

RESOLUTION No. 19-240

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTIONS, APPLICABLE SALARY SCALE AND APPLICABLE PERFORMANCE MEASURES AND METRICS FOR POSITIONS IN THE 2019–2020 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; APPROVING THE UPDATED CITYWIDE PAY PLAN TO INCLUDE NEW POSITIONS AND APPROVED BUDGETED ADJUSTMENTS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the approved and adopted 2019–2020 Fiscal Year Budget for the City of Doral (the “City”) contemplated the creation and provided funding for the newly created position in the City, including: “Administrative Coordinator & Capital Improvement Liaison,” “Auto Maintenance Technician,” “Chief of Construction,” “Constituent Services Coordinator,” “Executive Officer to the Police Chief,” “Fixed Asset & Purchasing Coordinator,” “Legal Office Manager” and “Park Ranger” (the “Positions”); and

WHEREAS, Section 2-7 of the City Code of Ordinance requires, in part, that “the creation of new full time employment positions” be approved by the Mayor and City Council, along with: “(1) A complete description of the duties and responsibilities of the position created or modified; (2) The applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and (3) The applicable performance measures and metrics to be utilized in assessing the performance of individuals that will be hired to fill the position created or modified”; and

WHEREAS, Staff has recommended approval of the job descriptions, salary scales, and performance measures and metrics, associated with the Positions, as provided in the September 24th, 2019 Memorandum from the Human Resources

Department, which is attached hereto as Exhibit “A” and incorporated herein and made a part hereof by this reference; and

WHEREAS, via Resolution 15-88, in May of 2015, the City Council approved a citywide Job Classification and Pay Plan (the “Pay Plan”), which specified the new and/or revised job titles and corresponding pay ranges for all City employees; and

WHEREAS, from time to time, the City needs to adjust the Pay Plan to account for new positions and/or approved budgetary adjustments; and

WHEREAS, staff has recommended the City Council approve the updated Pay Plan, attached hereto as Exhibit “B”, which is incorporated herein and made a part hereof by this reference, that takes into account the new positions and budgetary adjustment for fiscal year 2019–2020.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval. The job descriptions, salary scales, and performance measures and metrics associated with the “Administrative Coordinator & Capital Improvement Liaison,” “Auto Maintenance Technician,” “Chief of Construction,” “Constituent Services Coordinator,” “Executive Officer to the Police Chief,” “Fixed Asset & Purchasing Coordinator,” “Legal Office Manager” and “Park Ranger” as provided in Exhibit “A” and Exhibit “C”, are hereby approved. The updated Pay Plan, attached in Exhibit “B”, accounting for new position and budgetary adjustment for fiscal year 2019–2020, is hereby approved.

Section 3. Implementation. The City Manager and the City Attorney are hereby authorized to take such other action as is necessary to implement the provisions of this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Councilmember Cabrera who moved its adoption. The motion was seconded by Councilmember Cabral and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Claudia Mariaca	Yes
Councilwoman Digna Cabral	Yes
Councilman Pete Cabrera	Yes
Councilwoman Christi Fraga	No

PASSED AND ADOPTED this 24 day of September, 2019.



JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:


CONNIE DIAZ, MMC
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:



LUIS FIGUEREDO, ESQ.
CITY ATTORNEY

EXHIBIT “A”



MEMORANDUM

Date: September 24, 2019

To: Honorable Mayor and City Councilmembers

Via: Albert P. Childress, City Manager *APC*

From: Francisco Rios, Human Resources Director *FR*

Subject: New Positions Created Within the 2019-2020 Budget

Introduction

This memorandum is to request that the Mayor and City Council approve the new positions created within the 2019-2020 budget with their corresponding job descriptions, metrics, and applicable pay scale, as well as the updated Pay Plan.

Background

Section 2-7 of the City of Doral ("City") Code of Ordinance requires, in part, the following:

The approval of the city council shall be required for the creation of new full time employment positions with city. The request for approval for the creation and/or modification of such positions with the city must include the following information when presented to the city council:

- 1) A complete description of the duties and responsibilities of the position created or modified;*
- 2) The applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and*
- 3) The applicable performance measures and metrics to be utilized in assessing the performance of individuals that will be hired to fill the position created or modified.*

In accordance with this ordinance and pursuant to the approval of City Budget for the Fiscal Year 2019-2020 (“FY19/20”), the Human Resources (“HR”) Department has prepared job classifications for new positions proposed in the budget. This includes assigning appropriate pay grades and FLSA classifications. The job descriptions, pay grades, and FLSA classifications were determined by conducting job analysis, through our pay and classification consultants, Evergreen Solutions, for all newly approved positions and reclassifications. As a result of the creation of the following new positions and other budgetary adjustments, the HR Department has also prepared an update to the Citywide Classification and Pay Plan (the “Pay Plan”).

New positions:

- **Auto Maintenance Technician (Public Works):** The Auto Maintenance Technician performs a wide variety of routine and skilled tasks, repairs, maintenance and testing of all types of automotive services in accordance with factory standards. The incumbent receives general direction from the Fleet Maintenance Supervisor and is expected to exercise independent judgment in the field. Work is normally reviewed for results obtained. The salary range is **\$38,543.26 to \$57,814.89** annually. The position grade is **108**.
- **Constituent Services Coordinator (Public Affairs):** This position communicates directly with elected officials, executive staff, department managers, city staff, and the general public to respond to a wide variety of citizen and customer issues, especially those escalated to the City Council and City Manager’s office. The incumbent is charged with the responsibility for developing and maintaining professional contacts with management representatives and officials at all levels of government in order to respond to constituent concerns. The work performed in this position has a significant impact on public perception and understanding of City services and the City’s ability to respond to problems and issues of public concern with uniformity. The salary range is **\$44,045.49 to \$66,068.24** annually. The position grade is **110**.
- **Executive Officer to the Police Chief (Police)** The Executive Officer to the Police Chief provides support to the Police Chief in coordinating activities within the Police Department. This position oversees the functions of team members of the Office of the Chief. Additionally, this position routes all inquiries and assignments to the appropriate division for response. The incumbent may represent the Police Chief at meetings with the general public, local media, and various organizations. May act as a spokesperson for the Police Chief. This position participates in the policy decision-making process affecting the Police Department and advises the Police Chief and senior staff members on matters of organizational direction. The salary range is **\$79,029.95 to \$126,447.92** annually. The position grade is **120**.

- **Fixed Asset & Purchasing Coordinator (Finance):** This position is responsible for monitoring the financial system to track the purchase of capital and fixed assets; entering those assets into the financial system by capturing information (i.e. asset number, class code, serial number, acquisition date, simple description, cost, accounts, etc.); affixes inventory tags to designated assets and equipment and replaces damaged asset tags; and performs field inventory by physically locating, identifying, and counting assets. The incumbent enters manual counts and uploads bar code data from inventory results into the fixed asset management system and balances and reconciles asset and liability accounts to the general ledger. The salary range is **\$36,310.19 to \$54,465.27** annually. The position grade is **I 07**.
- **Park Ranger (Police):** This position is responsible for patrolling City of Doral parks, facilities, and grounds. Informs patrons about park rules and regulations; to include codes and ordinances. The Park Ranger's duties include: patrolling of park property by foot or by vehicle, the enforcement of City of Doral ordinances, and ensuring the safety of patrons and employees while at City park properties. Park Ranger's are unarmed and have authority under the City's Code to enforce park rules, issue park exclusions, warnings, and/or citations when necessary. Specific assignments are received from the Park Ranger's supervisor(s). The salary range is **\$38,543.26 to \$57,814.89** annually. The position grade is **I 08**.

Positions being reclassified to new job classifications:

- **Administrative Coordinator & Capital Improvement Liaison (Building):** The Administrative Coordinator position is being reclassified to Administrative Coordinator & Capital Improvement Liaison. This position is responsible for taking the lead in coordinating all major projects from Site Plan inception through permitting and inspections between all related departments (Building, Planning & Zoning, Public Works, or Public Affairs and Parks & Recreation (Special Events)). The salary range of the position is: **\$50,921.37 to \$78,928.12**. This position will remain in pay grade **I 13**.
- **Chief of Construction (Public Works):** The Chief of Construction is responsible for the preparation and administration of public right-of way and its consulting contracts. This position oversees and manages special projects as assigned by the Public Works Director. Additionally, this position identifies needs in order to provide essential services, and supervises inspectors and construction related personnel and contractors as needed. The salary range is **\$65,150.63 to \$104,241.02** annually. The position grade is **I 17**.

- **Legal Office Manager (City Attorney’s Office):**

The Executive Legal Assistant position is being reclassified to Legal Office Manager. This position is responsible for managing the day-to-day operations of the City Attorney’s Office. The annual salary range is **\$65,150.63 to \$104,241.02**. The position will change to pay grade **117**.

All aforementioned job classifications will be evaluated annually using the performance evaluation metrics & competencies listed below:

- 1) **Skill level and Job knowledge:** Skills and knowledge demonstrated in the position and his/her understanding of all phases of the job.
- 2) **Quality of work:** Accuracy, completeness and thoroughness of work performed. This includes attention to details and verifying work for adherence to standards.
- 3) **Quantity of work:** The amount of work produced and completed successfully. This also includes flexibility in accommodating work interruptions and changes in priorities
- 4) **Initiative and Interpersonal Development:** Employee’s initiative and resourcefulness in accomplishing work beyond his/her assigned duties. The desire to broaden his/her knowledge base to enhance his/her skills.
- 5) **Dependability:** Compliance to policies and procedures regarding absenteeism and tardiness.
- 6) **Planning and Organizing skills:** Ability to analyze problems and prioritize assignments. Keeping work area in order.
- 7) **Communications Skills/Job courtesy and Behavior:** Effectiveness of written and oral communication skills with co-workers and/or customers in the performance of duties. The employee’s personal courtesy, disposition and general outlook towards job requirements, job assignments, other employees and the public.
- 8) **Judgment and Problem solving:** Recognizing a problem, determining options to correct the problem and making a decision.

Each position will be evaluated using the following evaluation scale: Scale	Description
4 = Exceptional	Performance far exceeds job requirements by instituting change in policy or program
3 = Above Average	Performance exceeds job requirements
2= Average	Performance met job requirements
1= Below Average	Some job requirements may be met but performance needs improvement.
0 = Unacceptable	Performance is consistently below acceptable

standards. Immediate and substantial improvement is required. Performance continued at this level is grounds for dismissal

Updated Citywide Pay Plan:

In May of 2015, the City Council, via Resolution 15-88, approved a Pay Plan which specified the new and/or revised job titles and corresponding pay ranges for all City employees. As new positions are created, and/or existing positions modified, the Pay Plan should be revised to account for these changes. The HR Department has updated the City Pay Plan to account for the new positions specified herein. The updated Pay Plan also accounts for the one and a half percent (1.5%) cost of living adjustment authorized by the City Council in the FY19/20 Budget. A copy of the updated Pay Plan is attached to this memorandum.

Recommendation:

Staff has recommended the Mayor and City Council approve the new positions created within the 2019-2020 budget with their corresponding job descriptions, metrics, and applicable pay scale, as well as the updated Pay Plan. Enclosed you will find the job descriptions for the above referenced positions and updated pay plan.

Attachments:

- Job descriptions for new positions
- 2019-2020 Pay Plan

EXHIBIT “B”



CITY OF DORAL
CLASSIFICATION & PAY PLAN
OCTOBER 1ST, 2019

NEW POSITIONS

Position Title	Classification	Department	Grade	Min	Mid	Max
Fixed Asset & Purchasing Coordinator	Fixed Asset & Purchasing Coordinator	Finance	107	\$36,310.19	\$45,387.73	\$54,465.27
Auto Maintenance Technician	Auto Maintenance Technician	Public Works	108	\$38,543.26	\$48,179.07	\$57,814.89
Park Ranger	Park Ranger	Police	108	\$38,543.26	\$48,179.07	\$57,814.89
Constituent Services Coordinator	Constituent Services Coordinator	Public Affairs	110	\$44,045.49	\$55,056.86	\$66,068.24
Executive Officer to the Police Chief	Executive Officer to the Police Chief	Police	120	\$79,029.95	\$101,721.72	\$126,447.92

POSITION RECLASSIFICATIONS TO NEW POSITIONS

Current Position	New Classification	Department	Grade	Min	Mid	Max
Administrative Coordinator	Administrative Coordinator & Capital Improvement Liaison	Building	113	\$50,921.37	\$64,924.75	\$78,928.12
Chief of Engineering	Chief of Construction	Public Works	117	\$65,151.63	\$84,695.83	\$104,241.02
Executive Legal Assistant	Legal Office Manager	City Attorney's Office	117	\$65,151.63	\$84,695.83	\$104,241.02



CITY OF DORAL
 CLASSIFICATION & PAY PLAN
 OCTOBER 1ST, 2019

Position Title	Classification	Department	Grade	New Min	New Mid	New Max
Facilities Janitor	Facilities Janitor	Public Works	101	\$26,566.59	\$31,879.91	\$37,193.23
Laborer I	Laborer I	Public Works	102	\$28,067.61	\$33,681.13	\$39,294.65
Clerical Aide	Clerical Aide	Police	103	\$29,793.77	\$35,752.52	\$41,711.27
PT Clerical Aide	PT Clerical Aide	Police	103	\$29,793.77	\$35,752.52	\$41,711.27
Solution Center Representative	Solution Center Representative	Building	104	\$31,775.05	\$38,130.06	\$44,485.07
Clerical Aide II	Clerical Aide II	City Manager	104	\$31,775.05	\$38,130.06	\$44,485.07
Laborer II	Laborer II	Public Works	104	\$31,775.05	\$38,130.06	\$44,485.07
Finance Cashier	Cashier	Finance	105	\$34,046.96	\$40,856.36	\$47,665.75
Police Officer Trainee	Police Officer Trainee	Police	105	\$34,046.96	\$40,856.36	\$47,665.75
Police Records Specialist	Police Records Specialist	Police	105	\$34,046.96	\$40,856.36	\$47,665.75
Police Review Specialist	Police Review Specialist	Police	105	\$34,046.96	\$40,856.36	\$47,665.75
Police Service Aide	Police Service Aide	Police	105	\$34,046.96	\$40,856.36	\$47,665.75
Admin Assistant	Administrative Assistant I	ALL	106	\$34,368.37	\$42,960.47	\$51,552.55
Building Clerk	Building Clerk	Building	106	\$34,368.37	\$42,960.47	\$51,552.55
Building Records Clerk	Building Records Clerk	Building	106	\$34,368.37	\$42,960.47	\$51,552.55
Permit Clerk	Permit Clerk	Building	106	\$34,368.37	\$42,960.47	\$51,552.55
Plans Processing Clerk I	Plans Processing Clerk I	Building	106	\$34,368.37	\$42,960.47	\$51,552.55
Code Compliance Clerk	Code Compliance Clerk	Code	106	\$34,368.37	\$42,960.47	\$51,552.55
Finance Clerk	Finance Clerk	Finance	106	\$34,368.37	\$42,960.47	\$51,552.55
Accounting Clerk (P&R)	Accounting Clerk -P&R	Parks & Recreation	106	\$34,368.37	\$42,960.47	\$51,552.55
Admin Assistant-Parks & Recreation Director	Administrative Assistant I	Parks & Recreation	106	\$34,368.37	\$42,960.47	\$51,552.55
Assistant Community Center Manager	Assistant Community Center Manager	Parks & Recreation	106	\$34,368.37	\$42,960.47	\$51,552.55
Assistant Park Manager	Lead Service Aide	Parks & Recreation	106	\$34,368.37	\$42,960.47	\$51,552.55
Occupational Licensing Clerk	Occupational Licensing Clerk	Planning & Zoning	106	\$34,368.37	\$42,960.47	\$51,552.55
Police Property & Evidence Specialist	Police Property & Evidence Specialist	Police	106	\$34,368.37	\$42,960.47	\$51,552.55
Police Record Specialist Teletype (PRS)	Police Record Specialist Teletype (PRS)	Police	106	\$34,368.37	\$42,960.47	\$51,552.55
Admin Assistant-Public Works Director	Administrative Assistant I	Public Works	106	\$34,368.37	\$42,960.47	\$51,552.55
Permit Clerk	Permit Clerk	Public Works	106	\$34,368.37	\$42,960.47	\$51,552.55
Fixed Asset and Purchasing Coordinator	Fixed Asset and Purchasing Coordinator	Finance	107	\$36,310.19	\$45,387.73	\$54,465.27
Administrative Assistant II (BD)	Administrative Assistant II	Building	107	\$36,310.19	\$45,387.73	\$54,465.27
Plans Processing Clerk II	Plans Processing Clerk II	Building	107	\$36,310.19	\$45,387.73	\$54,465.27
Admin Assistant II	Administrative Assistant II	Finance	107	\$36,310.19	\$45,387.73	\$54,465.27
Accounting Clerk	Accounting Clerk	Finance/Police	107	\$36,310.19	\$45,387.73	\$54,465.27
Admin Assistant/Asset Specialist	Administrative Assistant II	IT	107	\$36,310.19	\$45,387.73	\$54,465.27
Nature Facility Manager	Nature Facility Manager	Parks & Recreation	107	\$36,310.19	\$45,387.73	\$54,465.27
Administrative Assistant/Outdoor Events Coordinator	Administrative Assistant II	Planning & Zoning	107	\$36,310.19	\$45,387.73	\$54,465.27
Police Administrative Asst.	Administrative Assistant II	Police	107	\$36,310.19	\$45,387.73	\$54,465.27
Accounting Clerk/ Permit Clerk	Accounting Clerk/ Permit Clerk	Public Works	107	\$36,310.19	\$45,387.73	\$54,465.27
Facility Maintenance Technician	Facility Maintenance Technician	Public Works	107	\$36,310.19	\$45,387.73	\$54,465.27
Auto Maintenance Technician	Auto Maintenance Technician	Public Works	108	\$38,543.26	\$48,179.07	\$57,814.89
Flood Plain Assistant	Flood Plain Assistant	Building	108	\$38,543.26	\$48,179.07	\$57,814.89
Human Resources Assistant	Human Resources Assistant	HR	108	\$38,543.26	\$48,179.07	\$57,814.89



**CITY OF DORAL
CLASSIFICATION & PAY PLAN
OCTOBER 1ST, 2019**

Position Title	Classification	Department	Grade	New Min	New Mid	New Max
Community Center Manager	Community Center Manager	Parks & Recreation	108	\$38,543.26	\$48,179.07	\$57,814.89
Park Manager	Parks Supervisor	Parks & Recreation	108	\$38,543.26	\$48,179.07	\$57,814.89
Parks Maintenance Technician	Parks Maintenance Technician	Parks & Recreation	108	\$38,543.26	\$48,179.07	\$57,814.89
Special Needs Program Specialist	Special Needs Program Specialist	Parks & Recreation	108	\$38,543.26	\$48,179.07	\$57,814.89
Police Field Logistics Specialist	Police Field Logistics Specialist	Police	108	\$38,543.26	\$48,179.07	\$57,814.89
Quartermaster	Quartermaster	Police	108	\$38,543.26	\$48,179.07	\$57,814.89
Records Management Specialist	Records Management Specialist	Police	108	\$38,543.26	\$48,179.07	\$57,814.89
Park Ranger	Park Ranger	Police	108	\$38,543.26	\$48,179.07	\$57,814.89
Payroll Specialist	Payroll Specialist	Finance/Police	109	\$41,106.38	\$51,382.98	\$61,659.58
Help Desk Specialist	Help Desk Specialist	IT	109	\$41,106.38	\$51,382.98	\$61,659.58
Cultural Events Specialist	Cultural Events Specialist	Parks & Recreation	109	\$41,106.38	\$51,382.98	\$61,659.58
Events Specialist	Events Specialist	Parks & Recreation	109	\$41,106.38	\$51,382.98	\$61,659.58
Parks Foreman	Parks Foreman	Parks & Recreation	109	\$41,106.38	\$51,382.98	\$61,659.59
Crime Scene Technician	Crime Scene Technician	Police	109	\$41,106.38	\$51,382.98	\$61,659.58
Property & Evidence Supervisor	Property & Evidence Supervisor	Police	109	\$41,106.38	\$51,382.98	\$61,659.58
News Producer	News Producer	Public Affairs	109	\$41,106.38	\$51,382.98	\$61,659.58
Crew Supervisor	Crew Supervisor	Public Works	109	\$41,106.38	\$51,382.98	\$61,659.58
Facility Maintenance Foreman	Facility Maintenance Foreman	Public Works	109	\$41,106.38	\$51,382.98	\$61,659.58
Transit Road Supervisor	Transit Road Supervisor	Public Works	109	\$41,106.38	\$51,382.98	\$61,659.58
Permitting System Analyst	Permitting System Analyst	IT	110	\$44,045.49	\$55,056.86	\$66,068.24
GIS Technician	GIS Technician	Planning & Zoning	110	\$44,045.49	\$55,056.86	\$66,068.24
Court Liason Coordinator	Court Liason Coordinator	Police	110	\$44,045.49	\$55,056.86	\$66,068.24
Stormwater Technician	Stormwater Technician	Public Works	110	\$44,045.49	\$55,056.86	\$66,068.24
Constituent Services Coordinator	Constituent Services Coordinator	Public Affairs	110	\$44,045.49	\$55,056.86	\$66,068.24
Administrative Assistant & Special Magistrate Agenda Coord	Administrative Assistant & Special Magistrate Agenda Coord	Code	111	\$45,405.72	\$57,892.29	\$70,378.86
Code Compliance Officer I	Code Compliance Officer I	Code	111	\$45,405.72	\$57,892.29	\$70,378.86
Executive Administrative Assistant to the City Manager	Executive Administrative Assistant to the City Manager	City Manager	112	\$47,971.15	\$61,163.21	\$74,355.28
Advisory Board Coordinator	Executive Assistant/Advisory Board Coordinator	City Clerk	112	\$47,971.15	\$61,163.21	\$74,355.28
Code Compliance Officer II	Code Compliance Officer II	Code	112	\$47,971.15	\$61,163.21	\$74,355.28
Procurement Specialist	Procurement Specialist	Finance	112	\$47,971.15	\$61,163.21	\$74,355.28
AV Systems Technician	AV Systems Technician	IT	112	\$47,971.15	\$61,163.21	\$74,355.28
IT Technician	IT Technician	IT	112	\$47,971.15	\$61,163.21	\$74,355.28
IT Technician (Public Safety)	IT Technician Public Safety	IT/Police	112	\$47,971.15	\$61,163.21	\$74,355.28
Recreation Facility Supervisor	Recreation Facility Supervisor	Parks & Recreation	112	\$47,971.15	\$61,163.21	\$74,355.28
Communication Supervisor	Communication Supervisor	Police	112	\$47,971.15	\$61,163.21	\$74,355.28
Executive Administrative Assistant	Executive Assistant to the Chief of Police	Police	112	\$47,971.15	\$61,163.21	\$74,355.28
Police Crime Analyst Specialist	Police Crime Analyst Specialist	Police	112	\$47,971.15	\$61,163.21	\$74,355.28
Transit Operations Manager	Trolley Operations Coordinator	Public Works	112	\$47,971.15	\$61,163.21	\$74,355.28
Parks Operations Administrator	Parks Operations Administrator	Parks & Recreation	113	\$50,921.37	\$64,924.75	\$78,928.12



**CITY OF DORAL
CLASSIFICATION & PAY PLAN
OCTOBER 1ST, 2019**

Position Title	Classification	Department	Grade	New Min	New Mid	New Max
Administrative Coordinator & Capital Improvement Liaison	Administrative Coordinator & Capital Improvement Liaison	Building	113	\$50,921.37	\$64,924.75	\$78,928.12
Building Development Service Coordinator	Building Development Service Coordinator	Building	113	\$50,921.37	\$64,924.75	\$78,928.12
Code Compliance Officer III	Code Compliance Officer III	Code	113	\$50,921.37	\$64,924.75	\$78,928.12
Code Compliance Officer III/Outreach Coordinator	Code Compliance Outreach Officer	Code	113	\$50,921.37	\$64,924.75	\$78,928.12
Accountant	Accountant	Finance	113	\$50,921.37	\$64,924.75	\$78,928.12
Athletics Coordinator	Sponsorship & Recreation Coordinator	Parks & Recreation	113	\$50,921.37	\$64,924.75	\$78,928.12
Recreation Marketing & Sponsorship Coordinator	Recreation Marketing & Sponsorship Coordinator	Parks & Recreation	113	\$50,921.37	\$64,924.75	\$78,928.12
Recreation Program Coordinator	Recreation Program Coordinator	Parks & Recreation	113	\$50,921.37	\$64,924.75	\$78,928.12
Special Events Coordinator	Special Events Coordinator	Parks & Recreation	113	\$50,921.37	\$64,924.75	\$78,928.12
Special Needs Coordinator	Special Needs Coordinator	Parks & Recreation	113	\$50,921.37	\$64,924.75	\$78,928.12
Development Review Coordinator	Development Review Coordinator	Planning & Zoning	113	\$50,921.37	\$64,924.75	\$78,928.12
Police Special Events Coordinator	Police Special Events Coordinator	Police	113	\$50,921.37	\$64,924.75	\$78,928.12
Creative Producer	Creative Producer	Public Affairs	113	\$50,921.37	\$64,924.75	\$78,928.12
General Services Administrator / Sustainability	General Services Administrator / Sustainability	Public Works	113	\$50,921.37	\$64,924.75	\$78,928.12
Project Engineer	Project Engineer	Public Works	113	\$50,921.37	\$64,924.75	\$78,928.12
Project Inspector	Project Inspector	Public Works	113	\$50,921.37	\$64,924.75	\$78,928.12
Building Inspector	Building Inspector	Building	114	\$54,307.64	\$69,242.24	\$84,176.84
Electrical Inspector	Electrical Inspector	Building	114	\$54,307.64	\$69,242.24	\$84,176.84
Mechanical Inspector	Mechanical Inspector	Building	114	\$54,307.64	\$69,242.24	\$84,176.84
Plumbing Inspector	Plumbing Inspector	Building	114	\$54,307.64	\$69,242.24	\$84,176.84
Help Desk Supervisor	Help Desk Supervisor	IT	114	\$54,307.64	\$69,242.24	\$84,176.84
Police Budget Coordinator	Police Budget Coordinator	Police	114	\$54,307.64	\$69,242.24	\$84,176.84
Fleet Maintenance Supervisor	Fleet Maintenance Supervisor	Public Works	114	\$54,307.64	\$69,242.24	\$84,176.84
Transportation Analyst	Transportation Engineer	Public Works	114	\$54,307.64	\$69,242.24	\$84,176.84
Flood Plain Manager	Flood Plain Manager	Building	115	\$58,190.63	\$74,193.06	\$90,195.48
Plans Examiner	Plans Examiner	Building	115	\$58,190.63	\$74,193.06	\$90,195.48
Economic Development/Grants Coordinator	Economic Development/Grants Coordinator	Economic Development	115	\$58,190.63	\$74,193.06	\$90,195.48
Human Resources Generalist (City & Police)	Human Resources Generalist (City & Police)	HR	115	\$58,190.63	\$74,193.06	\$90,195.48
GIS Developer	GIS Developer	IT	115	\$58,190.63	\$74,193.06	\$90,195.48
System Analyst	System Analyst	IT	115	\$58,190.63	\$74,193.06	\$90,195.48
Planner	Planner	Planning & Zoning	115	\$58,190.63	\$74,193.06	\$90,195.48
Criminal Investigation and Evidence Supervisor	Criminal Identification and Evidence Supervisor	Police	115	\$58,190.63	\$74,193.06	\$90,195.48
Public Safety Technical Services Supervisor	Public Safety Technical Services Supervisor	Police	115	\$58,190.63	\$74,193.06	\$90,195.48
Media & Emergency Management Specialist	Media & Emergency Management Specialist	Police	115	\$58,190.63	\$74,193.06	\$90,195.48



**CITY OF DORAL
CLASSIFICATION & PAY PLAN
OCTOBER 1ST, 2019**

Position Title	Classification	Department	Grade	New Min	New Mid	New Max
Internal Affairs & Background Investigator	Internal Affairs & Background Investigator	Police	115	\$58,190.63	\$74,193.06	\$90,195.48
Webmaster/ Graphic Designer	Webmaster/ Graphic Designer	Public Affairs	115	\$58,190.63	\$74,193.06	\$90,195.48
Chief Building Inspector	Chief Building Inspector	Building	116	\$61,637.31	\$80,128.51	\$98,619.70
Chief Electrical Inspector	Chief Electrical Inspector	Building	116	\$61,637.31	\$80,128.51	\$98,619.70
Chief Mechanical Inspector	Chief Mechanical Inspector	Building	116	\$61,637.31	\$80,128.51	\$98,619.70
Chief Plumbing Inspector	Chief Plumbing Inspector	Building	116	\$61,637.31	\$80,128.51	\$98,619.70
Structural Plans Examiner	Structural Plans Examiner	Building	116	\$61,637.31	\$80,128.51	\$98,619.70
Code Compliance Field Supervisor	Code Compliance Field Supervisor	Code	116	\$61,637.31	\$80,128.51	\$98,619.70
Budget/ Grants Administrator	Budget/ Grants Administrator	Finance	116	\$61,637.31	\$80,128.51	\$98,619.70
Intersection Technology Systems Analyst	Intersection Technology System Analyst	IT	116	\$61,637.31	\$80,128.51	\$98,619.70
Chief of Staff	Chief of Staff	Mayor & Council	116	\$61,637.31	\$80,128.51	\$98,619.70
Legislative Analyst/Asst. to Council Member	Legislative Analyst/Asst. to Council Member	Mayor & Council	116	\$61,637.31	\$80,128.51	\$98,619.70
Recreation Administrator	Recreation Administrator	Parks & Recreation	116	\$61,637.31	\$80,128.51	\$98,619.70
Senior Planner	Senior Planner	Planning & Zoning	116	\$61,637.31	\$80,128.51	\$98,619.70
Community Relations Coordinator	Community Relations Coordinator	Public Affairs	116	\$61,637.31	\$80,128.51	\$98,619.70
Stormwater Utility Manager	Stormwater Utility Manager	Public Works	116	\$61,637.31	\$80,128.51	\$98,619.70
Superintendent of Streets	Superintendent of Streets	Public Works	116	\$61,637.31	\$80,128.51	\$98,619.70
Legal Office Manager	Legal Office Manager	City Attorney	117	\$65,150.63	\$84,695.83	\$104,241.02
Chief of Construction	Chief of Construction	Public Works	117	\$65,150.63	\$84,695.83	\$104,241.02
Capital Improvement Project Manager	Capital Improvement Manager	Public Works	117	\$65,150.63	\$84,695.83	\$104,241.02
Human Resources Manager	Human Resources Manager	HR	117	\$65,150.63	\$84,695.83	\$104,241.02
Database Administration Developer	Database Administration Developer	IT	117	\$65,150.64	\$84,695.83	\$104,241.02
Senior Network Analyst	Senior Network Analyst	IT	117	\$65,150.64	\$84,695.83	\$104,241.02
Senior Software Developer	Senior Software Developer	IT	117	\$65,150.64	\$84,695.83	\$104,241.02
Senior Systems Analyst	Senior Systems Analyst	IT	117	\$65,150.64	\$84,695.83	\$104,241.02
Chief Licensing Officer	Chief Licensing Officer	Planning & Zoning	117	\$65,150.64	\$84,695.83	\$104,241.02
Facility Manager	Facility Manager	Public Works	117	\$65,150.64	\$84,695.83	\$104,241.02
Public Information Officer	Public Information Officer	Police	117	\$65,150.64	\$84,695.83	\$104,241.02
Economic Developer	Economic Developer	Economic Development	118	\$69,157.40	\$89,904.62	\$110,651.85
Procurement Manager	Procurement Manager	Finance	118	\$69,157.40	\$89,904.62	\$110,651.85
IT Security Manager	IT Security Manager	IT	118	\$69,157.40	\$89,904.62	\$110,651.85
Technology Project Manager	Technology Project Manager	IT	118	\$69,157.40	\$89,904.62	\$110,651.85
Communications & Protocol Manager	Communications & Protocol Manager	Public Affairs	118	\$69,157.40	\$89,904.62	\$110,651.85
Chief of Engineering	Chief of Engineering	Public Works	118	\$69,157.40	\$89,904.62	\$110,651.85
Transportation Manager	Transportation Manager	Public Works	118	\$69,157.40	\$89,904.62	\$110,651.85
Assistant Building Director	Assistant Building Director	Building	119	\$73,756.37	\$95,883.28	\$118,010.20
Deputy City Clerk	Deputy City Clerk	City Clerk	119	\$73,756.37	\$95,883.28	\$118,010.20
Assistant Code Compliance Director	Chief of Code Compliance	Code	119	\$73,756.37	\$95,883.28	\$118,010.20
Assistant Finance Director	Assistant Finance Director	Finance	119	\$73,756.37	\$95,883.28	\$118,010.20
Assistant HR Director	Assistant HR Director	HR	119	\$73,756.37	\$95,883.28	\$118,010.20



**CITY OF DORAL
CLASSIFICATION & PAY PLAN
OCTOBER 1ST, 2019**

Position Title	Classification	Department	Grade	New Min	New Mid	New Max
Assistant Director of IT Operations	Assistant Director of IT Operations	IT	119	\$73,756.37	\$95,883.28	\$118,010.20
Assistant Parks & Recreation Director	Assistant Parks & Recreation Director	Parks & Recreation	119	\$73,756.37	\$95,883.28	\$118,010.20
Assistant Planning & Zoning Director	Assistant Planning & Zoning Director	Planning & Zoning	119	\$73,756.37	\$95,883.28	\$118,010.20
Assistant Public Works Director & Chief of Engineering	Assistant Public Works Director & Chief of Engineering	Public Works	119	\$73,756.37	\$95,883.28	\$118,010.20
Internal Affairs Inspector	Internal Affairs Inspector	Police	119	\$73,756.37	\$95,883.28	\$118,010.20
Executive Officer to the Police Chief	Executive Officer to the Police Chief	Police	120	\$79,029.95	\$101,721.72	\$126,447.92
Building Official	Building Official	Building	122	\$88,473.35	\$117,227.18	\$145,981.01
Director of Code Compliance	Director of Code Compliance	Code	122	\$88,473.35	\$117,227.18	\$145,981.01
Finance Director	Finance Director	Finance	122	\$88,473.35	\$117,227.18	\$145,981.01
Human Resources Director	Human Resources Director	HR	122	\$88,473.35	\$117,227.18	\$145,981.01
Information Technology Director	Information Technology Director	IT	122	\$88,473.35	\$117,227.18	\$145,981.01
Parks and Recreation Director	Parks and Recreation Director	Parks & Recreation	122	\$88,473.35	\$117,227.18	\$145,981.01
Planning and Zoning Director	Planning and Zoning Director	Planning & Zoning	122	\$88,473.35	\$117,227.18	\$145,981.01
Public Works Director	Public Works Director	Public Works	122	\$88,473.35	\$117,227.18	\$145,981.01
Deputy Chief	Deputy Chief	Police	123	\$93,914.46	\$124,436.65	\$154,958.85
Chief of Police	Chief of Police	Police	124	\$100,159.77	\$132,711.68	\$190,053.15
Deputy City Manager	Deputy City Manager	City Manager	125	\$115,183.73	\$147,735.65	\$165,263.61
Police Officer	Police Officer	Police	201	\$54,307.64	\$66,526.86	\$78,746.07
Police Sergeant	Police Sergeant	Police	202	\$66,526.86	\$79,832.24	\$93,137.60
Police Lieutenant	Police Lieutenant	Police	203	\$75,748.41	\$90,898.09	\$106,047.77
Police Captain	Police Captain	Police	204	\$82,626.37	\$99,151.64	\$115,676.91
Police Major	Police Major	Police	205	\$90,889.01	\$109,066.80	\$127,244.60
Mail Clerk	Mail Clerk	Public Works	103/PT	\$29,793.77	\$35,752.52	\$41,711.27
Mechanical Insector / Plans Examiner (PT)	Mechanical Insector / Plans Examiner (PT)	Building	115/PT	\$54,307.64	\$69,242.24	\$84,176.84
PW Plans Reviewer	PW Plans Reviewer	Public Works	115/PT	\$58,190.63	\$74,193.06	\$90,195.48
Athletics Aide/Recreation Service Aide	Athletics Aide/Recreation Service Aide	Parks & Recreation	PT	\$11.00	\$13.94	\$16.26
Cheer Aide/Recreation Service Aide	Cheer Aide/Recreation Service Aide	Parks & Recreation	PT	\$11.00	\$13.94	\$16.26
Events Aide/RSA	Events Aide/RSA	Parks & Recreation	PT	\$11.00	\$13.94	\$16.26
Park Service Aide	Park Service Aide	Parks & Recreation	PT	\$11.00	\$13.94	\$16.26
Receptionist /Recreation Service Aide	Receptionist /Recreation Service Aide	Parks & Recreation	PT	\$11.00	\$13.94	\$16.26
Recreation Service Aide	Recreation Service Aide	Parks & Recreation	PT	\$11.00	\$13.94	\$16.26
Nature Aide	Nature Aide	Parks & Recreation	PT	\$11.00	\$13.94	\$16.26
Reserve Officer	Reserve Officer	Police	PT		\$30.00	
Reserve Officer/ Traffic Initiative	Reserve Officer/ Traffic Initiative	Police	PT		\$22.50	
Reserve School Resource Officer	Reserve School Resource Officer	Police	PT		\$30.00	
Red Light Camera Reserve Officer	Red Light Camera Reserve Officer	Police	PT		\$30.00	

EXHIBIT “C”



City of Doral, FL Classification Description

Classification Title: Administrative Coordinator & Capital Improvement Liaison

Department: Building

Pay Grade: 113

FLSA Status: Exempt

GENERAL STATEMENT OF JOB

This position responsible for taking the lead in coordinating all major projects from Site Plan inception through permitting and inspections with all related departments (Building, Planning & Zoning, Public Works, or Public Affairs and Parks & Recreation (Special Events). Position includes management and coordination of all design professional meetings, early start meetings, submittals, and establishment and coordination of project timelines. Position requires self-motivation, excellent record-keeping, and proper communication using all available channels between departments and outside stakeholders. This position is supervised by Building Official or designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Performs professional-level customer service, project management, and administrative work for the Building, Public Works, Planning & Zoning, Parks and Recreation, and Public Affairs Departments;
- Serves as event coordinator/liaison for private and City events;
- Understands and communicates to customers all processes and procedures related to permitting and submittals for Public Works, Planning and Zoning, and Building Departments;
- Acts as concierge between departments to ensure that key projects move through the permitting process efficiently and effectively;
- Acts as backup for Building Development Services Coordinator;
- Assists the Public Works, Planning and Zoning, and Code Compliance Departments with backlog of data entry (e.g. Master Development Agreements, Escrow data, etc.); provides support to System Analyst as needed for data migration;
- Conducts performance appraisals of staff and acts on employee problems;
- Reviews the work of subordinates for completeness and accuracy. Evaluates and

makes recommendations as appropriate, and offers advice and assistance as needed.

- Schedules work, including proper distribution of the workload to be done by permitting personnel;
- Acts as liaison with all relevant state, county and local government agencies;
- Receives, reviews, prepares and/or processes other documents, including but not limited to work schedules, budget reports, various logs, month-end reports, memos, correspondence, notices, etc.;
- Deploys, coordinates and executes the federal requirements to participate in the CRS and NFIP programs dealing with floodplain management;
- Reviews plans for compliance with FEMA floodplain requirements;
- Operates a computer, printer, calculator, typewriter, fax machine, copies, telephone, etc.

Additional Duties:

- Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- Associates Degree is required;
- Three years of verifiable experience within a Building Department is required;
- State of Florida Driver's License;

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must be fluent in English. Ability to communicate in Spanish is a plus.
- Considerable knowledge of modern office practices and procedures.
- Operates a computer, printer, calculator, typewriter, fax machine, copies, telephone, etc.
- Must be computer literate with knowledge of Microsoft Office programs.
- Ability to meet and deal with the public in an effective and courteous manner.
- Ability to perform several tasks at one time.
- Ability to work with subordinates in a manner conducive to full performance and high morale.
- Ability to deal tactfully and firmly with customers.
- Ability to plan, direct and coordinate the work of subordinates.

Administrative Coordinator & Capital Improvement Liaison

- Ability to get along with others and work effectively with the public and fellow workers.
- Ability to accept, receive, and/or collect payments.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- Thorough knowledge of office practices and procedures and customer service principles, practices and procedures.
- Thorough knowledge of residential and commercial permitting.
- Ability to analyze facts and exercise sound judgment in decision-making.
- Ability to express ideas effectively both orally and in writing.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to lift, pull, push; make rational decisions; express ideas by speaking accurately/loudly/quickly; and walk from one work site to another.



City of Doral, FL Classification Description

Classification Title: Auto Maintenance Technician
Department: Public Works
Pay Grade: 108
FLSA Status: Non-Exempt

GENERAL STATEMENT OF JOB

The Auto Maintenance Technician performs mechanical work, repairs, maintenance and testing of all types of automotive services in accordance with factory standards. The incumbent receives general direction from the Fleet Maintenance Supervisor and is expected to exercise independent judgment in the field. Work is normally reviewed for results obtained.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Perform routine maintenance on automotive equipment in accordance with vehicle specifications;
- Utilize diagnostic equipment and tools to identify and resolve problems;
- Complete minor repair processes including the changing, rotating, and aligning of tires; changing oil and filters; and fluid checks;
- Follow manufacturer recommendations on how to repair vehicle systems like engines, brakes, and suspensions;
- Perform maintenance on a fuel station;
- Service a car wash bay on an as needed basis;
- Use knowledge and experience to diagnose whether the problem is minor or needs to be taken to an external repair shop;
- Diagnose and resolve electrical issues, including A/C units;
- Adhere to all City policies, procedures, and safety and environmental rules;
- Work and assist fellow technicians/mechanics in performing technical activities
- Create and update work orders and maintain filing system;
- Pick up parts and supplies;
- Maintain inventory levels and perform upkeep on all required parts and fluids;
- Compile, calculate, and maintain department cost records.

Additional Duties:

- Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- High School Diploma/GED;
- Two years of verifiable experience;
- State of Florida Driver's License;
- ASE Certification in one or more automotive specialty is required;
- Knowledge of mechanical functions, principles and techniques of auto repair is required.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Physical Requirements:

This role involves medium work, which could require exerting up to 50 pounds of force occasionally and up to 30 pounds frequently, and/or up to 10 pounds of force to constantly move objects. The following physical abilities are also required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing 1:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Hearing 2:** Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in

- order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
 - **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
 - **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
 - **Standing:** Particularly for sustained periods of time.
 - **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
 - **Talking 1:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 - **Talking 2:** Shouting in order to be heard above ambient noise level.
 - **Visual Acuity 1:** Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
 - **Visual Acuity 2:** Including color, depth perception, and field vision.
 - **Visual Acuity 3:** Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
 - **Visual Acuity 4:** Have visual acuity to operate motor vehicles and/or heavy equipment.
 - **Visual Acuity 5:** Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
 - **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



City of Doral, FL Classification Description

Classification Title: Chief of Construction
Department: Public Works
Pay Grade: 117
FLSA Status: Exempt

GENERAL STATEMENT OF JOB

The Chief of Construction is responsible for the preparation and administration of public right-of way and its consulting contracts. This position oversees and manages special projects as assigned by the Public Works Director. Additionally, this position identifies needs in order to provide essential services and supervises inspectors and construction related contractors and personnel as needed.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Oversees and administers major and minor roadway construction projects;
- Prepares technical correspondence, memorandums and reports in regards to pending assignments;
- Coordinates with residents, business owners, and other agencies regarding adjacent construction projects;
- Supervises and mentors the incumbent Project Inspectors;
- Reviews and approves invoices for constructions and inspection services and assists with yearly budget preparation;
- Manages Professional firms providing construction, engineering, and CEI inspection services;
- Coordinates with utilities prior to and during roadway construction projects;
- Manages grants during construction and prepares reimbursement packages;

Additional Duties:

- Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- A Bachelor's Degree in Engineering, Construction or related field is required
- A minimum of Three years of verifiable experience working in the Construction field;
- A minimum of two years of supervisory experience
- State of Florida Driver's License;

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Ability to prepare and/or process purchase orders.
- Ability to be held accountable for inventory/property management.
- Ability to manage or administer grant funds.
- Ability to make recommendations that impact the budget.
- Ability to manage the budget within assigned unit/division.
- Ability to determine allocation of budget among divisions.
- Ability to manage the budget within assigned department.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- Ability to use highly technical computer applications such as GIS or CAD.
- Ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery.
- Ability to create and guide implementation of capital improvement plans or programs.
- Ability to create plans for and guide implementation of major construction projects.
- Ability to prepare technical correspondence and reports in order to address any aspects of performing the above duties.
- Ability to keep Professional Engineering license current.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Needs to be knowledgeable regarding the standards for construction within Miami-Dade County.
- Needs to be knowledgeable in City, County, State and Federal requirements for traffic safety.
- Needs to be computer literate and proficient at Microsoft Excel, Word, Outlook, Access and ArcGIS as well as be able to quickly become proficient at City of Doral permitting software.
- Needs to be proficient at scheduling and tracking of project progress from planning to final execution.

- Needs to be able to facilitate creation of standard operating procedures to implement within the department.
- Ability to use highly technical computer applications, such as GIS or CAD.
- Ability to create and guide implementation of capital improvement plans or programs.
- Ability to create plans for and guide implementation of major construction projects.
- Ability to interact with constituents as well as other entities both public and private in a courteous and effective manner in order to always reflect well upon the City.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to express ideas or exchange ideas through speaking accurately, loudly, or quickly; and use visual acuity to perform activities such as viewing a computer terminal.
- Ability to balance on narrow, slippery or erratically moving surfaces; make rational decisions; express ideas through speaking accurately/loudly/quickly; walk from one work site to another.
- Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.



City of Doral, FL Classification Description

Classification Title: Constituent Services Coordinator

Department: Public Affairs

Pay Grade: 110

FLSA Status: Exempt

GENERAL STATEMENT OF JOB

This is highly responsible, professional, and administrative position that is responsible for assisting with administrative research and community relations activities which support the mission of the City. This position communicates directly with elected officials, executive staff, department managers, city staff, and the general public to respond to a wide variety of citizen and customer issues, especially those escalated to the City Council and City Manager's office. The incumbent is charged with the responsibility for developing and maintaining professional contacts with management representatives and officials at all levels of government in order to respond to constituent concerns. The work performed in this position has a significant impact on public perception and understanding of City services and the City's ability to respond to problems and issues of public concern with uniformity.

Work is performed under general supervision of the Communications and Protocol Manager. The employee is expected to exercise independent judgement and initiative in the performance of daily duties.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Communicates directly with customers, managers, and staff to research, and respond to difficult and/or escalated concerns related to City programs, policies, practices or actions.
- Develops long-term, mutually beneficial relationships with citizens/customers, as well as with City departments/staff.
- Provides information and consultation to City of Doral residents and customers regarding City services, programs and procedures.
- Provides direct contact with individual residential and commercial customers and citizen groups through in-person visits, email and telephone calls. Manages

- the receipt and handling of customer inquiries and complaints regarding City services and programs.
- Interacts and coordinates with other divisions and departments as necessary, to accomplish timely and consistent communications to the public.
 - Assures the proper operation of data tracking and management system to ensure all inquiries are responded to in a timely manner.
 - Conducts community based studies and surveys and makes recommendations for action.
 - Responsible for making public presentations as required.
 - Utilizes computer software and strong writing skills to generate correspondence, reports and presentation materials.
 - Maintains records of all communications/responses.

Additional Duties:

- Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- A Bachelor's Degree in Public Administration, Business administration, Marketing, Public Relations, Communications, or a related field is required;
- A minimum of three (3) years of verifiable experience in public information, public relations, public affairs/community relations/outreach is required;
- State of Florida Driver's License;

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Considerable knowledge of municipal organization and function.
- Ability to establish and maintain relationships with local government agencies, businesses and the public.
- Considerable knowledge of City policies, practices, services and implementations.
- Thorough knowledge of effective promotional and public relations activities.
- Considerable knowledge of accepted practices of employee relations and modern office practices.
- Ability to prepare complex analytical and technical reports.
- Ability to understand and implement complex oral and written instructions and gather information, prepare reports, and maintain records.

- Ability to exercise considerable independent judgment and concisely communicate responses to complex inquiries in accordance with ordinances, rules, departmental policies and procedures, and other regulations.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by the work.
- Skill in the use of computers and the associated programs and applications necessary for successful job performance.
- Fluency in English and Spanish with excellent verbal and written communication skills in both languages.
- Skill in organizing resources and establishing priorities.
- Ability to interpret and explain policies, procedures, and services to the general public.
- Must be a non-smoker.

Physical Requirements:

- Ability to make rational decisions; reach; make repetitive motions with the hands; express ideas by speaking accurately and concisely; use visual acuity to perform activities such as viewing a computer terminal, operating motor vehicles, and determining the accuracy of work.
- Ability to exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.



City of Doral, FL Classification Description

Classification Title: Executive Officer to the Police Chief
Department: Police
Pay Grade: 120
FLSA Status: Exempt

GENERAL STATEMENT OF JOB

The Executive Officer to the Police Chief provides support to the Police Chief in coordinating activities within the Police Department. This position oversees the functions of team members of the Office of the Chief. Additionally, this position routes all inquiries and assignments to the appropriate division for response. The incumbent may represent the Police Chief at meetings with the general public, local media, and various organizations. May act as a spokesperson for the Police Chief. This position participates in the policy decision-making process affecting the Police Department and advises the Police Chief and senior staff members on matters of organizational direction.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Assists the Police Chief in coordinating activities within the Police Department;
- Manages the staff function of the Office of the Police Chief;
- Manages the administrative budget and monitors expenses;
- Directs all inquiries and assignments to the appropriate division for response;
- Participates in the policy decision-making process affecting the Police Department;
- Conducts policies and procedures reviews to ensure compliance;
- Acts as the Health and Welfare Coordinator for the Police Department;
- May be in charge of a specific area of the Police Department as assigned by the Police Chief;
- Makes decisions in assigned areas of responsibility
- Assists with gathering data and preparing reports, generating and maintaining budget records and reviewing administrative procedures;
- Assists in the preparation of the annual budget and prepares monthly financial reports for the Police Department;

Additional Duties:

- Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- A Bachelor's degree and six (6) years of experience as a sworn police officer.
- First Line Supervision and Leadership courses are required.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Thorough knowledge of state and local laws, codes and ordinances governing search and seizure of property, arrest, admissibility of evidence and law enforcement activities.
- Thorough knowledge of law enforcement methods, practices and techniques.
- Considerable knowledge of traffic and criminal investigation procedures, techniques and problems.
- Considerable knowledge of supervisory principles and practices.
- Considerable knowledge of departmental rules, regulations and procedures.
- Considerable knowledge of the geography of the metropolitan area.
- Considerable knowledge of basic human behavioral characteristics and human relations techniques.
- Considerable knowledge of the structure and function of various law enforcement and government agencies.
- Knowledge of first aid principles and skill in their application.
- Knowledge of care and use of firearms.
- Ability to plan, assign and review the work of subordinate police officers, sergeants and other employees in a manner conducive to full performance and high morale.
- Ability to enforce laws with firmness, impartiality and respect for individual rights.
- Ability to react promptly and correctly in emergency or complex law enforcement situations.
- Ability to utilize subordinates, equipment and materials to effectively provide police services or the public in the area of assignment.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to deal persuasively and effectively with a variety of people in a variety of circumstances.
- Ability to obtain information through interview, interrogation and observation.
- Ability to review reports prepared by subordinates and to prepare clear and concise reports.
- Ability to establish and maintain effective working relationships with subordinates, superiors, department officials, officials of other government agencies and the public.
- Ability to read, retain and apply various state and local laws, codes and ordinances to a variety of law enforcement activities.
- Ability to be held accountable for inventory/property management.

- Ability to manage the budget within assigned unit/division.
- Ability to make recommendations that impact the budget.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- Ability to use highly technical computer applications, such as GIS or CAD.
- Ability to use or repair medium equipment and machinery, such as HVAC systems, construction equipment or water plants.
- Skill in the care and use of firearms.
- Physical strength and agility sufficient to perform assigned duties. The position of Police Lieutenant is considered a Staff Officer position within the Doral Police Department. The position of Police Lieutenant is administrative in nature requiring quick thinking and exceptional mental acuity and little to no physical exertion.

Physical Requirements:

- Ability to balance on narrow, slippery or erratically moving surfaces; climb, crawl, crouch, feel, finger, grasp, handle, kneel, lift, reach; receive information through oral communication; make rational decisions; make repetitive motions with the hands; express ideas by speaking accurately/loudly/quickly; stand for sustained periods of time; stoop by bending the body downwards; use visual acuity to perform activities such as viewing a computer terminal; and walk from one work site to another;
- Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.



City of Doral, FL Classification Description

Classification Title: Fixed Asset & Purchasing Coordinator
Department: Finance
Pay Grade: 107
FLSA Status: Non-Exempt

GENERAL STATEMENT OF JOB

This position is responsible for monitoring the financial system to track the purchase of capital and fixed assets; entering those assets into the financial system by capturing information (i.e. asset number, class code, serial number, acquisition date, simple description, cost, accounts, etc.); affixes inventory tags to designated assets and equipment and replaces damaged asset tags; and performs field inventory by physically locating, identifying, and counting assets. The incumbent enters manual counts and uploads bar code data from inventory results into the fixed asset management system and balances and reconciles asset and liability accounts to the general ledger.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Adds assets and CIP to the fixed asset database;
- Affixes inventory tags to designated assets and equipment; replaces damaged asset tags;
- Locates missing inventory, performs location transfers, and reconciles exceptions;
- Arranges and completes physical transfer/disposal of surplus/obsolete items, updates system accordingly;
- Reconciles Fixed Asset schedule to the GL and balances and reconciles asset and liability accounts to the general ledger;
- Receives, reviews, prepares, and/or processes purchase requisitions and orders, price quotes, vendor applications, vendor lists, etc. Investigates complaints, delivery problems, and contract deviations; and
- Performs any other duties as assigned by the Department Director.

Additional Duties:

- Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- Associates Degree is required;
- Two years of verifiable experience in a related field is required;
- State of Florida Driver's License;

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Physical Requirements:

This role involves medium work, which could require exerting up to 50 pounds of force occasionally and up to 30 pounds frequently, and/or up to 10 pounds of force to constantly move objects. The following physical abilities are also required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing 1:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Hearing 2:** Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or

- fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
 - **Standing:** Particularly for sustained periods of time.
 - **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
 - **Talking 1:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 - **Talking 2:** Shouting in order to be heard above ambient noise level.
 - **Visual Acuity 1:** Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
 - **Visual Acuity 2:** Including color, depth perception, and field vision.
 - **Visual Acuity 3:** Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
 - **Visual Acuity 4:** Have visual acuity to operate motor vehicles and/or heavy equipment.
 - **Visual Acuity 5:** Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
 - **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



City of Doral, FL Classification Description

Classification Title: Legal Office Manager

Department: Office of the City Attorney

Pay Grade: 117

FLSA Status: Exempt

GENERAL STATEMENT OF JOB

This position oversees the daily operations of the City Attorney's Office. This position is the liaison between the City Attorney and Staff. The Legal Office Manager is responsible for assigning and ensuring tasks are completed on time. This position reports directly to the City Attorney.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- **Monitors all activities within the City Attorney's Office;**
- **Performs legal research on various legal issues, concerns, complaints, pending lawsuits, and other legal matters for the City Attorney.**
- **Receives Independent Contractor Agreements, Community Partnership Agreements, and Agreements for Art Displays to review correctness, obtain City Attorney approval, and deliver to the City Clerk for processing;**
- **Attends weekly staff Meeting/Agenda Review to review upcoming agendas and share department activities;**
- **May provide coverage for the Executive Assistant to the City Manager when out of office;**
- **Compiles data for preparation of legal documents;**
- **Provides assistance to professional legal staff with pending litigation;**
- **Works with Procurement Division to finalize agreements for the City Manager's/City Council's approval;**
- **Prepares resolutions, ordinances, contracts, agenda items for the City Attorney's review and approval;**
- **Coordinates the agenda process with the City Clerk and City Manager or designee;**
- **Responsible for maintaining court dockets, completing legal forms, scheduling hearings and trials for the City Attorney;**

- Prepares documents for pleadings, briefs, legal opinions, and litigation reports concerning status of cases; addresses resident/attorney issues;
- Ensures the preparation, submission, filing, and response to complaints with established time frames for the City Attorney;
- Answers and routes phone calls, receives the public, provides customer information and assistance as required;
- Responds to inquiries from employees, citizens, and others and refers, when necessary, to appropriate persons;
- Assists with Public Records Requests for routing and records;
- Inputs data to standard office and department forms; compiles data for various reports;
- Coordinates travel plans for staff, as directed;
- Maintains appropriate confidentiality;
- Establishes and maintains filing systems and indexes using independent judgement.

Additional Duties:

- Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- A Bachelor's Degree on Public Administration or related field is required;
- A minimum of three years of progressively responsible experience that includes office and administrative work is required;
- Legal Certificate is preferred.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Comprehensive knowledge of office practices and procedures including filing and basic record keeping. Good knowledge of the operation of standard office equipment including work processing and computer equipment.
- Thorough knowledge of modern office practices and procedures.
- Considerable knowledge of the organizational structures, functions, operations, objectives and goals of municipal government, including the Public Records law.
- Thorough knowledge of legal office practices, procedures, techniques, terminology, and filing systems.
- Considerable knowledge of phone systems and excellent phone etiquette.
- Considerable knowledge of public relations, organization and time management.
- Good knowledge of English usage, spelling, grammar and punctuation. Good

knowledge of business letter writing and typing formats. Good knowledge of basic mathematics.

- Ability to work independently on complex and confidential tasks.
- Ability to interact with public, employees and City officials effectively in a professional, courteous and diplomatic manner.
- Ability to speak effectively before groups of residents or employees of organization.
- Ability to communicate clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with those contacted in the course of work; ability to organize and maintain accurate records and files; ability to learn the operation, policy and procedures of the City and the assigned department or office.
- Ability to read and interpret documents such as operating equipment instructions, ordinances, and resolutions.
- Ability to deal with non-routine matters such as assigning, receiving, and completing complex work without recourse to the City Attorney.
- Ability to maintain legal files.
- Ability to follow instructions/directions.
- Ability to work with minimal supervision.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to feel, finger, grasp, reach, handle; receive information through oral communication; make rational decisions; express ideas by speaking accurately/loudly/quickly; shout in order to be heard above ambient noise level; make repetitive motions with the hands; use visual acuity to perform activities such as viewing a computer terminal, making general observations of facilities and performing visual inspections; and walk from one work site to another.
- Ability to exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.



City of Doral, FL Classification Description

Classification Title: Park Ranger
Department: Police
Pay Grade: 108
FLSA Status: Non-Exempt

GENERAL STATEMENT OF JOB

This position is responsible for patrolling City of Doral parks, facilities, and grounds. Informs patrons about park rules and regulations; to include codes and ordinances. The Park Ranger's duties include: patrolling of park property by foot or by vehicle, the enforcement of City of Doral ordinances, and ensuring the safety of patrons and employees while at City park properties. Park Ranges are unarmed and have authority under the City's Code to enforce park rules, issue park exclusions, warnings, and/or citations when necessary. Specific assignments are received from the park Ranger's supervisor(s).

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Patrols assigned City of Doral parks and facilities;
- Enforces applicable laws, codes, ordinances, and other regulations by issuing warnings and written notices of violations to the appropriate authorities;
- Uses radio communication equipment to call Law Enforcement Officers, Emergency medical Services, or other personnel when required;
- Prepares incident reports and logs in accordance with departmental rules, regulation, and procedures;
- Exercises independent judgement in determining the appropriate course of action when dealing with public nuisances, group conflict, and general public interactions and determines when situations require law enforcement assistance/intervention;
- Detects and investigates any reported or unreported hazards, possible safety problems, and violations within the park grounds and facilities;
- Interacts effectively with the public; greets park visitors and explains park rules, regulations, and City ordinances; provides directions and handles public inquiries and complaints;
- Testifies in court concerning work activities or Special Magistrate as needed;
- Provides public assistance, including but not limited to first aid and traffic control;

Additional Duties:

- Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- Associates Degree is required;
- Two years of verifiable experience in a related field is required;
- Valid State of Florida Driver's License;
- Certification in CPR and First Aid during the first 6 months of employment and maintain certifications for continued employment
- Employees in this class will be required to satisfactorily complete a departmental training course. The contents and training include, but is not limited to, constitutional, criminal law, City Ordinances, rules of evidence, crash investigation, first responder techniques, traffic direction and control, parking enforcement, report writing, trial procedures and testimony, crime scene investigation, physical training and conditioning, and practicum exercises.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must be able to work variable hours and shift schedules as needed.
- Knowledge of departmental rules, regulations, and procedures.
- Knowledge of public relations principles and techniques.
- Knowledge of basic legal concepts as they relate to the classification of crimes.
- Knowledge of the principles and practices of first aid.
- Knowledge of the various reports and forms utilized in the course of work.
- Knowledge of the traffic laws of the State of Florida.
- Knowledge of basic chemistry concepts related to latent fingerprint processing.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.
- Ability to exercise judgment in dealing with human interactions.
- Ability to prepare a variety of specialized reports.
- Ability to use mobile or hand-held radio equipment and related communications equipment.
- Ability to render first aid.
- Ability to weigh facts and maintain objectivity in making decisions.
- Ability to exercise tact, diplomacy and courtesy in dealing with a variety of people.
- Ability to operate a motor vehicle.
- Ability to control situations requiring traffic direction.
- Ability to receive instruction from various superiors on an ever-changing basis.

- Ability to adjust to changes in assignments without undesirable effects upon performance.

Physical Requirements:

- Ability to sit for extended periods of time while driving a motor vehicle maintaining constant vigilance to the surrounding area.
- Ability to sit for extended period of time at computer.
- Ability to move or drag up to 165 lbs without assistance; carry up to 50 lbs short distances without assistance.
- Ability to stand for extended periods in the roadway, in all kinds of weather conditions, while moving hands and arms above shoulders and operating a whistle.
- Ability to participate in rigorous physical exercises including running, sit-ups, squats, climbing, pushing and pulling during the departmental training course.