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**City of Pompano Beach, Florida**

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**MEMORANDUM**

**DATE:** September 5, 2023  
**TO:** Gregory P. Harrison, City Manager  
**FROM:** Bobby Bush, Acting Human Resources Director  
**SUBJECT:** **Amendments to Position Classification Plan**

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City Administration is requesting to amend City Ordinance 34.107, to reclassify positions, to create new positions and to retitle positions within the "Position Classification Plan" to reflect position changes included in the City's budget for FY 2023-2024. There is a total of 60 new, reclassified 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 conduct a comprehensive Classification and Compensation Study that assesses pay equity of the existing workforce in order to maintain a competitive standard with peer government agencies. This proposal also focuses on the potential growth within the departments and facilitate a viable succession plan.

**NEW POSITIONS:**

There are 17 new recommended position classifications that will be added to the City Ordinance 34.107, "Position Classification Plan". The Permit Services Clerk, Cyber Security Officer, E-Plan Technology Analyst, Permit Expeditor II, Human Resources Manager, Permit Records Specialist, Permit Services Specialist, Building Field Inspector III, Building Plans Examiner II, Utilities Electrician Apprentice, Deputy Recreation Director Parking Operation Coordinator, Utilities Asset Management Coordinator, Utilities System Chief Operator, Events Coordinator, Senior Recreation Leader and Park Ranger Supervisor will be occupied by internal personnel. Whereas, these incumbents' current positions will be reclassified to the new classification, making the fiscal impact only to the percentage amount between the pay grades of the positions. Also, two incumbents are receiving special assignment pay for additional duties related to the new classification. For these incumbents, the special assignment pay will be absorbed in their base pay creating zero fiscal impact. For all other positions, the fiscal impact is based on the minimum of the pay range. The total estimated fiscal impact for new classifications is **\$657,263**.

**RECLASSIFIED POSITIONS:**

There is a total of 16 recommended reclassifications that have been identified for the new fiscal year. Of the 16 reclassifications three incumbents are receiving special assignment pay for additional duties related to the reclassifications. For these incumbents, the special assignment pay will be absorbed in their base pay creating zero fiscal impact. For all other positions the fiscal impact is **\$103,527**.

**PAY GRADE CHANGES:**

There are eight recommended pay grade changes. The fiscal impact will only apply to those incumbents who are currently maxed out in their pay range, up to a maximum of 3% annually. **\$109,000**.

**TITLE CHANGES:**

There are 19 recommended title changes. There will be zero fiscal impact associated with changing these title changes.

Total fiscal impact for all 60 positions is approximately **\$869,790** and has been appropriately accounted for in this year's budget. Incumbents who are currently receiving special assignment pay will have the corresponding pay adjustment absorbed in their base pay creating zero fiscal impact.

## Exhibit A

### *Position Classification Plan*

<i>Job Code</i>	<i>Job Title</i>	<i>Job Title Change</i>	<i>(Old Pay Grade)</i>	<i>(New Pay Grade)</i>
<b>New Positions</b>				
134		Permit Services Clerk		19
169		Cyber Security Officer		35
174		E-Plan Technology Analyst		26
204		Permit Expeditor II		23
206		Parking Operation Coordinator		27
257		Human Resources Manager		35
258		Permit Records Specialist		20
259		Permit Services Specialist		20
418		Utilities Asset Management Coordinator		25
443		Utilities System Chief Operator		27
628		Building Field Inspector III		31
639		Building Plans Examiner II		33
668		Utilities Electrician Apprentice		23
922		Events Coordinator		26
938		Deputy Recreation Director		36
939		Park Ranger Supervisor		24
945		Senior Recreation Leader		21
<b>Reclassified Positions</b>				
128	Executive Secretary	Executive Assistant	28	30
161	Data Analyst	Accreditation Coordinator	28	27
177	E-Plan Administrator	Chief E-Plan Technology Administrator	32	34
219	Special Projects Coordinator	Special Projects Director	30	38
221	Asset/Project Management Specialist	Utilities Asset Manager	29	32
244	Permit Technician Support	Permit Expeditor III	24	
251	Permit Expediter	Permit Expediter I	19	22
252	Senior Human Resources Analyst	Deputy Human Resources Director	35	37
419	Reuse Outreach & Water Conservation Coordinator	Utilities Reuse & Conservation Coordinator	23	25
474	Compliance Coordinator	Utilities Compliance Coordinator	23	25
632	Building Plans Examiner	Building Plans Examiner I	31	32
634	Building Code Compliance Lead Officer	Building Code Compliance Officer	31	26
637	Building Safety Compliance Officer	Building Safety Compliance Coordinator	24	21
638	Senior Building Plans Examiner	Building Plans Examiner III	32	34
743	Emergency Manager	Emergency Management Administrator	37	38
952	Recreation Programs Administrator	Recreation Director	38	

Pay Grade Changes				
127	Department Head Secretary		20	22
130	Human Resources Clerk		20	21
212	Strategic Performance Manager		33	36
243	Permit Services Support Coordinator		26	27
289	Senior Paralegal		28	30
327	Irrigation Technician		20	21
631	Chief Building Inspector		33	35
941	Park Ranger		17	18
Title Changes				
421	Utilities System Trainee	Utilities System Operator Trainee	17	
435	Utilities Treatment Plant Trainee	Utilities Treatment Plants Operator Trainee	21	
440	Utilities Treatment Plant Operator I	Utilities Treatment Plants Operator I	23	
441	Utilities Treatment Plant Operator II	Utilities Treatment Plants Operator II	24	
442	Chief Utilities Treatment Plants Operator	Utilities Treatment Plants Chief Operator	27	
450	Lift Station Operator II	Utilities Lift Station Operator II	23	
455	Lift Station Operator I	Utilities Lift Station Operator I	20	
465	Utilities Plant Mechanic	Utilities Treatment Plants Mechanic	23	
467	Instrumentation Technician	Utilities Instrumentation Technician	26	
468	TV Equipment Operator	Utilities TV Equipment Operator	21	
471	Field Sampling Specialist	Utilities Field Sampling Specialist	22	
473	Analytical/QA Specialist	Utilities Analytical/QA Specialist	25	
504	Utility System Foreman	Utilities System Operator Foreman	23	
515	Water Distribution Manager	Utilities Water Distribution Manager	30	
550	Wastewater Collection Manager	Utilities Wastewater Collections Manager	30	
555	Wastewater Pumping Station Manager	Utilities Wastewater Pumping Manager	30	
565	Utilities Treatment Plant Superintendent	Utilities Treatment Plants Superintendent	33	
566	Utility Compliance and Efficiency Manager	Utilities Compliance and Efficiency Manager	33	
574	Laboratory Manager	Utilities Laboratory Manager	29	