



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Laura Clawson, Human Resources Director

DATE: January 18, 2024

RE: Resolution 2024-02, amending Resolution 2023-35, adopting Classification and Pay Plans and the Position Control Plan for employees of the City of Palm Bay (first amendment).

SUMMARY:

Building: Reclassified one (1) vacant Sr. Permit Technician to a Permit Technician. This change is due to increased building activity and ensure permit applications are processed timely. This will result in a cost savings to the budget.

Finance: Added one (1) Assistant Finance Director and eliminated one (1) filled Budget Administrator. This change reflects a reorganization of the department. Funding will come from vacancies. Reclassified one (1) vacant Senior Accountant to one (1) Accountant II. This change reflects the retirement and over hire of the previous Senior Accountant position. There is no budgetary impact.

Fire: Reclassified one (1) vacant Division Chief to a Deputy Fire Chief. This change reflects a reorganization to improve leadership efficiency and prepare personnel for future succession. Funding will come from the department's current budget.

Growth Management: Reclassified one (1) filled Planning Technician to a Planning Specialist. This change reflects the increase in responsibilities being added to the employee. Funding will come from the department's current budget.

Human Resources: Reclassified one (1) Human Resources Generalist I to a Human Resources Generalist II. This change reflects the qualifications of the applicant being hired. Funding will come from the department's current budget.

Parks and Facilities: Reclassified two (2) Parks Foreman positions to Parks Supervisor. This change reflects actual duties and responsibilities performed by the employees. Funding will come from the

department's current budget. Reclassified one (1) vacant Facilities Foreman to Maintenance Superintendent. This change reflects additional supervision within the Facilities Division. Funding will come from the department's current budget.

Police: Reclassified one (1) filled Budget Officer to a Fiscal Administrator. Funding will come from the department's current budget. This change took place in the FY23 4th Quarter, after the FY24 budget document had been submitted. Reclassified one (1) filled Crime Scene Technician I to a Crime Scene Technician II. This change reflects the requirements achieved by the employee. Funding will come from the department's current budget.

Procurement: Added one (1) Administrative Assistant position. There is no budgetary impact. Approved at the 9/7/2023 Council meeting as an additional budget request to the FY 24 budget. Reclassified one (1) filled Procurement Agent II position to a Procurement Agent III positions. This change reflects the requirements achieved by the employee. Funding will come from the department's current budget.

Public Works: Reclassified one (1) vacant Engineer II position to a Customer Service Manager position. Reclassification will create a dedicated point of contact for Solid Waste/Stormwater Utility contracts and escalated customer service related inquiries. There is no budgetary impact. This change took place in the FY23 4th Quarter, after the FY24 budget document had been submitted. Eliminated one (1) Engineer III position due to reorganization of the department. This will result in a cost savings to the budget. Reclassified one (1) filled Engineering Technician III position to an Engineering Assistant II position. This change reflects the actual duties and responsibilities being performed by the employee. Funding will come from vacancies.

Recreation: Reclassified one (1) vacant part-time Special Events Staff to one (1) full-time Recreation Leader. Approved at the 9/7/2023 Council meeting as an additional budget request to the FY 24 budget.

Utilities: Funding source change for four (4) vacant Utilities Intern positions from the Compliance Division to the Administrative Division. There is no budgetary impact. Reclassified two (2) filled Water Treatment Plant Operator "C" positions to Water Treatment Plant Operator "B" and reclassified one (1) filled Water Treatment Plant Operator Trainee to a Water Treatment Plant Operator "C". These changes reflect the licenses obtained by the employees. Reclassified one (1) filled Utilities Technician II to a Utilities Technician III. This change reflects the license obtained by the employee. Reclassified one (1) Engineer I to a Engineer II. This change reflects the license obtained by the employee. Reclassified one (1) vacant Wastewater Treatment Plant Operator "C" to a Wastewater Treatment Plant Operator Trainee. This change is due to the difficulty in filling the position with licensed applicants. Reclassified one (1) vacant Utilities Technician III to a Utilities Technician I position and one (1) vacant Utilities Technician II to a Utilities Technician I

position. These changes reflect the qualifications of the applicants being hired. Reclassified one (1) filled Water Treatment Plant Operator "B" to a Water Treatment Plant Operator "A". This change reflects the license obtained by the employee. Reclassified one (1) vacant Wastewater Treatment Plant Operator "C" to a Wastewater Treatment Plant Operator "A". This change reflects the qualifications of the applicant being hired. Funding for these changes will come from the department's budget.

REQUESTING DEPARTMENTS:

Building
Finance
Fire
Growth Management
Human Resources
Facilities & Parks
Police
Procurement
Public Works
Recreation
Utilities

FISCAL IMPACT:

STAFF RECOMMENDATION:

Motion to approve the FY24 Position Control Plan Resolution.

ATTACHMENTS:

1. FY24 1st Quarter Position Control Plan Changes
2. Pay Plans and Position Listings December 2023
3. Resolution 2024-02