NORTH MIAMI
FLORIDA
776 N.E. 125 Street, North Miami, Florida 33161

Council 776 N.E. 125 Street, North Miami, Florida 33161

To: The Honorable Mayor and Council Members

From: Guithele Ruiz-Nicolas, Personnel Administration Manager

Date: October 28, 2014

Subject: **2014/2015 Amended Pay and Classification Plan**
PROPOSED RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA TO ADOPT THE AMENDED PAY AND CLASSIFICATION PLAN FOR THE 2014/2015 FISCAL YEAR

RECOMMENDATION

Staff is recommending approval of this resolution.

BACKGROUND

The following changes to the City's Pay and Classification Plan have been made:

1. **Unclassified Plan**
   Legal Administrative Assistant – City Attorney's Office
   Building Official – Building Services
   Risk Manager- Risk Management
   Finance Director- Finance

2. **Classified Plan**
   Accountant, Senior - Finance
   Credit and Collections Coordinator - Finance
   Information Technology Specialist I - IT
   Information Technology Specialist II - IT
   Information Technology Specialist III - IT
   Systems Administrator – IT
   IT Analyst – IT
   Risk Analyst – Risk Management
   Sustainability Administrator- CP&D
   SCADA Technician – Public Works
   Transportation Planner – Public Works
   Professional Tennis Supervisor – Parks and Recreation
   Recreation Programmer – Parks and Recreation
   Code Compliance Coordinator – Police Department

Attachment(s)
2014-2015 Amended Classified Pay Plan
2014-2015 Amended Unclassified Pay Plan

City of North Miami

Changes being Made to Pay Plan – FY 2014/2015

Unclassified Positions

City Attorney' Office

- Reclassifying Legal Secretary (Pay grade 22) to Legal Administrative Assistant (Pay Grade 28).

Building and Zoning

- Reclassifying Building Official (Pay Grade 32 Classified) to Unclassified (Pay Grade 37).

Risk Management

- Reclassifying Risk Manager I (Pay Grade 32 Classified) to Risk Manager Unclassified (Pay Grade 37).

Finance

- Reclassifying Finance Director from pay grade 37 to pay grade 39.

Classified Positions (CSR)

Finance

- Adding Accountant, Senior Pay Grade 26
- Adding Credit and Collections Coordinator Pay Grade 22

Information Technology

- Adding Information Technology Specialist I Pay Grade 22
- Adding Information Technology Specialist II Pay Grade 23
- Reclassifying Network Specialist (Pay Grade 24) to Technology Specialist III (Pay Grade 24)
- Reclassifying Programmer (Pay Grade 25) to Information Technology Analyst (Pay grade 25)
- Adding System Administrator (Pay Grade 28)

CP&D

- Reclassifying Sustainable Development Administrator (pay grade 29) to Sustainability Administrator (Pay grade 26)

Risk Management

- Adding Risk Analyst Pay Grade 22

City of North Miami

Changes being Made to Pay Plan – FY 2014/2015

Public Works

- Adding Transportation Planner Pay Grade 27
- Adding SCADA Technician Pay Grade 23

Parks and Recreation

- Adding Recreation Programmer Pay Grade 26
- Reclassifying Tennis Pro (pay grade 10) to Professional Tennis Supervisor (pay grade 31)

Police Department

- Adding Code Compliance Coordinator Pay Grade 24

City of North Miami, Florida
Classification and Pay Plan
(Unclassified Positions)
Effective: October 1, 2014 - September 30, 2015

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
221	BUDGET DIRECTOR (DH) (E)	37	73,492	108,923
422	BUILDING & ZONING DIRECTOR (DH) (E)	37	73,492	108,923
420	**BUILDING OFFICIAL (JB) (E)**	**37**	**73,492**	**108,923**
421	CAPITAL PROJECT MANAGER (E)	37	73,492	108,923
167	CHIEF OF STAFF (E)	35	66,575	98,527
185	CITY ATTORNEY (DH) (E)	47A	119,912	222,704
180	CITY ATTORNEY, ASSISTANT (E)	34	63,456	93,859
183	CITY ATTORNEY, DEPUTY (ADH) (E)	42	93,859	139,007
175	CITY MANAGER (CM) (E)	47C	119,912	222,704
165	CITY MANAGER, ASSISTANT TO THE (JB) (ADH) (E)	29	49,475	73,492
170	CITY MANAGER, DEPUTY (DCM) (E)	42	93,859	139,007
417	CODE COMPLIANCE DIRECTOR (DH) (E)	37	73,492	108,923
408	COMMUNITY PLANNING & DEVELOPMENT MANAGER (DH) (E)	35	66,575	98,527
115	EXECUTIVE SECRETARY (JB) (E)	27	44,744	66,575
225	**FINANCE DIRECTOR (DH) (E)**	**39**	**81,024**	**120,083**
164	INFORMATION TECHNOLOGY MANAGER-(DH) (E)	35	66,575	98,527
218	INTERNAL AUDITOR (E)	32	57,431	85,097
113	**LEGAL ADMINISTRATIVE ASSISTANT**	**28**	**46,972**	**69,821**
325	LIBRARY DIRECTOR (DH) (E)	37	73,492	108,923
823	MOCA DIRECTOR/CHIEF CURATOR (DH) (E)	37	73,492	108,923
114	PARALEGAL	27	44,744	66,575
860	PARKS & RECREATON MANAGER (DH) (E)	35	66,575	98,527
150	PERSONNEL ADMINISTRATION MANAGER -(DH) (E)	35	66,575	98,527
137	PURCHASING MANAGER-(DH) (E)	35	66,575	98,527
725	POLICE CHIEF (DH) (E)	41	89,446	132,345
722	POLICE CHIEF, ASSISTANT (ADH) (E)	39	81,024	120,083
721	POLICE COMMANDER (E)	35	63,456	93,859
735	POLICE EXECUTIVE ASSISTANT (E)	32	57,431	85,097
716	POLICE MAJOR (E)	36	69,821	103,640
400	PUBLIC WORKS DIRECTOR (DH) (E)	41	89,446	132,345
455	PUBLICITY DIRECTOR (DH) (E)	35	66,575	98,527

DH - Department Head
ADH - Acting Department Head
E - Exempt
JB - Job Basis 2.5%

COLA approved

City of North Miami, Florida
Classification and Pay Plan
(Unclassified Positions)
Effective: October 1, 2014 - September 30, 2015

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
160	**RISK MANAGER (DH) (E)**	**35**	**66,575**	**98,527**
111	SECRETARY, CONFIDENTIAL	20	31,484	46,972

City of North Miami
Classification and Pay Plan
(Classified Positions)
Effective: October 1, 2014 - September 30, 2015

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
210	ACCOUNT CLERK	19	29,915	44,744
215	ACCOUNTANT (JB) (E)	24	38,570	57,431
217	ACCOUNTANT, CHIEF (JB) (E)	30	51,979	77,099
212	ACCOUNTANT, JUNIOR	21	33,097	49,475
214	**ACCOUNTANT, SENIOR (JB) (E)**	**26**	**42,538**	**63,456**
161	ADMINISTRATIVE ASSISTANT	28	46,972	69,821
40	ADMINISTRATIVE COORDINATOR	22	34,236	50,960
104	ADMINISTRATIVE SPECIALIST	18	28,038	41,704
223	BUDGET ADMINISTRATOR (JB) (E)	28	46,972	69,821
224	BUDGET ANALYST	22	34,921	51,979
222	BUDGET DIRECTOR, ASSISTANT (ADH) (E)	32	56,305	83,428
423	BUILDING & ZONING COMPLIANCE ADMINISTRATOR (JB) (E)	29	49,475	73,492
415	BUILDING INSPECTOR	29	48,505	72,051
433	BUSINESS DEVELOPMENT COORDINATOR (JB) (E)	22	34,236	50,960
234	BUSINESS TAX SPECIALIST	17	26,644	39,707
130	BUYER	22	34,921	51,979
442	C.D.B.G. ADMINISTRATOR (JB) (E)	25	39,707	59,217
965	CHEMIST	25	39,707	59,217
419	CHIEF PLANS EXAMINER (JB) (E)	31	54,652	81,024
708	CITIZENS CRIME WATCH COORDINATOR	18	28,038	41,704
155	CITY CLERK, DEPUTY (ADH) (E)	32	57,431	85,097
402	CITY ENGINEER (E)	33	60,401	89,446
401	CIVIL ENGINEER (JB) (E)	27	44,744	66,575
406	CIVIL ENGINEER, SENIOR (JB) (E)	30	51,979	77,099
103	CLERICAL TECHNICIAN	16	25,417	37,814
102	CLERK	10	19,115	28,599
414	CODE ADMINISTRATOR (JB) (E)	29	49,475	73,492
420	**CODE COMPLIANCE COORDINATOR**	**24**	**38,570**	**57,431**
416	CODE COMPLIANCE MANAGER (JB) (E)	30	51,979	77,099
410	CODE COMPLIANCE OFFICER	23	35,900	53,580
411	COMM. PLANNING & DEV. MANAGER, ASST. (ADH) (E)	32	56,305	83,428

ADH - Acting Department Head
E - Exempt
JB - Job Basis 2.5%

COLA approved

City of North Miami
Classification and Pay Plan
(Classified Positions)
Effective: October 1, 2014 - September 30, 2015

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
100	COMM. PLANNING & DEV. TECHNICIAN	20	30,867	46,051
819	COMMUNITY ENGAGEMENT ADMINISTRATOR (JB) (E)	28	46,972	69,821
172	CONSTITUENT SERVICES COORDINATOR	25	40,501	60,401
229	**CREDIT & COLLECTIONS COORDINATOR**	**22**	**34,921**	**51,979**
704	CRIME ANALYST	20	30,867	46,051
706	CRIME SCENE TECHNICIAN	22	34,236	50,960
709	CRISIS INTERVENTION SPECIALIST	21	33,097	49,475
530	CUSTODIAN	15	23,940	
535	CUSTODIAN LEADWORKER	18	28,038	41,704
550	CUSTOMER SERVICE LIAISON (JB) (E)	24	38,570	57,431
910	CUSTOMER SERVICE REPRESENTATIVE	20	30,867	46,051
128	DATA BASE ADMINISTRATOR (JB) (E)	28	46,972	69,821
119	DATA PROCESSING ADMINISTRATOR (JB) (E)	33	59,217	87,692
403	DRAFTING TECHNICIAN	20	31,484	46,972
448	ECONOMIC DEVELOPMENT MANAGER (JB) (E)	30	51,979	77,099
444	ECONOMIC DEVELOPMENT SPECIALIST (JB) (E)	29	49,475	73,492
862	EDUCATION COORDINATOR	22	34,236	50,960
866	EDUCATION CURATOR (JB) (E)	24	38,570	57,431
630	ELECTRICIAN	23	35,900	53,580
632	ELECTRICIAN, SENIOR	25	39,707	59,217
629	ELECTRICIAN'S AIDE	18	28,038	41,704
569	EQUIPMENT MAINTENANCE SUPERVISOR	25	39,707	59,217
639	FACILITY MAINTENANCE COORDINATOR	22	34,236	50,960
640	FACILITY MAINTENANCE SUPERVISOR (JB) (E)	25	40,501	60,401
220	FINANCE DIRECTOR, ASSISTANT (ADH) (E)	35	66,575	98,527
610	FLEET MECHANIC	21	32,448	48,505
605	FLEET MECHANIC'S AIDE	18	28,038	41,704
660	FLEET SUPERINTENDENT (JB) (E)	28	46,972	69,821
615	FLEET SUPERVISOR	25	40,501	60,401
505	GENERAL MAINTENANCE WORKER	15	23,940	35,900
123	GIS SPECIALIST (JB) (E)	24	38,570	57,431

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City of North Miami
Classification and Pay Plan
(Classified Positions)
Effective: October 1, 2014 - September 30, 2015

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
434	GRANTS ADMINISTRATOR (JB) (E)	27	43,867	65,270
432	GRANTS WRITER (JB) (E)	25	40,501	60,401
440	GRAPHICS DESIGNER	21	33,097	49,475
515	HEAVY EQUIPMENT OPERATOR	20	30,867	46,051
446	HOUSING ADMINISTRATOR (JB) (E)	28	46,051	68,452
441	HOUSING COORDINATOR	22	34,921	51,979
445	HOUSING INSPECTOR	25	39,707	59,217
447	HOUSING MANAGER (JB) (E)	30	51,979	77,099
439	HOUSING SERVICES ADMINISTRATIVE SPECIALIST	18	28,038	41,704
438	HOUSING SERVICES AIDE	16	25,417	37,814
108	INFORMATION PROCESSING COORDINATOR	22	34,921	51,979
116	**INFORMATION TECHNOLOGY ANALYST (JB) (E)**	**25**	**40,501**	**60,401**
163	INFORMATION TECHNOLOGY MANAGER, ASST. (ADH) (E)	32	57,431	85,097
131	**INFORMATION TECHNOLOGY SPECIALIST I**	**22**	**34,921**	**51,979**
132	**INFORMATION TECHNOLOGY SPECIALIST II (JB) (E)**	**23**	**36,312**	**54,652**
133	**INFORMATION TECHNOLOGY SPECIALIST III (JB) (E)**	**24**	**38,570**	**57,431**
101	INTERPRETER	16	25,925	38,570
650	LEAK DETECTION TECHNICIAN	19	29,328	43,867
312	LIBRARIAN	23	36,618	54,652
305	LIBRARY AIDE I	15	23,940	35,900
310	LIBRARY AIDE II	18	28,038	41,704
315	LIBRARY DIRECTOR, ASSISTANT (ADH) (E)	32	56,305	83,428
313	LIBRARY MANAGER (JB) (E)	30	50,960	75,587
328	LIBRARY PAGE	10	18,740	28,038
835	LIFEGUARD	17	26,644	39,707
635	MAINTENANCE MECHANIC	18	28,038	41,704
905	METER READER	17	26,644	39,707
409	MINIMUM HOUSING OFFICER	23	35,900	53,580
813	MOCA ADMINISTRATOR (JB) (E)	27	43,867	65,270
824	MOCA DIRECTOR, ASSISTANT (ADH) (E)	32	57,431	85,097
510	MOTOR EQUIPMENT OPERATOR	18	28,038	41,704

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City of North Miami
Classification and Pay Plan
(Classified Positions)
Effective: October 1, 2014 - September 30, 2015

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
137	NETWORK ADMINISTRATOR (JB) (E)	28	46,972	69,821
122	NETWORK SPECIALIST (JB) (E)	24	38,570	57,431
848	NURSERY SPECIALIST	21	32,448	48,505
857	PARKS AND RECREATION MANAGER, ASSISTANT (ADH) (E)	32	57,431	85,097
816	PARKS AND RECREATION SPECIALIST	21	32,448	48,505
854	PARKS COORDINATOR	22	34,921	51,979
814	PARKS NATURALIST	21	32,448	48,505
855	PARKS SPECIALIST	21	32,448	48,505
858	PARKS SUPERINTENDENT (JB) (E)	28	46,972	69,821
852	PARKS SUPERVISOR (JB) (E)	25	40,501	60,401
211	PAYROLL COORDINATOR (JB) (E)	21	32,448	48,505
216	PENSION PLAN ADMINISTRATOR (JB) (E)	26	42,538	63,456
105	PERMIT PROCESSING COORDINATOR	20	30,867	46,051
120	PERMIT PROCESSOR	18	28,038	41,704
149	PERSONNEL ADMIN. MANAGER, ASSISTANT (ADH) (E)	32	57,431	85,097
148	PERSONNEL ADMINISTRATOR (JB) (E)	28	46,972	69,821
145	PERSONNEL SPECIALIST (JB) (E)	24	38,570	57,431
435	PLANNER (JB) (E)	27	44,744	66,575
437	PLANNER, CITY (JB) (E)	32	57,431	85,097
443	PLANNING TECHNICIAN	21	32,448	48,505
436	PLANNING TECHNICIAN, SR.	22	34,921	51,979
418	PLANS EXAMINER (JB) (E)	30	50,960	75,587
634	PLUMBER	25	39,707	59,217
736	POLICE ADMINISTRATOR (JB) (E)	31	54,652	81,024
730	POLICE COMMUNICATIONS OPERATOR	22	34,236	50,960
734	POLICE COMMUNICATIONS SUPERVISOR	25	40,501	60,401
715	POLICE LIEUTENANT (E)	33	60,401	89,446
705	POLICE OFFICER	28O	46,993	69,842
703	POLICE OFFICER, TRAINEE	25T	40,523	60,338
707	POLICE PROPERTY CLERK	16	25,417	37,814
107	POLICE RECORDS SUPERVISOR	25	40,501	60,401

ADH - Acting Department Head
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COLA approved

City of North Miami
Classification and Pay Plan
(Classified Positions)
Effective: October 1, 2014 - September 30, 2015

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
710	POLICE SERGEANT	31S	55,712	82,657
825	**PROFESSIONAL TENNIS SUPERVISOR (JB) (E)**	**31**	**54,652**	**81,024**
117	PROGRAMMER/ANALYST (JB) (E)	27	44,744	66,575
450	PUBLIC INFORMATION MANAGER (E)	30	51,979	77,099
451	PUBLIC INFORMATION SPECIALIST	22	34,921	51,979
702	PUBLIC SERVICE AIDE	17	27,177	40,501
404	PUBLIC WORKS DIRECTOR, ASSISTANT (ADH) (E)	39	81,024	120,083
407	PUBLIC WORKS DIRECTOR, ASSISTANT TO THE (JB) (E)	28	46,972	69,821
405	PUBLIC WORKS OPERATIONS CHIEF (JB) (E)	31	54,652	81,024
135	PURCHASING AGENT (JB) (E)	28	46,972	69,821
136	PURCHASING MANAGER (JB) (E)	30	51,979	77,099
740	QUARTERMASTER	20	30,867	46,051
106	RECORDS MANAGEMENT SUPERVISOR	20	31,484	46,972
109	RECORDS TECHNICIAN	16	25,417	37,814
805	RECREATION AIDE	12	20,612	30,867
815	RECREATION COORDINATOR	22	34,236	50,960
810	RECREATION LEADER I	16	25,417	37,814
812	RECREATION LEADER II	18	28,038	41,704
821	**RECREATION PROGRAMMER (E)**	**26**	**42,538**	**63,456**
818	RECREATION SPECIALIST	21	32,448	48,505
822	RECREATION SUPERINTENDENT (JB) (E)	28	46,972	69,821
817	RECREATION SUPERVISOR (JB) (E)	25	40,501	60,401
540	REFUSE COLLECTOR	18	28,038	41,704
512	RIGHTS-OF-WAY INSPECTOR	18	28,038	41,704
159	**RISK ANALYST**	**22**	**34,921**	**51,979**
158	SAFETY OFFICER (JB) (E)	25	40,501	60,401
545	SANITATION COORDINATOR	22	34,921	51,979
552	SANITATION SUPERINTENDENT (JB) (E)	28	46,051	68,452
551	**SCADA TECHNICIAN**	**23**	**36,618**	**54,652**
110	SECRETARY	20	31,484	46,972
195	SERVICE WORKER	Flat Rate	-	-

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COLA approved

City of North Miami
Classification and Pay Plan
(Classified Positions)
Effective: October 1, 2014 - September 30, 2015

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
127	STOCK CLERK	17	26,644	39,707
125	STOREKEEPER	20	30,867	46,051
520	STREETS COORDINATOR	22	34,921	51,979
526	STREETS SUPERVISOR (JB) (E)	25	40,501	60,401
424	**SUSTAINABILITY ADMINISTRATOR (JB) (E)**	**26**	**42,538**	**63,456**
840	SWIMMING POOL OPERATOR	20	30,867	46,051
121	SWITCHBOARD OPERATOR	16	25,417	37,814
138	**SYSTEMS ADMINISTRATOR (E)**	**28**	**46,972**	**69,821**
118	SYSTEMS ANALYST (JB) (E)	27	44,744	66,575
637	TRADES MECHANIC	20	30,867	46,051
144	TRAINING SPECIALIST (JB) (E)	24	38,570	57,431
413	TRANSPORTATION MANAGER (JB) (E)	30	50,960	75,587
431	**TRANSPORTATION PLANNER (JB) (E)**	**27**	**44,744**	**66,575**
228	UTILITY BUSINESS COORDINATOR	23	36,618	54,652
915	UTILITY BUSINESS FIELD COORDINATOR	22	34,236	50,960
230	UTILITY BUSINESS SUPERVISOR (JB) (E)	28	46,972	69,821
567	UTILITY COORDINATOR	22	34,921	51,979
566	UTILITY CREW LEADER	17	26,644	39,707
585	UTILITY SUPERINTENDENT (JB) (E)	28	46,972	69,821
568	UTILITY SUPERVISOR (JB) (E)	25	40,501	60,401
571	UTILITY TECHNICIAN	18	28,038	41,704
962	WATER PLANT COORDINATOR	22	34,921	51,979
960	WATER PLANT OPERATOR	21	32,448	48,505
955	WATER PLANT OPERATOR, TRAINEE	18	28,038	41,704
587	WATER PLANT SUPERINTENDENT (JB) (E)	28	46,972	69,821
570	WATER PLANT SUPERVISOR	25	40,501	60,401
124	WEBMASTER (JB) (E)	24	37,814	56,305
625	WELDER	23	35,900	53,580
112	WORD PROCESSING SPECIALIST	19	29,328	43,867
412	ZONING ADMINISTRATOR (JB) (E)	29	49,475	73,492

ADH - Acting Department Head
E - Exempt
JB - Job Basis 2.5%

COLA approved