

RESOLUTION No. 23-88

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 A POSITION IN THE 2022–23 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; APPROVING THE UPDATED CITYWIDE PAY PLAN TO INCLUDE THE NEW POSITION AND APPROVED BUDGETED ADJUSTMENT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the approved and adopted 2022–2023 Fiscal Year Budget for the City of Doral (the “City”) did not contemplate the creation for the newly created position in the City, including: “Police Officer Trainee” (the “Position”), however, it did provide funding; 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; the applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and the 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 scale, and performance measures and metrics, associated with the Position, as provided in the June 14, 2023, Memorandum from the Human Resources Department, which is attached hereto as Exhibit “A” and incorporated herein and made a part hereof by this reference; and

WHEREAS, via Resolution 15-88, in May of 2015, the City Council approved a

citywide Job Classification and Pay Plan (the “Pay Plan”), which specified the new and/or revised job titles and corresponding pay ranges for all City employees; and

WHEREAS, from time to time, the City needs to adjust the Pay Plan to account for new positions and/or approved budgetary adjustments; and

WHEREAS, staff has recommended for the City Council approve the updated Pay Plan, attached hereto as Exhibit “B”, which is incorporated herein and made a part hereof by this reference, that takes into account the new position and budgetary adjustment for fiscal year 2022-2023.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE 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 scale, and performance measures and metrics associated with the “Police Officer Trainee”, as provided in Exhibit “A”, are hereby approved. The updated Pay Plan, attached in Exhibit “B”, accounting for the new position and budgetary adjustment for fiscal year 2022-2023, is 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 Vice Mayor Pineyro who moved its adoption.

The motion was seconded by Councilmember Porras and upon being put to a vote, the vote was as follows:

Mayor Christi Fraga	Yes
Vice Mayor Rafael Pineyro	Yes
Councilwoman Digna Cabral	Yes
Councilwoman Maureen Porras	Yes
Councilman Oscar Puig-Corve	Yes

PASSED AND ADOPTED this 14 day of June, 2023.



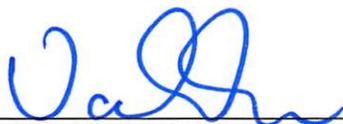
CHRISTI FRAGA, MAYOR

ATTEST:



CONNIE DIAZ, MMC
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:



VALERIE VICENTE, ESQ. for
NABORS, GIBLIN & NICKERSON, P.A.
CITY ATTORNEY

EXHIBIT “A”



Memorandum

Date: June 14, 2023

To: Honorable Mayor and Councilmembers

Via: Barbara Hernandez
City Manager

From: Maria T. Jose
Human Resources Director

Subject: **Establishment of New Position, for the 2022-2023 Fiscal Budget**

Introduction

Upon receiving approval from the City Manager's Office, the Human Resources Department worked with the Police Department in preparing the establishment of a new job classification with respective job description for the position of: Police Officer Trainee. If approved, this position will be part of the 2022-2023 Fiscal Budget and will not increase the personnel headcount. This request will allow the reclassification of existing vacant Police Officer positions into the position proposed herein. The Police Department has funding available in account 001.60005.500120.

Background

The Police Chief has requested to have the ability to reclassify existing vacant Police Officer positions into the newly proposed Police Officer Trainee position. This will allow the Department, to have the ability to sponsor candidates to become Certified Police Officers for the City of Doral.

Approval of New Full Time Employment Positions

Pursuant to section 2-7 of the City Code Ordinances, approval of the city council shall be required for the creation of new full-time employment positions with city. The request for approval for new positions with the city must include:

- (1) A complete description of the duties and responsibilities of the position created or modified;
- (2) The applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and
- (3) The 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.

The information required for approval of this position can be found in this memorandum and attachments.

General Statement for New Position (Job Description Attached):

Police Department:

- ***Police Officer Trainee:***

The Police Officer Trainee position is being established for FY 22-23. The Police Officer Trainee is a non-sworn position that will have to meet all the requirements established under the Basic Recruit Training Program by the Florida Department of Law Enforcement as outlined in Florida Statute 943.13.

The position is recommended to be slotted into pay grade is 112.

<i>Salary Range Minimum</i>	<i>Salary Range Maximum</i>
\$52,563.15 (Annually)	\$81,472.89 (Annually)
\$25.28 (per hour)	\$39.17 (per hour)

Evaluation Metrics & Competencies:

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

Fiscal Impact:

The Resolution has no fiscal impact of city revenues or expenditures. The Police Department has available funding in account #109.70005.500120.

Recommendation

The City Manager's Office respectfully requests that the Mayor and City Councilmembers authorize approval of the Resolution adopting the Job Description, Salary Range, Performance Measures and Metrics for the newly established positions of Police Officer Trainee.

EXHIBIT “B”



CITY OF DORAL
CLASSIFICATION & PAY PLAN
OCTOBER 1, 2022 TO SEPTEMBER 30, 2023
(SUMMARY OF CHANGES FY 22-23)

EXHIBIT B

POSITION RECLASSIFICATIONS TO NEW POSITIONS

Current Classification FY 22-23	New Classification FY 22-23	Department	New Pay Grade	Min. (Annually)	Min. (Hourly)	Mid. (Annually)	Mid. (Hourly)	Max. (Annually)	Max. (Hourly)
Police Officer	Police Officer Trainee	Police	PG 112	\$52,563.15	\$25.28	\$67,018.01	\$32.23	\$81,472.89	\$39.17