

**RESOLUTION No. 25-66**

**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 POSITIONS IN THE 2024-25 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; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the approved and adopted 2024-2025 Fiscal Year Budget for the City of Doral (the “City”) did not contemplate the creation and provided funding for the newly created positions in the City, including: “Civilian Background Investigator” and “Software Developer”; 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 descriptions, salary scale, performance measures and metrics, associated with the Positions, as provided in the March 12, 2025, Memorandum from the Humans 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**, via Resolution 21-187, on August 11, 2021, the City Council approved citywide Job Classification and Pay Plan adjustments (the “Pay Plan”), which specified revision on job titles, duties, salary adjustments, ensuring that said adjustments would fall within approved pay ranges; and

**WHEREAS**, via Resolution 24-227, on September 30, 2024, the City Council approved the citywide Job Classification and Pay Plan for fiscal year 2024-2025. Changes in the organizational structure, such as the creation of new positions, requires for the City to adjust the Pay Plan to account for the revisions and adjustments of the pay plan to reflect 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 2024-2025.

**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 scale, and performance measures and metrics associated with the “Civilian Background Investigator” and “Software Developer”; 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 2024-2025, is here approved.

**Section 3. Authorization.** 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 take effect immediately upon adoption.

The foregoing Resolution was offered by Councilmember Reinoso who moved its adoption. The motion was seconded by Councilmember Pineyro and upon being put to a vote, the vote was as follows:

Mayor Christi Fraga	Yes
Vice Mayor Maureen Porras	Yes
Councilwoman Digna Cabral	Yes
Councilman Rafael Pineyro	Yes
Councilwoman Nicole Reinoso	Yes

PASSED AND ADOPTED this 12 day of March, 2025.



CHRISTI FRAGA, 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:

  
\_\_\_\_\_  
LORENZO COBIELLA  
GASTESI, LOPEZ, MESTRE & COBIELLA, PLLC  
CITY ATTORNEY

# EXHIBIT “A”



## Memorandum

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Date: March 12, 2025

To: Honorable Mayor and Councilmembers

Via: Zeida C. Sardiñas  
City Manager

From: Maria T. José  
Human Resources Director

Subject: **Establishment of New Positions, for the 2024-2025 Fiscal Budget**

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### **Introduction**

In accordance with City Ordinance 2-7, the creation of new full-time positions requires approval from the Mayor and City Council. This includes providing detailed job descriptions, salary information, and performance metrics. Upon receiving approval from the City Manager's Office, the Human Resources Department worked with the Police Department and Information Technology Department in preparing the establishment of two (2) new job classifications with respective job descriptions for the positions of: Civilian Background Investigator and Software Developer. If approved, these positions will be part of the 2024-2025 Fiscal Budget and will not increase the personnel headcount. The Police Department has available funding in account #001.60005.500120. The Information Technology Department has funding in account #001.22005.500120.

### **Background**

The Civilian Background Investigator position was initially established and approved through the 2016-2017 Fiscal Budget. In 2019, it was reclassified as an Internal Affairs & Background Investigator. Over the past two years, the recruitment efforts for Police Officer, Police Officer Trainee, and Police Service Aide positions have increased, requiring additional resources to complete background investigations efficiently.

To support the police officer hiring initiative, reclassifying an existing vacant position to a Civilian Background Investigator will provide essential assistance in conducting thorough background investigations, ensuring a streamlined and effective hiring process.

- **Civilian Background Investigator:**  
The salary range is from \$63,743.06 to \$98,801.72 annually. The position grade is 114.

The Software Developer position was initially established and approved through the 2013-2014 Fiscal Budget. However, the position was later reclassified to a Senior Software Developer position. The Information Technology Department has reassessed the City's needs and increased demand for innovative and practical applications to aid all departments in creating workflows and enhancing time management. The re-establishment of the Software Developer classification will better serve this mission and will be a fiscally responsible way of addressing current demands.

- **Software Developer:**  
The salary range is from \$72,346.18 to \$115,753.88 annually. The position grade is 116.

### **Evaluation Metrics & Competencies:**

All positions in the City of Doral are evaluated using the Performance Evaluation Metrics & Competencies listed below:

- **Skill level and Job knowledge:** Skills and knowledge demonstrated in the position and his/her understanding of all phases of the job.
- **Quality of work:** Accuracy, completeness and thoroughness of work performed. This includes attention to details and verifying work for adherence to standards.
- **Quantity of work:** The amount of work produced and completed successfully. This also includes flexibility in accommodating work interruptions and changes in priorities
- **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.
- **Dependability:** Compliance to policies and procedures regarding absenteeism and tardiness.
- **Planning and Organizing skills:** Ability to analyze problems and prioritize assignments. Keeping work area in order.
- **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.
- **Judgment and Problem solving:** Recognizing a problem, determining options to correct the problem and making a decision.

<ul style="list-style-type: none"><li>• <b>Each position will be evaluated using the following evaluation scale: Scale</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Description</b></li></ul>
<ul style="list-style-type: none"><li>• <b>4 = Outstanding</b></li></ul>	<ul style="list-style-type: none"><li>• Performance far exceeds job requirements by instituting change in policy or program</li></ul>
<ul style="list-style-type: none"><li>• <b>3 = Above Satisfactory</b></li></ul>	<ul style="list-style-type: none"><li>• Performance exceeds job requirements</li></ul>
<ul style="list-style-type: none"><li>• <b>2= Satisfactory</b></li></ul>	<ul style="list-style-type: none"><li>• Performance met job requirements</li></ul>
<ul style="list-style-type: none"><li>• <b>1= Needs Improvement</b></li></ul>	<ul style="list-style-type: none"><li>• Performance does not meet requirements</li></ul>
<ul style="list-style-type: none"><li>• <b>0 = Unacceptable</b></li></ul>	<ul style="list-style-type: none"><li>• Performance is inadequate and must be corrected</li></ul>

**Fiscal Impact:**

The Resolution has no fiscal impact of City revenues or expenditures. Both departments have available funding in their respective budget.

**Recommendation**

The City Manager's Office respectfully requests that the Mayor and City Councilmembers authorize approval of the Resolution adopting the Job Descriptions, Salary Ranges, Performance Measures and Metrics for the newly established positions of Civilian Background Investigator and Software Developer.



# EXHIBIT “B”



**CITY OF DORAL**  
**CLASSIFICATION & PAY PLAN**  
**OCTOBER 1, 2024 TO SEPTEMBER 30, 2025**  
**(SUMMARY OF CHANGES FY 24-25)**

**EXHIBIT B**

NEW POSITIONS					
New Classification FY 24-25	Department	Pay Grade	Min. (Yearly)	Mid. (Yearly)	Max. (Yearly)
Civilian Background Investigator	Police Department	114	\$63,743.06	\$81,272.39	\$98,801.72
Software Developer	Information Technology	116	\$72,346.18	\$94,050.03	\$115,753.88

# EXHIBIT “C”



## **City of Doral, FL Classification Description**

**Classification Title:** Civilian Background Investigator  
**Department:** Police Department  
**Pay Grade:** 114  
**FLSA Status:** NE

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### **GENERAL STATEMENT OF JOB**

This position is a non-sworn civilian position 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.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **Essential Functions:**

- Conducts investigations into allegations of improper conduct of employees that would constitute a violation of work rules or a violation of law to obtain evidence necessary to affirm or dispel the allegations of improper or illegal activity.
- Interviews and/or interrogates witnesses, suspects, victims, and others, both cooperative and hostile, to obtain information relevant to the investigation.
- Prepares and maintains complete records of the history of each case being investigated, preparing comprehensive documentation for the department with recommendations for the disposition of the investigation and disciplinary process.
- Review completed background interview forms, check for completeness, accuracy, inconsistencies, errors, omissions, and falsifications;
- obtain and review records from Federal Bureau of Investigation, Florida Department of Law Enforcement, Department of Justice, and State and Municipal law enforcement agencies to determine if the candidate was a witness, victim, suspect or perpetrator of any crime;
- Obtain and review arrest reports, witness statements, and other documents (if applicable) to determine if the candidate has the appropriate background to become a Police Department member;
- Interview employers, co-workers, neighbors, law enforcement officials, military personnel, members of the candidate's family and personal/character references to determine if the candidate has the appropriate background to become a Police Department member;
- Prepare detailed and complete interview statements for each person being interviewed in order to allow a reviewer to draw reasonable and logical conclusions about the prospective candidate;
- Prepare final background investigation package for presentation to the Chief of Police, or his designee, via chain of command;
- Organize all investigative material in accordance with established Department procedures;
- Meet regularly with the unit commander and the candidate to keep them informed of the status of the investigation;
- Prepare a detailed summary of adverse information based upon objective analysis and evaluation of candidate's background, statements from others contacted during the course of the background;
- Complete thorough and detailed background packages for review and final recommendation;
- Represent the Department at job fairs and other recruiting activities;

- Make presentations and educate groups concerning the hiring process including the background investigation process.
- Provide orientation to new Police Officers or Department members (if applicable);
- Performs a variety of responsible administrative, clerical and/or stenographic duties relative to the needs of the department head or commander to whom she/he may be assigned;
- Maintains confidential, personnel, and related files;

**Additional Duties:**

- Performs related duties as assigned.

**MINIMUM EDUCATION AND TRAINING**

- High school diploma or GED equivalent.
- Five (5) years of Law Enforcement and investigative experience or equivalent education, training and knowledge is required.
- Background Investigation School certificate preferred.

**MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED**

**Knowledge, Skills and Abilities:**

- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Knowledge of clerical or trades-based tasks.

**Physical Requirements:**

- Exerting 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.
- Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- 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.



## **City of Doral, FL Classification Description**

**Classification Title:** Software Developer  
**Department:** Information Technology  
**Pay Grade:** 116  
**FLSA Status:** Exempt

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### **GENERAL STATEMENT OF JOB**

The Software Developer is responsible for citywide technology governance, strategic planning and policy development, and programs that promote technology literacy and public access to government information. This position is responsible for design, implementation, and maintenance of all enterprise wide software systems initiatives.

#### **Supervision Received and Exercised:**

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

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **Essential Functions:**

- Provides application development and programming support for the Information Technology Department and other City departments.
- Performs analytical, technical, and application development tasks; designs and develops applications to integrate with various platforms; coordinates, implements, maintains, and troubleshoots all applications in support of all City departments.
- Works with internal stakeholders and vendors to understand, analyze, develop, design, build, and maintain applications to fulfill business requirements.
- Creates project plans, specifications, and operating procedures; creates user and system documentation for new or existing applications; assists with development of project estimates; and initiates enhancements to applications.
- Coordinates implementation plans; recommends and coordinates enhancements; recommends patches and upgrades; recommends strategy for daily and monthly application and system backups; provides basic user training; maintains applications and various data warehouses.
- Monitors web performance and web services availability.
- Documents and demonstrates solutions by developing documentation, including flowcharts, diagrams, and commented code.
- Provides technical advice and support to section staff. May serve as supervisor to other software development staff.
- May work outside of normal business hours to address occasional business needs.

**Additional Duties:**

- Performs other related work as required.

**MINIMUM EDUCATION AND TRAINING**

- A Bachelor's degree in computer science, computer technology, or a related field is required.
- Must possess three (3) years of experience in writing application software, database programming, and technical troubleshooting.
- Must possess a valid driver license with an acceptable driving record.

**MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED**

**Knowledge, Skills and Abilities:**

- Proficient in SQL, VB.NET, ASP, ASP.NET, , C/C++, C#, HTML, XML, JAVA; application servers such as IIS, and .NET; Enterprise Development for more than 200 users; development/relational database tools (VS Tools, DTS, SSIS), databases (Oracle, SQL Server), Visual Studio; and Unit Testing.
- Experience with SharePoint Development, Administration and Configuration.
- Proficient with SQL DB Administration and SQL Reporting Services.
- Experience with GIS development with ESRI Products Knowledgeable in all phases of software development life cycle.
- Experience with Power Platform development.
- Experience in Azure or AWS development and administration.
- Strong oral and written communication skills to convey technical information to non-technical staff or customers.
- Ability to handle multiple tasks and deadlines, maintain confidentiality, use good judgment and discretion, and interact with diverse workforce within the City and other government agencies.
- Ability to be innovative, resourceful, and reliable; work within a team, have excellent troubleshooting skills, and be able to quickly learn various automated systems.
- Ability to make recommendations that impact the budget.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to repair, develop, or install telecommunications systems.
- Ability to repair, develop, or install computer hardware or network systems.
- Ability to repair, develop, or install complex software or management information systems.
- Ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Ability to create plans for, and guide implementation of, new technology systems.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

**Physical Requirements:**

- Ability to climb, crouch, finger, grasp, handle, kneel, lift, pull, push, reach, receive information through oral communication; make rational decisions; express ideas through speaking accurately/loudly/quickly; make repetitive motions with the hands; stand for sustained periods of time; stoop by bending the body downwards; 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, operate heavy equipment, perform inspections; and 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.