

RESOLUTION No. 21-08

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 2020-2021 FISCAL YEAR BUDGET; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the approved and adopted 2020/2021 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: “Development Review Coordinator” (“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 Planning and Zoning Department's personnel head count, and/or exceed the amounts budgeted for personnel in the Planning and Zoning 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 13, 2021, 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 "Development Review Coordinator," 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 13 day of January, 2021.

ATTEST:



CONNIE DIAZ, MMC
CITY CLERK



JUAN CARLOS BERMUDEZ, MAYOR

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”



Memorandum

Date: January 13, 2021
To: Honorable Mayor and City Council-members
Via: Albert P. Childress 
City Manager
From: John C. Prats
Human Resources Director
Subject: Establishment of New Development Review Coordinator (DRC) Position
(FY 2020-2021) Fiscal Budget

Introduction:

This Human Resources Department worked with the Finance Department and the City Manager's Office in the establishment of a new job classification with a respective job description for the position of Development Review Coordinator (DRC.) This new position will be part of the fiscal year 2020 budget and will not increase the overall head count of the Planning and Zoning Department as it will be implemented as a reclassification of an existing full-time position.

Background:

In October 2019, the Planning and Zoning Department reclassified its Development Review Coordinator (DRC) position to a Planner position; thus, eliminating the DRC from the pay plan. On January 3, 2020, the GIS Technician position became vacant. As a result of an operational needs assessment that was recently conducted, it has been deemed necessary to bring back the DRC position and eliminate the GIS Technician.

Approval of New Full-Time Employment Position

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 the 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:

• ***Development Review Coordinator:***

The full-time GIS Technician position is being reclassified to a full-time Development Review Coordinator (DRC) position. This DRC position performs a variety of routine and technical work related to development review, such as the preparation of zoning agenda items for the Local Planning Agency (LPA) and council hearing and assisting with the development of special projects and standard operating policies and procedures for the department in regards to planning programs. This position provides administrative support through coordination with City administration, department heads and all outside consultants and reviewers. The GIS Technician is classified as a paygrade I 10 with a starting salary of \$44,838.31 and new DRC position is a paygrade I 13 with a starting salary of \$51,837.95. The proposed change is aimed at supporting the City's critical objectives. There are financial savings in FY20-21 due to multiple vacant positions in Planning & Zoning that can cover any difference in pay between both positions.

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 decision making.

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:

The City Manager’s Office recommends that the Mayor and members of the City Council approve the job description, salary range, performance measures and metrics for the newly established position of Development Review Coordinator. This new position will be part of the fiscal year 2020/2021 budget and will not increase the overall headcount of the Planning and Zoning Department, as it will be implemented as a reclassification of an existing full-time position.

Encl.: Job Descriptions and Pay Plan