



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

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**MEMORANDUM**

**DATE:** August 31, 2020  
**TO:** Brian Donovan, Acting City Manager  
**VIA:** Ed Beecher, Human Resources Director  
**FROM:** Bobby Bush, Senior Human Resources Analyst  
**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 in the City's budget for FY 2020-2021. Fiscal impacts include cost of salary and benefits and are estimated based on anticipated hiring rates.

**New Positions**

**Floodplain Coordinator (249) – 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 2021 budget. This is a bargaining position and the recommended pay grade is a 26. Fiscal Impact is: **Minimal Salary: \$58,841.33 + Benefit: \$20,484.84 = \$79,326**

**Reclassified Positions**

**Utilities Mechanical Specialist (466) – Utilities Department**

The Utilities Department is requesting reclassification of the General Trade Mechanic to an Utilities Mechanical Specialist position. This position is responsible for the operation, maintenance and specialized repairs of water and wastewater equipment. This is a bargaining position and it is currently at a pay grade 20. There will be no fiscal impact in this reclassification or pay grade change. Fiscal Impact is: **\$0.00.**

## **Pay Grade Changes**

### **Building Official (629) – Development Services Department**

The Development Services Department is requesting to reclassify this position from a pay grade 36 to a 39. This is a highly responsible administrative position that will direct and coordinate the operations of the Building Inspection Department. 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.**

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

The Development Services Department is requesting to reclassify this position from a pay grade 33 to a 36. This is a highly responsible administrative position that will assist the Building Official in directing and coordinating the operations of the Building Inspection Department. 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.**

### **Assistant Chief Information Officer (235) – Information Technologies Department**

The Information Technologies Department is requesting to reclassify this position from a pay grade 33 to a 36. The position will be responsible for administrative and technical work, directing and coordinating management information and telecommunications systems citywide. 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.**

### **Assistant Development Services Director (287) – Development Services Department**

The Development Services Department is requesting to reclassify this position from a pay grade 33 to a 36. This is a highly responsible administrative position that will assist the Development Services Director in directing and coordinating the operations of the Development Services Department. 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.**