RESOLUTION No. 20-192

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 2020-2021 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; APPROVING THE UPDATED CITYWIDE PAY PLAN TO INCLUDE NEW POSITIONS AND APPROVED BUDGETED ADJUSTMENTS; PROVIDING FOR IMPLEMENTATION AND AN EFFECTIVE DATE

WHEREAS, the approved and adopted 2020–2021 Fiscal Year Budget for the City of Doral (the "City") contemplated the creation and provided funding for the newly created positions in the City, including: "Communications Director," "Auto Maintenance Helper," "Audio Visual Systems Analyst," and "Plans Reviewer (full-time);" and

WHEREAS, Section 2-7 of the City Code of Ordinances 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, as provided in the September 22, 2020 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 positions and budgetary adjustment for fiscal year 2020–2021.

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.

<u>Section 2.</u> <u>Approval.</u> The job descriptions, salary scales, and performance measures and metrics associated with the "Communications Director," "Auto Maintenance Helper," "Audio Visual Systems Analyst," and "Plans Reviewer (full-time)" as provided in Exhibit "A" and Exhibit "C", are hereby approved. The updated Pay Plan, attached in Exhibit "B", accounting for new positions and budgetary adjustment for fiscal year 2020–2021, is hereby approved.

<u>Section 3.</u> <u>Implementation.</u> 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.

Res. No. 20-192 Page **3** of **3**

<u>Section 4.</u> <u>Effective Date.</u> 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 Cabrera 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 22 day of September, 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: Communications Director

Department: Public Affairs

Pay Grade: 122 FLSA Status: Exempt

GENERAL STATEMENT OF JOB

The Director of Communication position is responsible for directing public information, public, media relations, photographic and video production programs to include development and implementation of television, internet, social media announcements, and special events. This classification is responsible with presentation of public information such as: press releases, news, feature stories, photographs, videos and media productions, presenting the City in a positive light.

Under the guidance of the City Manager, this position carries out a range of strategic planning priorities, manages the departmental budget and supervises the members of the department. Furthermore, this position plays a strategic role in maintaining the elected officials, city departments, media and citizens of Doral informed.

This position reports directly to the City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Oversees and administers all communications strategies and initiatives for the City of Doral. All strategies are inclusive of all City-wide communication, dissemination of information about the City, including City employees, Elected Officials, internal and external audiences.
- Oversees work of service providers and consultants.
- Prepares technical correspondence, memorandums and reports in regards to pending assignments; Makes presentation as needed to the Council and Public.
- Coordinates with residents, business owners, and other agencies regarding Citywide events;
- Ensures quality control of all information released. Serves as executive editor for the development, production and maintenance of the City's internal and external communication vehicles, including main website, marketing materials, publications, newsletters, invitations, flyers, advertisements, and annual reports;
- Supervises and mentors the Public Affairs department staff;
- Serves as the City's spokesperson and media liaison for English and Spanish media. Provides information to the public and the media. Coordinates interviews
 press conferences as needed. This position activates on-going crisis

- communications planning in coordination with Emergency Management Division
- Ensures the development of presentation of public information, press releases, news, feature stories, photographs, videos and media productions;
- Monitors, updates and maintains the City's social media platforms;
- Oversees all department projects and monitors through consistent follow-up in order to ensure completion of the assigned tasks.
- Meets and confers with the City Manager and other City officials in order to evaluate the content and quality of special events; provides input regarding the improvement of such events and about future City involvement, sponsorship, and/or approval of said events.
- Oversees key functions of the department such as: event planning activities, ribbon cuttings, swearing-ins ceremonies, state of the city and constituent services outreach;
- Additional Duties:
- Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- A Bachelor's Degree in Communication, Journalism, Advertising, Marketing, Public Relations, Public Administration, Business Administration or related field is required;
- A minimum of five years of verifiable experience working in Communications and Public Relations field is required;
- A minimum of five (5) years of supervisory experience is required;
- Extensive progressively responsible professional level experience in communication, Public Information Officer, or related experience is required;
- Must possess a valid driver's license with an acceptable driving record

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 be held accountable for inventory/property management.
- Ability to make recommendations that impact the budget.
- Ability to determine allocation of budget and manage the budget within assigned department.
- 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's.
- 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, and the financial management of events.
- Considerable knowledge of the objectives of a specialized, comprehensive promotional and sales program.

Physical Requirements:

- Ability to express ideas or exchange ideas through speaking accurately, loudly, or quickly; and use visual acuity to perform activities such as viewing a computer terminal.
- Ability to balance on narrow, slippery or erratically moving surfaces; make rational decisions; express ideas through speaking accurately/loudly/quickly; walk from one work site to another.
- Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.



City of Doral, FL Classification Description

Classification Title: Auto Maintenance Helper

Department: Public Works

Pay Grade: 106

FLSA Status: Non-Exempt

GENERAL STATEMENT OF JOB

The Auto Maintenance Helper performs basic vehicle maintenance duties for all City vehicles as directed by the Fleet Maintenance Supervisor and Auto Maintenance Technician. This position assists in performing repairs, maintenance and testing of all types of automotive services in accordance with factory standards.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Performs routine maintenance on automotive equipment in accordance with vehicle standards;
- Assists with transmission service, pack wheel bearings, change oil, filters and tires as necessary;
- Repairs and replace wheels, tires, hubs and rims;
- Assists with storing repair parts, supplies, tools, equipment and materials;
- Processes work orders for parts used on City's vehicles as assigned;
- Assure quality and completion of work assigned;
- Attends required training classes and seminars;
- Assist in starting vehicles;
- Assures proper use of tools, equipment, standard maintenance and safety practices;
- Performs maintenance on a fuel station;
- Services a car wash bay on an as needed basis:
- Uses knowledge and experience to diagnose whether the problem is minor or needs to be taken to an external repair shop;
- Diagnoses and resolve electrical issues, including A/C units;
- Adheres to all City policies, procedures, and safety and environmental rules;
- Works and assist coworkers in performing technical activities
- Creates and update work orders and maintain filing system;
- Collects and performs inventory of all parts and supplies;
- Assist in compiling, calculating, and maintaining cost records for the fleet unit.

Additional Duties:

Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- High School Diploma/GED is required;
- One year of verifiable experience in vehicle servicing is required;
- ASE Certification in one or more automotive specialty is preferred;
- Knowledge of mechanical functions, principles and techniques of auto repair is required.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Must possess a valid driver's license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Knowledge in basic mechanical repairs required to maintain City's vehicles in proper operating condition;
- Knowledge in maintenance and operation hazards of City's vehicles and safety precautions for related vehicles;
- Knowledge in record-keeping techniques;
- Must be able to communicate in English (Oral and written communication skills are required) Must be familiar and must adhere to all Health and safety regulations;
- Knowledge in proper methods of storing equipment, materials and supplies
- Knowledge in proper lifting techniques:

Physical Requirements:

This role involves medium work, which could require exerting up to 50 pounds of force occasionally and up to 30 pounds frequently, and/or up to 10 pounds of force to constantly move objects. The following physical abilities are also required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.

- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist.
 Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: 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.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: 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.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual
 inspection involving small defects, small parts, operation of machines; using
 measurement devices; and/or assembly or fabrication parts at distances close to
 the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



City of Doral, FL Classification Description

Classification Title: Audio-Visual Systems Analyst (AV Systems Analyst)

Department: IT
Pay Grade: 114

FLSA Status: Exempt

GENERAL STATEMENT OF JOB

Under the direction of the Information Technology Director, this position performs and facilitates technical work in the maintenance, support, and installation of computer and audiovisual equipment to ensure proper performance with respect to the City's Audio-Visual technology systems. In addition, this position provides guidance to the AV Systems Technician. Furthermore, this position is responsible for working with other City Departments in reviewing the scope of work of incoming projects and assists in outlining the project specifications.

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

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Plans the strategic roadmap for Audio Visual solutions that will meet the needs of the City departments.
- Provides troubleshooting and the technical expertise to ensure the Audio-Visual programs, systems and multimedia are operational.
- Trains Audio-Visual Technicians on installing and troubleshooting of systems.
- Acts as resource to provide technical assistance for multiple projects during bidding, design, permitting and installation.
- Reviews and value engineering options for both new and existing designs.
- Coordinates new and existing projects with vendors, city staff, project managers and management.
- Designs cost effective systems while reviewing scope of work, specifications, and plans. In addition, plans and proposes budget allocation for the project.
- Works with the City departments and project managers to prepare specifications, this position is responsible for identifying hardware, software, and other tools required for delivery of design services projects.
- Attends, schedules all project meetings, site surveys, and walk-through in order

- to document existing conditions for all project sites.
- Plans near term integration of new technologies for first applications in the network.
- Provides support the recording of public meetings such as Council, Zoning, and other meetings as needed.
- Assists in the recording of meetings and presentations with video camera equipment operate panning of cameras; adjust amplifiers for optimal live audio, coordinates graphics and electronic documents used in presentations during live meetings.
- Serves as a liaison in technical support for teleconferences, webinars and distance-learning classes. Performs technical work in the maintenance, support, and installation of audio-visual equipment, network infrastructure, teleconference systems and other equipment.
- Works on several key departmental projects including integration and expansion of Doral TV, Audio Visual systems used by the City for Citizen Engagement and multimedia channels such as the website and other digital media platforms.
- Diagnoses and corrects media system problems.
- Provides guidance in the integration of software or services for various systems that support Audio-Visual functionality for the City.
- Responds to requests for emergency recordings, as needed.
- Creates and edits master and copies as necessary for program file storage and/or distribution.
- Performs the encoding of RAW recordings files for different needs and uses the City may have.

Additional Duties:

Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- Bachelor's degree in computer science, information technology, or a related field from an accredited college or university, and considerable progressive experience in Audio Visual operations is required
- Five (5) years of professional and verifiable experience is required.
- Preferred experience involves a combination of troubleshooting, installing, upgrading, or maintaining audio visual or associated peripherals.
- 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.
- Ability to work after normal business hours (may include nights, weekends and holidays) for the recording of public meetings; when required to meet critical deadlines; and/or to perform routine maintenance and systems upgrades/repairs.
- Ability to analyze and diagnose problems quickly and to make recommendations for workable solutions within prescribed standards.
- Ability to maintain professional working relationships with fellow employees, users, and the general public.
- Ability to work closely with and explain sophisticated technology and processes to end user community.
- Knowledge of audio-visual systems, camera systems, and recording software.
- Working knowledge of video encoding software
- Working knowledge of the most current released version or the immediate predecessor of MS Office, related MS Office automation products and MS Exchange.
- Ability to deal with confidential and sensitive matters.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to hear, make rational decisions and perform activities such as transcribing, viewing a computer terminal and/or extensive reading.
- Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.



City of Doral, FL Classification Description

Classification Title: Plans Reviewer (PW)

Department: Public Works

Pay Grade: 115

FLSA Status: Exempt

GENERAL STATEMENT OF JOB

This position is responsible for the review and approval of City of Doral Public Works permits. The Plans Reviewer will examine and reviews the plans for construction of all elements within the public Right of Way. This position is responsible for the verification of proper documentation of permitting requirements and compliance with the Miami-Dade County Public Works standards. Identifying needs of the City for making permitting related services as efficient as possible and create standard operating procedures for providing those services. This position works under the general supervision of the Public Works Director

This position is classified as an exempt, full-time position with a 40-hour workweek.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Provides support to other members of the Department and support all City functions;
- Assists the department members in all permitting and plans process;
- Complies with all departmental budget guidelines and ensures to make recommendations to the departmental standard operating procedures for the permitting of all public facilities under the control of the Department;
- Plans work, sets goals and carefully schedules projects to achieve Department objectives;
- Interfaces with Miami-Dade County permitting entities to ensure efforts are not duplicated and all permitting requirements are met for projects in Doral;
- Attends periodic meetings as directed by the Public Works Director;
- Prepares cost estimates for permitting fees;
- Evaluates production and progress against budgets and prepares reports to document;

- Schedules and coordinates construction inspections and provides assistance on more complex inspection concerns;
- Identifies deficiencies and required improvements to existing plans review process;
- Corresponds with other governmental entities and private concerns to obtain additional resources for the City;
- Works all contractors assigned within the City on the importance of safety;
- Prepares and enforces City of Doral safety standards;
- Attends educational, training and safety courses as needed;

Additional Duties:

Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- A Bachelor's degree in Engineering or Construction field and three (3) years of design or plans review experience for stormwater and roadway systems is required;
- Must possess a valid driver's license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Ability to prepare technical correspondence and reports in order to address any aspects of performing the above duties.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Ability to interact with constituents as well as other entities both public and private in a courteous and effective manner in order to always reflect well upon the City.
- Knowledgeable regarding the standards for construction within Miami-Dade County.
- Knowledgeable in City, County, State and Federal requirements for construction safety.

- Needs to be computer literate and proficient at Microsoft excel, word, outlook, access and must be able to quickly become proficient at City of Doral permitting software.
- Needs to be able to facilitate creation of standard operating procedures to implement within the permitting process.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

EXHIBIT "B"



Position Title	Classification	Department	Grade	Min	Mid	Max
Facilities Issitas		Dopartinont	Grade	IVIIII	iviiu	IVIdX
Facilities Janitor	Facilities Janitor	Public Works	101	\$27,044.79	\$32,132.43	\$37,862.71
Laborer	Laborer	Public Works	102	\$28,572.83	\$33,947.91	\$40,001.95
Clerical Aide	Clerical Aide	Police	103	\$30,330.06	\$36,035.70	\$42,462.07
Clerical Aide (PT)	Clerical Aide (PT)	Police	103	\$30,330.06	\$36,035.70	\$42,462.07
Solution Center Representative	Solution Center Representative	Building	104	\$32,347.00	\$38,432.08	\$45,285.80
Clerical Aide II	Clerical Aide II	City Manager	104	\$32,347.00	\$38,432.08	\$45,285.80
Laborer II	Laborer II	Public Works	104	\$32,347.00	\$38,432.08	\$45,285.80
Finance Cashier	Finance Cashier	Finance	105	\$34,659.82	\$41,179.97	\$48,523.73
Police Records Specialist	Police Records Specialist	Police	105	\$34,659.82	\$41,179.97	\$48,523.73
Police Review Specialist	Police Review Specialist	Police	105	\$34,659.82	\$41,179.97	\$48,523.73
Police Service Aide	Police Service Aide	Police	105	\$34,659.82	\$41,179.97	\$48,523.73
Park Ranger	Park Ranger	Police	105	\$34,659.82	\$41,179.97	\$48,523.73
Administrative Assistant (PA)	Administrative Assistant (PA)	Public Affairs	106	\$34,987.00	\$43,300.74	\$52,449.96
Building Records Clerk	Building Records Clerk	Building	106	\$34,987.00	\$43,300.74	\$52,480.50
Permit Clerk	Permit Clerk	Building	106	\$34,987.00	\$43,300.74	\$52,480.50
Plans Processing Clerk I	Plans Processing Clerk I	Building	106	\$34,987.00	\$43,300.74	\$52,480.50
Code Compliance Clerk	Code Compliance Clerk	Code	106	\$34,987.00	\$43,300.74	\$52,480.50
Finance Clerk	Finance Clerk	Finance	106	\$34,987.00	\$43,300.74	\$52,480.50
Accounting Clerk (P&R)	Accounting Clerk (P&R)	Parks & Recreation	106	\$34,987.00	\$43,300.74	\$52,480.50
Administrative Assistant (P&R)	Administrative Assistant (P&R)	Parks & Recreation	106	\$34,987.00	\$43,300.74	\$52,480.50
Assistant Community Center Manager	Assistant Community Center Manager	Parks & Recreation	106	\$34,987.00	\$43,300.74	\$52,480.50
Assistant Park Manager	Assistant Park Manager	Parks & Recreation	106	\$34,987.00	\$43,300.74	\$52,480.50
Licensing Clerk	Licensing Clerk	Planning & Zoning	106	\$34,987.00	\$43,300.74	\$52,480.50
Police Property & Evidence Specialist	Police Property & Evidence Specialist	Police	106	\$34,987.00	\$43,300.74	\$52,480.50
Police Record Specialist Teletype (PRS)	Police Record Specialist Teletype (PRS)	Police	106	\$34,987.00	\$43,300.74	\$52,480.50
Administrative Assistant Assistant (PW)	Administrative Assistant Assistant (PW)	Public Works	106	\$34,987.00	\$43,300.74	\$52,480.50
Permit Clerk (PW)	Permit Clerk (PW)	Public Works	106	\$34,987.00	\$43,300.74	\$52,480.50
Auto Maintenance Helper	Auto Maintenance Helper	Public Works	106	\$34,987.00	\$43,300.74	\$52,480.50
Fixed Asset and Purchasing Coordinator	Fixed Asset and Purchasing Coordinator	Finance	107	\$36,963.77	\$45,747.23	\$55,445.64
Administrative Assistant II (BD)	Administrative Assistant II (BD)	Building	107	\$36,963.77	\$45,747.23	\$55,445.64
Plans Processing Clerk II	Plans Processing Clerk II	Building	107	\$36,963.77	\$45,747.23	\$55,445.64
Accounting Clerk	Accounting Clerk	Finance	107	\$36,963.77	\$45,747.23	\$55,445.64
Nature Facility Manager	Nature Facility Manager	Parks & Recreation	107	\$36,963.77	\$45,747.23	\$55,445.64
Administrative Assistant II/Outdoor Events Coordinator	Administrative Assistant II/Outdoor Events Coordinator	Planning & Zoning	107	\$36,963.77	\$45,747.23	\$55,445.64
Police Administrative Assistant	Police Administrative Assistant	Police	107	\$36,963.77	\$45,747.23	\$55,445.64
Accounting Clerk/ Permit Clerk	Accounting Clerk/ Permit Clerk	Public Works	107	\$36,963.77	\$45,747.23	\$55,445.64
Facility Maintenance Technician	Facility Maintenance Technician	Public Works	107	\$36,963.77	\$45,747.23	\$55,445.64
Auto Maintenance Technician	Auto Maintenance Technician	Public Works	108	\$39,237.04	\$48,560.69	\$58,855.56
Flood Plain Assistant	Flood Plain Assistant	Building	108	\$39,237.03	\$48,560.69	\$58,855.56
Community Center Manager	Community Center Manager	Parks & Recreation	108	\$39,237.03	\$48,560.69	\$58,855.56
Park Manager	Park Manager	Parks & Recreation	108	\$39,237.03	\$48,560.69	\$58,855.56
	Parks Maintenance Technician	Parks & Recreation	108	\$39,237.03	\$48,560.69	\$58,855.56
Parks Maintenance Technician		. and a need canon	100	700,201.00	7 10,000.00	455,555.56



Position TitleClassificationDepartmentGradeMinMidPolice Field Logistics SpecialistPolice Field Logistics SpecialistPolice108\$39,237.03\$48,560.69QuartermasterQuartermasterPolice108\$39,237.03\$48,560.69Records Management SpecialistRecords Management SpecialistPolice108\$39,237.03\$48,560.69Help Desk SpecialistHelp Desk SpecialistIT109\$41,846.30\$51,789.98	Max \$58,855.56 \$58,855.56 \$58,855.56 \$62,769.45 \$62,769.45
QuartermasterQuartermasterPolice108\$39,237.03\$48,560.69Records Management SpecialistRecords Management SpecialistPolice108\$39,237.03\$48,560.69	\$58,855.56 \$58,855.56 \$62,769.45
Records Management Specialist Records Management Specialist Police 108 \$39,237.03 \$48,560.69	\$58,855.56 \$62,769.45
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	\$62,769.45
Payroll Specialist Payroll Specialist Finance 109 \$41,846.30 \$51,789.98	
Payroll Specialist Payroll Specialist Police 109 \$41,846.30 \$51,789.98	\$62,769.45
Cultural Events Specialist Cultural Events Specialist Parks & Recreation 109 \$41,846.30 \$51,789.98	\$62,769.45
Events SpecialistEvents SpecialistParks & Recreation109\$41,846.30\$51,789.98	\$62,769.45
Parks Foreman Parks Foreman Parks & Recreation 109 \$41,846.29 \$51,789.98	\$62,769.46
Crime Scene TechnicianCrime Scene TechnicianPolice109\$41,846.30\$51,789.98	\$62,769.45
Property & Evidence Supervisor Property & Evidence Supervisor Police 109 \$41,846.30 \$51,789.98	\$62,769.45
News ProducerNews ProducerPublic Affairs109\$41,846.30\$51,789.98	\$62,769.45
Crew Supervisor Crew Supervisor Public Works 109 \$41,846.30 \$51,789.98	\$62,769.45
Facility Maintenance Foreman Facility Maintenance Foreman Public Works 109 \$41,846.30 \$51,789.98	\$62,769.45
Transit Road Supervisor Transit Road Supervisor Transportation 109 \$41,846.30 \$51,789.98	\$62,769.45
IT Specialist	\$62,769.45
GIS Technician GIS Technician Planning & Zoning 110 \$44,838.31 \$55,492.96	\$67,257.47
Court Liaison Coordinator Court Liaison Coordinator Police 110 \$44,838.31 \$55,492.96	\$67,257.47
Stormwater Technician Stormwater Technician Stormwater 110 \$44,838.31 \$55,492.96	\$67,257.47
Constituent Services Coordinator Constituent Services Coordinator Public Affairs 110 \$44,838.31 \$55,492.96	\$67,257.47
Special Magistrate Coordinator Special Magistrate Coordinator Code 111 \$46,223.02 \$58,350.84	\$71,645.69
Code Compliance Officer I Code Compliance Officer I Code 111 \$46,223.02 \$58,350.84	\$71,645.69
Executive Administrative Assistant to the City Manager	\$75,693.67
Advisory Board Coordinator Advisory Board Coordinator City Clerk 112 \$48,834.63 \$61,647.67	\$75,693.67
Code Compliance Officer II Code Compliance Officer II Code 112 \$48,834.63 \$61,647.67	\$75,693.67
Procurement Specialist Procurement Specialist Finance 112 \$48,834.63 \$61,647.67	\$75,693.67
AV Systems Technician IT 112 \$48,834.63 \$61,647.67	\$75,693.67
IT Technician IT 112 \$48,834.63 \$61,647.67	\$75,693.67
IT Technician (Public Safety) IT Technician (Public Safety) IT/Police 112 \$48,834.63 \$61,647.67	\$75,693.67
Recreation Facility Supervisor Recreation Facility Supervisor Parks & Recreation 112 \$48,834.63 \$61,647.67	\$75,693.67
Communication Supervisor Communication Supervisor Police 112 \$48,834.63 \$61,647.67	\$75,693.67
Executive Administrative Assistant Executive Administrative Assistant Police 112 \$48,834.63 \$61,647.67	\$75,693.67
Police Crime Analyst Specialist Police Crime Analyst Specialist Police 112 \$48,834.63 \$61,647.67	\$75,693.67
Transit Operations Manager Trolley Operations Manager Transportation 112 \$48,834.63 \$61,647.67	\$75,693.67
Parks Operations Administrator Parks Operations Administrator Parks & Recreation 113 \$51,837.95 \$65,439.00	\$80,348.83
Administrative Coordinator & Capital Improvement Liaison Administrative Coordinator & Capital Improvement Liaison Building 113 \$51,837.95 \$65,439.00	\$80,348.83
CIP Administrative Coordinator CIP Administrative Coordinator Public Works 113 \$51,837.95 \$65,439.00	\$80,348.83
Building Development Services Coordinator Building Development Services Coordinator Building 113 \$51,837.95 \$65,439.00	\$80,348.83
Code Compliance Officer III Code 113 \$51,837.95 \$65,439.00	\$80,348.83
Code Compliance Officer III/Outreach Coordinator Code Compliance Officer III/Outreach Coordinator Code 113 \$51,837.95 \$65,439.00	\$80,348.83
Accountant	\$80,348.83
Athletics Coordinator Sponsorship & Recreation Coordinator Parks & Recreation 113 \$51,837.95 \$65,439.00	\$80,348.83



Position Title	Classification	Department	Grade	Min	Mid	Max
ecreation Marketing & Sponsorship Coordinator	Recreation Marketing & Sponsorship Coordinator	Parks & Recreation	113	\$51,837.95	\$65,439.00	\$80,348.83
Recreation Program Coordinator	Recreation Program Coordinator	Parks & Recreation	113	\$51,837.95	\$65,439.00	\$80,348.83
Special Events Coordinator	Special Events Coordinator	Parks & Recreation	113	\$51,837.95	\$65,439.00	\$80,348.83
Special Needs Coordinator	Special Needs Coordinator	Parks & Recreation	113	\$51,837.95	\$65,439.00	\$80,348.83
Police Special Events Coordinator	Police Special Events Coordinator	Police	113	\$51,837.95	\$65,439.00	\$80,348.83
Creative Producer	Creative Producer	Public Affairs	113	\$51,837.95	\$65,439.00	\$80,348.83
General Services Administrator / Sustainability	General Services Administrator / Sustainability	Public Works	113	\$51,837.95	\$65,439.00	\$80,348.83
Project Engineer	Project Engineer	Public Works	113	\$51,837.95	\$65,439.00	\$80,348.83
Project Inspector	Project Inspector	Public Works	113	\$51,837.95	\$65,439.00	\$80,348.83
AV Systems Analyst	AV Systems Analyst	IT	114	\$55,285.18	\$69,790.69	\$85,692.02
Building Inspector	Building Inspector	Building	114	\$55,285.18	\$69,790.69	\$85,692.02
Electrical Inspector	Electrical Inspector	Building	114	\$55,285.18	\$69,790.69	\$85,692.02
Mechanical Inspector	Mechanical Inspector	Building	114	\$55,285.18	\$69,790.69	\$85,692.02
Plumbing Inspector	Plumbing Inspector	Building	114	\$55,285.18	\$69,790.69	\$85,692.02
Help Desk Supervisor	Help Desk Supervisor	IT	114	\$55,285.18	\$69,790.69	\$85,692.02
Police Budget Coordinator	Police Budget Coordinator	Police	114	\$55,285.18	\$69,790.69	\$85,692.02
Fleet Maintenance Supervisor	Fleet Maintenance Supervisor	Public Works	114	\$55,285.18	\$69,790.69	\$85,692.02
Transportation Analyst	Transportation Engineer	Transportation	114	\$55,285.18	\$69,790.69	\$85,692.02
Flood Plain Manager	Flood Plain Manager	Building	115	\$59,238.06	\$74,780.73	\$91,819.01
Plans Examiner	Plans Examiner	Building	115	\$59,238.06	\$74,780.73	\$91,819.01
Human Resources Generalist (City & Police)	Human Resources Generalist (City & Police)	Human Resources	115	\$59,238.06	\$74,780.73	\$91,819.01
GIS Developer	GIS Developer	IT	115	\$59,238.06	\$74,780.73	\$91,819.01
System Analyst	System Analyst	IT	115	\$59,238.06	\$74,780.73	\$91,819.01
Planner	Planner	Planning & Zoning	115	\$59,238.06	\$74,780.73	\$91,819.01
Criminal Investigation and Evidence Supervisor	Criminal Identification and Evidence Supervisor	Police	115	\$59,238.06	\$74,780.73	\$91,819.01
Public Safety Technical Services Supervisor	Public Safety Technical Services Supervisor	Police	115	\$59,238.06	\$74,780.73	\$91,819.01
Media & Emergency Management Specialist	Media & Emergency Management Specialist	Police	115	\$59,238.06	\$74,780.73	\$91,819.01
Internal Affairs & Background Investigator	Internal Affairs & Background Investigator	Police	115	\$59,238.06	\$74,780.73	\$91,819.01
Webmaster/ Graphic Designer	Webmaster/ Graphic Designer	Public Affairs	115	\$59,238.06	\$74,780.73	\$91,819.01
Plans Reviewer (PW)	Plans Reviewer (PW)	Public Works	115	\$59,238.06	\$75,528.53	\$91,819.00
Chief Building Inspector	Chief Building Inspector	Building	116	\$62,746.78	\$80,763.18	\$100,394.8
Chief Electrical Inspector	Chief Electrical Inspector	Building	116	\$62,746.78	\$80,763.18	\$100,394.8
Chief Mechanical Inspector	Chief Mechanical Inspector	Building	116	\$62,746.78	\$80,763.18	\$100,394.8
Chief Plumbing Inspector	Chief Plumbing Inspector	Building	116	\$62,746.78	\$80,763.18	\$100,394.8
Structural Plans Examiner	Structural Plans Examiner	Building	116	\$62,746.78	\$80,763.18	\$100,394.8
Code Compliance Field Supervisor	Code Compliance Field Supervisor	Code	116	\$62,746.78	\$80,763.18	\$100,394.8
Budget/ Grants Administrator	Budget/ Grants Administrator	Finance	116	\$62,746.78	\$80,763.18	\$100,394.8
Intersection Technology Systems Analyst	Intersection Technology System Analyst	IT	116	\$62,746.78	\$80,763.18	\$100,394.8
Chief of Staff	Chief of Staff	Mayor & Council	116	\$62,746.78	\$80,763.18	\$100,394.8
Legislative Analyst/Asst. to Council Member	Legislative Analyst/Asst. to Council Member	Mayor & Council	116	\$62,746.78	\$80,763.18	\$100,394.8
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Recreation Administrator	Recreation Administrator	Parks & Recreation	116	\$62,746.78	\$80,763.18	\$100,394.83
	Recreation Administrator Senior Planner	Parks & Recreation Planning & Zoning	116 116	\$62,746.78 \$62,746.78	\$80,763.18 \$80,763.18	\$100,394.85 \$100,394.85



Position Title	Classification	Department	Grade	Min	Mid	Max
Stormwater Utility Manager	Stormwater Utility Manager	Stormwater	116	\$62,746.78	\$80,763.18	\$100,394.85
Superintendent of Streets	Superintendent of Streets	Public Works	116	\$62,746.78	\$80,763.18	\$100,394.85
Legal Office Manager	Legal Office Manager	City Attorney	117	\$66,323.35	\$85,366.69	\$106,117.36
Chief of Construction	Chief of Construction	Public Works	117	\$66,323.35	\$85,366.69	\$106,117.36
Human Resources Manager	Human Resources Manager	Human Resources	117	\$66,323.35	\$85,366.69	\$106,117.36
Database Administrator Developer	Database Administrator Developer	IT	117	\$66,323.35	\$85,366.69	\$106,117.36
Senior Network Analyst	Senior Network Analyst	IT	117	\$66,323.35	\$85,366.69	\$106,117.36
Senior Software Developer	Senior Software Developer	IT	117	\$66,323.35	\$85,366.69	\$106,117.36
Senior Systems Analyst	Senior Systems Analyst	IT	117	\$66,323.35	\$85,366.69	\$106,117.36
Chief Licensing Officer	Chief Licensing Officer	Planning & Zoning	117	\$66,323.35	\$85,366.69	\$106,117.36
Facility Manager	Facility Manager	Public Works	117	\$66,323.35	\$85,366.69	\$106,117.36
Public Information Officer	Public Information Officer	Police	117	\$66,323.35	\$85,366.69	\$106,117.36
Economic Developer	Economic Developer	Planning & Zoning	118	\$70,402.23	\$90,616.74	\$112,643.57
Procurement Manager	Procurement Manager	Finance	118	\$70,402.23	\$90,616.74	\$112,643.57
IT Security Manager	IT Security Manager	IT	118	\$70,402.23	\$90,616.74	\$112,643.57
Technology Project Manager	Technology Project Manager	IT	118	\$70,402.23	\$90,616.74	\$112,643.57
Transportation Manager	Transportation Manager	Transportation	118	\$70,402.23	\$90,616.74	\$112,643.57
Financial Analyst (PT)	Financial Analyst (PT)	Finance	119	\$75,083.98	\$96,642.75	\$120,134.38
Assistant Building Director	Assistant Building Director	Building	119	\$75,083.98	\$96,642.75	\$120,134.38
Deputy City Clerk	Deputy City Clerk	City Clerk	119	\$75,083.98	\$96,642.75	\$120,134.38
Assistant Code Compliance Director	Assistant Code Compliance Director	Code	119	\$75,083.98	\$96,642.75	\$120,134.38
Assistant Finance Director	Assistant Finance Director	Finance	119	\$75,083.98	\$96,642.75	\$120,134.38
Assistant Human Resources Director	Assistant Human Resources Director	Human Resources	119	\$75,083.98	\$96,642.75	\$120,134.38
Assistant Director of IT Operations	Assistant Director of IT Operations	IT IT	119	\$75,083.98	\$96,642.75	\$120,134.38
Assistant Parks & Recreation Director	Assistant Parks & Recreation Director	Parks & Recreation	119	\$75,083.98	\$96,642.75	\$120,134.38
Assistant Planning & Zoning Director	Assistant Planning & Zoning Director	Planning & Zoning	119	\$75,083.98	\$96,642.75	\$120,134.38
Assistant Public Works Director & Chief of Engineering	Assistant Public Works Director & Chief of Engineering	Public Works	119	\$75,083.98	\$96,642.75	\$120,134.38
Internal Affairs Inspector	Internal Affairs Inspector	Police	119	\$75,083.98	\$96,642.75	\$120,134.38
Executive Officer to the Chief of Police	Executive Officer to the Chief of Police	Police	120	\$80,452.49	\$103,552.71	\$128,723.98
Communications Director	Communications Director	Public Affairs	120	\$90,065.87	\$103,332.71	\$148,608.67
Building Official		Building	122	\$90,065.87	\$118,155.71	\$148,608.67
Code Compliance Director	Building Official	Code				\$148,608.67
Finance Director	Code Compliance Director Finance Director		122 122	\$90,065.87	\$118,155.71	\$148,608.67
		Finance		\$90,065.87	\$118,155.71	
Human Resources Director	Human Resources Director	Human Resources	122	\$90,065.87	\$118,155.71	\$148,608.67
Information Technology Director	Information Technology Director	IT	122	\$90,065.87	\$118,155.71	\$148,608.67
Parks and Recreation Director	Parks and Recreation Director	Parks & Recreation	122	\$90,065.87	\$118,155.71	\$148,608.67
Planning and Zoning Director	Planning and Zoning Director	Planning & Zoning	122	\$90,065.87	\$118,155.71	\$148,608.67
Public Works Director	Public Works Director	Public Works	122	\$90,065.87	\$118,155.71	\$148,608.67
Deputy Chief	Deputy Chief	Police	123	\$95,604.92	\$125,422.29	\$157,748.11
Deputy City Manager	Deputy City Manager	City Manager	125	\$117,257.04	\$155,365.57	\$193,474.10
Chief of Police	Chief of Police	Police	126	\$119,765.39	\$158,689.16	\$197,612.92
Police Officer	Police Officer	Police	201	\$55,285.18	\$67,724.35	\$80,163.50
Police Sergeant	Police Sergeant	Police	202	\$67,724.35	\$81,269.22	\$94,814.08



EXHIBIT B

OCTOBER 1, 2020 TO SEPTEMBER 30, 2021

Position Title	Classification	Department	Grade	Min	Mid	Max
Police Lieutenant	Police Lieutenant	Police	203	\$77,111.88	\$92,534.26	\$107,956.63
Police Captain	Police Captain	Police	204	\$84,113.64	\$100,936.37	\$117,759.10
Police Major	Police Major	Police	205	\$92,525.01	\$111,030.00	\$129,535.00
Mail Clerk	Mail Clerk	Public Works	103/PT	\$30,330.06	\$36,396.06	\$42,462.07
Mechanical Inspector / Plans Examiner (PT)	Mechanical Inspector / Plans Examiner (PT)	Building	115/PT	\$59,238.06	\$75,528.54	\$91,819.00
Athletics Aide/Recreation Service Aide	Athletics Aide/Recreation Service Aide	Parks & Recreation	PT	\$11.00	\$14.19	\$16.56
Cheer Aide/Recreation Service Aide	Cheer Aide/Recreation Service Aide	Parks & Recreation	PT	\$11.00	\$14.19	\$16.56
Events Aide/RSA	Events Aide/RSA	Parks & Recreation	PT	\$11.00	\$14.19	\$16.56
Park Service Aide	Park Service Aide	Parks & Recreation	PT	\$11.00	\$14.19	\$16.56
Park Ambassadors (Temporary)	ark Ambassadors (Temporary) Park Ambassadors (Temporary)		PT	\$11.00	\$14.19	\$16.55
Parks & Recreation Office and Events Aide	Events Aide Parks & Recreation Office and Events Aide		PT	\$11.00	\$14.19	\$16.55
Receptionist /Recreation Service Aide	Receptionist /Recreation Service Aide	Parks & Recreation	PT	\$11.00	\$14.19	\$16.56
Recreation Service Aide	Recreation Service Aide	Parks & Recreation	PT	\$11.00	\$14.19	\$16.56
Service Aide - Intern	Service Aide - Intern	Parks & Recreation	PT	\$10.00	\$13.17	\$15.53
Special Needs Programs Aide/RSA	Special Needs Programs Aide/RSA	Parks & Recreation	PT	\$11.00	\$14.19	\$16.55
Nature Aide (PT)	Nature Aide (PT)	Parks & Recreation	PT	\$11.00	\$14.19	\$16.56
Reserve Officer	Reserve Officer	Police	PT	\$30.00		
Reserve Officer/ Traffic Initiative	Reserve Officer/ Traffic Initiative	Police	PT	\$22.50		
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 20-21: COLA (1.8%)

ADOPTED 3% STEP PLAN OFFICERS AND SERGEANTS

STEP PLAN - 3% BETWEEN STEPS

			FY 20-21	FY 20-21
			(1.8% COLA)	(1.8% COLA)
Position Title	Officer	Sergeant	Officer	Sergeant
Grade	201	202	201	202
Step 1	\$54,307.64	\$66,526.86	\$55,285.18	\$67,724.35
Step 2	\$55,936.87	\$68,522.67	\$56,943.74	\$69,756.08
Step 3	\$57,614.98	\$70,578.35	\$58,652.05	\$71,848.76
Step 4	\$59,343.43	\$72,695.70	\$60,411.61	\$74,004.22
Step 5	\$61,123.73	\$74,876.57	\$62,223.96	\$76,224.35
Step 6	\$62,957.44	\$77,122.87	\$64,090.68	\$78,511.08
Step 7	\$64,846.17	\$79,436.55	\$66,013.40	\$80,866.41
Step 8	\$66,791.55	\$81,819.65	\$67,993.80	\$83,292.40
Step 9	\$68,795.30	\$84,274.24	\$70,033.61	\$85,791.18
Step 10	\$70,859.16	\$86,802.47	\$72,134.62	\$88,364.91
Step 11	\$72,984.93	\$89,406.54	\$74,298.66	\$91,015.86
Step 12	\$75,174.48	\$92,088.74	\$76,527.62	\$93,746.33
Step 13	\$77,429.72	\$94,851.40	\$78,823.45	\$96,558.72
Step 14	\$79,752.61		\$81,188.15	

ADOPTED 3% STEP PLAN POLICE LIEUTENANTS

Position Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 11	Step 12	Step 13	Step 13
Police Lieutenant	203	\$75,748.41	\$78,020.86	\$80,361.49	\$82,772.33	\$85,255.50	\$87,813.17	\$90,447.56	\$93,160.99	\$95,955.82	\$98,834.49	\$101,799.53	\$104,853.51	\$107,999.12
Approved COLA FY 20-21	1.80%	\$77,111.88	\$79,425.24	\$81,807.99	\$84,262.23	\$86,790.10	\$89,393.80	\$92,075.62	\$94,837.89	\$97,683.02	\$100,613.51	\$103,631.92	\$106,740.88	\$109,943.10