

**RESOLUTION No. 22-158**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTION, APPLICABLE SALARY SCALE AND APPLICABLE PERFORMANCE MEASURES AND METRICS FOR A POSITION IN THE 2021–22 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; APPROVING THE UPDATED CITYWIDE PAY PLAN TO INCLUDE THE NEW POSITION AND APPROVED BUDGETED ADJUSTMENT; 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”) did not contemplate the creation and provided funding for the newly created position in the City, including: “Public Safety Technology Manager”, 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”; and

**WHEREAS**, staff has recommended approval of the job description, salary scale, performance measures and metrics, associated with the Position, as provided in the September 14, 2022, Memorandum from the Human Resources Department, which is attached hereto as Exhibit “A” and incorporated herein and made a part hereof by this reference; and

**WHEREAS**, via Resolution 15-88, in May of 2015, 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**, staff has recommended for the City Council 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 position and budgetary adjustment 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 description, salary scale, and performance measures and metrics associated with the “Public Safety Technology Manager;” as provided in Exhibit “A” and Exhibit “C,” are hereby approved. The updated Pay Plan, attached in Exhibit “B,” accounting for new position 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 Digna Cabral	Yes
Councilman Pete Cabrera	Yes
Councilwoman Claudia Mariaca	Yes
Councilman Oscar Puig-Corve	Yes

PASSED AND ADOPTED this 14 day of September, 2022.

  
\_\_\_\_\_  
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: September 14, 2022

To: Honorable Mayor and Councilmembers

Via: Hernan M. Organvidez  
City Manager

From: Maria T. Jose  
Human Resources Director

Subject: **Establishment of New Position, for the 2021-2022 Fiscal Budget**

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## **Introduction**

Upon receiving approval from the City Manager's Office, the Human Resources Department worked with the Police Department in preparing the establishment of one (1) new job classification with respective job description for the position of: Public Safety Technology Manager. If approved, this position will be part of the 2021-2022 Fiscal Budget and will not increase the personnel headcount. The Police Department has funding available in account 001.60005.500120.

## **Background**

### **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):**

**Police Department:**

- ***Public Safety Technology Manager:***

The Public Safety Technology Manager position is being established for FY 21-22. The Public Safety Technology Manager is responsible for planning, managing, and coordinating the activities and operations of the Public Safety Technical operations by overseeing activities of the division along with leading major initiatives. The work involves assisting in special projects, providing assistance to the Chief of Police and City of Doral Chief Information Officer in performing complex professional and technical work, and directing the implementation of compliance activities regarding laws and procedures mandated by security accreditation compliance of the Doral Police Department. This position is responsible for recommending policy for Police technical matters and preparing various reports and developing procedures as appropriate.

The salary range is: \$73,570.33 to \$117,712.53 annually. The position grade is 118.

**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:

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

**Fiscal Impact:**

The Resolution has no fiscal impact of city revenues or expenditures. The Police Department has available funding in account #001.60005.500120.

**Recommendation**

The City Manager's Office respectfully requests that the Mayor and City Councilmembers authorize approval of the Resolution adopting the Job Description, Salary Range, Performance Measures and Metrics for the newly established position of Public Safety Technology Manager.

# EXHIBIT “B”





CITY OF DORAL  
CLASSIFICATION & PAY PLAN  
OCTOBER 1, 2021 TO SEPTEMBER 30, 2022  
(SUMMARY OF CHANGES FY 21-22)

**EXHIBIT B**

POSITION RECLASSIFICATIONS TO NEW POSITIONS

Classification FY 21-22	New Classification	Department	New Pay Grade	Min	Mid	Max
Public Safety Technical Services Supervisor	Public Safety Technical Manager	Police	118	\$73,570.33	\$95,641.43	\$117,712.53

Rev. 08/23/222

# EXHIBIT “C”



## City of Doral, FL Classification Description

Classification Title: Public Safety Technology Manager  
Department: Police  
Pay Grade: 118  
FLSA Status: Exempt

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### GENERAL STATEMENT OF JOB

This position is responsible for planning, managing, and coordinating the activities and operations of the Public Safety Technical operations by overseeing activities of the division along with leading major initiatives. The work involves assisting in special projects, providing assistance to the Chief of Police and City of Doral Chief Information Officer in performing complex professional and technical work, and directing the implementation of compliance activities regarding laws and procedures mandated by security accreditation compliance of the Doral Police Department. This position is responsible for recommending policy for Police technical matters and preparing various reports and developing procedures as appropriate. This position works under the general supervision of the Chief of Police or designee.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### Essential Functions:

- Manages the planning, design, installation, operation, maintenance, and repair of the City's public safety technology infrastructure including but not limited to mission-critical radio communications networks, Automatic Vehicle Location (AVL) units, License Plate Readers (LPR), fingerprint readers, body worn camera technology, city-wide access control, city-wide video security cameras systems and associated components and applications, in order to maintain and consistently improve security, reliability, performance and capacity.
- Manages the team that supports the Police desktop services and business applications by the monitoring, organizing, coordinating, and responding to repair and problem requests and alerts.
- Manages the preparation of technology recommendation memoranda and technical specifications for the procurement of public safety technology hardware, software, and services.
- Supervises the security and support of the local area and the Departments wide area network.
- Collaborate and coordinate with staff, project managers, vendors, and customers to ensure that projects and technology initiatives are completed on time, on budget and according to scope and specifications.
- Manages public safety technology disaster recovery and business continuity plans to deal with catastrophic and cybersecurity events.
- Assists in the preparation of the division's budget and presents the division's recommended budget to the Department Director, Budget Coordinator, to be presented to the City Manager.
- Manages the day-to-day operations in planning, organizing, and directing programs and functional responsibilities of the department's public safety services division.
- Works as a part of the IT Department's management team on the department's strategic, business, and operational planning and execution initiatives and activities for the City of Doral.
- Manages personnel to ensure that the Department's Computer Incident Response, which responds to security intrusions, virus outbreaks, and forensics criminal investigations, is reporting such incidents to Florida Department Law Enforcement (FDLE).
- Appointed as the LASO (Local Agency Security Officer) and coordinates the Bi-Annual Technical Audits with Florida Department Law Enforcement (FDLE). Maintains the FBI Criminal Justice Information Systems security policy. Sustains the NIBRS/FIBRS platform current and manages the police department's Computer Aided Dispatch and Records Management Systems.

## Public Safety Technology Manager

- Reviews and participates in the approval process for various technology related contracts and agreements. Assists with the procurement process of acquiring new technology hardware/software.
- Holds weekly meetings with subordinates to delegate assignments to maintain the highest efficiency of the unit and its services to the department. Recommends training for subordinates as needed and ensures that departmental policies and procedures are adhered to.
- Manages personnel who respond to technical support as needed for the police department on a 24/7 basis, as law enforcement personnel work 24 hours per day, yearlong.
- Manages personnel to ensure that department systems, applications, programs, and automated process perform at optimal levels in order to enable efficient business operations.
- Acts as a Subject Matter Expert (SME) and liaison between the I.T. Department, software vendors, and other City departments in situations of cross-departmental systems for troubleshooting and resolving software issue.
- Manages personnel who maintain inventory and the technology fixed assets list, including the recording, and tracking of all fixed assets in the police department's inventory management system.
- Manages the review of existing systems and applications, and recommends refinements, improvements, and enhancements to ensure that the most efficient methods are employed to meet the Department's needs.
- Upon activation of the City of Doral's Emergency Operations Center (EOC), manages IT personnel scheduling, ensure network connectivity, provide technical support to EOC Staff and all resources deployed as a result of any emergency.
- Manage the EOC's reporting municipalities' connectivity to ensure they can connect to EOC network.
- Responsible for the supervision and yearly performance evaluations of subordinates.
- Interviews candidates for employment and recommends in the interest of the City, that eligible applicants hired and that subordinate employees be transferred, promoted, reassigned, disciplined, or terminated.

### Additional Duties:

- Performs other related work as required.

## MINIMUM EDUCATION AND TRAINING

- Bachelor's Degree Information Technology, with courses in Cyber Security related field is required.
- A minimum of four (4) years of related work experience is required.
- A minimum of one (2) years of experience as a supervisor.
- Required Certifications: Possession of, FDLE CJIS Certification and LASO (Local Agency Security Officer).
- Must possess a valid driver's license with an acceptable driving record.

## MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

### Knowledge, Skills and Abilities:

- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Knowledge of Cyber Security systems and processes.
- Knowledge and adherence of the of the Law Enforcement Accreditation (CFA) guidelines.
- Skills in the development of short and long-term plans for a department.
- Skills in problem solving for technology issues.
- Skills in the planning, development and implementation of new technology systems.
- Skills in clear and concise communication, both orally and in writing.

## Public Safety Technology Manager

- Skills in organizing and prioritizing work.
- Ability to be sensitive and responsive to any changes in goals, priorities and needs.
- Ability to analyze and make recommendations on how to improve the operations of the department.
- Ability to forecast and budget for technology equipment.
- Ability to supervise, direct and coordinate the work of lower-level staff.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

### Physical Requirements:

- The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. In addition, employees in this classification typically require crawling, crouching, grasping, handling, climbing, kneeling, lifting, pulling, pushing, reaching, standing, repetitive motion, perceiving sounds at normal speaking levels, receiving detailed information through oral communication, expressing ideas by means of spoken word, shouting to be heard above ambient noise, visual acuity to analyze data/work with color or depth perception/operate motor vehicles or equipment/inspect defects or fabricate parts and walking.
- Applying pressure to an object with the fingers and palm.
- Ability to make rational decisions through sound logic and deductive processes.
- Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

Employee Name: \_\_\_\_\_  
(PRINT)

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_