

**RESOLUTION NO. 14-196**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTION, APPLICABLE SALARY SCALE, AND APPLICABLE PERFORMANCE MEASURES AND METRICS FOR CITY PERSONNEL POSITIONS NEWLY-CREATED BUT NOT APPROVED IN 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 contemplated the creation, and provided funding for, several newly created positions in the City, including: "Part Time Parks & Recreation Office & Events Aid/Recreation Service Aid," "Part Time Public Affairs Clerical Aide," and "Part Time Code Compliance Clerical Aide" (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 descriptions, salary scales, and performance measures and metrics, associated with the Positions, as provided in the November 20, 2014 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 descriptions, salary scales, and performance measures and metrics, associated with the “Part Time Parks & Recreation Office & Events Aid/Recreation Service Aid,” “Part Time Public Affairs Clerical Aide,” and “Part Time Code Compliance Clerical Aide,” 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 Cabrera 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 Cristi Fraga        | Yes |
| Councilwoman Ana Maria Rodriguez | Yes |

PASSED AND ADOPTED this 10<sup>th</sup> day of December, 2014.



LUIGI BORIA, MAYOR

ATTEST:



BARBARA HERRERA, CITY CLERK

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



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

# EXHIBIT “A”



## Memorandum

---

**Date:** November 20, 2014

**To:** The Honorable Mayor and Members of the City Council

**From:** Rita M. Garcia, Interim Human Resources Director

**Subject:** Best Buddies Program Initiative- *Resolution*

---

Pursuant to City Council's direction, the City Manager's office has assigned the Human Resources Department to develop and implement the Best Buddies Program Initiative that was approved during the June 11, 2014 City Council Meeting.

*Benefits of the Best Buddies Program:* Best Buddies assists organizations in the integration of people with intellectual and developmental disabilities into the community through supported employment. Best Buddies jobs matches skilled and qualified individuals that are enrolled in the program with organizations who are searching for enthusiastic and dedicated employees.

Since the Best Buddies initiative's approval, the Human Resources Department has been working closely with Code Compliance, Public Affairs and the Parks Department to incorporate the program to the City of Doral. We have had several meetings with Mr. Kevin Devine, Senior Employment Consultant from Best Buddies to determine job descriptions and specific responsibilities for each applicable department. The proposed salary is **\$10.40 P/H.**

On 10/21/2014 & 10/23/2014, the Code Compliance Department and the Division of Public Affairs interviewed three (3) candidates from the Best Buddies Program. After careful consideration and review of qualifications, two (2) of the candidates were selected.

On 11/14/2014, the Parks and Recreation Department in conjunction with the HR Department conducted interviews for the P&R Office & Events Aide/ Recreation Service Aide position. The final candidate selected is a City of Doral resident that is actively involved in our Special Needs Program and has successfully completed the Best Buddies Program.

At this point the HR Department is in the pre-employment process with this candidate. After all credentials are reviewed, the City of Doral will have employed the first Best Buddy Employee. We would like to continue to involve our residents in this program and employ more athletes from the Special Olympics that the Parks and Recreation Department successfully runs.

In order for us to proceed with the pre-employment process of the two other candidates, we need to obtain your approval to allocate the following funds:

| <b>Fund Allocation</b>     |   |                       |                            |                    |
|----------------------------|---|-----------------------|----------------------------|--------------------|
| <b>Department Name</b>     | <b>Description</b>  | <b>Account Number</b> | <b>Account Name</b>        | <b>Request</b>     |
| Code Compliance            | P/T Assistant (\$10.40 x 28 hrs/ week for 20 pay periods) | 001.71005.500130      | Other Salaries             | \$5,824.00         |
|                            | P/T Assistant Payroll Taxes                               | 001.71005.500210      | Other Salaries             | \$445.54           |
|                            | Office Supplies   | 001.71005.500510      | Office Supplies            | \$200.00           |
|                            | Uniforms- 1 staff member x 5 Polos each @ 40              | 001.71005.500520      | Operating Supplies- Other  | \$200.00           |
| <b>SUB-TOTAL</b>           |   |                       |                            | <b>\$6,669.54</b>  |
| Division of Public Affairs | P/T Assistant (\$10.40 x 28 hrs/ week for 20 pay periods) | 001.11505.500120      | Other Salaries             | \$5,824.00         |
|                            | P/T Assistant Payroll Taxes                               | 001.11505.500210      | Other Salaries             | \$445.54           |
|                            | Office Supplies   | 001.11505.500510      | Office Supplies            | \$200.00           |
|                            | Uniforms- 1 staff member x 5 Polos each @ 40              | 001.11505.500510      | Office Supplies            | \$200.00           |
| <b>SUB-TOTAL</b>           |   |                       |                            | <b>\$6,669.54</b>  |
| HR Department              | Criminal Background Check<br>\$33.50/person x 2           | 001.20005.500340      | Other Contractual Services | \$67.00            |
| <b>SUB-TOTAL</b>           |   |                       |                            | <b>\$67.00</b>     |
|                            |   |                       | <b>GRAND TOTAL</b>         | <b>\$13,406.08</b> |

All job positions will be 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 will be evaluated using the following evaluation scale:

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

We are requesting your consideration and approval in order to be able to employ the two candidates interviewed by the Code and Public Affairs Department and start building a relationship with Best Buddies.

Should you need additional information, please let me know.

Encl: Job Descriptions.



CITY OF DORAL

# Part Time P& R Office & Events Aide / Recreation Service Aide

Bargaining Unit: N/A

## **GENERAL PURPOSE:**

Responsible for assisting the Parks and Recreation department with clerical duties and onsite special events assistance. Non-exempt, part time, flexible hours.

## **SUPERVISION RECEIVED AND EXERCISED:**

This position is supervised by the Parks and Recreation Director. The Parks and Recreation Office & Events Aide / Recreation Service Aide does not have supervisory responsibilities.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with answering phones on the department's main telephone line when Accounting Clerk is on lunch break and in meetings.
- Record meeting notes for Parks and Recreation Administration
- Assist with daily filing and scanning of department documents.
- Provide pre-event, on-site and post-event assistance for special events.
- Maintain a working knowledge of all special events in order to advise patrons and colleagues.
- Work to achieve and maintain a maximum level of customer service and satisfaction with event attendees at all times.
- Perform other duties as required and assigned by the Parks and Recreation Director.

## **MINIMUM QUALIFICATIONS:**

- Must possess excellent customer service skills and be able to establish good customer relations. Must have an ability to deal with people effectively, courteously and enthusiastically.
- Ability to understand and follow simple, oral and written instructions.
- Knowledge of basic rules of safety and ability to enforce applicable rules and regulations.
- Must be able to work independently and complete daily activities and tasks according to work schedule.
- Must be fluent in the English language. Spanish is a plus.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.





CITY OF DORAL

# Part Time Clerical Aide to Public Affairs

Bargaining Unit: N/A

## **GENERAL PURPOSE**

Performs labor for the Clerical Section of the Public Affairs and any other person as designated by the Division of Public Affairs. Non-exempt, part time, flexible hours.

## **SUPERVISION RECEIVED AND EXERCISED**

Works under the general supervision of the Public Affairs Manager.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain Inventory of promotional supplies
- Update Inventory of promotional supplies
- Create a filing system
- Update and maintain filing system
- Answer the phones and take messages

## **MINIMUM QUALIFICATIONS/ REQUIREMENTS**

- Speak, read and write English
- Punctuality and dependability required
- Ability to understand and follow simple, oral and written instructions.
- Knowledge of basic rules of safety and ability to enforce applicable rules and regulations.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.



# Clerical Aide to Code Compliance

Bargaining Unit: N/A

## **GENERAL PURPOSE**

Performs labor for the Clerical Section of the Code Compliance and any other person as designated by the Code Compliance Director and other assigned staff.

## **SUPERVISION RECEIVED AND EXERCISED**

Works under the general supervision of the AA/Special Magistrate Agenda Coordinator.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in the filing and processing of Code Compliance Cases that have been developed by the Code Compliance Officers.
- Pick up mail at the Reception Desk on the first floor and sorts all correspondence to appropriate departmental personnel.
- Inventory of office supplies and promotional items.
- Perform any other assigned duties.

## **MINIMUM QUALIFICATIONS/ REQUIREMENTS**

- Speak, read and write English
- Punctuality and dependability required
- Ability to understand and follow simple, oral and written instructions.
- Knowledge of basic rules of safety and ability to enforce applicable rules and regulations.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.