



Human Resources Department  
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**City of Pompano Beach, Florida**

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**MEMORANDUM**

**DATE:** August 27, 2024  
**TO:** Gregory P. Harrison, City Manager  
**FROM:** Lisa Sonogo, Human Resources Director  
**SUBJECT:** **Amendments to Position Classification Plan**

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City Administration is requesting to amend City Ordinance 34.107, to create new positions, to reclassify positions and to retitle positions within the "Position Classification Plan" to reflect position changes included in the City's budget for FY 2025. There are 30 total actions, including new, reclassified, pay grade changes and retitled positions for this recommended budget fiscal year, (Exhibit A). As part of the City's Strategic Plan goal "Quality and Affordable City Services", we continue to invest in our personnel to attract and retain a qualified and knowledgeable workforce. The Human Resources Department continues to assess the pay equity of the existing workforce in order to maintain a competitive standard with peer government agencies. Fiscal impact is approximately **\$416,761**, as detailed below.

**NEW POSITIONS:**

The City Ordinance 34.107, "Position Classification Plan," recommends adding five new positions to the City's Classifications and Pay Plan: Video Assistant, Audio Technician Specialist, Theater Technician Specialist, Talent Acquisition Specialist, and Program Content Specialist. The total estimated fiscal impact for the new classifications is **\$333,956**.

**RECLASSIFIED POSITIONS:**

Nine recommended reclassifications have been identified for FY 2025, and the estimated fiscal impact is **\$78,290**.

**PAY GRADE CHANGES:**

There are eleven recommended pay grade changes resulting from an internal pay review. The fiscal impact applies to one incumbent who falls below the new pay grade category and incumbents who are currently maxed out in their pay range. The fiscal impact is **\$4,515**.

**RETITLE POSITIONS:**

There are five recommended title changes. The fiscal impact is **zero**.

**Exhibit A**

**Position Classification Plan**

<b>Job Code</b>	<b>Current Job Title</b>	<b>New Job Code</b>	<b>New Job Title Change</b>	<b>Current Pay Grade</b>	<b>New Pay Grade</b>
<b>New Positions:</b> Fiscal Impact <b>\$333,956</b>					
		196	Video Assistant		22N
		306	Audio Technician Specialist		22G
		307	Theater Technician Specialist		22G
		308	Program Content Specialist		22G
		253	Talent Acquisition Specialist		29N
<b>Reclassified Positions:</b> Fiscal Impact <b>\$78,290</b>					
195	Records Technician		Document Control Specialist	18G	22G
236	General Services Director		Director of Procurement & Contracts	35D	36D
112	Office Assistant II	270	Benefits Specialist	18N	23N
589	Environmental Services Supervisor		Environmental Services Manager	24N	30N
615	Code Compliance Supervisor		Code Compliance Manager	27N	30N
424	Utilities System Operator III	417	Utilities Plans Examiner Coordinator	21G	27N
466	Utilities Mechanical Specialist	464	Utilities Treatment Plants Mechanic II	20G	21G
583	Grounds Maintenance Supervisor	576	Cemetery Operations Manager	24N	28N
583	Grounds Maintenance Supervisor	580	Public Works Coordinator	24N	27N
<b>Pay Grade Changes Only:</b> Fiscal Impact <b>\$4,515</b>					
138	Cashier			16G	17G
140	Head Cashier			18G	19G
283	Cultural Affairs Director			35D	36D
284	Community Redevelopment Agency Director			35D	36D
296	Marketing Director			35D	36D
325	Nursery Technician			20G	21G
506	Athletic Facilities Maintenance Foreman			22G	23G
574	Utilities Laboratory Manager			28N	30N
590	Facilities Maintenance Operations Director			35D	36D
591	Environmental Services Director			35D	36D
927	Bus Driver			16G	18G
<b>Title Changes Only:</b> Fiscal Impact <b>\$0.00</b>					
320	Messenger		Mail Courier	16G	
465	Utilities Treatment Plants Mechanic		Utilities Treatment Plants Mechanic III	23G	
466	Utilities Mechanical Specialist		Utilities Treatment Plants Mechanic I	20G	
502	Customer Service Foreman		Field Service Representative Foreman	21G	
126	Secretary II	135	Housing Specialist	19G	

**Position control number actions to support the above new titles:**

- #135 - New Position control number for Housing Specialist title
- #253 - Human Resources Analyst title abolished, 253 used for new Talent Acquisition Specialist title
- #270 - Financial Analyst title abolished, 270 used for new Benefits Specialist title
- #576 – New position control number for Cemetery Operations Manager
- #580 – New position control number for Public Works Coordinator
- #464 – New position control number for Utilities Treatment Plants Mechanic II
- #417 – New position control number for Utilities Plans Examiner Coordinator