



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

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

**DATE:** September 3, 2014

**TITLE:** FIRST READING – Ordinance amending Section 20-83 of the City Code of Ordinances designating classes as “administrative assistants to the City Manager”; amending Schedule I of the Pay Plan to create two (2) classes and modify several classes; and to provide for a two percent (2%) general wage increase to Pay Schedule I and Schedule II ranges and employee wage rates effective the first full pay period in October 2014.

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**Recommendation**

It is recommended that the City Commission approve an ordinance on first reading amending Schedule I (Supervisory, Professional, and Management employees – P.E.R.C. Exempt) of the City’s Pay Plan to add the classifications of 1) Principal Financial Management Analyst and 2) Assistant Director of Sustainable Development, and designating the following classes as “administrative assistants to the City Manager” by amending Section 20-83 of the City Code of Ordinances: Administrative Assistant I, Administrative Assistant II and Principal Financial Management Analyst.

Further, it is recommended that the Assistant Director of Sustainable Development classification be added to the City’s Pay Plan in the classified service and the title of Economic Development Manager be revised to Economic Development Administrator.

Finally, it is also recommended that the Schedule I and Schedule II (Non-Bargaining Unit Confidential Employees) salary ranges, and respective employee wage rates, be increased by two percent (2%) effective the first full pay period in October 2014.

**Background**

**CREATING NEW JOB CLASSES AND DESIGNATING THEM AS “ADMINISTRATIVE ASSISTANTS TO THE CITY MANAGER”:**

- *Class 998, Principal Financial Management Analyst, Pay Grade M030, Management Category IV (\$57,553.60 - \$88,878.40 annually)*

This classification is necessary to continue to build community by managing a variety of budget, policy and strategic issues, as well as continued analysis of departmental performance and alignment to the City Commission's strategic goals and budget. The position of Principal Financial Management Analyst is responsible for overseeing the preparation and completion of the annual Operating Budget and Five Year Community Investment Plan and directing and coordinating the work of other personnel.

This is highly responsible managerial, administrative and work of considerable difficulty in the Division of Budget/CIP (Community Investment Plan) in the City Manager's Office. Work includes performing budget monitoring, forecasting and control work and requires close attention to detail and a high level of analytical ability in order to provide input in the formulation of the City's budget and identifying areas of concern.

City Charter Section 4.07. Assistants to the city manager, states (in part) that assistant city managers and all other professional managerial and administrative employees in the office of the city manager shall be in the exempt service and may be suspended, demoted or removed by the city manager. Further, this section states that the compensation of such members of the city manager's staff who are in the exempt service shall be established by the provisions of the city's pay plan.

Charter Section 6.02. Classified and non-classified service, enumerates the positions and levels that are in the non-classified service. This section includes the category of "administrative assistants to the city manager".

The City Commission adopted Ordinance No. C-11-38 on November 15, 2011 to further clarify the non-classified service jobs and functions in the City Manager's Office that are within the above described category. The classifications of Structural Innovation Manager, Budget Manager, Public Affairs Manager and Neighbor Services Manager were defined as "administrative assistants to the city manager". In subsequent actions in 2012 and 2013, the City Commission also added Performance Analyst, Senior Performance Analyst, Financial Management Analyst, and Senior Financial Management Analyst to the list of "administrative assistants to the city manager."

In accordance with these past actions, it is recommended that the City Commission approve the designation of Administrative Assistant I, Administrative Assistant II, and Principal Financial Management Analyst as "administrative assistants to the city manager," by amending Section 20-83 of the City Code of Ordinances. Any employees who are currently covered by a collective bargaining agreement will not be impacted, but those positions will be converted to non-classified in the future as they become vacant.

## CREATE NEW JOB CLASS AND MODIFY TITLE OF ANOTHER:

- *Class 577, Assistant Director of Sustainable Development, Pay Grade M046, Management Category II (\$85,425.60 - \$138,652.80 annually)*

This classification is necessary to provide management oversight of the Business Manager, Economic & Community Reinvestment and Housing & Community Development Divisions, budget development, performance management, and finance operations. This is highly responsible managerial, administrative and professional work of unusual difficulty assisting the department director in directing and coordinating the Department's functions.

The employee in this class relieves the department director of the day-to-day technical and supervisory detail work of the assigned divisions. Duties include participation in the formulation, implementation and enforcement of divisional policies, and handling a wide variety of special projects and assignments of high complexity, priority and importance. Work involves providing technical aid to subordinates and conducting investigations and analyses of procedures related to the effective operation of the divisions. The employee establishes goals, objectives and work plans through subordinate personnel and ensures that results are achieved.

- *Class 815, change from Economic Development Manager to Economic Development Administrator, Pay Grade M037, Management Category III (\$68,390.40 - \$105,164.80 annually).*

This is a title change to be used for positions within the Community Redevelopment Area (CRA) Divisions of the Department of Sustainable Development.

## GENERAL WAGE INCREASE

It is recommended that Schedule I and Schedule II ranges, and applicable employee wage rates, be modified by a two percent (2%) general wage increase, effective the first full pay period in October 2014. This will mirror the provisions included in the respective Fraternal Order of Police (FOP) collective bargaining agreements (CBAs), which were ratified earlier this Fiscal Year. Identical provisions are also being proposed for the collective bargaining groups (Federation and Teamsters) still negotiating with the City. However, the Management and Confidential employee groups (Pay Schedules I and II) are not represented by a collective bargaining group, and thus must be handled separately through Pay Ordinance revisions.

## Resource Impact

There is no fiscal impact for the Principal Financial Management Analyst, Assistant Director of Sustainable Development, and Economic Development Administrator actions, as the actions are for the creation of the respective classifications. Similarly, there is no impact for designating the applicable positions as administrative assistants

to the City Manager.

There is an estimated fiscal impact of \$264,000 in fiscal year 2015 for the general wage increase for the Pay Schedule I and II employees. Funding for the general wage increase is contingent upon approval and appropriation of the FY 2015 budget. The current and proposed pay schedules are included as exhibits.

**Strategic Connections:**

This item is a Press Play Fort Lauderdale Strategic Plan 2018 initiative, included within the Internal Support Cylinder of Excellence, specifically advancing:

- Goal 11: Be a well-trained, innovative and neighbor-centric workforce that builds community.
  - Objective 1: Foster professional and rewarding careers
    - Initiative 4: Explore employee engagement tools
    - Initiative 5: Develop a succession planning program to ensure knowledge transfer for critical positions
    - Initiative 6: Improve the communication of City policies and procedures
- Goal 12: Be a leading government organization, managing resources wisely and sustainably.
  - Objective 1: Foster professional and rewarding careers
    - Initiative 1: Achieve a structurally balanced budget through viable revenue sources, smart financial management, comprehensive financial forecasting, and results-oriented and efficient services.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are United*.

Attachments:

- Exhibit 1- Current Pay Schedule I
- Exhibit 2- Current Pay Schedule II
- Exhibit 3- Proposed Pay Schedule I
- Exhibit 4- Proposed Pay Schedule II
- Exhibit 5- Proposed Ordinance

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