



Human Resources Department
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City of Pompano Beach, Florida

MEMORANDUM

DATE: November 1, 2018
TO: Greg Harrison, City Manager
VIA: Ed Beecher, Human Resources Director *Ed Beecher*
FROM: Bobby Bush, Sr., Senior Human Resources Analyst *B. Bush*
SUBJECT: Amendments to Position Classification Plan

Background and Purpose

City Ordinance 34.107 is requested to be amended to reflect the position changes (classification and range) included in the City's approved and adopted budget for Fiscal Year (FY) 2018-2019 and pursuant to labor agreement with the City's collective bargaining unit(s). Fiscal impacts include cost of salary and benefits and are estimated based on anticipated hiring rates. It should be noted that these changes include the addition of newly created departments of the City – Cultural Affairs and in-house staffing of the CRA Department. In addition, position and program priorities, as established by the City Commission and Administration such as, Parking Operations Manager, Housing and Social Services Manager (homeless services), Emergency Management Coordinator and the addition of five (5) Park Rangers have been included.

New Positions

Parking Operations Manager (228) – City Manager's Office

This new position will be in the City Manager's Office. The position will be responsible for overseeing the newly developed parking garage and system, including managing all operations and contractors. This is a non-bargaining position and the established pay grade is a 30. Fiscal Impact is: **Minimum Salary: \$70,146 + Benefit: \$36,013 = \$106,159**

Housing and Social Services Manager (248) – Office of Housing and Urban Development (OHUI)

This new position will be in the OHUI Department. The position will provide management, strategic planning, and administrative oversight of development and implementation of homeless services. The position will ensure programs and resources across all departments are aligned with the City's goals to address and end homelessness. This is a non-bargaining position and the established pay grade is a 31. Fiscal Impact is: **Minimum Salary: \$95,557 + Benefit: \$44,859 = \$140,416**

Capital Improvement and Innovation Director (291) – City Manager's Office

This new position will be in the Northwest CRA Office. The position will be responsible for overseeing and managing the innovation district in the City of Pompano Beach. This is a non-bargaining position and the established pay grade is a 35. Fiscal Impact is: **Salary: \$122,302 + Benefit: \$54,170 = \$176,472**

Redevelopment Project Manager (292) – Northwest and East CRA Department

This new position will be in the Northwest and East CRA Department. This position was created to merge the previously contract position into the City's classification and pay plan. The position will be responsible for managing the City's community redevelopment projects in the NW and East CRA. This is a non-bargaining position and the established pay grade is a 30. Fiscal Impact is: **Salary: \$78,563 + Benefit: \$38,943 = \$117,506**

Redevelopment Project Coordinator (293) – Northwest and East CRA Department

This new position will be in the Northwest and East CRA Department. This position was created to merge the previously contract position into the City's classification and pay plan. The position will be responsible for coordinating the City's community redevelopment projects for the NW and East CRA. This is a non-bargaining position and the established pay grade is a 26. Fiscal Impact is: **Minimum Salary: \$57,710 + Benefit: \$31,683 = \$89,393**

Marketing Coordinator (294) – Northwest and East CRA Department

This new position will be in the Northwest and East CRA Department. This position was created to merge the contracted position into the City's classification and pay plan. The position will be responsible for marketing the city's community redevelopment projects for the NW and East CRA. This is a non-bargaining position and the established pay grade is a 26. Fiscal Impact is: **Minimum Salary: \$57,710 + Benefit: \$31,683 = \$89,393**

Cultural Venues Programming Manager (295) – Cultural Affairs Department

This new position will be in the Cultural Affairs Department. The position will be responsible for planning, organizing, facilitating, and directing the cultural art activities. This is a non-bargaining position and the established pay grade is a 28. Fiscal Impact is: **Minimum Salary: \$76,348 + Benefit: \$38,172 = \$114,520**

Emergency Management Coordinator (746) – Fire Department

This new position will be in the Fire Department. The position will be responsible for assisting the City's Emergency Manager during natural disasters. 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 and the established pay grade is a 27. **Minimum Salary: \$60,595 + Benefit: \$32,687 = \$93,282**

Logistics Analyst (747) – Fire Department

This new position will be in the Fire Department. The position will be responsible for assisting the Logistics Manager with monitoring, and coordinating procurement, storage, inventory, and distribution of the Fire Department's supplies and equipment. This is a non-bargaining position and the established pay grade is a 24. **Minimum Salary: \$52,343 + Benefit: \$29,815 = \$82,158**

Park Ranger (941) – Parks and Recreations Department

This new position will be in the Parks and Recreations Department. The position will be responsible for patrolling City's parks and facilities and enforcement of park rules and regulations. This is a bargaining position and the established pay grade is a 17, there are five (5) positions approved in the 2018-19 budget. Fiscal Impact is: **Minimum Salary per Position: \$36,825 + Benefit: \$24,412 = \$61,237 X 5 = \$306,185**

Reclassified Positions

Assistant Planner (241) – Development Services Department

The Development Services Department is requesting reclassification of the Zoning Technician System Analyst to an Assistant Planner position (title change only). This position is responsible for maintaining substantial public contact and the intake of zoning-related applications to ensure completeness prior to review. This is a bargaining position and established at pay grade 24. Fiscal Impact is: **\$0**

Utilities Business Operations Analyst (475) – Utilities Department

This new position will be in the Utilities Department. As result of an organizational re-work (replacing the Accountant position). The employee responsible for these duties will perform professional analyst work in the Utilities Department. This is a non-bargaining position and the established pay grade is a 27. Fiscal Impact is: **\$0**

Instrumentation Technician (467) – Utilities Department

The Utilities Department is requesting reclassification of the Meter Technician to an Instrumentation Technician position. This new position is a result of an organizational re-work and reduction in utilization of contracted technical support. The position will be responsible for performing skilled work on various types of electronic equipment, related devices in the control, monitoring and recording of plant system functions, to include SCADA systems for water and reuse treatment plants and lift stations, as used in the Water and Wastewater Divisions. This is a bargaining position and established at pay grade 26. Fiscal Impact is: **\$0**

Battalion Chief (731) – Fire Department

This position is in the Fire Department. This is not a new position; but was reclassified from the EMS Captain position, which was eliminated per approved IAFF contract. This is a housekeeping per IAFF contract language. This position is responsible for

supervising all the daily operational duties of the 24 hours combat shifts. There is no fiscal impact by adding this classification to the ordinance. Fiscal Impact: \$0

Lieutenant (709) – Fire Department

The Fire Department is requesting reclassification of the Fire Rescue Lieutenant to a Lieutenant position (title change only), per approved IAFF contract language. The position will be responsible for providing supervision of paramedics on the rescue units. This is a bargaining position and established at pay grade 27. Fiscal Impact: \$0

Pay Grade - Changes

Records Technician (195) – City Clerk's Office

The City Clerk's Office is requesting a pay grade change to the Records Technician position from a pay grade 15 to a 17. This position is a result of an organizational restructuring. The incumbent in this position will be responsible for performing technical work in the processing, reproduction and storage of micrographic and electronic media material that involves receipt storage, retention, retrieval and disposition of permanent, temporary and/or vital records. Additionally, pay grade change due to market conditions, recruitment and retention issues. This is a bargaining position. Minimum Salary: \$3,324 + Benefit: \$1,157 = \$4,481.

Solid Waste Operations Manager (591), Grounds Operations Manager (592), and Fleet Operations Manager (593) – Public Works Department

These positions are part of the Public Works Department. These positions reflect the specific duties of the managers who are supervising divisions/functions of the Public Works Department. These are non-bargaining positions and the established pay grade change is from a 27 to 30, based on market conditions and department parity. The fiscal impact for these positions will be absorbed in the incumbents' merit, given during the employee's performance review, at the maximum of 3% annually.

Cemetery Sexton (323) – Public Works Department

The Public Works Department requested a pay grade change of the Cemetery Sexton position from a pay grade 21 to a 22, which was approved in the Fiscal Year 2018-19 budget. Due to the establishment of 3000 additional plots in the City cemetery, the position assumed additional duties, responsibilities and accountability. Cemetery Sexton is non-bargaining and established at pay grade 22. The fiscal impact for this position will be absorbed in the incumbent's merit, given during the employee's performance review, at the maximum of 3% annually.

Delete - Change

Division Chief (740) – Fire Department

The Fire Department is requesting to delete the Division Chief position. This position title is no longer used by the Fire Department, having been replaced by Assistant Chief. Fiscal Impact is: \$0

Attachment