



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#16-0554

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

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

DATE: May 3, 2016

TITLE: Ordinance Amending Schedule I of the Pay Plan Creating Three (3) New Classifications; Amending the Title of Two (2) Classifications; Amending the Class Number for Three (3) Classifications; Amending Section 20-83 of the City Code of Ordinances Designating Four (4) Classes as "Administrative Assistants to the City Manager" and Revising One Title; and Amending the Schedule I Special Pay Practices of the Pay Plan to Create Recruitment and Retention Pay for Certain Classifications.

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) of the City's Pay Plan to create three (3) new classifications; amending the title of two (2) classifications; amending the class number for three (3) classifications; designating four (4) classes as Administrative Assistants to the City Manager and revising one title; and amending the Schedule I Special Pay Practices of the Pay Plan to create Recruitment and Retention Pay for certain classifications.

Background

CREATE THREE (3) NEW JOB CLASSIFICATIONS:

- *Class 920, Assistant Neighbor Support Manager, Pay Grade M032, Management Category III (\$62,712.00 - \$99,340.80 annually).*

This classification is necessary to provide appropriate staffing in the Neighbor Support Division of the City Manager's Office in order to provide a central resource for quality outreach and enhanced services to our neighbors, visitors and partnering agencies while building an approachable government across all segments of the community by actively listening and responding to the community. The position is responsible for strengthening the partnership between our neighbors and the City by coordinating City services, responding to over 2,700 City Commission and/or neighbor-initiated requests annually, and reaching out to neighborhood and business associations. This classification also provides succession planning within the division.

This is professional analytical and supervisory work. An employee in this class administers the grant applications and awards with over 60 neighborhood projects under both the Neighborhood and Business Community Investment Programs (NCIP/BCIP), oversees the Neighbor Volunteer Office which provides over 1,700 meaningful volunteer opportunities and four major events annually, the Adopt-A-Neighbor and Adopt-A-Street Programs, and the Homeless Strategy Initiative which administers the Chronic Homeless Housing Collaborative grant (CHHC). This position routinely attends neighborhood association and community meetings, the Council of Fort Lauderdale Civic Associations' monthly meetings and City Commission meetings to provide additional outreach while fostering transparency in government.

- *Class 929, Assistant Structural Innovation Manager, Pay Grade M032, Management Category III (\$62,712.00 - \$99,340.80 annually).*

This classification is necessary to provide appropriate staffing in the Structural Innovation Division of the City Manager's Office to lead International Organization for Standardization (ISO) certification efforts, management planning and performance analysis to ensure the City's strategic plan drives department objectives and service delivery. This classification also provides succession planning within the division.

This is professional analytical and supervisory work. An employee in this class leads cross-departmental teams in support of obtaining and maintaining ISO certification and other strategic process improvement programs in support of the City's Strategic Management System, FL²STAT. Focus is on performance analysis and measuring results, and developing monitoring and accountability tools. Emphasis of this work is on collecting, analyzing, and summarizing data into a professional work product including observations and recommendations, and assisting staff with operational decisions or modifications of departmental procedures.

- *Class 928, Professional Standards Manager, Pay Grade M040, Management Category III (\$76,377.60 - \$121,014.40 annually).*

On January 22, 2003, the City Commission adopted Ordinance Number C-03-01 creating a department entitled the Office of Professional Standards (OPS) and establishing the duties and responsibilities of the department and department director. The OPS Director reported directly to the City Manager and would regularly communicate with the City Manager on all matters of organizational concern. In 2011, the OPS Director position was eliminated and the functions of OPS were merged into the Human Resources Department. Those functions include investigating and resolving complaints of discrimination and unfair treatment and reviewing violations of City policy or standards of professional conduct.

An employee in this class would take a lead role in administering the City's internal investigative process including resolving Equal Employment Opportunity complaints, unjust and unfair treatment complaints, workplace conflicts, interpersonal communication issues, and departures from professional standards of conduct. The employee(s) and the functions of OPS will fall under the City Manager's Office.

AMENDING THE TITLE OF TWO (2) JOB CLASSIFICATIONS:

- *Class 113, from Senior Public Information Specialist to Assistant Public Affairs Manager, Pay Grade M032, Management Category III (\$62,712.00 - \$99,340.80 annually).*
- *Class 983, from Neighbor Services Manager to Neighbor Support Manager, Pay Grade M041, Management Category III (\$78,332.80 - \$124,009.60 annually).*

The revision of these titles will more accurately reflect the current responsibilities for the classifications and ensure consistency with similar classifications at the same level.

AMENDING THE CLASS NUMBER FOR THREE (3) CLASSIFICATIONS

On June 19, 2012, the City Commission adopted Ordinance Number C-12-22 on second reading, in part establishing Class No. 990, Financial Management Analyst. On October 20, 2015, the City Commission adopted Ordinance Number C-15-38 on second reading, in part establishing Class No. 501, Assistant to the City Manager and Class No. 346, Management Analyst. The assignment of these class numbers to these classifications was in error, as they were already assigned to another classification. To correct this error, it is recommended that the City Commission amend the class numbers as follows:

<u>Class No.</u>	<u>Class Title</u>
501 <u>926</u>	Assistant to the City Manager
990 <u>979</u>	Financial Management Analyst
346 <u>436</u>	Management Analyst

DESIGNATING FOUR (4) CLASSIFICATIONS AS "ADMINISTRATIVE ASSISTANTS TO THE CITY MANAGER" AND REVISING ONE TITLE IN SECTION 20-83 OF THE CITY CODE OF ORDINANCES:

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 Assistant Neighbor Support Manager, Assistant Structural Innovation Manager, Assistant Public Affairs Manager, and Professional Standards Manager as "administrative assistants to the city manager," by amending Section 20-83 of the City Code of Ordinances. Additionally, with the title change for the Neighbor Services Manager outlined above, Section 20-83 of the City Code of Ordinances needs to be amended to change the title there as well.

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.

AMENDING THE SCHEDULE I SPECIAL PAY PRACTICES OF THE PAY PLAN TO CREATE RECRUITMENT AND RETENTION PAY FOR CERTAIN CLASSIFICATIONS:

Construction and development are at an all-time high in the City of Fort Lauderdale. Similarly, there is a high demand for qualified employees in the building plans examination and construction inspection fields throughout the region. Many local government jurisdictions and private employers are competing for the same qualified applicant pool.

To attract the most qualified applicants and retain the current employees performing this work, the City amended its agreement with Teamsters Local Union 769 (Teamsters) in September 2015 to provide for Recruitment and Retention Pay for certain classifications, including Electrical Plans Examiner, Mechanical Plans Examiner, Plumbing Plans Examiner, Structural Plans Examiner, Building Inspector, Building Inspector II, and Building Inspector III.

In an effort to treat Management employees similarly, to attract and retain them during this high demand period, the Administration now proposes to create Recruitment and Retention Pay for the following Management employee group classifications:

- Chief Building Inspector

- Current Salary Range: \$59,696.00 - \$92,185.60
 - Proposed "Recruitment and Retention Pay": \$963.30 monthly
- Chief Electrical Inspector
 - Current Salary Range: \$59,696.00 - \$92,185.60
 - Proposed "Recruitment and Retention Pay": \$963.30 monthly
- Chief Mechanical Inspector
 - Current Salary Range: \$59,696.00 - \$92,185.60
 - Proposed "Recruitment and Retention Pay": \$963.30 monthly
- Chief Plumbing Inspector
 - Current Salary Range: \$59,696.00 - \$92,185.60
 - Proposed "Recruitment and Retention Pay": \$963.30 monthly
- Assistant Building Official
 - Current Salary Range: \$67,579.20 - \$104,332.80
 - Proposed "Recruitment and Retention Pay": \$1,676.33 monthly
- Building Official
 - Current Salary Range: \$82,326.40 - \$130,291.20
 - Proposed "Recruitment and Retention Pay": \$1,676.33 monthly

The Teamsters employees receiving Recruitment and Retention pay began receiving their incentive pay in October 2015, and it is scheduled to end in September 2016 with the expiration of the agreement. The Management employees being given Recruitment and Retention pay under this ordinance will receive their incentive pay for 12 months duration, beginning June 1, 2016, and ending May 31, 2017. Should the Teamsters successor agreement include additional time for the Recruitment and Retention pay, it is the Administration's intent to similarly extend the pay for the Management employees for an equal duration.

Resource Impact

There is no fiscal impact for creation of the classifications, amending the Class Number or designating classifications as administrative assistants to the City Manager. The impact for providing Recruitment and Retention pay for the outlined classifications, assuming an effective date of May 1, 2016, is \$42,029 for the remainder of FY 2016, as outlined below.

<i>Funds available as of April 25, 2016</i>					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
140-DSD034002-1101	Building Permits	Salaries & Wages/ Permanent Salaries	\$5,411,565	\$2,557,448	\$36,030
140-DSD034002-2299	Building Permits	Fringe Benefits/ Pension – Def Cont	\$2,099,762	\$808,690	\$3,243
140-DSD034002-2301	Building Permits	Fringe Benefits/ Social Security/ Medicare	\$2,099,762	\$808,690	\$2,756
TOTAL AMOUNT ►					\$42,029

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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