

**RESOLUTION No. 16-202**

**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 2016-17 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the approved and adopted 2016–2017 Fiscal Year Budget for the City of Doral (the “City”) contemplated the creation and provided funding for the newly created position in the City, including: “Civilian Background Investigator”, “Communication Supervisor”, “CRM Developer”, “Fleet Maintenance Supervisor”, “GIS Developer”, “Human Resources Specialist”, “Intersection Technology System Analyst”, “Nature Aide”, “Nature Facility Manager”, “Recreation Marketing & Sponsorship Coordinator”, “Economic Development/Grants Coordinator”, “Superintendent of Streets”, “Webmaster/Graphic Designer”, 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 Positions, as

provided in the September 21<sup>nd</sup>, 2016 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 "Civilian Background Investigator", "Communication Supervisor", "CRM Developer", "Fleet Maintenance Supervisor", "GIS Developer", "Human Resources Specialist", "Intersection Technology System Analyst", "Nature Aide", "Nature Facility Manager", "Recreation Marketing & Sponsorship Coordinator", "Economic Development/Grants Coordinator", "Superintendent of Streets", "Webmaster/Graphic Designer", "Deputy City Manager", "Human Resources Generalist", "Procurement Manager", and "Receptionist (3rd Floor)", as identified in Exhibit "A", which is incorporated herein and made a part hereof by this reference, are hereby approved.

**Section 3. Implementation.** The City Manager, the City Clerk, 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 Cabrera who moved its adoption. The motion was seconded by Vice Mayor Fraga and upon being put to a vote, the vote was as follows:

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


PASSED AND ADOPTED this 12 day of October, 2016.



---

LUIGI BORIA, MAYOR

ATTEST:



---

CONNIE DIAZ, CMC  
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFIENCY  
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:



---

WEISS, SEROTA, HELFMAN, COLE & BIERMAN, P.L.  
CITY ATTORNEY

# EXHIBIT “A”



# Memorandum

---

**Date:** September 21<sup>th</sup>, 2016  
**To:** The Honorable Mayor and Members of the City Council  
**From:** Human Resources Department  
**Subject:** New Job Descriptions for FY 2016-2017

---

**Background:**

Pursuant the approval of the City of Doral Budget for the Fiscal Year 2016-2017, 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 grades and assigning the correct FLSA classification by conducting job analysis for all newly approved positions and reclassifications.

**New positions:**

- **Civilian Background Investigator**  
The **Civilian Background Investigator** position is responsible for conducting pre-employment backgrounds. This position reviews potential applicant files and recommends applicant's eligibility for hiring. This position exercises considerable independent judgment. The salary range is **\$51,936.58 to \$80,501.70** annually .The position grade is 114.
- **Communication Supervisor**  
The **Communication Supervisor** is a supervisory level non-sworn technical and complex clerical support classification associated with law enforcement support services assigned to direct and perform a variety of responsible records management, communications and dispatching duties for non-emergency calls for service. The salary range for this position is **\$39,311.68 to 58,967.54** annually. The position grade is 109.

- CRM Developer

The **CRM Developer** performs a variety of technical work in the development, maintenance, and support of CRM infrastructures and web applications development for use by the City and the public. The salary range for this position is **\$62,306.17 to \$99,689.88**. The position grade is 117.
  
- Fleet Maintenance Supervisor.

The **Fleet Maintenance Supervisor** is responsible for supervising and performing skilled preventive maintenance and repairs on the City of Doral automobiles, trucks and equipment and to ensure that the City has a safe, reliable, attractive fleet of vehicles and equipment. Exercises initiative, decision making and independent judgment under the general direction of the department director. The salary range is **\$51,936.58 to \$80,501.70** annually. The position grade is 114.
  
- GIS Developer

The **GIS Developer** performs a variety of technical work in the development, maintenance, and support of GIS infrastructures and web applications development for use by the City and the public. The salary range for this position is **\$62,306.17 to \$99,689.88**. The position grade is 117.
  
- Human Resources Specialist

The **Human Resources Specialist** provide specialized support in the administration of employee benefit programs to include medical, dental, vision, FMLA, disability, life insurance, COBRA and Workers Compensation. This position performs a variety of complex and sensitive customer service and monitoring tasks related to the employee benefit programs; explains related policies to employees; performs health plan liaison duties; manages Workers Compensation claims; determines employees eligibility for benefits; provides a high level of service to injured workers and enhances communication throughout the claims process. The main objective is to facilitate and assist in all facets of the employee benefit experience. The salary range is **\$48,698.15 to \$75,482.14** annually. The position grade is 113. This position will be PT.
  
- Intersection Technology System Analyst

The **Intersection Technology System Analyst** is responsible for analyzing current equipment and future needs for intersection infrastructures. This position plans and coordinates deployments for new intersection surveillance installs and strategizes improvements to current systems. Performs essential duties in the maintenance, support, installation, expansion, collection of archives, and reporting of intersection technology systems to ensure functional performance with respect to the City's business intelligence and law enforcement needs. The salary range is **\$55,650.04 to \$86,257.57** annually. The position grade is 115.

- Nature Aide  
 The **Nature Aide** position is responsible for assisting the Nature Facility Manager in organizing and administering nature education programs, activities and events as directed. The hourly rate is **\$11.00 to \$15.55**. The position grade is PT.
  
- Nature Facility Manager  
 The **Nature Facility Manager** is responsible for the supervision of the Nature Aide, Recreation Service Aides and Park Service Aides. Responsibilities will primarily include the development and execution of a variety of nature educational programs, activities and events for the facility as well as the safety and supervision of participants in other City coordinated functions, such as camps, youth programs, and events. Additionally, this position is responsible for the safety and maintenance of park facilities and enforcement of all park rules and regulations. The salary range is **\$34,724.89 to \$52,087.33** annually. The position grade is 107.
  
- Recreation Marketing & Sponsorship Coordinator  
 The **Recreation Marketing & Sponsorship Coordinator** assists in planning, organizing, coordinating, and implementing Parks marketing, communications and sponsorship efforts. Provides communication for marketing-initiatives and programs through the preparation of a variety of related publications and materials. This is marketing and media relations work involving the preparation of promotional materials and the development and coordination of marketing activities for the Parks and Recreation Department. Exercises considerable initiative and independent judgment under the general supervision of the Parks and Recreation Director. External press releases and any other collateral materials require the proper authorization of the Public Affairs Office and the City Manager. The salary range is **\$48,698.15 to \$75,482.14** annually. The position grade is 113.

**Positions being reclassified to new job classifications:**

- Economic Development/ Grants Coordinator  
 The Grant Writer position is being reclassified to **Economic Development/Grants Coordinator**. This position is intended to coordinate the operations of the economic development division, including interaction with the business and governmental community; assistance as liaison with public, private and non-profit organizations for business attraction, creation, expansion and retention activities; planning, implementation and attendance of economic development meetings, conferences and events; preparation and dissemination to potential business clients of economic, statistical, financial, population, growth, demographic and other information; and

oversight of citywide grant research, applications and use grants software. The salary range is **\$55,650.04 to \$86,257.57** annually. The position grade is 115.

- **Superintendent of Streets**  
Foreman is being reclassified to **Superintendent of Streets**, this position assists in supervising labor crews and contractors in the maintenance of roads, sidewalks, and trees. Motivates by recognizing good work and disciplines as necessary in an ongoing effort to build a strong crew. Reviews and approves vendor payment requests for accuracy and consistency with contract requirements. Administers budgeted funds and provides recommendations for the budgeting of funds for the following year. The salary range is **\$58,946.24 to \$94,313.98** annually. The position grade is 116.
- **Webmaster/ Graphic Designer**  
Webmaster is being reclassified to **Webmaster/ Graphic Designer**, this position designs, implements, supports, and maintains the City's Internet and Intranet web sites including web pages, links, technical site architecture, graphics/visual presentation, and user navigation tools. Optimizes web architecture for navigability by taking editorial ownership of the content, quality, and style of the sites. The Webmaster/Graphic Designer Develops, codes, installs, tests, debugs and documents Internet Web-based applications. Prepares work to be accomplished by gathering information and materials. Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts. Obtains approval of concept by submitting rough layout for approval. Finalizes artwork (brochures, ads, posters, invites, etc.) for specific media. The salary range is **\$55,650.04 to \$86,257.57** annually. The position grade is 115.

#### **Reclassifications:**

- The Procurement Services Assistant is being reclassified to: **Finance Clerk**. The Finance Clerk position is an existing position that performs multiple clerical duties in the Finance Department. The position will maintain the same pay range and pay grade. The salary range is **\$32,542.43 to \$48,813.64** annually. The position grade is 106.
- The Events Specialist/Admin Assistant is being reclassified to: **Special Events Coordinator**. The Special Events Coordinator is an existing position. The salary range is **\$48,698.15 to \$75,482.14** annually. The position grade is 113.
- Plans Examiner & Flood Plain Manager are being reclassified to grade 115. The salary range is **\$55,650.04 to \$86,257.57** annually.



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: <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

**Recommendation:**

We are kindly requesting the approval of resolution, job descriptions, metrics and applicable pay scale. Enclosed you will find all job descriptions and pay plan.

*/Encl. Job Descriptions, Pay Plan.*