



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Laura Clawson, Human Resources Director

**DATE:** July 18, 2024

**RE:** Resolution 2024-24, as amended, adopting the Classification and Pay Plans and the Position Control Plan for employees of the City of Palm Bay (third amendment).

### **SUMMARY:**

Resolution, adopting Classification and Pay Plans, and the Position Control Plan for employees of the City of Palm Bay.

**Building:** Reclassified two (2) filled Data Entry Clerk positions to Records Specialists. This change reflects the actual duties being performed by the employees. Funding will come from the department's budget.

**Community & Economic Development:** Added one (1) Administrative Assistant position. Funding will come from undesignated fund balance. Approved at the 5/2/24 Council meeting as an additional FTE.

**Finance:** Adjusted the paygrade of one (1) filled Paymaster position from a G13 to a G14. This change reflects the accurate compensation for the duties performed by the employee. Funding will come from the department's budget.

**Fire Rescue:** Eliminated one (1) Assistant Fire Marshall position and one (1) Billing and Collections Coordinator position. These changes reflect the reorganization of the department, eliminating the Fire Prevention Division to have inspections contracted. These changes result in savings to the budget. Reclassified one (1) vacant Fire Inspector position to a Fire Lieutenant. This change reflects the need for an additional Lieutenant to take the lead on scheduling and implementation of training within the department. Funding will come from vacancies. Added one (1) Assistant Fire Chief position. Funding will come from undesignated fund balance. Approved at the 4/18/24 Council meeting as an additional FTE. Reclassified one (1) Fire Inspector position to a Fire and Life Safety Outreach Coordinator. This change reflects the need for a position to provide public

education and community outreach to take the burden off the operational crews allowing them to remain focused on emergency incidents. Funding will come from the Department's budget. Changed the title of seven (7) filled District Chief positions to Battalion Chief. This change is being made to enable the department to purchase logistical items with the new title and was negotiated as a Memorandum of Understanding to the International Association of Firefighters collective bargaining Article 2.1. There is no budgetary impact. Reclassified one filled Inventory Control Coordinator position to a Senior Inventory Control Coordinator. This change reflects the actual duties being performed by the employee. Funding will come from the department's budget.

Human Resources: Added two (2) Human Resources Generalist II positions. Funding will come from undesignated fund balance. Approved at the 4/4/24 Council meeting as additional FTEs. Reclassified one (1) filled Human Resources Generalist II position to a Fiscal and Compensation Specialist. This change reflects the actual duties being performed by the employee. Funding will come from the Department's budget.

Information Technology: Reclassified one (1) Information Security Analyst to one (1) Senior Information Security Analyst (Title change only). This change reflects the need to have an additional Information Security Analyst below the Senior Information Security Analyst. There is no budgetary impact. Added one (1) Information Security Analyst position, one (1) Network Administrator position, two (2) IT Support Specialist I positions and one (1) Mobile Device Support Specialist. Funding for these changes will come from undesignated fund balance. Approved at the 4/18/24 Council meeting as additional FTEs.

Parks and Facilities: Added one (1) Parks and Facilities Assistant director position, one (1) Construction Project Manager position and two (2) Maintenance Worker II positions. Funding will come from undesignated fund balance. Approved at the 4/4/24 Council meeting as additional FTEs. Reclassified one (1) filled Electrician Journeyman to an Electrician Master. This change reflects the certification obtained by the employee. Funding will come from the Department's vacancies.

Police: Added one (1) Police Wellness Coordinator position. Funding will come from undesignated fund balance. Approved at the 4/18/24 Council meeting as an additional FTE.

Public Works: Reclassified one (1) filled Part-Time Stock Clerk position to a Full-Time Stock Clerk and added one (1) Administrative Secretary position. Funding will come from undesignated fund balance. Approved at the 4/4/24 Council Meeting as additional FTEs. Reclassified one (1) vacant Heavy Equipment Operator I position to a Traffic Engineer. This change reflects the department's need to have an Engineer to provide guidance in traffic operations projects. Funding will come from vacancies. Reclassified one (1) vacant Accounting/Procurement Assistant position to a Logistics Coordinator. This change reflects the actual duties to be performed by the position.

Funding will come from vacancies. Reclassified one (1) vacant Operations Foreman position to a Public Works Contract Administrator. This change reflects the need to dedicate a position to preparing, negotiating, and reviewing various Public Works contracts. Funding will come from vacancies. Added one (1) Administrative Assistant position, two (2) Engineering Inspectors, six (6) Heavy Equipment Operator I positions and eight (8) Maintenance Worker positions. Funding will come from undesignated fund balance. Approved at the 5/16/24 Council meeting as additional FTEs. Reclassified one (1) filled Data Entry Clerk position to an Administrative Assistant. This change reflects the actual duties being performed by the employee. Funding will come from current vacancies.

Recreation: Added two (2) Recreation Leaders positions. Funding will come from eliminating vacant part-time Recreation Aide FTEs and undesignated fund balance. Approved at the 5/2/2024 Council meeting as an additional FTE.

Utilities: Reclassified one (1) vacant Wastewater Treatment Plant Operator "A" to a Wastewater Treatment Plant Operator "C". This change reflects the license of the candidate that has been selected to fill the vacancy. There is no budgetary impact as it is a cost savings.

**REQUESTING DEPARTMENTS:**

Building  
Community & Economic Development  
Finance  
Fire  
Human Resources  
IT  
Police  
Facilities & Parks  
Public Works  
Utilities

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Motion to approve the amended resolution.

**ATTACHMENTS:**

Honorable Mayor and Members of the City Council

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- 1) FY24 3rd Quarter Position Control Pay Plans
- 2) Pay Plans and Position Listings July 2024
- 3) Resolution