



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

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**MEMORANDUM**

**DATE:** November 26, 2019  
**TO:** Gregory P. Harrison, City Manager  
**VIA:** Ed Beecher, Human Resources Director *E. Beecher*  
**FROM:** Bobby Bush, Sr. Human Resources Analyst *Bobby Bush*  
**SUBJECT:** **Amendments to Position Classification Plan**

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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 and approved in the City's budget for FY 2019-2020 and as a result of the recently approved labor agreement with the IAFF Collective Bargaining Agreement. Fiscal impacts include cost of salary and benefits and are estimated based on anticipated hiring rates.

**New Positions**

**Data Analyst (161) – Fire Department**

This new position will be in the Fire Department. The position will be responsible for overseeing the Fire Department information systems. This position is also a part of the City's Strategic Plan, Building Confidence in City Government, Objective 6: The City remains current in terms of technological competitiveness, as well as the Fire Department's 2019-2023 Plan, Goal 1.3: Increase efficiency through process improvement and automation, Action Step: Create one Information Technology position. This is a non-bargaining position and the recommended pay grade is a 28. **Minimal Salary: \$67,498 + Benefit: \$12,737 = \$80,235 (reflected and approved in the FY 2019-20 budget)**

**Marketing Director (296) – City Manager's Office**

This new position will be in the City Manager's Northwest and East CRA Department. This position was recreated to merge all marketing under one area. The position will be responsible for managing all marketing functions for the City's Community Redevelopment, Cultural Arts Departments and Citywide. This is a non-bargaining position and the recommended pay grade is a 35. Fiscal Impact is: **Salary: \$109,224 + Benefit: \$12,737 = \$121,961 (reflected and approved in the FY 2019-20 budget)**

#### Assistant Building Official (630) – Development Services Department

This new position will be in the Development Services Department. This is a highly responsible administrative position that will assist the Building Official in directing and coordinating the operations of the Building Department. This is a non-bargaining position and the recommended pay grade is a 33. **Minimal Salary: 94,676 + Benefit: \$12,737 = \$107,413 (reflected and approved in the FY 2019-20 budget)**

#### Life Safety Educator (717) – Fire Department

This new position will be in the Fire Department. The position will be responsible for coordinating the Fire Department's safety and education programs. This position is also a part of the City's Strategic Plan, Preferred Place to Live, Objective 1: Maintain a safe community and neighborhoods - people feeling safe in any neighborhood or community destination, as well as the Fire Department's 2019-2023 Plan, Goal 2.3: Improve the delivery and frequency of public education programs, Action Step: Create a Life Safety Educator position. This is a non-bargaining position and the recommended pay grade is a 23. **Minimal Salary: \$52,886 + Benefit: \$12,737 = \$65,623 (reflected and approved in the FY 2019-20 budget)**

### **Reclassified Positions**

#### Communications Director (PIO) (214) – Communications Department

This is only a title change from Communications & Marketing Director to Communications Director (PIO). The position is responsible for managing media relations, management of the City's Internet web site, management and hands on operations of the City's Government Access Channel 78 television station. Fiscal Impact is: **\$0.00 (reflected and approved in the FY 2019-20 budget)**

#### Water Distribution Manager (515) – Utilities Department

This reclassified position is assigned to the Utilities Department. This position is responsible for allocating and scheduling work assignments and supervising and inspecting repair work or new installations of water and reuse distribution equipment. The Utilities Department is requesting to reclassify this position from a Water Distribution Supervisor to a Water Distribution Manager. The City currently has two (2) positions approved in the 2020 budget. This is a non-bargaining position and the recommended pay grade change is from a 27 to 30, which is a 15% pay increase. **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. (reflected and approved in the FY 2019-20 budget)**

#### Wastewater Collection Manager (550) – Utilities Department

This reclassified position is assigned to the Utilities Department. This position is responsible for the technical and supervisory work in planning and coordinating the installation, repair and maintenance activities of gravity wastewater system infrastructure. The Utilities Department is requesting to reclassify this position from a Wastewater Collection Supervisor to a Wastewater Collection Manager. This is a non-bargaining position and the recommended pay grade change is from a 27 to 30, which is



a 15% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

Wastewater Pumping Station Manager (555) – Utilities Department

This reclassified position is assigned to the Utilities Department. This position is responsible for the technical and supervisory work in planning and coordinating the installation, repair and maintenance activities of municipal wastewater lift stations and infrastructure. The Utilities Department is requesting to reclassify this position from a Sewer Pumping Station Supervisor to a Wastewater Pumping Station Manager. This is a non-bargaining position and the recommended pay grade change is from a 27 to 30, which is a 15% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

Utilities Treatment Plant Operations Manager (557) – Utilities Department

This reclassified position is assigned to the Utilities Department. This position is responsible for assisting the administrative and technical work associated with managing the operation and maintenance of the treatment plants. The Utilities Department is requesting to reclassify this position from a Utilities Treatment Plant Operations Supervisor to a Utilities Treatment Plant Operations Manager. This is a non-bargaining position and the recommended pay grade change is from a 27 to 30, which is a 15% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

Utilities Maintenance Manager (558) – Utilities Department

This reclassified position is assigned to the Utilities Department. This position is responsible for overseeing the maintenance and repairs of all the equipment associated with operating the City's Water Treatment Plants. The Utilities Department is requesting to reclassify this position from a Utilities Maintenance Supervisor to a Utilities Maintenance Manager. This is a non-bargaining position and the recommended pay grade change is from a 27 to 30, which is a 15% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

Utilities Stormwater Manager (559) – Utilities Department

This reclassified position is assigned to the Utilities Department. This position is responsible for supervising, planning and directing the construction, maintenance and repair of stormwater drainage infrastructure. The Utilities Department is requesting to reclassify this position from a Utilities Stormwater Supervisor to a Utilities Stormwater Manager. This is a non-bargaining position and the recommended pay grade change is from a 27 to 30, which is a 15% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

GIS Manager (653) – Engineering Department

This reclassified position assigned to the Engineering Department. This highly responsible position directs the activities of a citywide enterprise Geographic



Information System (GIS). The Engineering Department is requesting to reclassify this position from a GIS Coordinator to a GIS Manager. This is a non-bargaining position and the recommended pay grade change is from a 26 to 29, which is a 15% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

## **Pay Grade Changes**

### **Payroll Specialist I (143) – Finance Department**

This classification change is a result of the City's Classification and Compensation Study, conducted by the Human Resources Department, which is a part of the City's Strategic Plan initiative, Quality and Affordable City Services, Objective 5.3: Maintain a high performing City Organizational team. The study showed that this classification fell below the 50<sup>th</sup> percentile when measured against similar positions in the job market. This is a non-bargaining position and the recommended pay grade change is from a 20 to 21, which is a 5% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

### **Payroll Specialist II (144) – Finance Department**

This classification change is a result of the City's Classification and Compensation Study, conducted by the Human Resources Department, which is a part of the City's Strategic Plan initiative, Quality and Affordable City Services, Objective 5.3: Maintain a high performing City Organizational team. This position supervises the Payroll Specialist I position. The recommendation to increase the pay grade of this position is due to salary compression. This is a non-bargaining position and the recommended pay grade change is from a 23 to 24, which is a 5% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

### **Deputy City Clerk (180) – City Clerk Office**

This classification change is a result of the City's Classification and Compensation Study, conducted by the Human Resources Department, which is a part of the City's Strategic Plan initiative, Quality and Affordable City Services, Objective 5.3: Maintain a high performing City Organizational team. The study showed that this classification fell below the 50<sup>th</sup> percentile when measured against similar positions in the job market. This is a non-bargaining position and the recommended pay grade change is from a 25 to 30, which is a 25% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

### **Budget Manager (215) – Budget Office**

This classification change is a result of the City's Classification and Compensation Study, conducted by the Human Resources Department, which is a part of the City's Strategic Plan initiative, Quality and Affordable City Services, Objective 5.3: Maintain a high performing City Organizational team. The study showed that this classification fell below the 50<sup>th</sup> percentile when measured against similar positions in the job market.



This is a non-bargaining position and the recommended pay grade change is from a 33 to 34, which is a 5% pay increase. 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.

#### Asset Project/Management Specialist (221) – Utilities Department

This reclassified position is assigned to the Utilities Department. This position is responsible for tracking equipment maintenance and performance minimizing the cost of owning and operating assets while delivering the desired service levels. Asset Management System will also eliminate the need for manual documentation for equipment maintenance. The duties of this position directly relate to the City's Strategic Plan, Objective 1.4.3: Quality and Affordable Service. This is a non-bargaining position and the recommended pay grade change is from a 26 to 29, which is a 15% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

#### Economic Development Manager (223) – City Manager's Office

This classification change is a result of the City's Classification and Compensation Study, conducted by the Human Resources Department, which is a part of the City's Strategic Plan initiative, Quality and Affordable City Services, Objective 5.3: Maintain a high performing City Organizational team. The study showed that this classification fell below the 50<sup>th</sup> percentile when measured against similar position in the job market. This is a non-bargaining position and the recommended pay grade change is from a 29 to 31, which is a 10% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

#### Human Resources Director (250) – Human Resources Department

This classification change is a result of the City's Classification and Compensation Study, conducted by the Human Resources Department, which is a part of the City's Strategic Plan initiative, Quality and Affordable City Services, Objective 5.3: Maintain a high performing City Organizational team. The study showed that this classification fell below the 50<sup>th</sup> percentile when measured against similar positions in the job market. This is a non-bargaining position and the recommended pay grade change is from a 38 to 39, which is a 5% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

#### Accounting Supervisor (265) – Finance Department

This classification change is a result of the City's Classification and Compensation Study, conducted by the Human Resources Department, which is a part of the City's Strategic Plan initiative, Quality and Affordable City Services, Objective 5.3: Maintain a high performing City Organizational team. This position supervises the Payroll Specialist I and Payroll Specialist II positions. The recommendation to increase the pay grade of this position is due to salary compression. This is a non-bargaining position and the recommended pay grade change is from a 25 to 26, which is a 5% pay increase. 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. (reflected and approved in the FY 2019-20 budget)



#### Housing and Urban Improvement Director (275) – OHUI Department

This classification change is a result of the City's Classification and Compensation Study, conducted by the Human Resources Department, which is a part of the City's Strategic Plan initiative, Quality and Affordable City Services, Objective 5.3: Maintain a high performing City Organizational team. The study showed that this classification fell below the 50<sup>th</sup> percentile when measured against similar positions in the job market. This is a non-bargaining position and the recommended pay grade change is from a 34 to 36, which is a 10% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

#### Grant Coordinator (288) – Finance Department

This classification change is a result of the City's Classification and Compensation Study, conducted by the Human Resources Department, which is a part of the City's Strategic Plan initiative, Quality and Affordable City Services, Objective 5.3: Maintain a high performing City Organizational team. The study showed that this classification fell below the 50<sup>th</sup> percentile when measured against similar position in the job market. This is a non-bargaining position and the recommended pay grade change is from a 24 to 26, which is a 10% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

#### Air Park Manager (595) – Public Works Department

This reclassified position assigned to the Public Works Department. This classification change is a result of the City's Classification and Compensation Study, conducted by the Human Resources Department, which is a part of the City's Strategic Plan initiative, Quality and Affordable City Services, Objective 5.3: Maintain a high performing City Organizational team. This is a highly responsible position that manages the operations of the City's Air Park. This is a non-bargaining position and the recommended pay grade change is from a 30 to 32, which is a 10% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

#### Assistant Public Works Director (627) – Public Works Department

This reclassified position assigned to the Public Works Department. This classification change is a result of the City's Classification and Compensation Study, conducted by the Human Resources Department, which is a part of the City's Strategic Plan initiative, Quality and Affordable City Services, Objective 5.3: Maintain a high performing City Organizational team. The study showed that this classification fell below the 50<sup>th</sup> percentile when measured against similar positions in the job market. This position is responsible administrative and supervisory work assisting in the direction and coordination of the Public Works Department. This is a non-bargaining position and the recommended pay grade change is from a 34 to 35, which is a 5% pay increase. 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. (reflected and approved in the FY 2019-20 budget)

#### Lieutenant (709) – Fire Department

The changes to this position was negotiated in the 2019–2022 IAFF Collective Bargaining Agreement. This position functions as the lead personnel on a fire rescue truck. The daily duties involves extinguishing fires, rescuing persons and property from danger. The City currently has thirty five (35) Lieutenant positions approved in the FT 2019-20 budget. The negotiated change brings the positions from a pay grade 27 to a pay grade 28. Each employee in this classification will get a five (5%) increase to their base pay. Fiscal Impact is: **The fiscal impact for the 35 position is \$140,090.**

#### Fire Captain (720) – Fire Department

The changes to this position was negotiated in the 2019–2022 IAFF collective bargaining agreement. This position supervises personnel and activities that are assigned to a fire station. The City currently has thirty three (33) Fire Captain positions approved in the FY 2019-20 budget. The negotiated change brings the positions from a pay grade 29 to a pay grade 30, Each employee in this classification will get a five (5%) increase in base pay. Fiscal Impact is: **The fiscal impact for the 33 position is \$155,508**

#### Recreation Manager (951) – Park & Recreation and Cultural Affairs Department

This classification change is a result of the City's Classification and Compensation Study, conducted by the Human Resources Department, which is a part of the City's Strategic Plan initiative, Quality and Affordable City Services, Objective 5.3: Maintain a high performing City Organizational team. The study showed that this classification fell below the 50<sup>th</sup> percentile when measured against similar positions in the job market. The City currently has four (4) positions approved in the FY 2019-20 budget. This is a non-bargaining position and the recommended pay grade change is from a 30 to 31, which is a 5% pay increase. **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. (reflected and approved in the FY 2019-20 budget)**