT B

Position Title (Current)	Job Classification (Proposed)	Department	Grade	Min	Mid	Max
Facilities Janitor	Facilities Janitor	Public Works	101	\$28,261.81	\$35,327.26	\$42,392.71
Laborer	Laborer	Public Works	102	\$29,858.60	\$37,323.26	\$44,787.91
Clerical Aide	Clerical Aide	Police	103	\$31,694.91	\$39,618.64	\$47,542.36
Mail Clerk	Mail Clerk	Public Works	103	\$31,694.91	\$39,618.64	\$47,542.36
Clerical Aide II	Clerical Aide II	City Manager	104	\$33,802.62	\$42,253.27	\$50,703.93
Laborer II	Laborer II	Public Works	104	\$33,802.62	\$42,253.27	\$50,703.93
Solution Center Representative	Solution Center Representative	Building	104	\$33,802.62	\$42,253.27	\$50,703.93
Park Ranger	Park Ranger	Parks & Recreation	105	\$36,219.51	\$45,274.38	\$54,329.26
Police Records Specialist	Police Records Specialist	Police	105	\$36,219.51	\$45,274.38	\$54,329.26
Police Review Specialist	Police Review Specialist	Police	105	\$36,219.51	\$45,274.38	\$54,329.26
Police Service Aide	Police Service Aide	Police	105	\$36,219.51	\$45,274.38	\$54,329.26
Accounting Clerk (P&R)	Accounting Clerk (P&R)	Parks & Recreation	106	\$36,561.42	\$45,701.77	\$54,842.12
Accounts Payable Specialist	Accounts Payable Specialist	Police	106	\$36,561.42	\$45,701.77	\$54,842.12
Assistant Community Center Manager	Assistant Community Center Supervisor	Parks & Recreation	106	\$36,561.42	\$45,701.77	\$54,842.12
Assistant Cultural Center Manager	Assistant Cultural Center Supervisor	Parks & Recreation	106	\$36,561.42	\$45,701.77	\$54,842.12
Assistant Park Manager	Assistant Park Supervisor	Parks & Recreation	106	\$36,561.42	\$45,701.77	\$54,842.12
Auto Maintenance Helper	Auto Maintenance Helper	Public Works	106	\$36,561.42	\$45,701.77	\$54,842.12
Building Records Clerk	Building Records Clerk	Building	106	\$36,561.42	\$45,701.77	\$54,842.12
Licensing Clerk	Licensing Clerk	Planning & Zoning	106	\$36,561.42	\$45,701.77	\$54,842.12
Permit Clerk	Permit Clerk	Building	106	\$36,561.42	\$45,701.77	\$54,842.12
Permit Clerk (PW)	Permit Clerk (PW)	Public Works	106	\$36,561.42	\$45,701.77	\$54,842.12
Plans Processing Clerk I	Plans Processing Clerk I	Building	106	\$36,561.42	\$45,701.77	\$54,842.12
Accounting Clerk/ Permit Clerk	Accounting Clerk/ Permit Clerk	Public Works	107	\$38,627.14	\$48,283.92	\$57,940.70
Facility Maintenance Technician	Facility Maintenance Technician	Public Works	107	\$38,627.14	\$48,283.92	\$57,940.70
Finance Clerk	Finance Clerk	Finance	107	\$38,627.14	\$48,283.92	\$57,940.70
Nature Facility Manager	Nature Facility Supervisor	Parks & Recreation	107	\$38,627.14	\$48,283.92	\$57,940.70
Plans Processing Clerk II	Plans Processing Clerk II	Building	107	\$38,627.14	\$48,283.92	\$57,940.70
Police Administrative Assistant	Police Administrative Assistant	Police	107	\$38,627.14	\$48,283.92	\$57,940.70
Police Property & Evidence Specialist	Police Property & Evidence Specialist	Police	107	\$38,627.14	\$48,283.92	\$57,940.70
Police Record Specialist Teletype (PRS)	Police Record Specialist Teletype (PRS)	Police	107	\$38,627.14	\$48,283.92	\$57,940.70
Accounting Clerk	Accounting Clerk	Finance	108	\$41,002.71	\$51,253.38	\$61,504.06
Administrative Assistant (P&R)	Administrative Assistant (P&R)	Parks & Recreation	108	\$41,002.71	\$51,253.38	\$61,504.06
Administrative Assistant (PA)	Administrative Assistant (PA)	Public Affairs	108	\$41,002.71	\$51,253.38	\$61,504.06
Administrative Assistant Assistant (PW)	Administrative Assistant Assistant (PW)	Public Works	108	\$41,002.71	\$51,253.38	\$61,504.06
Auto Maintenance Technician	Auto Maintenance Technician	Public Works	108	\$41,002.71	\$51,253.38	\$61,504.06
Community Center Manager	Community Center Supervisor	Parks & Recreation	108	\$41,002.71	\$51,253.38	\$61,504.06
Park Manager	Park Supervisor	Parks & Recreation	108	\$41,002.71	\$51,253.38	\$61,504.06
Parks Maintenance Technician	Parks Maintenance Technician	Parks & Recreation	108	\$41,002.71	\$51,253.38	\$61,504.06
Police Field Logistics Specialist	Police Field Logistics Specialist	Police	108	\$41,002.71	\$51,253.38	\$61,504.06
Quartermaster	Quartermaster	Police	108	\$41,002.71	\$51,253.38	\$61,504.06
Records Management Specialist	Records Management Specialist	Police	108	\$41,002.71	\$51,253.38	\$61,504.06
Special Needs Program Specialist	Special Needs Program Specialist	Parks & Recreation	108	\$41,002.71	\$51,253.38	\$61,504.06
Administrative Assistant II (BD)	Administrative Assistant II (BD)	Building	109	\$43,729.38	\$54,661.73	\$65,594.08
Administrative Assistant II (CE)	Administrative Assistant II (CE)	Code	109	\$43,729.38	\$54,661.73	\$65,594.08
Administrative Assistant II/Outdoor Events Coordinator	Administrative Assistant II/Outdoor Events Coordinator	Planning & Zoning	109	\$43,729.38	\$54,661.73	\$65,594.08
Crew Supervisor	Crew Supervisor	Public Works	109	\$43,729.38	\$54,661.73	\$65,594.08
Cultural Events Specialist	Cultural Events Specialist	Parks & Recreation	109	\$43,729.38	\$54,661.73	\$65,594.08
Events Specialist	Events Specialist	Parks & Recreation	109	\$43,729.38	\$54,661.73	\$65,594.08
Facility Maintenance Foreman	Facility Maintenance Coordinator	Public Works	109	\$43,729.38	\$54,661.73	\$65,594.08
Fixed Asset and Purchasing Coordinator	Fixed Asset and Purchasing Coordinator	Procurement	109	\$43,729.38	\$54,661.73	\$65,594.08
Help Desk Specialist	Help Desk Specialist	IT	109	\$43,729.38	\$54,661.73	\$65,594.08
News Producer	News Producer	Public Affairs	109	\$43,729.38	\$54,661.73	\$65,594.08



CITY OF DORAL
CLASSIFICATION & PAY PLAN
OCTOBER 1, 2021 TO SEPTEMBER 30, 2022

EXHIBIT B

Position Title (Current)	Job Classification (Proposed)	Department	Grade	Min	Mid	Max
Parks Foreman	Parks Foreman	Parks & Recreation	109	\$43,729.38	\$54,661.73	\$65,594.08
Property & Evidence Supervisor	Property & Evidence Supervisor	Police	109	\$43,729.38	\$54,661.73	\$65,594.08
Transit Road Supervisor	Transit Road Supervisor	Transportation	109	\$43,729.38	\$54,661.73	\$65,594.08
Constituent Services Coordinator	Constituent Services Coordinator	Public Affairs	110	\$46,856.03	\$58,570.04	\$70,284.05
Court Liaison Coordinator	Court Liaison Coordinator	Police	110	\$46,856.03	\$58,570.04	\$70,284.05
Crime Scene Technician	Crime Scene Technician	Police	110	\$46,856.03	\$58,570.04	\$70,284.05
IT Specialist	IT Specialist	IT	110	\$46,856.03	\$58,570.04	\$70,284.05
Payroll Specialist	Payroll Specialist	Police	110	\$46,856.03	\$58,570.04	\$70,284.05
Stormwater Technician	Stormwater Technician	Stormwater	110	\$46,856.03	\$58,570.04	\$70,284.05
Code Compliance Officer I	Code Compliance Officer I	Code	111	\$48,303.06	\$61,586.40	\$74,869.75
Payroll Specialist II	Payroll Specialist II	Finance	111	\$48,303.06	\$61,586.40	\$74,869.75
Special Magistrate Coordinator	Special Magistrate Coordinator	Code	111	\$48,303.06	\$61,586.40	\$74,869.75
AV Systems Technician	AV Systems Technician	IT	112	\$51,032.18	\$65,066.03	\$79,099.89
Code Compliance Officer II	Code Compliance Officer II	Code	112	\$51,032.18	\$65,066.03	\$79,099.89
IT Technician	IT Technician	IT	112	\$51,032.18	\$65,066.03	\$79,099.89
IT Technician (Public Safety)	IT Technician (Public Safety)	IT/Police	112	\$51,032.18	\$65,066.03	\$79,099.89
Police Crime Analyst Specialist	Police Crime Analyst Specialist	Police	112	\$51,032.18	\$65,066.03	\$79,099.89
Procurement Specialist	Procurement Specialist	Procurement	112	\$51,032.18	\$65,066.03	\$79,099.89
Accountant	Accountant	Finance	113	\$54,170.66	\$69,067.59	\$83,964.53
Administrative Coordinator & Capital Improvement Liaison	Administrative Coordinator & Capital Improvement Liaison	Building	113	\$54,170.66	\$69,067.59	\$83,964.53
Advisory Board Coordinator	Advisory Board Coordinator	City Clerk	113	\$54,170.66	\$69,067.59	\$83,964.53
Body Worn Camera Administrator	Body Worn Camera Administrator	Police	113	\$54,170.66	\$69,067.59	\$83,964.53
Building Development Services Coordinator	Building Development Services Coordinator	Building	113	\$54,170.66	\$69,067.59	\$83,964.53
Business Outreach Coordinator	Business Outreach Coordinator	Planning & Zoning	113	\$54,170.66	\$69,067.59	\$83,964.53
CIP Administrative Coordinator	CIP Administrative Coordinator	Public Works	113	\$54,170.66	\$69,067.59	\$83,964.53
Code Compliance Officer III	Code Compliance Officer III	Code	113	\$54,170.66	\$69,067.59	\$83,964.53
Code Compliance Officer III/Outreach Coordinator	Code Compliance Officer III/Outreach Coordinator	Code	113	\$54,170.66	\$69,067.59	\$83,964.53
Communication Supervisor	Communication Supervisor	Police	113	\$54,170.66	\$69,067.59	\$83,964.53
Creative Producer	Creative Producer	Public Affairs	113	\$54,170.66	\$69,067.59	\$83,964.53
Development Review Coordinator	Development Review Coordinator	Planning & Zoning	113	\$54,170.66	\$69,067.59	\$83,964.53
General Services Administrator / Sustainability	General Services Administrator / Sustainability	Public Works	113	\$54,170.66	\$69,067.59	\$83,964.53
Police Special Events Coordinator	Police Special Events Coordinator	Police	113	\$54,170.66	\$69,067.59	\$83,964.53
Project Engineer	Project Engineer	Public Works	113	\$54,170.66	\$69,067.59	\$83,964.53
Recreation Facility Supervisor	Recreation Facility Manager	Parks & Recreation	113	\$54,170.66	\$69,067.59	\$83,964.53
Recreation Marketing & Sponsorship Coordinator	Recreation Marketing & Sponsorship Coordinator	Parks & Recreation	113	\$54,170.66	\$69,067.59	\$83,964.53
Recreation Program Coordinator	Recreation Program Coordinator	Parks & Recreation	113	\$54,170.66	\$69,067.59	\$83,964.53
Special Events Coordinator	Special Events Coordinator	Parks & Recreation	113	\$54,170.66	\$69,067.59	\$83,964.53
Special Needs Coordinator	Special Needs Coordinator	Parks & Recreation	113	\$54,170.66	\$69,067.59	\$83,964.53
Athletics Coordinator	Athletics Coordinator	Parks & Recreation	113	\$54,170.66	\$69,067.59	\$83,964.53
AV Systems Analyst	AV Systems Analyst	IT	114	\$57,773.02	\$73,660.59	\$89,548.16
Help Desk Supervisor	Help Desk Supervisor	IT	114	\$57,773.02	\$73,660.59	\$89,548.16
Police Budget Coordinator	Police Budget Coordinator	Police	114	\$57,773.02	\$73,660.59	\$89,548.16
Project Inspector	Project Inspector	Public Works	114	\$57,773.02	\$73,660.59	\$89,548.16
Accreditation Manager	Accreditation Manager	Police	115	\$61,903.78	\$78,927.32	\$95,950.86
Building Inspector	Building Inspector	Building	115	\$61,903.78	\$78,927.32	\$95,950.86
Electrical Inspector	Electrical Inspector	Building	115	\$61,903.78	\$78,927.32	\$95,950.86
Emergency Management & Community Liaison	Emergency Management & Community Liaison	Police	115	\$61,903.78	\$78,927.32	\$95,950.86
Executive Administrative Assistant	Executive Administrative Assistant	Police	115	\$61,903.78	\$78,927.32	\$95,950.86
Executive Administrative Assistant to the City Manager	Executive Administrative Assistant to the City Manager	City Manager	115	\$61,903.78	\$78,927.32	\$95,950.86
Fleet Maintenance Supervisor	Fleet Maintenance Manager	Public Works	115	\$61,903.78	\$78,927.32	\$95,950.86
GIS Developer	GIS Developer	IT	115	\$61,903.78	\$78,927.32	\$95,950.86
Human Resources Generalist (City & Police)	Human Resources Generalist (City & Police)	Human Resources	115	\$61,903.78	\$78,927.32	\$95,950.86



CITY OF DORAL
CLASSIFICATION & PAY PLAN
OCTOBER 1, 2021 TO SEPTEMBER 30, 2022

EXHIBIT B

Position Title (Current)	Job Classification (Proposed)	Department	Grade	Min	Mid	Max
Internal Affairs & Background Investigator	Internal Affairs & Background Investigator	Police	115	\$61,903.78	\$78,927.32	\$95,950.86
Mechanical Inspector	Mechanical Inspector	Building	115	\$61,903.78	\$78,927.32	\$95,950.86
Mechanical Inspector / Plans Examiner (PT)	Mechanical Inspector / Plans Examiner (PT)	Building	115	\$61,903.78	\$78,927.32	\$95,950.86
Media & Emergency Management Specialist	Media & Emergency Management Specialist	Police	115	\$61,903.78	\$78,927.32	\$95,950.86
Planner	Planner	Planning & Zoning	115	\$61,903.78	\$78,927.32	\$95,950.86
Plans Examiner	Plans Examiner	Building	115	\$61,903.78	\$78,927.32	\$95,950.86
Plans Reviewer (PW)	Plans Reviewer (PW)	Public Works	115	\$61,903.78	\$78,927.32	\$95,950.86
Plumbing Inspector	Plumbing Inspector	Building	115	\$61,903.78	\$78,927.32	\$95,950.86
Public Safety Technical Services Supervisor	Public Safety Technical Services Supervisor	Police	115	\$61,903.78	\$78,927.32	\$95,950.86
System Analyst	System Analyst	IT	115	\$61,903.78	\$78,927.32	\$95,950.86
Transit Operations Manager	Trolley Operations Manager	Transportation	115	\$61,903.78	\$78,927.32	\$95,950.86
Transportation Analyst	Transportation Analyst	Transportation	115	\$61,903.78	\$78,927.32	\$95,950.86
Webmaster/ Graphic Designer	Webmaster/ Graphic Designer	Public Affairs	115	\$61,903.78	\$78,927.32	\$95,950.86
Budget/ Grants Administrator	Budget/ Grants Administrator	Finance	116	\$65,570.39	\$85,241.50	\$104,912.62
Code Compliance Field Supervisor	Code Compliance Field Supervisor	Code	116	\$65,570.39	\$85,241.50	\$104,912.62
Floodplain Manager	Flood Plain Manager	Building	116	\$65,570.39	\$85,241.50	\$104,912.62
Intersection Technology Systems Analyst	Intersection Technology System Analyst	IT	116	\$65,570.39	\$85,241.50	\$104,912.62
Legislative Analyst/Asst. to Council Member	Legislative Analyst/Asst. to Council Member	Mayor & Council	116	\$65,570.39	\$85,241.50	\$104,912.62
Parks Operations Administrator	Superintendent of Park Operations	Parks & Recreation	116	\$65,570.39	\$85,241.50	\$104,912.62
Recreation Administrator	Superintendent of Recreation	Parks & Recreation	116	\$65,570.39	\$85,241.50	\$104,912.62
Senior Human Resources Generalist	Senior Human Resources Generalist	Human Resources	116	\$65,570.39	\$85,241.50	\$104,912.62
Senior Planner	Senior Planner	Planning & Zoning	116	\$65,570.39	\$85,241.50	\$104,912.62
Superintendent of Streets	Superintendent of Streets	Public Works	116	\$65,570.39	\$85,241.50	\$104,912.62
Chief Licensing Officer	Chief Licensing Officer	Planning & Zoning	117	\$69,307.90	\$90,100.27	\$110,892.64
Chief of Construction	Chief of Construction	Public Works	117	\$69,307.90	\$90,100.27	\$110,892.64
Chief of Staff	Chief of Staff	Mayor & Council	117	\$69,307.90	\$90,100.27	\$110,892.64
Facility Manager	Facility Manager	Public Works	117	\$69,307.90	\$90,100.27	\$110,892.64
Legal Office Manager	Legal Office Manager	City Attorney	117	\$69,307.90	\$90,100.27	\$110,892.64
Senior Software Developer	Senior Software Developer	IT	117	\$69,307.90	\$90,100.27	\$110,892.64
Senior Systems Analyst	Senior Systems Analyst	IT	117	\$69,307.90	\$90,100.27	\$110,892.64
Stormwater Utility Manager	Stormwater Utility Manager	Stormwater	117	\$69,307.90	\$90,100.27	\$110,892.64
Chief Building Inspector	Chief Building Inspector	Building	118	\$73,570.33	\$95,641.43	\$117,712.53
Chief Electrical Inspector	Chief Electrical Inspector	Building	118	\$73,570.33	\$95,641.43	\$117,712.53
Chief Mechanical Inspector	Chief Mechanical Inspector	Building	118	\$73,570.33	\$95,641.43	\$117,712.53
Chief of Engineering	Chief of Engineering	Public Works	118	\$73,570.33	\$95,641.43	\$117,712.53
Chief Plumbing Inspector	Chief Plumbing Inspector	Building	118	\$73,570.33	\$95,641.43	\$117,712.53
Database Administrator Developer	Data Integration Engineer	IT	118	\$73,570.33	\$95,641.43	\$117,712.53
Economic Developer	Economic Developer	Planning & Zoning	118	\$73,570.33	\$95,641.43	\$117,712.53
Human Resources Manager	Human Resources Manager	Human Resources	118	\$73,570.33	\$95,641.43	\$117,712.53
IT Security Manager	IT Security Manager	IT	118	\$73,570.33	\$95,641.43	\$117,712.53
Public Information Officer	Public Information Officer	Police	118	\$73,570.33	\$95,641.43	\$117,712.53
Senior Network Analyst	Senior Network Architect	IT	118	\$69,307.90	\$90,100.27	\$110,892.64
Structural Plans Examiner	Structural Plans Examiner	Building	118	\$73,570.33	\$95,641.43	\$117,712.53
Technology Project Manager	Technology Project Manager	IT	118	\$73,570.33	\$95,641.43	\$117,712.53
Transportation Manager	Transportation Manager	Transportation	118	\$73,570.33	\$95,641.43	\$117,712.53
Financial Analyst (PT)	Financial Analyst (PT)	Finance	119	\$78,462.76	\$102,001.60	\$125,540.43
Procurement Manager	Procurement Division Manager	Procurement	119	\$78,462.76	\$102,001.60	\$125,540.43
Assistant Code Compliance Director	Assistant Code Compliance Director	Code	120	\$84,072.85	\$109,294.71	\$134,516.56
Assistant Communications Director	Assistant Communications Director	Public Affairs	120	\$84,072.85	\$109,294.71	\$134,516.56
Assistant Director of IT Operations	Deputy Chief Information Officer	IT	120	\$84,072.85	\$109,294.71	\$134,516.56
Assistant Finance Director	Assistant Finance Director	Finance	120	\$84,072.85	\$109,294.71	\$134,516.56
Assistant Human Resources Director	Assistant Human Resources Director	Human Resources	120	\$84,072.85	\$109,294.71	\$134,516.56



CITY OF DORAL
CLASSIFICATION & PAY PLAN
OCTOBER 1, 2021 TO SEPTEMBER 30, 2022

EXHIBIT B

Position Title (Current)	Job Classification (Proposed)	Department	Grade	Min	Mid	Max
Assistant Parks & Recreation Director	Assistant Parks & Recreation Director	Parks & Recreation	120	\$84,072.85	\$109,294.71	\$134,516.56
Assistant Planning & Zoning Director	Assistant Planning & Zoning Director	Planning & Zoning	120	\$84,072.85	\$109,294.71	\$134,516.56
Assistant Public Works Director	Assistant Public Works Director	Public Works	120	\$84,072.85	\$109,294.71	\$134,516.56
Building Official	Building Official/ Floodplain Administrator	Building	120	\$84,072.85	\$109,294.71	\$134,516.56
Deputy City Clerk	Deputy City Clerk	City Clerk	120	\$84,072.85	\$109,294.71	\$134,516.56
Executive Officer to the Chief of Police	Executive Officer to the Chief of Police	Police	120	\$84,072.85	\$109,294.71	\$134,516.56
Internal Affairs Inspector	Internal Affairs Inspector	Police	120	\$84,072.85	\$109,294.71	\$134,516.56
Deputy Chief	Deputy Chief	Police	123	\$99,907.14	\$132,376.96	\$164,846.78
Building Director	Building Director	Building	124	\$106,900.64	\$146,988.38	\$187,076.11
Code Compliance Director	Code Compliance Director	Code	124	\$106,900.64	\$146,988.38	\$187,076.11
Communications Director	Communications Director	Public Affairs	124	\$106,900.64	\$146,988.38	\$187,076.11
Finance Director	Chief Financial Officer	Finance	124	\$106,900.64	\$146,988.38	\$187,076.11
Human Resources Director	Human Resources Director	Human Resources	124	\$106,900.64	\$146,988.38	\$187,076.11
Information Technology Director	Chief Information Officer	IT	124	\$106,900.64	\$146,988.38	\$168,483.71
Parks & Recreation Director	Parks & Recreation Director	Parks & Recreation	124	\$106,900.64	\$146,988.38	\$187,076.11
Planning & Zoning Director	Planning & Zoning Director	Planning & Zoning	124	\$106,900.64	\$146,988.38	\$187,076.11
Public Works Director	Public Works Director	Public Works	124	\$106,900.64	\$146,988.38	\$187,076.11
Deputy City Manager	Deputy City Manager	City Manager	125	\$122,533.61	\$168,483.71	\$214,433.81
Chief of Police	Chief of Police	Police	126	\$125,154.83	\$172,087.89	\$219,020.96
Police Officer	Police Officer	Police	201	\$57,773.02	\$71,307.32	\$84,841.62
Police Sergeant	Police Sergeant	Police	202	\$75,512.65	\$91,587.81	\$107,662.98
Police Lieutenant	Police Lieutenant	Police	203	\$87,521.99	\$106,153.70	\$124,785.42
Police Captain	Police Captain	Police	204	\$93,380.00	\$116,725.00	\$140,070.00
Police Major	Police Major	Police	205	\$106,575.00	\$130,554.38	\$154,533.75
Athletics Aide/Recreation Service Aide	Athletics Aide/Recreation Service Aide	Parks & Recreation	PT	\$13.59	\$16.98	\$20.38
Cheer Aide/Recreation Service Aide	Cheer Aide/Recreation Service Aide	Parks & Recreation	PT	\$13.59	\$16.98	\$20.38
Events Aide/RSA	Events Aide/RSA	Parks & Recreation	PT	\$13.59	\$16.98	\$20.38
Nature Aide (PT)	Nature Aide (PT)	Parks & Recreation	PT	\$13.59	\$16.98	\$20.38
Park Service Aide	Park Service Aide	Parks & Recreation	PT	\$13.59	\$16.98	\$20.38
Parks & Recreation Office and Events Aide	Parks & Recreation Office and Events Aide	Parks & Recreation	PT	\$13.59	\$16.98	\$20.38
Receptionist /Recreation Service Aide	Receptionist /Recreation Service Aide	Parks & Recreation	PT	\$13.59	\$16.98	\$20.38
Recreation Service Aide	Recreation Service Aide	Parks & Recreation	PT	\$12.59	\$15.98	\$19.38
Service Aide - Intern	Service Aide - Intern	Parks & Recreation	PT	\$13.59	\$16.98	\$20.38
Special Needs Programs Aide/RSA	Special Needs Programs Aide/RSA	Parks & Recreation	PT	\$13.59	\$16.98	\$20.38
Reserve Officer	Reserve Officer	Police	PT		\$30.00	
Reserve Officer/ Traffic Initiative	Reserve Officer/ Traffic Initiative	Police	PT		\$30.00	
Reserve School Resource Officer	Reserve School Resource Officer	Police	PT		\$30.00	
Red Light Camera Reserve Officer	Red Light Camera Reserve Officer	Police	PT		\$30.00	

FY 21-22: COLA (1.5%)
 Performance Merit (3%)

Rev. 09/08/2021