



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

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

**DATE:** September 19, 2024

**RE:** Resolution 2024-26, as amended, adopting Classification and Pay Plans and the Position Control Plan for employees of the City of Palm Bay (fourth amendment).

### SUMMARY:

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

**Building:** Reclassified one (1) filled Building Inspector – Provisional position to a Building Inspector I. This change reflects the license obtained by the employee. Funding will come from the Department's vacancies. Reclassified seven (7) filled Permit Technician positions to Permit Technician I. Reclassified one (1) filled Permit Technician position to a Permit Technician II. These changes reflect the need for succession planning of the Permit Technician positions based on the requirements/certifications held by the employees. Funding will come from the Department's budget.

**Finance:** Reclassified one (1) vacant Budget Analyst position to a Budget Program Administrator. This change reflects the need to elevate the Department's budget-focused positions to focus on citywide program administration. Funding will come from the department's budget.

**Fire Rescue:** Adjusted the paygrade of four (4) filled Assistant fire Chief positions from a G19 to a G17. This change reflects the need to align the pay grades. There is no budgetary impact as the current salaries of the employees will not change. Reclassified one (1) filled Fire Analyst Part-Time position to a Fire Accreditation & Compliance Manager Part-Time position. This change reflects the actual duties being performed by the employee. There is no budgetary impact. Reclassified three (3) filled Fire Driver/Engineers to Fire Lieutenants. This change reflects the necessity to effectively staff Squad 9 with Fire Lieutenants who can assess and make critical decisions during significant calls in the southeast part of the City. Funding will come from the department's budget.

Human Resources: Reclassified one (1) filled Human Resources Generalist II to an HR Benefits Specialist. This change reflects the actual duties being performed by the employee. There is no budgetary impact.

Parks and Facilities: Reclassified one (1) filled Administrative Secretary position to an Accountant I. This change reflects the actual duties being performed by the employee. Funding will come from the Department's vacancies. Reclassified one (1) filled Inventory Control Coordinator position to a Support Service Coordinator. This change reflects the actual duties being performed by the employee as well as additional supervisory duties to be added to the position. Funding will come from the Department's vacancies. Reclassified one (1) filled Secretary position to an Administrative Assistant. This change reflects the actual duties being performed by the employee. Funding will come from the Department's vacancies.

Police: Changed the funding source of one (1) vacant Police Officer position from the Executive Division to the Investigation Division. This change reflects the need for a General Crimes Unit Detective. There is no budgetary impact. Changed the funding source of one (1) filled Administrative Assistant position from the Executive Division to the Community Services Division. This change reflects the need for an administrative position within the Community Services Division that was established during the current fiscal year. There is no budgetary impact. Reclassified one (1) filled Project Specialist position to an Accreditation and Grants Specialist. This change reflects the actual duties being performed by the employee. There is no budgetary impact.

Public Works: Reclassified one (1) filled Engineering Inspector position to an Engineering Inspector I position, four (4) vacant Engineering Inspector positions to Engineering Inspector I positions and five (5) filled Engineering Inspector positions to Engineering Inspector II positions. These changes reflect the need for advancement opportunities for the Engineering Inspectors. Funding will come from the Department's vacancies. Reclassified two (2) vacant Heavy Equipment Operator I positions to Heavy Equipment Operator II positions. These changes reflect the need for higher level Operators to operate specific equipment. Funding will come from the Department's vacancies. Reclassified one (1) filled Operations Superintendent position to a Traffic Operations Division Manager. This change reflects the actual duties being performed by the employee. Funding will come from the Department's vacancies. Switched the funding sources for two (2) filled Administrative Assistant positions between ROW Beautification and SWU Infrastructure. This change reflects the correct divisions due to the actual duties being performed by the employees. There is no budgetary impact. Reclassified one (1) filled Project Manager position to a Senior Project Manager position. This change reflects the actual duties being performed by the employee. Funding will come from the Department's vacancies.

Utilities: Reclassified four (4) filled Utilities Technician I position to Utilities Technician II positions.

Honorable Mayor and Members of the City Council

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These changes reflect the certifications earned by the employees. Funding will come from the Department's budget.

**REQUESTING DEPARTMENTS:**

Building  
Finance  
Fire  
Human Resources  
Facilities & Parks  
Police  
Public Works  
Utilities

**FISCAL IMPACT:**

None.

**STAFF RECOMMENDATION:**

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

**ATTACHMENTS:**

1. Resolution
2. FY24 4<sup>th</sup> Quarter Position Control Pay Plans
3. Pay Plans and Position Listings September 2024