



**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee R. Feldman, ICMA-CM, City Manager

**DATE:** February 4, 2014

**TITLE:** SECOND READING - Ordinance amending Schedule I of the Pay Plan to remove one (1) class and amending Schedule II of the Pay Plan to add one (1) class

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**Recommendation**

It is recommended that the City Commission approve an ordinance on second reading amending Schedule I (Supervisory, Professional, and Management employees – P.E.R.C. Exempt) and Schedule II (Non Bargaining Unit Confidential) of the Pay Plan. This recommendation is to change one (1) job classification from Schedule I to Schedule II of the Pay Plan.

**CHANGE OF PAY GRADE FROM SCHEDULE I TO SCHEDULE II**

**Paralegal Assistant, Classification No. 125, from Pay Grade M19, Management Category V, (\$43,825.60 - \$66,144.00), to Pay Grade C45, Confidential, (\$44,366.40 - \$68,515.20).**

This position is responsible for assisting the City Attorney's Office and Police Legal Advisor's division of the City Attorney's Office with a variety of legal support activities and assignments. Work includes, but is not limited to, performing legal research, conducting legal inquiries, preparing legal documents and gathering information for cases in various stages of litigation. Employees conduct research and analyze law sources, and complete a wide variety of legal work assignments under the direction of an attorney.

**Background**

A job audit was recently conducted by the Human Resources Department to determine the appropriate job classification of the paralegal position to ensure it is correctly compensated. The audit revealed that all legal matters involving the City require the direction of an attorney. Therefore, the Human Resources Department's recommendation is to change the status from Management - exempt to Confidential - non-exempt. This action will impact the two (2) incumbents in the following manner:

1. Change of pay grade from M019, Management Category V, (\$43,825.60 -

\$66,144.00) to Confidential Class C045 (\$44,366.40 - \$68,515.20).

2. Loss of four (4) Management Vacation Days and \$960 expense allowance annually. However, as the Management Vacation Days have already been awarded for this payroll year, they may be used or cashed out at a rate of 75% as usual. Management Vacation Days and the expense allowance will not be awarded in the future.

This item was passed on first reading at the January 22, 2014 City Commission meeting via Commission Agenda Memo (CAM) #13-1633.

**Resource Impact:**

This change will result in an estimated savings to the City in the amount of \$2,270.00, which may be reduced by any overtime earned by the incumbents or any merit increases earned in this fiscal year as a result of the higher maximum salary.

**Strategic Connections:**

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included in the Cylinder of Excellence Goal 11: Be a well-trained, innovative, and neighbor-centric workforce that builds community, Objective 1: Foster professional and rewarding careers.

This item advances the *Fast Forward Fort Lauderdale Vision Plan 2035: We are united.*

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