

RESOLUTION No. 15-92

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTIONS, APPLICABLE SALARY, AND APPLICABLE PERFORMANCE MEASURES AND METRICS FOR CITY PERSONNEL NEW POSITIONS FOR THE 2014–15 FISCAL YEAR BUDGET; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the approved and adopted 2014–2015 Fiscal Year Budget for the City of Doral (the “City”) did not contemplate the creation, or provide funding for the newly created position in the City, including: “Technology Project Manager, Senior System Analyst” (“the Positions”); and

WHEREAS, Section 2-7 of the City Code of Ordinance requires, in part, that “the creation of new full time employment positions” be approved by the Mayor and City Council, along with “[a] complete description of the duties and responsibilities of the position created or modified; [t]he applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and [t]he applicable performance measures and metrics to be utilized in assessing the performance of individuals that will be hired to fill the position created or modified”; and

WHEREAS, Staff has recommended approval of the job description, salary scales, and performance measures and metrics, associated with the Position, as provided in the May 1, 2015 Memorandum From the Human Resources Director, which is attached hereto as Exhibit “A” and incorporated herein and made a part hereof by this reference.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL
OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:**

Section 1. Recitals. The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval. The job description, salary scales, and performance measures and metrics associated with the “Technology Project Manager, Senior System Analyst” as identified in Exhibit “A” are hereby approved.

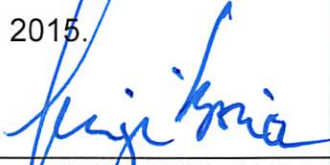
Section 3. Implementation. The City Manager and the City Attorney are hereby authorized to take such other action as is necessary to implement the provisions of this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Councilmember Rodriguez who moved its adoption. The motion was seconded by Vice Mayor Ruiz and upon being put to a vote, the vote was as follows:

Mayor Luigi Boria	Yes
Vice Mayor Sandra Ruiz	Yes
Councilman Pete Cabrera	Yes
Councilwoman Christi Fraga	Yes
Councilwoman Ana Maria Rodriguez	Yes

PASSED AND ADOPTED this 13 day of May, 2015.



LUIGI BORIA, MAYOR

ATTEST:



CONNIE DIAZ, CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE SOLE USE
OF THE CITY OF DORAL



WEISS, SEROTA, HELFMAN, COLE, & BIERMAN, PL
CITY ATTORNEY

EXHIBIT “A”



Memorandum

Date: May 1, 2015

To: The Honorable Mayor and Members of the City Council

From: Francisco Rios, Human Resources Director

Subject: Establishment of New Positions, for the 2014-2015 Fiscal Budget

As per the Information Technology Department's request, the Human Resources Department has been working in preparing the establishment of two new classifications with its respective job descriptions. If approved, these positions will be part of the 2014-2015 Fiscal Budget.

- **Software Developer (vacant);** is being reclassified to **Technology Project Manager**. The role of this position includes preparation for upcoming initiatives and projects. This position plans, initiates and manage all Information Technology projects. Leads and guides the work of all technical project team and serves as the liaison in all aspects of the project. The Technology Project Manager ensures that all deadlines, standards and cost targets are met. The proposed salary range for this position is **\$65,483.17 - \$104,773.08**.
- **System Analyst (vacant);** is being reclassified to **Senior System Analyst**. This job classification provides leadership and coordination for projects within the City. This individual will provide technical direction and supervision to the analyst team in the development and implementation of systems or in problem solving. The proposed salary for this position is **\$61,689.28 - \$98,702.85**.

All positions in the City of Doral are evaluated using the Performance Evaluation Metrics & Competencies listed below:

1. **Skill Level and Job Knowledge:** Skills and knowledge demonstrated in the position and his/her understanding of all phases of the job.
2. **Quality of Work:** Accuracy, completeness and thoroughness of work performed. This includes attention to details and verifying work for adherence to standards.
3. **Quantity of Work:** The amount of work produced and completed successfully. This also includes flexibility in accommodating work interruptions and changes in priorities
4. **Initiative and Interpersonal Development:** Employee's initiative and resourcefulness in accomplishing work beyond his/her assigned duties. The desire to broaden his/her knowledge base to enhance his/her skills.
5. **Dependability:** Compliance to policies and procedures regarding absenteeism and tardiness.
6. **Planning and Organizing Skills:** Ability to analyze problems and prioritize assignments. Keeping work area in order.

7. **Communications Skills/Job Courtesy and Behavior:** Effectiveness of written and oral communication skills with co-workers and/or customers in the performance of duties. The employee's personal courtesy, disposition and general outlook towards job requirements, job assignments, other employees and the public.
8. **Judgment and Problem Solving:** Recognizing a problem, determining options to correct the problem and making a decision.

Each position is evaluated using the following evaluation scale:

Scale	Description
4 = Exceptional	Performance far exceeds job requirements by instituting change in policy or program
3 = Above Average	Performance exceeds job requirements
2 = Average	Performance met job requirements
1 = Below Average	Some job requirements may be met but performance needs improvement
0 = Unacceptable	Performance is consistently below acceptable standards. Immediate and substantial improvement is required. Performance continued at this level is grounds for dismissal

The functions and responsibilities of these positions are critical to the continued service provided by the Information Technology Department.

Recommendation:

We are kindly requesting your approval of the Resolution Adopting the Job Descriptions, proposed salary, Performance Measures and Metrics for the newly established positions of Technology Project Manager and Senior System Analyst.

Encl.: Job Descriptions and Updated Organizational Chart.