

**RESOLUTION No. 17-181**

**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 2017-18 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 PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the approved and adopted 2017–2018 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: “Human Resources Manager”, “Parks Operations Administrator”, and “Mail Clerk” (the “Positions”); 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 October 11<sup>th</sup>, 2017 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 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 2017–2018.

**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 “Human Resources Manager,” “Parks Operations Administrator,” and “Mail Clerk,” 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 2017–2018, 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 Rodriguez who moved its adoption. The motion was seconded by Councilmember Mariaca and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Pete Cabrera	Yes
Councilwoman Christi Fraga	Absent/Excused
Councilwoman Claudia Mariaca	Yes
Councilwoman Ana Maria Rodriguez	Yes

PASSED AND ADOPTED this 11 day of October, 2017.

  
\_\_\_\_\_  
JUAN CARLOS BERMUDEZ, 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:** October 11<sup>th</sup>, 2017

**To:** The Honorable Mayor and Members of the City Council

**Via:** Edward A. Rojas, City Manager *EAR*

**From:** Francisco Rios, Human Resources Director

**Subject:** New Job Descriptions for FY 2017–2018 and Corresponding 2017–2018

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### Background:

Pursuant to the approval of the City of Doral (“City”) Budget for the Fiscal Year 2017-2018 (“FY17/18”), the Human Resources (“HR”) Department has prepared new job titles, classifications, and pay ranges contemplated in the budget. This includes assigning appropriate pay grades and FLSA classifications. The job descriptions, pay grades, and FLSA classifications were determined by conducting job analysis, through our pay and classification consultants, Evergreen Solutions, for all newly approved positions and reclassifications. As a result of the creation of the following new positions and other budgetary adjustments, the HR Department has also prepared an update to the Citywide Classification and Pay Plan (the “Pay Plan”).

The newly created positions are being presented to Council for approval in accordance with Section 2-7 of the City Code of Ordinance, which requires in part, that “the creation of new full time employment positions” be approved by the Mayor and City Council.

### New positions:

- *Human Resources Manager*

The position of **Human Resources Manager** will carry out the recruitment, selection, and talent management programs for the City of Doral. This position will work closely with Hiring Managers to ensure we hire and retain qualified employees to meet the City’s current and future needs. An employee in this position will also have a significant role in performing responsible Human Resources administration work in guiding and carrying out City policies and

procedures relating to all phases of the Human Resources Department. Work involves exercise of independent judgment in formulating recommendations to supervisors and in applying procedures and guidelines. The salary range is \$62,929.23 to \$100,686.78 annually. The position grade is 117.

### Positions being reclassified to new job classifications:

#### ▪ *Parks Operations Administrator*

The Parks Maintenance Supervisor position is being reclassified to **Parks Operations Administrator**. This position is not receiving a change in pay grade nor salary adjustment; **pay grade is 112 and has a salary range of \$46,335.50 to \$71,820.03**. The Parks Operations Administrator is a supervisory and administrative position which oversees the maintenance and repair of 170 acres of municipal parks, ball fields, playground facilities and equipment, greenways, aquatic features, structures, 50,000 square feet of recreational indoor spaces, vehicles, and supervises Parks Foreman, Park Managers, Park Maintenance Technicians, Assistant Park Managers, and Park Service Aides who are assigned to the safety and maintenance of parks and recreation facilities. Position has considerable responsibility in recommending and overseeing the upkeep, upgrade, construction and/or renovation of parks facilities, as needed.

#### ▪ *Mail Clerk*

The Part-time Clerical Aide position is being reclassified to **Mail Clerk** and will remain budgeted as a part-time position. This position is responsible for receiving and sorting incoming mail to distribute to other departments and/or individuals. This position will collect all outgoing mail from all departments, stamp mail, and place items in the outgoing bin. The annual salary range is **\$28,777.91 to \$40,289.06 (Hourly Range: \$14.75 - \$20.66)**. The position will remain in pay grade 103.

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

**Updated Citywide Pay Plan:**

In May of 2015, the City Council, via Resolution 15-88, approved a Pay Plan which specified the new and/or revised job titles and corresponding pay ranges for all City employees. As new positions are created and/or existing positions modified, the Pay Plan should be revised to account for these changes. The HR Department has updated the City Pay Plan to account for the three new positions specified herein. The updated Pay Plan also accounts for the one percent (1%) cost of living adjustment authorized by the City Council in the FY17/18 Budget. Additionally, the updated Pay Plan addresses the administrative adjustment authorized by the City Manager pursuant to section 2-7 of the City Code Ordinances with regard to the compensation of the Chief of Police, which required the creation of a new pay grade, as specified further under separate cover. A copy of the updated Pay Plan is attached to this memorandum.

**Recommendation:**

Staff has recommended the Mayor and City Council approve the new positions with their corresponding job descriptions, metrics, and applicable pay scale, as well as the updated Pay Plan. Enclosed you will find the job descriptions for the above referenced positions and updated pay plan.

*/Encl. Job Descriptions, Pay Plan.*

**CITY OF DORAL PAY PLAN  
FY 2017 - 2018**

**EXHIBIT B**

Position Title	Classification	Department	Proposed Grade	Min	Mid	Max
Facilities Janitor	Facilities Janitor	Public Works	101	\$25,660.77	\$30,792.92	\$35,925.08
Laborer	Laborer	Public Works	102	\$27,110.61	\$32,532.72	\$37,954.84
Clerical Aide	Clerical Aide	City Manager/ Police	103	\$28,777.91	\$34,533.49	\$40,289.06
Receptionist (3rd Floor)	Receptionist (3rd Floor)	City Manager	103	\$28,777.91	\$34,533.49	\$40,289.06
Transit Road Supervisor	Transit Road Supervisor	Public Works	103	\$28,777.91	\$34,533.49	\$40,289.06
Mail Clerk	Mail Clerk	Public Works	103	\$28,777.91	\$34,533.49	\$40,289.06
Clerical Aide II	Clerical Aide II	City Manager	104	\$30,691.64	\$36,829.97	\$42,968.28
Solution Center Representative	Solution Center Representative	Building	104	\$30,691.64	\$36,829.97	\$42,968.28
Cashier	Cashier	Finance	105	\$32,886.09	\$39,463.30	\$46,040.52
Procurement Service Assistant	Procurement Service Assistant	Finance	105	\$32,886.09	\$39,463.30	\$46,040.52
Police Review Specialist	Police Review Specialist	Police	105	\$32,886.09	\$39,463.30	\$46,040.52
Police Records Specialist	Police Records Specialist	Police	105	\$32,886.09	\$39,463.30	\$46,040.52
Police Service Aide	Police Service Aide	Police	105	\$32,886.09	\$39,463.30	\$46,040.52
Police Officer Trainee	Police Officer Trainee	Police	105	\$32,886.09	\$39,463.30	\$46,040.52
Admin Assistant-Building Official	Administrative Assistant I	Building	106	\$33,196.53	\$41,495.67	\$49,794.79
Admin Assistant-Parks & Recreation Director	Administrative Assistant I	Parks & Recreation	106	\$33,196.53	\$41,495.67	\$49,794.79
Admin Assistant-Public Works Director	Administrative Assistant I	Public Works	106	\$33,196.53	\$41,495.67	\$49,794.79
Admin Assistant-ED & PA	Administrative Assistant I	Finance	106	\$33,196.53	\$41,495.67	\$49,794.79
Accounting Clerk -P&R	Accounting Clerk -P&R	Parks & Recreation	106	\$33,196.53	\$41,495.67	\$49,794.79
Building Clerk	Building Clerk	Building	106	\$33,196.53	\$41,495.67	\$49,794.79
Building Records Clerk	Building Records Clerk	Building	106	\$33,196.53	\$41,495.67	\$49,794.79
Code Compliance Clerk	Code Compliance Clerk	Code	106	\$33,196.53	\$41,495.67	\$49,794.79
Facility Maintenance Technician Assistant	Facility Maintenance Technician Assistant	Public Works	106	\$33,196.53	\$41,495.67	\$49,794.79
Finance Clerk	Finance Clerk	Finance	106	\$33,196.53	\$41,495.67	\$49,794.79
Assistant Community Center Manager	Assistant Community Center Manager	Parks & Recreation	106	\$33,196.53	\$41,495.67	\$49,794.79
Assistant Park Manager	Lead Service Aide	Parks & Recreation	106	\$33,196.53	\$41,495.67	\$49,794.79
Occupational Licensing Clerk	Occupational Licensing Clerk	Planning & Zoning	106	\$33,196.53	\$41,495.67	\$49,794.79
Permit Clerk	Permit Clerk	Building	106	\$33,196.53	\$41,495.67	\$49,794.79
Plans Processing Clerk I	Plans Processing Clerk I	Building	106	\$33,196.53	\$41,495.67	\$49,794.79
Police Property & Evidence Specialist	Police Property & Evidence Specialist	Police	106	\$33,196.53	\$41,495.67	\$49,794.79
Police Record Specialist Teletype (PRS)	Police Record Specialist Teletype (PRS)	Police	106	\$33,196.53	\$41,495.67	\$49,794.79
PT Code Compliance Clerk	PT Code Compliance Clerk	Code	106	\$33,196.53	\$41,495.67	\$49,794.79
Public Works Permit Clerk	Public Works Permit Clerk	Public Works	106	\$33,196.53	\$41,495.67	\$49,794.79
Accounting Clerk	Accounting Clerk	Finance	107	\$35,072.14	\$43,840.17	\$52,608.20
Admin Assistant/Asset Specialist	Administrative Assistant II	IT	107	\$35,072.14	\$43,840.17	\$52,608.20
Admin Assistant/Finance Assistant	Administrative Assistant II	Finance	107	\$35,072.14	\$43,840.17	\$52,608.20
Police Administrative Asst.	Administrative Assistant II	Police	107	\$35,072.14	\$43,840.17	\$52,608.20
Administrative Assistant/Outdoor Events Coordinator	Administrative Assistant II	Planning & Zoning	107	\$35,072.14	\$43,840.17	\$52,608.20
Nature Facility Manager	Nature Facility Manager	Parks & Recreation	107	\$35,072.14	\$43,840.17	\$52,608.20
Facility Maintenance Technician	Facility Maintenance Technician	Public Works	107	\$35,072.14	\$43,840.17	\$52,608.20
Plans Processing Clerk II	Plans Processing Clerk II	Building	107	\$35,072.14	\$43,840.17	\$52,608.20
Accounting Clerk/ Permit Clerk	Accounting Clerk/ Permit Clerk	Public Works	107	\$35,072.14	\$43,840.17	\$52,608.20
Community Center Manager	Community Center Manager	Parks & Recreation	108	\$37,229.07	\$46,536.34	\$55,843.61
Human Resources Assistant	Human Resources Assistant	HR	108	\$37,229.07	\$46,536.34	\$55,843.61
Parks Maintenance Technician	Parks Maintenance Technician	Parks & Recreation	108	\$37,229.07	\$46,536.34	\$55,843.61
Park Manager	Parks Supervisor	Parks & Recreation	108	\$37,229.07	\$46,536.34	\$55,843.61
Police Field Logistics Specialist	Police Field Logistics Specialist	Police	108	\$37,229.07	\$46,536.34	\$55,843.61
Records Management Specialist	Records Management Specialist	Police	108	\$37,229.07	\$46,536.34	\$55,843.61
Special Needs Program Specialist	Special Needs Program Specialist	Parks & Recreation	108	\$37,229.07	\$46,536.34	\$55,843.61
Communication Supervisor	Communication Supervisor	Police	109	\$39,704.80	\$49,631.01	\$59,557.21
Cultural Events Specialist	Cultural Events Specialist	Parks & Recreation	109	\$39,704.80	\$49,631.01	\$59,557.21

**CITY OF DORAL PAY PLAN  
FY 2017 - 2018**

**EXHIBIT B**

Position Title	Classification	Department	Proposed Grade	Min	Mid	Max
Crew Supervisor	Crew Supervisor	Public Works	109	\$39,704.80	\$49,631.01	\$59,557.21
Crime Scene Technician	Crime Scene Technician	Police	109	\$39,704.80	\$49,631.01	\$59,557.21
Events Specialist	Events Specialist	Parks & Recreation	109	\$39,704.80	\$49,631.01	\$59,557.21
Events Specialist/ Administrative Assistant	Events Specialist/ Administrative Assistant	Public Affairs	109	\$39,704.80	\$49,631.01	\$59,557.21
Help Desk Specialist	Help Desk Specialist	IT	109	\$39,704.80	\$49,631.01	\$59,557.21
Payroll Specialist	Payroll Specialist	Police/ Finance	109	\$39,704.80	\$49,631.01	\$59,557.21
News Producer	News Producer	Public Affairs	109	\$39,704.80	\$49,631.01	\$59,557.21
Parks Foreman	Parks Foreman	Parks & Recreation	109	\$39,704.80	\$49,631.01	\$59,557.22
Building Permit Information Analyst I	Building Permit Information Analyst I	Building	110	\$42,543.70	\$53,179.62	\$63,815.55
Court Liason Coordinator	Court Liason Coordinator	Police	110	\$42,543.70	\$53,179.62	\$63,815.55
GIS Technician	GIS Technician	IT	110	\$42,543.70	\$53,179.62	\$63,815.55
Stormwater Technician	Stormwater Technician	Public Works	110	\$42,543.70	\$53,179.62	\$63,815.55
AA & Special Magistrate Agenda Coord	Administrative Assistant - Special Magistrate	Code	111	\$43,857.55	\$55,918.37	\$67,979.20
Code Compliance Officer I	Code Compliance Officer I	Code	111	\$43,857.55	\$55,918.37	\$67,979.20
AV Technician	AV Technician	IT	112	\$46,335.50	\$59,077.77	\$71,820.03
Code Compliance Officer II	Code Compliance Officer II	Code	112	\$46,335.50	\$59,077.77	\$71,820.03
Executive Assistant to the Chief of Police	Executive Assistant to the Chief of Police	Police	112	\$46,335.50	\$59,077.77	\$71,820.03
Executive Assistant/Advisory Board Coordinator	Executive Assistant/Advisory Board	City Clerk	112	\$46,335.50	\$59,077.77	\$71,820.03
IT Technician	IT Technician	IT	112	\$46,335.50	\$59,077.77	\$71,820.03
IT Technician (Public Safety)	IT Technician Public Safety	Police	112	\$46,335.50	\$59,077.77	\$71,820.03
Parks Operations Administrator	Parks Operations Administrator	Parks & Recreation	112	\$46,335.50	\$59,077.77	\$71,820.03
Police Crime Analyst Specialist	Police Crime Analyst Specialist	Police	112	\$46,335.50	\$59,077.77	\$71,820.03
Procurement Specialist	Procurement Specialist	Finance	112	\$46,335.50	\$59,077.77	\$71,820.03
Record Specialist and Local Hearing Administrator	Record Specialist and Local Hearing	City Clerk	112	\$46,335.50	\$59,077.77	\$71,820.03
Recreation Facility Supervisor	Recreation Facility Supervisor	Parks & Recreation	112	\$46,335.50	\$59,077.77	\$71,820.03
Transit Operations Manager	Trolley Operations Coordinator	Public Works	112	\$46,335.50	\$59,077.77	\$71,820.03
Accountant	Accountant	Finance	113	\$49,185.13	\$62,711.05	\$76,236.96
Administrative Coordinator-BD	Administrative Coordinator-BD	Building	113	\$49,185.13	\$62,711.05	\$76,236.96
Building Development Service Coordinator	Building Development Service Coordinator	Building	113	\$49,185.13	\$62,711.05	\$76,236.96
Code Compliance Officer III	Code Compliance Officer III	Code	113	\$49,185.13	\$62,711.05	\$76,236.96
Code Compliance II/Outreach Coordinator	Code Compliance Outreach Officer	Code	113	\$49,185.13	\$62,711.05	\$76,236.96
Creative Producer	Creative Producer	Public Affairs	113	\$49,185.13	\$62,711.05	\$76,236.96
Development Review Coordinator	Development Review Coordinator	Planning & Zoning	113	\$49,185.13	\$62,711.05	\$76,236.96
Finance Coordinator	Finance Coordinator	Finance	113	\$49,185.13	\$62,711.05	\$76,236.96
Foreman	Foreman	Public Works	113	\$49,185.13	\$62,711.05	\$76,236.96
General Services Administrator	General Services Administrator	Building	113	\$49,185.13	\$62,711.05	\$76,236.96
Police Budget Coordinator Coordinator	Police Budget Coordinator	Police	113	\$49,185.13	\$62,711.05	\$76,236.96
Human Resources Coordinator	Human Resources Coordinator	HR	113	\$49,185.13	\$62,711.05	\$76,236.96
Human Resources Coordinator-Police	Human Resources Coordinator-Police	HR	113	\$49,185.13	\$62,711.05	\$76,236.96
Human Resources Specialist	Human Resources Specialist	HR	113	\$49,185.13	\$62,711.05	\$76,236.96
Police Special Events Coordinator	Police Special Events Coordinator	Police	113	\$49,185.13	\$62,711.05	\$76,236.96
Project Inspector	Project Inspector	Public Works	113	\$49,185.13	\$62,711.05	\$76,236.96
Project Engineer	Project Engineer	Public Works	113	\$49,185.13	\$62,711.05	\$76,236.96
Public Relations Coordinator	Public Relations Coordinator	Public Affairs	113	\$49,185.13	\$62,711.05	\$76,236.96
Recreation Marketing & Sponsorship Coordinator	Recreation Marketing & Sponsorship	Parks & Recreation	113	\$49,185.13	\$62,711.05	\$76,236.96
Recreation Program Coordinator	Recreation Program Coordinator	Parks & Recreation	113	\$49,185.13	\$62,711.05	\$76,236.96
Special Events Coordinator	Special Events Coordinator	Parks & Recreation	113	\$49,185.13	\$62,711.05	\$76,236.96
Special Events Coordinator	Special Events Coordinator	Public Affairs	113	\$49,185.13	\$62,711.05	\$76,236.96
Athletics Coordinator	Sponsorship & Recreation Coordinator	Parks & Recreation	113	\$49,185.13	\$62,711.05	\$76,236.96
Victims Advocate	Victims Advocate	Police	113	\$49,185.13	\$62,711.05	\$76,236.96
Building Inspector	Building Inspector	Building	114	\$52,455.95	\$66,881.33	\$81,306.71

**CITY OF DORAL PAY PLAN  
FY 2017 - 2018**

**EXHIBIT B**

Position Title	Classification	Department	Proposed Grade	Min	Mid	Max
Civilian Background Investigator	Civilian Background Investigator	Police	114	\$52,455.95	\$66,881.33	\$81,306.71
Electrical Inspector	Electrical Inspector	Building	114	\$52,455.95	\$66,881.33	\$81,306.71
Fleet Maintenance Supervisor	Fleet Maintenance Supervisor	Public Works	114	\$52,455.95	\$66,881.33	\$81,306.71
Grant Writer	Grant Writer	Economic Development	114	\$52,455.95	\$66,881.33	\$81,306.71
Help Desk Supervisor	Help Desk Supervisor	IT	114	\$52,455.95	\$66,881.33	\$81,306.71
Mechanical Inspector	Mechanical Inspector	Building	114	\$52,455.95	\$66,881.33	\$81,306.71
Plumbing Inspector	Plumbing Inspector	Building	114	\$52,455.95	\$66,881.33	\$81,306.71
Roofing Inspector	Roofing Inspector	Building	114	\$52,455.95	\$66,881.33	\$81,306.71
Transportation Engineer	Transportation Engineer	Public Works	114	\$52,455.95	\$66,881.33	\$81,306.71
Webmaster	Webmaster	Public Affairs	114	\$52,455.95	\$66,881.33	\$81,306.71
Community Policing Specialist	Community Policing Specialist	Police	115	\$56,206.54	\$71,663.34	\$87,120.14
Criminal Identification and Evidence Supervisor	Criminal Identification and Evidence	Police	115	\$56,206.54	\$71,663.34	\$87,120.14
Green Initiative Planner	Green Initiative Planner	Planning & Zoning	115	\$56,206.54	\$71,663.34	\$87,120.14
Economic Development/Grants Coordinator	Economic Development/Grants Coordinator	Economic Development	115	\$56,206.54	\$71,663.34	\$87,120.14
Human Resources Generalist (City & Police)	Human Resources Generalist (City & Police)	HR	115	\$56,206.54	\$71,663.34	\$87,120.14
Flood Plain Manager	Flood Plain Manager	Building	115	\$56,206.54	\$71,663.34	\$87,120.14
Media & Emergency Management Specialist	Media & Emergency Management Specialist	Police	115	\$56,206.54	\$71,663.34	\$87,120.14
Planner	Planner	Planning & Zoning	115	\$56,206.54	\$71,663.34	\$87,120.14
Chief Plans Examiner	Senior Plans Examiner	Planning & Zoning	115	\$56,206.54	\$71,663.34	\$87,120.14
GIS Developer	GIS Developer	IT	115	\$56,206.54	\$71,663.34	\$87,120.14
Sr. Executive Admin Assistant to CM	Sr. Executive Admin Assistant to CM	City Manager	115	\$56,206.54	\$71,663.34	\$87,120.14
System Analyst	System Analyst	IT	115	\$56,206.54	\$71,663.34	\$87,120.14
Plans Examiner	Plans Examiner	Building	115	\$56,206.54	\$71,663.34	\$87,120.14
Public Safety Technical Services Supervisor	Public Safety Technical Services Supervisor	Police	115	\$56,206.54	\$71,663.34	\$87,120.14
Webmaster/ Graphic Designer	Webmaster/ Graphic Designer	Public Affairs	115	\$56,206.54	\$71,663.34	\$87,120.14
Administrative Aide to the Mayor	Administrative Aide to the Mayor	Mayor & Council	116	\$59,535.70	\$77,396.42	\$95,257.12
Budget/ Grants Administrator	Budget/ Grants Administrator	Finance	116	\$59,535.70	\$77,396.42	\$95,257.12
Capital Improvement Manager	Capital Improvement Manager	Public Works	116	\$59,535.70	\$77,396.42	\$95,257.12
Chief Building Inspector	Chief Building Inspector	Building	116	\$59,535.70	\$77,396.42	\$95,257.12
Chief Electrical Inspector	Chief Electrical Inspector	Building	116	\$59,535.70	\$77,396.42	\$95,257.12
Chief Mechanical Inspector	Chief Mechanical Inspector	Building	116	\$59,535.70	\$77,396.42	\$95,257.12
Chief of Staff	Chief of Staff	Mayor & Council	116	\$59,535.70	\$77,396.42	\$95,257.12
Chief Plumbing Inspector	Chief Plumbing Inspector	Building	116	\$59,535.70	\$77,396.42	\$95,257.12
Code Compliance Field Supervisor	Code Compliance Field Supervisor	Code	116	\$59,535.70	\$77,396.42	\$95,257.12
Superintendent of Streets	Superintendent of Streets	Public Works	116	\$59,535.70	\$77,396.42	\$95,257.12
Legislative Analyst/Asst. to Council Member	Legislative Analyst/Asst. to Council Member	Mayor & Council	116	\$59,535.70	\$77,396.42	\$95,257.12
Recreation Administrator	Recreation Administrator	Parks & Recreation	116	\$59,535.70	\$77,396.42	\$95,257.12
Senior Planner	Senior Planner	Planning & Zoning	116	\$59,535.70	\$77,396.42	\$95,257.12
Stormwater Utility Manager	Stormwater Utility Manager	Public Works	116	\$59,535.70	\$77,396.42	\$95,257.12
Structural Plans Examiner	Structural Plans Examiner	Building	116	\$59,535.70	\$77,396.42	\$95,257.12
Intersection Technology System Analyst	Intersection Technology System Analyst	IT	116	\$59,535.70	\$77,396.42	\$95,257.12
CRM Developer	CRM Developer	IT	117	\$62,929.23	\$81,808.01	\$100,686.78
Chief Licensing Officer	Chief Licensing Officer	Planning & Zoning	117	\$62,929.23	\$81,808.01	\$100,686.78
Database Administration Developer	Database Administration Developer	IT	117	\$62,929.23	\$81,808.01	\$100,686.78
Facility Manager	Facility Manager	Public Works	117	\$62,929.23	\$81,808.01	\$100,686.78
Human Resources Manager	Human Resources Manager	HR	117	\$62,929.23	\$81,808.01	\$100,686.78
Senior Network Analyst	Senior Network Analyst	IT	117	\$62,929.23	\$81,808.01	\$100,686.78
Senior Software Developer	Senior Software Developer	IT	117	\$62,929.23	\$81,808.01	\$100,686.78
Senior Systems Analyst	Senior Systems Analyst	IT	117	\$62,929.23	\$81,808.01	\$100,686.78
Chief of Engineering	Chief of Engineering	Public Works	118	\$66,799.38	\$86,839.20	\$106,879.02
Communications & Protocol Manager	Communications & Protocol Manager	Public Affairs	118	\$66,799.38	\$86,839.20	\$106,879.02

**CITY OF DORAL PAY PLAN  
FY 2017 - 2018**

**EXHIBIT B**

Position Title	Classification	Department	Proposed Grade	Min	Mid	Max
Procurement Manager	Procurement Manager	Finance	118	\$66,799.38	\$86,839.20	\$106,879.02
Economic Developer	Economic Developer	Economic Development	118	\$66,799.38	\$86,839.20	\$106,879.02
Technology Project Manager	Technology Project Manager	IT	118	\$66,799.38	\$86,839.20	\$106,879.02
Transportation Manager	Transportation Manager	Public Works	118	\$66,799.38	\$86,839.20	\$106,879.02
IT Security Manager	IT Security Manager	IT	118	\$66,799.38	\$86,839.20	\$106,879.02
Assistant Director of IT Operations	Assistant Director of IT Operations	IT	119	\$71,241.54	\$92,614.00	\$113,986.47
Assistant Building Director	Assistant Building Director	Building	119	\$71,241.54	\$92,614.00	\$113,986.47
Assistant Finance Director	Assistant Finance Director	Finance	119	\$71,241.54	\$92,614.00	\$113,986.47
Assistant HR Director	Assistant HR Director	HR	119	\$71,241.54	\$92,614.00	\$113,986.47
Assistant Parks & Recreation Director	Assistant Parks & Recreation Director	Parks & Recreation	119	\$71,241.54	\$92,614.00	\$113,986.47
Assistant Planning & Zoning Director	Assistant Planning & Zoning Director	Planning & Zoning	119	\$71,241.54	\$92,614.00	\$113,986.47
Asst. Public Works Dir/Chief of Construction	Asst. Public Works Dir/Chief of Construction	Public Works	119	\$71,241.54	\$92,614.00	\$113,986.47
Assistant Code Compliance Director	Chief of Code Compliance	Code	119	\$71,241.54	\$92,614.00	\$113,986.47
Deputy City Clerk	Deputy City Clerk	City Clerk	119	\$71,241.54	\$92,614.00	\$113,986.47
Transportation Advisor to the City Manager	Transportation Advisor to the City Manager	City Manager	122	\$85,456.73	\$113,230.15	\$141,003.59
Building Official	Building Official	Building	122	\$85,456.73	\$113,230.15	\$141,003.59
Director of Code Compliance	Director of Code Compliance	Code	122	\$85,456.73	\$113,230.15	\$141,003.59
Finance Director	Finance Director	Finance	122	\$85,456.73	\$113,230.15	\$141,003.59
Human Resources Director	Human Resources Director	HR	122	\$85,456.73	\$113,230.15	\$141,003.59
Information Technology Director	Information Technology Director	IT	122	\$85,456.73	\$113,230.15	\$141,003.59
Parks and Recreation Director	Parks and Recreation Director	Parks & Recreation	122	\$85,456.73	\$113,230.15	\$141,003.59
Planning and Zoning Director	Planning and Zoning Director	Planning & Zoning	122	\$85,456.73	\$113,230.15	\$141,003.59
Public Works Director	Public Works Director	Public Works	122	\$85,456.73	\$113,230.15	\$141,003.59
Deputy Chief	Deputy Chief	Police	123	\$90,712.31	\$120,193.81	\$149,675.32
Deputy City Manager	Deputy City Manager	City Manager	124	\$96,744.68	\$128,186.69	\$159,628.72
Chief of Police	Chief of Police	Police	126	\$113,636.37	\$150,568.20	\$187,500.03
Athletics Aide/Recreation Service Aide	Athletics Aide/Recreation Service Aide	Parks & Recreation	PT	\$11.00	\$13.33	\$15.55
Cheer Aide/Recreation Service Aide	Cheer Aide/Recreation Service Aide	Parks & Recreation	PT	\$11.00	\$13.33	\$15.55
Events Aide/RSA	Events Aide/RSA	Parks & Recreation	PT	\$11.00	\$13.33	\$15.55
Park Service Aide	Park Service Aide	Parks & Recreation	PT	\$11.00	\$13.33	\$15.55
Receptionist /Recreation Service Aide	Receptionist /Recreation Service Aide	Parks & Recreation	PT	\$11.00	\$13.33	\$15.55
Recreation Service Aide	Recreation Service Aide	Parks & Recreation	PT	\$11.00	\$13.33	\$15.55
Nature Aide	Nature Aide	Parks & Recreation	PT	\$11.00	\$13.33	\$15.55
Videographer/Editor	Videographer/Editor	Public Affairs	PT	\$11.00	\$13.33	\$15.55
Police Officer	Police Officer	Police	201	\$52,455.95	\$64,258.54	\$76,061.11
Police Sergeant	Police Sergeant	Police	202	\$64,258.54	\$77,110.25	\$89,961.95
Police Lieutenant	Police Lieutenant	Police	203	\$73,165.66	\$87,798.80	\$102,431.93
Police Captain	Police Captain	Police	204	\$79,809.10	\$95,770.93	\$111,732.75
Police Major	Police Major	Police	205	\$87,790.02	\$105,348.01	\$122,906.01
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 Officer	Police	PT		\$30.00	
Red Light Camera Reserve Officer	Reserve Officer	Police	PT		\$30.00	

New Positions					
Classification	Department	Proposed Grade	Min	Mid	Max
Human Resources Manager	HR	117	\$62,929.23	\$81,808.01	\$100,686.78

Position Reclassifications						
Previous Classification	New Classification	Department	Proposed Grade	Min	Mid	Max
Parks Maintenance Supervisor	Parks Operations Manager	Parks & Recreation	112	\$46,335.50	\$59,077.77	\$71,820.03
PT Clerical Aide	Mail Clerk	Public Works	103	\$28,777.91	\$34,533.49	\$40,289.06
Chief of Police	Chief of Police	Police	126	\$113,636.37	\$150,568.20	\$187,500.03

New Positions					
Classification	Department	Proposed Grade	Min	Mid	Max
Human Resources Manager	HR	117	\$62,929.23	\$81,808.01	\$100,686.78

Position Reclassifications						
Previous Classification	New Classification	Department	Proposed Grade	Min	Mid	Max
Parks Maintenance Supervisor	Parks Operations Manager	Parks & Recreation	112	\$46,335.50	\$59,077.77	\$71,820.03
PT Clerical Aide	Mail Clerk	Public Works	103	\$28,777.91	\$34,533.49	\$40,289.06
Chief of Police	Chief of Police	Police	126	\$113,636.37	\$150,568.20	\$187,500.03



## City of Doral, FL Classification Description

Classification Title: Human Resources Manager  
 Department: Human Resources  
 Pay Grade: 117  
 FLSA Status: E

### GENERAL STATEMENT OF JOB

The Human Resources Manager is responsible for administering the recruitment, selection, and talent management programs for the City of Doral. This position works closely with Department Directors and Hiring Managers to ensure we hire and retain qualified employees to meet the City's current and future needs. An employee in this position also has a significant role in performing responsible Human Resources administration work in directing and carrying out City policies and procedures relating to all phases of the Human Resources Department. The employee in this position has considerable program management and design responsibility. Work involves exercise of independent judgment in formulating recommendations to supervisors and in applying procedures and guidelines.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### Essential Functions:

- Supervises the recruiting, selection, and onboarding functions of HR team members and reports on their performance.
- Oversees all hiring actions related to City employees as well as any separations of employment.
- Manages recruitment and selection processes, including job analysis, establishment and application of selection criteria, developing sources of qualified applicants, and administering promotional examinations; updates current and designs new recruiting procedures (e.g. job application and onboarding processes)
- Maintains recruiting metrics.
- Researches and chooses job advertising options and implements new sourcing methods (e.g. social recruiting)
- Recommends ways to improve our employer brand.
- Builds the City's professional network through relationships with HR professionals, colleges and other partners; participates in job and career fairs.
- Ensures that applicant's meet the minimum qualification for positions before an offer of employment is made; makes certain that the City maintains contact with applicants regarding the status of their application.
- Coordinates with Department Directors/Supervisors to forecast future hiring and training needs.
- Manages all system related aspects of the recruiting process, including the submission of requisitions into the recruiting system, and entering new hire information into the recruiting and HR systems; reviews recruitment software and suggest the best option for City needs



- Provides information and general assistance to employees and the public, in groups or individually, regarding Human Resources policies, procedures and processes. This includes answering questions and providing information regarding recruitments, staffing, personnel actions, employee records, seniority, employee benefits and other related matters; assists in resolving routine problems or complaints.
- Conducts studies concerning the development and administration of employee policies, programs, rules, and regulations; submits recommendations for the consideration and approval of the Human Resources Director.
- Participates in the processing and maintenance of personnel transactions, records and files pertaining to appointments, transfers, promotions, separations, pay adjustments and related personnel actions; reviews and audits personnel transactions for compliance, accuracy, and integrity; assists in maintaining the disposition list as per GSI Schedules (1 & 2)
- Oversees benefit processing including eligibility, enrollments, changes, and terminations; coordinates with employees, insurance broker and providers to resolve claims questions, inquiries, and issues according to established plan documents and standards
- Coordinates city-wide mandatory trainings, which include but are not limited to, sexual harassment, customer service, cultural diversity, and team building.

**Additional Duties:**

- Performs other related work as required.

**MINIMUM EDUCATION AND TRAINING**

- A Bachelor's degree from an accredited college in a related field; Master's Degree preferred.
- Three (3) years of human resources experience in a municipal government agency is required.
- Valid Florida Driver's License.

**MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED**

**Knowledge, Skills and Abilities:**

- Knowledge of City practices, policies and procedures, federal, state, and local laws relating to human resources to include: EEO, ADA, FLSA, FMLA, ADEA, and HIPAA.
- Knowledge of records management practices and related laws, as well as validation and administration requirements for employee selection and promotional examinations.
- Ability to manage, supervise, train, discipline, and delegate work of subordinates.
- Highly detail oriented and ability to communicate with all levels of staff.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Considerable knowledge of modern office practices and general knowledge of FLSA.
- Must be highly proficient in Microsoft Office (Word, Excel, Publisher, Power Point, and Outlook), Word Perfect or similar word processing program.
- Data base management and knowledge of Kronos Timekeeper.
- Ability to determine individual benefit eligibility.
- Ability to effectively and efficiently handle multiple, simultaneous, and complex tasks and projects.



## Human Resources Manager

- Ability to use independent judgment to deal with confidential and sensitive matters.
- Ability to interpret and explain policies, procedures, and benefits to other employees and the general public.
- Ability to determine individual benefit eligibility.
- Ability to make recommendations that impact the budget.
- Ability to use computers for word processing and/or accounting purposes.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

### Physical Requirements:

- Ability to receive detailed information through oral communication; make rational decisions; express ideas through speaking accurately/quickly/loudly; stand for sustained periods of time; use visual acuity to perform activities such as viewing a computer terminal.





## City of Doral, FL Classification Description

Classification Title: Parks Operations Administrator  
Department: Parks and Recreation  
Pay Grade: 112  
FLSA Status: E

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### GENERAL STATEMENT OF JOB

The Parks Operations Administrator is a supervisory and administrative position which oversees the maintenance and repair of 170 acres of municipal parks, ball fields, playground facilities and equipment, greenways, aquatic features, structures, 50,000 square feet of recreational indoor spaces, vehicles, and supervises Parks Foreman, Park Managers, Park Maintenance Technicians, Assistant Park Managers, and Park Service Aides who are assigned to the safety and maintenance of parks and recreation facilities. Position has considerable responsibility in recommending and overseeing the upkeep, upgrade, construction and/or renovation of parks facilities, as needed.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### Essential Functions:

- Assists in the planning, organization and implementation of departmental goals and objectives; assists in the formulation of division policies and procedures.
- Assists in the preparation of the department budget as it relates to the maintenance operation and materials for all parks and recreation facilities.
- Assists in monitoring and updating the maintenance division's budget throughout the fiscal year.
- Performs complex administrative and accounting duties, e.g. reviews and evaluates program statistical data, reviews submitted research reports and documentation.
- Oversees the entire Maintenance Division which includes but is not limited to the supervision of Parks Foremen, Park Managers, Park Maintenance Technicians, Assistant Park Managers, and Park Service Aides for maintenance purposes.
- Conducts evaluations for personnel under his or her supervision, as well as, makes recommendations for disciplinary action when necessary.
- Plans, organizes and directs parks and facilities maintenance and security operations; prepares work schedules, requisitions, and work orders; monitors and evaluates work in progress and upon completion.
- Supervises the general maintenance and clean up duties at the park such as the emptying of trash, sweeping, mopping and vacuuming floors, wiping down tables and chairs and other furnishings, replenishing toilet paper and hand towels, and cleaning concession area, restrooms and ball fields.
- Supervises the general maintenance of Department vehicles, utility vehicles, VMS boards, generators and other mechanical equipment.
- Solicits quotes for equipment, materials, and items necessary for the daily maintenance of facilities and special park projects.

- Develops RFP's, RFQ's, ITB's and bid specifications to ensure the acquisition of equipment, materials, and services as applicable to the needs of the specific facility or department.
- Oversees maintenance related contracts e.g. landscaping, custodial services, waste disposal, fire/burglar alarm monitoring and maintenance, HVAC, elevators, etc. Tracks and logs all maintenance related services which are contracted out to ensure that contractors are appropriately following the scope of services as stated in their agreement with the City.
- Assists with the supervision of on-going construction/redevelopment of parks and recreation facilities.
- Oversees the safety inspection, repair and replacement of playgrounds; works with contractors to determine equipment to be installed; trains employees on proper performance of inspections.
- Assists with the coordination of citywide special events as it pertains to maintenance and security.
- Supervises operation and revenues of vending machines and concessions at all City facilities.
- Acts as point of contact for all outdoor event related requests. Works closely with the Assistant Parks & Recreation Director on staffing needs for outdoor events.
- Performs related recreational work as required and assigned by the Parks and Recreation Director or by the Assistant Parks and Recreation Director.
- Completes special projects as directed.
- Performs any other duties as directed.

**Additional Duties:**

- Performs other related work as required.

**MINIMUM EDUCATION AND TRAINING**

- Bachelor's degree in Parks and Recreation Management, Public Administration, Business Administration, or related field, supplemented by five (5) years progressively responsible experience in the maintenance and repair of parks, athletic fields and recreation facilities, two (2) years of which must have been at the Supervisory level.
- A Master's degree is strongly preferred.
- Certified Playground Safety Inspector (CPSI) certification is preferred.
- Certified Pool Operator (CPO) or equivalent is preferred.
- Certified Parks & Recreation Professional (CPRP) is preferred
- Additional specialized training and certifications such as turf maintenance (Bermuda and artificial) and irrigation is preferred.
- Valid Florida Driver's License.

**MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED**

**Knowledge, Skills and Abilities:**

- Knowledge of a wide range of recreational and athletic equipment and related facilities.
- Knowledge of landscaping, grounds maintenance and horticultural principles, practices and procedures.

## **Parks Operations Administrator**

- Knowledge of the materials, equipment, methods and practices essential to the maintenance and construction of parks and related facilities.
- knowledge of the materials, methods and equipment typically used in recreational work and clean up duties.
- Ability to assign and supervise the activities of personnel involved in maintenance, repair and limited construction activities.
- Must possess excellent customer service skills and be able to establish good customer relations. Must have an ability to deal with people effectively, courteously and enthusiastically.
- Must possess excellent administrative and organizational skills.
- Must be able to handle multiple assignments at once.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

### **Physical Requirements:**

- Requires physical strength and agility to perform assigned tasks, which include, but are not limited to, bending, twisting, walking, climbing, reaching, lifting and carrying.



## City of Doral, FL Classification Description

Classification Title: Mail Clerk  
Department: Public Works  
Pay Grade: 103  
FLSA Status: Non-Exempt

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### GENERAL STATEMENT OF JOB

Responsible for receiving and sorting incoming mail to distribute to City departments and/or individuals. Collect all outgoing mail from City departments, stamp mail, and place items in the outgoing bin.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### Essential Functions:

- Ensure office is adequately stocked with mail supplies and report to Facility Manager.
- Maintain mailroom on each floor in proper conditions.
- Collate excessive media and maintain second level lobby in proper conditions.
- Inspect and restock all first aid kits in the building.
- Keep track of all supplies restocked in the first aid kit and create order for new supplies. Notify facility Manager when the order of new supplies is ready to purchase.
- Assist Facility Manager and Public Works Department with the scanning documents for record keeping.

#### Additional Duties:

- Performs other related work as required.

### MINIMUM EDUCATION AND TRAINING

- High School diploma or GED
- Experience in a professional office environment is preferred.
- Valid Florida Driver's License.

### MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

#### Knowledge, Skills and Abilities:

- Must be able to work in a professional office environment
- Ability to be well-organized.

- The minimum requirements may be waived by the City Manager.

**Physical Requirements:**

- Ability to occasionally exert up to 20 pounds of force, and/or up to 10 pounds of force in moving objects. Work is performed in a relatively safe, secure, and stable work environment.