



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

**#18-0632**

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

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

**DATE:** July 10, 2018

**TITLE:** Ordinance Amending Schedule I of the Pay Plan of the City of Fort Lauderdale, Florida, by Creating Two (2) New Job Classifications and Amending Section 20-83 of the Code of Ordinances of the City of Fort Lauderdale, Florida, by Designating One (1) Class as an Administrative Assistant to the City Manager

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**Recommendation**

It is recommended that the City Commission adopt an ordinance: amending Schedule I of the Pay Plan of the City of Fort Lauderdale, Florida, by creating two (2) new job classifications; and amending Section 20-83 of the Code of Ordinances of the City of Fort Lauderdale, Florida, by designating one (1) class as an Administrative Assistant to the City Manager

**Background**

Amend Schedule I of the Pay Plan by Creating Two New Job Classes

*Class 0100M, Occupational Safety and Training Coordinator, Pay Grade M029, Management Category IV, (\$59,196.80 - \$91,499.20 annually)*

The *Occupational Safety and Training Coordinator* will provide safety support and information to City employees by identifying safety-training needs, developing and delivering employee safety orientation and training programs utilizing in-house resources and consultants when needed. Additionally, the incumbent will conduct and/or assist in post-accident, injury and illness investigations and reports; analyze accident, loss, and exposure reports to identify possible causes and hazards, and prepare comprehensive recommendations for corrective action to eliminate or minimize potential hazards; assist with the development of safety policies and procedures in compliance with local, state, and federal rules and regulations including Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT).

*Class 0899M, Executive Assistant to the City Manager, Pay Grade M027, Management Category IV, (\$56,305.60 – \$87,048.00 annually)*

It is recommended that the City Commission amend Schedule I of the Pay Plan and Section 20-83 of the Code of Ordinances to include the position of *Executive Assistant to the City Manager* and to approve the designation of this new class as an “administrative assistant to the city manager” in the City’s non-classified service:

This *Executive Assistant to the City Manager* is responsible for providing highly responsible administrative support to the City Manager. This is an advanced administrative position and is distinguished from other administrative positions by the higher level complexity of assignments and broad scope of responsibility working with a high level of sensitive and confidential matters. Assignments require independent judgment and involve high-level interactions with executive management and elected officials.

#### Section 20-83 of the Code of Ordinances

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 including the category of “administrative assistants to the city manager.”

#### **Resource Impact**

There is no budgetary impact for this action.

#### **Strategic Connection**

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
  - Objective 3: To continuously improve and innovate communication and service delivery
    - Initiative 4: Explore employee engagement tools
    - Initiative 5: Develop a succession planning program to ensure knowledge transfer for critical positions
- Goal 12: Be a leading government organization, managing resources wisely and sustainably.
  - Objective 1: Ensure sound fiscal management
    - 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 Community.

**Attachments**

Exhibit 1 – Ordinance No. C-18-13 from May 1, 2018

Exhibit 2 – Ordinance

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