

RESOLUTION No. 23-120

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 2022–23 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; APPROVING THE UPDATED CITYWIDE PAY PLAN TO INCLUDE NEW POSITIONS AND APPROVED BUDGETED ADJUSTMENT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the approved and adopted 2022–2023 Fiscal Year Budget for the City of Doral (the “City”) did not contemplate the newly created positions in the City of “Police Communications Operator” and “Nature Conservation Coordinator” (“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; 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 August 9, 2023, Memorandum from the Human Resources Department, which is attached hereto and incorporated herein and made a part hereof by this reference; and

WHEREAS, in May of 2015, pursuant to Resolution 15-88, 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, in August 11, 2021, pursuant to Resolution 21-187, the City Council approved a revised Pay Plan; 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 “A”, 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 2022-2023.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval. The job description, salary scale, and performance measures and metrics associated with the “Police Communications Operator” and “Nature Conservation Coordinator” positions as provided in Exhibit “A” and Exhibit “B”, are hereby approved. The updated Pay Plan accounting for the new positions and budgetary adjustment for fiscal year 2022-2023, 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 Vice Mayor Pineyro who moved its adoption.

The motion was seconded by Councilmember Porras and upon being put to a vote, the vote was as follows:

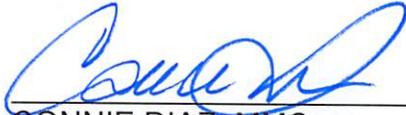
Mayor Christi Fraga	Yes
Vice Mayor Rafael Pineyro	Yes
Councilwoman Digna Cabral	Yes
Councilwoman Maureen Porras	Yes
Councilman Oscar Puig-Corve	Yes

PASSED AND ADOPTED this 9 day of August, 2023.



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:



VALERIE VICENTE, ESQ. for
NABORS, GIBLIN & NICKERSON, P.A.
CITY ATTORNEY

EXHIBIT “A”



CITY OF DORAL
CLASSIFICATION & PAY PLAN
OCTOBER 1, 2022 TO SEPTEMBER 30, 2023
(SUMMARY OF CHANGES FY 22-23)

EXHIBIT B

POSITION RECLASSIFICATIONS TO NEW POSITIONS

Current Classification FY 22-23	New Classification FY 22-23	Department	New Pay Grade	Min. (Annually)	Min. (Hourly)	Mid. (Annually)	Mid. (Hourly)	Max. (Annually)	Max. (Hourly)
Police Records Specialist-Teletype	Police Communications Operator	Police	PG 110	\$48,261.71	\$23.21	\$60,327.14	\$29.01	\$72,392.57	\$34.81
Nature Facility Supervisor	Nature Conservation Coordinator	Parks & Recreation	PG 113	\$55,795.78	\$26.83	\$71,139.62	\$34.21	\$86,483.47	\$41.58

EXHIBIT “B”



City of Doral, FL Classification Description

Classification Title: Police Communications Operator
Department: Police Department
Pay Grade: 110
FLSA Status: NE

GENERAL STATEMENT OF JOB

The Police Communication Operator position performs support to the Police Department. This position is part of the essential personnel classification. The role is assigned to maintain 24/7 coverage of the communication unit; therefore, duties are performed after-hours, weekends, and/or during a declared state of emergency. The Police Communication Operator performs critical duties such as: answering telephone calls, monitoring of radios, typing, word processing, data entry record keeping, filing, and front desk reception and may require the ability to perform difficult and complex clerical and administrative support work using some independent judgment, the role requires to maintain a high level of customer service during interaction with internal and external customers.

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

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Monitors several radio frequencies; responds to Police Officer requests as soon as possible ensuring that Police Officer safety is a priority; maintains awareness of the City location of four to seven on duty officers in the field at any given time and up to twenty Officers during holidays and special events.
- Responds in timely manner to a multilane telephone and TDD telephone ensuring to identify the origination location of the call, who is making the call and then what the need and/or validity of the caller is prior to dispatching an Officer(s).
- Records all calls; answers calls with appropriate sequenced questions and directs calls appropriately; keeps supervisor informed of calls and dispatches.
- Monitors three computers for Florida Crime Information Center (FCIC/NCIC), the local Dade County computer, and the Computer Aided Dispatch (CAD) confirms that all Officers are in FCIC and local Dade County computers.
- Logs entries accurately into FCIC for wanted or missing people, stolen or missing items or guns, and restraining orders; keeps FCIC printer supplied with paper and ribbons.
- Updates WIS System in county computer with Officers' schedules; enters, and maintains, all calls in the CAD system.
- Checks facsimile machine for correspondence; covers for other Dispatchers as requested and/or required; works a rotating shift as requested or required; maintains various logs.
- Accurately prepares and submits Commanders Reports in a timely manner; notifies supervisor of call-ins and assists in finding replacements for essential employees.
- Maintains desk worksheets and other official reports and documents. Checks to ensure all equipment used is in working order.

- Builds and maintains positive working relationships with co-workers, other employees, and the public using principles of good customer service; promotes and represents the City to the public in a friendly, helpful, and professional manner.
- Identifies and/or recommends cost control measures in the delivery of all services and functions in his/her department and under his/her area of responsibility.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- A high school diploma or GED supplemented by one (1) year full-time experience working as a Police or Public Safety Dispatcher.
- Florida Crime Information Center (FCIC), National Crime Information Center (NCIC) certification required within one (1) year of employment.
- Must possess a valid driver 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.
- Must be computer literate with knowledge of Microsoft Office applications.
- Ability to maintain a high level of confidentiality.
- Ability to use computers for data entry.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- Ability to use highly technical computer applications such as GIS or CAD.
- Must be fluent in spoken and written English. Ability to communicate in Spanish is a plus.
- Must be computer literate with knowledge of Microsoft Word, Excel, Power Point, and other similar programs.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to perceive sound at normal speaking levels; express ideas through speaking accurately/loudly/quickly; use visual acuity to perform activities such as viewing a computer terminal or determining the accuracy of work; and walk from one work site to another.
- 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.
- 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.
- Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Bending the body downward and forward by bending leg and spine.

- Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Applying pressure to an object with the fingers and palm.
- Picking, holding, or otherwise working, primarily with the whole hand.



City of Doral, FL Classification Description

Classification Title: Nature Conservation Coordinator
Department: Parks & Recreation Department
Pay Grade: 113
FLSA Status: NE

GENERAL STATEMENT OF JOB

The Nature Conservation Coordinator will primarily be responsible for the development and execution of a variety of nature educational programs, activities, and events in a large or multi-faceted community center or park as well as the safety and supervision of participants in other City coordinated functions, such as camps, youth programs, and events.

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

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Develops and executes a variety of nature education programs, activities, camps, and events for the for all ages within the community.
- Coordinates nature education field trips with local schools and organizations to the nature center and facility.
- Oversees the operations of the Nature Center, and other assigned facilities/natural areas.
- Responsible for overseeing the maintenance, operations and promotion of the City's Trail Network.
- Responsible for creating and administering the department's conservation plan.
- Promotes programs at the facility through the development of flyers, newsletters, advertisements, special mailers, press releases, brochures, posters, videos and other forms of publicity.
- Assist in the researching, soliciting, and preparing of grants from local, state, and national private or public agencies that support programs and events.
- Solicits instructors, volunteers and support staff necessary to support programs and events; performs advertising, recruitment, interviewing, and selection tasks.
- Organizes outside contractors/ vendors providing services such as lectures, activities, and entertainment for programs.
- Researches and responds to community needs/requests regarding creation of new programs.
- Promotes goodwill by interacting with neighborhood and activity interest groups and with other agencies that serve the recreational needs and interest of the community.
- Serves as the department liaison to outside environmental related organizations and is responsible for working with appropriate agencies to ensure compliance and reporting of wetland and conservation areas and related agreements.
- Serves as liaison to local schools and civic organizations for environmental related activities at the park, which includes, but not limited to, Scouts of America, Girl Scouts, environmental clubs, etc.

Nature Conservation Coordinator

- Maintains and prepares reports to include information about programs and events, attendance; assists with the budgeting process.
- Assist in organizing and administering other recreational programming, as needed.
- Plans, organizes, coordinates and supervises the work of assigned full and part-time staff; directs the selection process and evaluates the work of assigned staff.
- Supports department operations by handling telephone inquiries, greeting visitors, and providing information.
- Assists with general park maintenance and clean up duties which include, but not limited to, the emptying of trash receptacles, sweeping, mopping and vacuuming floors, wiping down tables, chairs, and other furnishings, replenishing toilet paper and hand towels, and cleaning concession area, restrooms and fields.
- Enforce safety and other park rules and regulations.
- Assists with departmental park projects as assigned by the Parks and Recreation Director.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- A Bachelor's Degree in recreation administration, leisure services, program management, public administration, business administration or a related field.
- Possess at least two (2) years paid, full-time work experience in planning, organizing, promoting and supervising a wide variety of program activities.
- Certified Parks and Recreation professional (CPRP) certification is preferred.
- Must possess a valid driver 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.
- Must be computer literate with knowledge of Microsoft Office applications.
- Ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Ability to work in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.
- Ability to govern the activities and behaviors of staff members.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computer for data entry and word processing.
- Ability to make rational decisions through sound logic and deductive processes.
- Knowledge of collecting payments.
- Knowledge of preparing and processing purchase orders.
- Thorough knowledge of the budget in order to make recommendations.

Physical Requirements:

- Ability to perceive sound at normal speaking levels; express ideas through speaking accurately/loudly/quickly; use visual acuity to perform activities such as viewing a computer terminal or determining the accuracy of work; and walk from one work site to another.
- 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.
- 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.
- Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Bending the body downward and forward by bending leg and spine.
- Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
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