



Human Resources Department
P.O. Drawer 1300
100 West Atlantic Blvd.
Pompano Beach, FL 33061
(954) 786-4626 FAX (954) 786-5553



City of Pompano Beach, Florida

MEMORANDUM

DATE: January 26, 2018
TO: Greg Harrison, City Manager
VIA: Ed Beecher, Human Resources Director
FROM: Bobby Bush, Sr., Human Resources Analyst
SUBJECT: Amendments to Position Classification Plan

This is to amend City Ordinance 34.107 which will add and reclassify positions within the "Position Classification Plan" to reflect position changes which were included in the City's budget for FY 2017-2018 and as a result of the recently approved labor agreement with the Federation of Public Employees (FOPE). Fiscal impacts include cost of salary and benefits and are estimated based on anticipated hiring rates.

New Positions

Research and Records Specialist (131) – Development Services Department

The incumbent is currently receiving assignment pay to assume the duties of Research and Records Specialist. This new position will be in the Development Services Department. The incumbent will be responsible for overseeing lien searches, open permits and alarm billing, under direct supervision of the Building Official. The new position has been approved in the fiscal year 2018 budget. This is a bargaining position and the recommended pay grade is a 20. Fiscal Impact is: **There will be no immediate financial impact with this reclassification because the amount of assignment pay the incumbent is currently receiving will be absorbed into their base pay.**

E-Plan Administrator (177) – Development Services Department

This new position will be in the Development Services Department. The position will be responsible for overseeing the E-Plan software system for the Building Inspection Division and has been approved in the fiscal year 2018 budget. This is a bargaining position and the recommended pay grade is a 32. Fiscal Impact is: **Salary: \$74,325 + Benefit: \$25,873 = \$100,198**

Sustainability Coordinator (247) – Development Services Department

This new position will be in the Development Services Department. The position will be responsible for professional and technical work assisting in the development and implementation of the City's Floodplain Management and Community Rating System (CRS) programs and has been approved in the fiscal year 2018 budget. This is a non-bargaining position and the recommended pay grade is a 26. Fiscal Impact is: **Minimal Salary: \$56,029 + Benefit: \$31,098 = \$87,127**

Building Code Compliance Lead Officer (634) – Development Services Department

This new position will be in the Development Services Department. The position will be responsible for overseeing and supervising the unsafe structure program in the Building Inspection Division and has been approved in the fiscal year 2018 budget. This is a bargaining position and the recommended pay grade is a 29. Fiscal Impact is: **There will be no immediate financial impact with this reclassification because the amount of assignment pay the incumbent is currently receiving will be absorbed into their base pay.**

Administrative Specialist (132) – City Manager's Office

This new position will be in the City Manager's Office. The position will be responsible for providing a variety of duties for the City Manager's Office, Budget Office and the City's Strategic Plan and has been approved in the fiscal year 2018 budget. This is a non-bargaining position and the recommended pay grade is a 23. Fiscal Impact is: **There will be no immediate financial impact with this reclassification because the amount of assignment pay the incumbent is currently receiving will be absorbed into their base pay.**

Business Communication Analyst (166) – Information Technologies Department

This new position will be in the Information Technologies Department. This new position is a result of an organizational re-work (replaced Information Tech Analyst III and Secretary II positions). The incumbent will be responsible for technical work in application programming, software implementation, radio communications, trouble shooting and end-user training. The position has been approved in the fiscal year 2018 budget. This is a bargaining position and the recommended pay grade is a 30. Fiscal Impact is: **\$0.00**

Web Design Developer (178) – Information Technologies Department

This new position will be in the Public Communications Office, budgeted out of the Information Technologies Department. This new position is a result of an organizational re-work (replaced Information Tech Specialist II and Secretary II positions). The position will be responsible for the technical work developing and maintaining the City's website, web applications, landing pages, and mobile apps. The position has been approved in the fiscal year 2018 budget. This is a bargaining position and the recommended pay grade is a 28. Fiscal Impact is: **Salary: \$6,306 + Benefit: \$2,195 = \$8,501**

Sr. Business Applications Analyst (164) – Information Technologies Department

This new position will be in the Information Technologies Department. This new position is a result of an organizational re-work (replaced Information Tech Analyst IV). The position will be responsible for technical work in systems design, application programming, software implementation, trouble shooting, technical writing and end-user training and has been approved in the fiscal year 2018 budget. This is a bargaining position and the recommended pay grade is a 32. Fiscal Impact is: **\$0.00**

Business Applications Analyst (168) – Information Technologies Department

This new position will be in the Information Technologies Department. This new position is a result of an organizational re-work (replaced Information Tech Analyst III). The position will be responsible for technical work in application programming, software implementation, trouble shooting and end-user training and has been approved in the fiscal year budget of 2018. This is a bargaining position and the recommended pay grade is a 30. Fiscal Impact is: **\$0.00**

Real Property Manager (222) – Finance Department

This new position will be in the Finance Department. The position will be responsible for duties related to real property acquisition, maintenance, inventory management, disposition, re-use and redevelopment, including reporting revenues from leases, sales, dispositions and related costs and has been approved in the fiscal year 2018 budget. This is a non-bargaining position and the recommended pay grade is a 30. Fiscal Impact is: **Minimal Salary: \$68,103 + Benefit: \$35,301 = \$103,404**

Cultural Affairs Director (283) – Cultural Affairs Division

This new position will be in the Cultural Affairs Division. The position will be responsible for the professional work planning, organizing, facilitating, and directing the cultural activities of the City of Pompano Beach and has been approved in the fiscal year 2018 budget. This is a non-bargaining position and the recommended pay grade is a 35. Fiscal Impact is: **Minimal Salary: \$86,918 + Benefit: \$41,852 = \$128,770**

Reclassified Positions

Senior Accountant (269) – Finance Department

The Finance Department is requesting reclassification of the Accounting System Analyst to a Senior Accountant position. The position will be responsible for installing and maintaining the data processing financial system and one (1) additional position has been approved and funded in the fiscal year budget of 2018, for a total of two (2) Senior Accountants. This is a non-bargaining position and recommended at pay grade 29. Fiscal Impact is: **Salary: \$89,161 + Benefit: \$31,037 = \$120,198**

Information Technologies Analyst (165) – Information Technologies Department

The Information Technologies Department is requesting reclassification of the Information Technologies Analyst I to an Information Technologies Analyst position (title change only). This new position is a result of an organizational re-work. The position will be responsible for configuring and maintaining intel-based personal computers, file

servers, installing and configuring Microsoft operating systems and application software, trouble shooting, network configurations and end-user training. The position has been approved in the fiscal year budget of 2018. This is a bargaining position and recommended at pay grade 28. There will be no fiscal impact in this classification and pay change. Fiscal Impact is: **\$0.00.**

Network Systems Analyst (175) – Information Technologies Department

The Information Technologies Department is requesting reclassification of the Information Technologies Analyst III to a Network Systems Analyst position. This new position is a result of an organizational re-work (title change only). The position will be responsible for technical work in network administration, operating system installation and configuration, trouble shooting and end-user training and has been approved in the fiscal year budget of 2018. This is a bargaining position and recommended at pay grade 30. There will be no fiscal impact in this classification and pay change. Fiscal Impact is: **\$0.00.**

Sr. Network Systems Analyst (176) – Information Technologies Department

The Information Technologies Department is requesting reclassification of the Information Technologies Analyst IV to a Sr. Network Systems Analyst position. This new position is a result of an organizational re-work (title change only). The position will be responsible for technical work in network administration, operating system installation and configuration, trouble shooting and end-user training and has been approved in the fiscal year budget of 2018. This is a bargaining position and recommended at pay grade 32. There will be no fiscal impact in this classification and pay change. Fiscal Impact is: **\$0.00.**

Chief Information Officer (234) – Information Technologies Department

The Information Technology Department is requesting to reclassify the Information Technologies Director to a Chief Information Officer position. This new position is a result of an organizational re-work (title change only). The position will be responsible for administrative and technical work, directing and coordinating management information and telecommunications systems citywide and has been approved in the fiscal year budget of 2018. This is a non-bargaining position and recommended at pay grade 38. There will be no fiscal impact in this classification and pay change. Fiscal Impact is: **\$0.00.**

Assistant Chief Information Officer (235) – Information Technologies Department

The Information Technologies Department is requesting reclassification of the Information Technologies Supervisor to an Assistant Chief Information Officer position. This new position is a result of an organizational re-work (title change only). The position will be responsible for administrative and technical work, directing and coordinating management information and telecommunications systems citywide and has been approved in the fiscal year budget of 2018. This is a non-bargaining position and recommended at pay grade 33. There will be no fiscal impact in this classification and pay change. Fiscal Impact is: **\$0.00.**

Budget Manager (215) – Budget Office

The Budget Office is requesting reclassification of the Budget Officer position to the Budget Manager position. The employee will be responsible for supervising the general budget development, performance measures for the Budget Office's Strategic Plan. The position of Budget Officer is currently at a pay grade 30 and the recommended pay grade for the Budget Manager is a 33. This is a non-bargaining position and recommended at pay grade 33. Fiscal Impact is: **Salary: \$11,826 + Benefit: \$4,117 = \$15,943**

Communications & Marketing Director (214) – Public Communications Office

The Public Communications Office is requesting reclassification of the Public Communications Director to the Communications & Marketing Director position. The employee will be responsible for media relations, management of graphic design and publications, management of the City's Internet web site, management and operation of the City's Government Access Ch. 78 television station, as well as, overseeing the City's Marketing Division. The position of Communications & Marketing Director is a non-bargaining position and currently a pay grade 31. The recommended pay grade for the position is a 35. Fiscal Impact is: **Salary: \$16,178 + Benefit: \$5,632 = \$21,810**

Permit Services Support Coordinator (243) – Development Services Department

The Development Services Department is requesting reclassification of the Plans Coordinator position to the Permit Services Support Coordinator position. The incumbent in this position will be responsible for supervising the permit services process in the Building Inspection Division. The position of Plans Coordinator is a bargaining position and currently a pay grade 20. The recommended pay grade for the Permit Services Support Coordinator is a 26. Fiscal Impact is: **There will be no immediate financial impact with this reclassification because the amount of assignment pay the incumbent is currently receiving will be absorbed into their base pay.**

Facilities Maintenance Supervisor (507) – Public Works Department

The Public Works Department is requesting reclassification of the Facilities Maintenance Foreman position to the Facilities Maintenance Supervisor position. The incumbent in this position will be responsible for supervising the facility maintenance operations of all City properties in the Building Maintenance Division. The position of Facilities Maintenance Foreman is a bargaining position and currently a pay grade 22. The recommended pay grade for the Facilities Maintenance Supervisor is a 24 and will be non-bargaining. Fiscal Impact is: **Salary: \$6,872 + Benefit: \$2,392 = \$9,264**

Compliance Coordinator (474) – Utilities Department

The Utilities Department is requesting reclassification of the Analytics Assistant position to the Compliance Coordinator position. The duties of this position is combined with the Secretary II and the Analytics Assistant position, which resulted in the elimination for the Secretary II position. The incumbent in this position will be responsible for coordinating and assessing the Utilities Department Compliance activities as well as managing the Lean/6 Sigma process improvement and benchmarking programs. The position of Analytics Assistant is a non-bargaining position and currently a pay grade 19. The

recommended pay grade for the Compliance Coordinator is a 23 and will be non-bargaining. Fiscal Impact is: **There will be no immediate financial impact with this reclassification because the amount of assignment pay the incumbent is currently receiving will be absorbed into their base pay.**

Chief Engineering Inspector (620) – Engineering Department

The Engineering Department is requesting reclassification of the Senior Engineering Inspector position to the Chief Engineering Inspector position. The incumbent in this position will be responsible for supervising the technical work in the Engineering Inspectors Division, as well as, engaging in plans review and construction inspecting within City right-of-way and on Capital Improvement Program (CIP) projects. The position of Senior Engineering Inspector is a non-bargaining position and currently a pay grade 28. The recommended pay grade for the Chief Engineering Inspector is a 30 and will be non-bargaining. Fiscal Impact is: **Salary: \$9,823 + Benefit: \$3,420 = \$13,243**

Pay Grade Changes

Paralegal – City Attorney Office (289)

The City Attorney Office is requesting to reclassify this position from a pay grade 25 to a 26. The incumbent in this position will be responsible for performing confidential and diverse administrative matters, as well as, technical and administrative support relating to the preparation and closing of all real estate transactions for the City and the CRA. This is a non-bargaining position. **The fiscal impact for this position will be absorbed in the incumbent's merit that is given during the employee's performance review, at the maximum of 3% annually.**

Fire Administrative Services Manager (741) – Fire Department

The Fire Department is requesting to reclassify this position from a pay grade 33 to a 36. This is a high-level advanced professional position that performs, budget analysis, various Fire Department program oversight and performance tracking tasks. This is a non-bargaining position. The incumbent is currently receiving assignment pay that will be absorbed in their base pay. **The fiscal impact for this position will be absorbed in the incumbent's merit that is given during the employee's performance review, at the maximum of 3% annually.**

Emergency Manager (743) – Fire Department

The Fire Department is requesting to reclassify this position from a pay grade 30 to a 32. The position coordinates all operational and/or planning for emergency support functions for the City's Emergency Response Plan. This is a non-bargaining position. **The fiscal impact for this position will be absorbed in the incumbent's merit that is given during the employee's performance review, at the maximum of 3% annually.**

Permit Expediter (251) Development Services Department

The change to this position was negotiated in the 2017–2020 Federation of Public Employee collective bargaining agreement. This position provides services to the permit process in the Building Division. The City currently has five (5) Permit Expediter

positions approved in the 2018 budget. The negotiated change for this position is to move from a pay grade 18 to a pay grade 19, which is a five percent (5%) increase in the pay grade. Also, as a part of the ratification of the Federation of Public Employee collective bargaining agreement, the City agreed to increase the incumbent's base pay by three percent (3%) and the remaining two percent (2%) will be absorbed in the incumbent's merit pay. Fiscal Impact is: **Salary increase: \$6,504 + Benefit: \$2,264 = \$8,768**

Chief Building Inspector (631) Development Services Department

The change to this position was negotiated in the 2017–2020 Federation of Public Employee collective bargaining agreement. This position supervises the building process in the Building Inspections Division. The City currently has four (4) Chief Building Inspector positions approved in the 2018 budget. The negotiated change brings the position from a pay grade 30 to a pay grade 31, which is a five percent (5%) increase in the pay grade. Also, as a part of the ratification of the Federation of Public Employee collective bargaining agreement, the City agreed to increase the incumbent's base pay by three percent (3%) and the remaining two percent (2%) will be absorbed in the incumbent's merit pay. Fiscal Impact is: **Salary increase: \$10,435 + Benefit: \$3,632 = \$14,068**

Building Plans Examiner (632) Development Services Department

The change to this position was negotiated in the 2017–2020 Federation of Public Employee collective bargaining agreement. This position reviews and approves the building plans in the Building Inspections Division. The City currently has eight (8) Building Plans Examiner positions approved in the 2018 budget. The negotiated change brings the position from a pay grade 28 to a pay grade 29, which is a five percent (5%) increase in the pay grade. Also, as a part of the ratification of the Federation of Public Employee collective bargaining agreement, the City agreed to increase the incumbent's base pay by three percent (3%) and the remaining two percent (2%) will be absorbed in the incumbent's merit pay. Fiscal Impact is: **Salary increase: \$18,452 + Benefit: \$6,423 = \$24,875**

Building Field Inspector (633) Development Services Department

The change to this position was negotiated in the 2017–2020 Federation of Public Employee collective bargaining agreement. This position inspects the building construction process in the Building Inspections Division. This position reviews and approves the building plans in the Building Inspections Division. The City currently has nineteen (19) Building Field Inspector positions approved in the 2018 budget. The negotiated change brings the position from a pay grade 26 to a pay grade 27, which is a five percent (5%) increase in the pay grade. Also, as a part of the ratification of the Federation of Public Employee collective bargaining agreement, the City agreed to increase the incumbent's base pay by three percent (3%) and the remaining two percent (2%) will be absorbed in the incumbent's merit pay. Fiscal Impact is: **Salary increase: \$43,432 + Benefit: \$15,119 = \$58,551**

Chief Material Handling Specialist (186) General Services Department

The change to this position was negotiated in the 2017–2020 Federation of Public Employee collective bargaining agreement. This position supervises the shipping and receiving of supplies for the City. This position reviews and approves the building plans in the Building Division. The negotiated change brings the position from a pay grade 22 to a pay grade 24, which is a ten percent (10%) increase in the pay grade. Also, as a part of the ratification of the Federation of Public Employee collective bargaining agreement, the City agreed to increase the incumbent's base pay by three percent (3%) and the remaining seven percent (7%) will be absorbed in the incumbent's merit pay. Fiscal Impact is: **Salary increase: \$2,123 + Benefit: \$739 = \$2,862**

Ocean Rescue Captain (925) – Fire Department

The recommendation to increase the pay grade of the Ocean Rescue Captain position was because of the collective bargaining agreement to increase the subordinates of this position, which created a salary compression. The incumbent in this position will be responsible for supervising safety of beach patrons and City employees. This change will bring the position from a pay grade 24 to a pay grade 26, which is a ten percent (10%) increase in the pay grade. **The fiscal impact for this position will be absorbed in the incumbent's merit that is given during the employee's performance review, at the maximum of 3% annually.**

Ocean Rescue Lieutenant (924) Fire Department

The changes to this position was negotiated in the 2017–2020 Federation of Public Employee collective bargaining agreement. This position supervises the ocean rescue activities on our beaches. The City currently has two (2) Ocean Rescue Lieutenant positions approved in the 2018 budget. The negotiated change brings the position from a pay grade 21 to a pay grade 23, which is a ten percent (10%) increase in the pay grade. Also, as a part of the ratification of the Federation of Public Employee collective bargaining agreement, the City agreed to increase the incumbent's base pay by three percent (3%) and the remaining seven percent (7%) will be absorbed in the incumbent's merit pay. Fiscal Impact is: **Salary increase: \$3,439 + Benefit: \$1,197 = \$4,636**

Ocean Rescue Lifeguard (920) Fire Department

The changes to this position was negotiated in the 2017–2020 Federation of Public Employee collective bargaining agreement. This position service as a Fire Ocean Rescue Lifeguard. The City currently has fourteen (14) Ocean Rescue Lifeguard positions approved in the 2018 budget. The negotiated change brings the position from a pay grade 17 to a pay grade 19, which is a ten percent (10%) increase in the pay grade. Also, as a part of the ratification of the Federation of Public Employee collective bargaining agreement, the City agreed to increase the incumbent's base pay by three percent (3%) and the remaining seven percent (7%) will be absorbed in the incumbent's merit pay. Fiscal Impact is: **Salary increase: \$22,701 + Benefit: \$7,902 = \$30,603**

Attachment