



CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING

#15-1193

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

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

DATE: October 6, 2015

TITLE: Ordinance amending Schedule I of the Pay Plan amending the title of three (3) classifications; creating three (3) new classifications; and amending Section 20-83 of the City Code of Ordinances designating three (3) classes as "administrative assistants to the City Manager."

Recommendation

It is recommended that the City Commission approve an ordinance amending Schedule I (Supervisory, Professional, and Management employees – P.E.R.C. Exempt) of the City's Pay Plan to amend the title of three (3) classifications, and to create three (3) new classifications and designate them as Administrative Assistants to the City Manager.

Background

AMEND THE TITLE OF THREE (3) CLASSIFICATIONS:

- *Class 908, from Assistant to the City Manager to Senior Assistant to the City Manager, Pay Grade M037, Management Category III (\$69,763.20 - \$110,489.60 annually).*

It is recommended that the Assistant to the City Manager classification be retitled to Senior Assistant to the City Manager. The revision of this title and creation of a lower level Assistant to the City Manager classification will allow for growth and development opportunities in this area, and provide greater distinction in the level of each classification.

- *Class 097, from Assistant Employee Relations Director to Assistant Employee Relations Manager, Pay Grade M032, Management Category III (\$61,672.00 - \$97,676.80 annually).*

It is recommended that the Assistant Employee Relations Director classification be retitled to Assistant Employee Relations Manager. The revision of this title will more accurately reflect its level of responsibility in the organization and more closely align with the title of its supervisor, the Employee Relations Manager.

- *Class 728, from Auditorium Manager to Auditorium Operations Manager, Pay Grade M020, Management Category V (\$45,843.20 - \$69,097.60 annually).*

On September 8, 2015, the City Commission adopted Ordinance No. C-15-1071 amending the class title of Stage and Operations Manager to Auditorium Manager. However, the ordinance should have reflected amending the class title of Stage and Operations Manager to Auditorium Operations Manager. This will correct that error.

CREATE THREE (3) NEW JOB CLASSIFICATIONS:

- *Class 435, Chief Service Officer, Pay Grade M037, Management Category III (\$69,763.20 - \$110,489.60 annually)*

This classification develops and implements the City's comprehensive service plan to promote service and volunteerism throughout the City, and focuses volunteer resources to their greatest impact. This is a senior staff member reporting to the City Manager or appropriate designee.

Duties include convening neighbors, nonprofit organizations, local universities, local funders, administrative experts and other key stakeholders to conduct an assessment of existing service levels and to develop a comprehensive service plan. The incumbent produces a coordinated citywide plan with detailed and specific initiatives to increase service. They develop collaborative working relationships with local and state service partners and colleges and universities. The employee in this role also secures additional funding from federal and state programs, grant programs, and other philanthropic resources.

There is an employee currently performing these duties under this working title, at the same pay grade and management category. The creation of this classification will formalize this title and the employee will be reclassified into this newly created classification.

- *Class 346, Management Analyst, Pay Grade M027, Management Category IV (\$54,496.00 - \$84,219.20 annually).*

This classification is necessary to coordinate management, operational and administrative projects that address the various needs and desires of the City. The position of Management Analyst will be a responsible advisory and professional staff for a major departmental official or as a member of the City Manager's Office staff. This is an entry-level professional position in the career ladder as a professional municipal administrator.

An employee in this class is responsible for planning, developing, analyzing, evaluating, advising on, and improving various management control systems, programs and policies, work methods and procedures. At the direction of an

administrative superior, this employee may analyze and evaluate major segments of the organization and, based on study findings, develop recommendations and advice to management for improving the effectiveness and efficiency of programs and operations management.

- *Class 501, Assistant to the City Manager, Pay Grade M027, Management Category IV (\$54,496.00 - \$84,219.20 annually).*

This classification will be serving as direct support to the City Manager handling management, operational and administrative projects. This is an entry-level professional position in the career ladder as a professional municipal administrator.

There is an employee currently performing these duties under this working title, at the same pay grade and management category. The creation of this classification will formalize this title and the employee will be reclassified into this newly created classification.

DESIGNATING THREE (3) CLASSIFICATIONS AS “ADMINISTRATIVE ASSISTANTS TO THE CITY MANAGER”:

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 clarify the non-classified service jobs and functions in the City Manager’s Office that are within the above described category. Additional classifications in the City Manager’s Office have also since been designated as “administrative assistants to the city manager.”

It is recommended that the City Commission approve the designation of Chief Service Officer, Management Analyst (in the City Manager’s Office), and Assistant to the City Manager as “administrative assistants to the city manager”, by amending Section 20-83 of the City Code of Ordinances. As these classifications will be “professional managerial and administrative employees in the office of the city manager”, pursuant to City Charter Section 4.07, they shall be in the exempt service.

Resource Impact

There is no fiscal impact for the amendment of a classification title, creation of the

classifications or designating them as administrative assistants to the City Manager.

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

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

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