



LEGISLATIVE MEMORANDUM

TO:	Honorable Mayor and Members of the City Council
FROM:	Suzanne Sherman, City Manager
THRU:	Laura Clawson, Human Resources Director
DATE:	April 18, 2024
RE:	Resolution 2024-13, amending Resolution 2023-35, adopting Classification and Pay Plans and the Position Control Plan for employees of the City of Palm Bay (second amendment)

SUMMARY:

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

Building: Reclassified four (4) vacant Building Inspector I positions to Provisional Building Inspector positions. This change reflects the need to recruit at entry level. There is no budgetary impact. Reclassified one (1) filled Provisional Building Inspector position to a Building Inspector I position. This change reflects the license obtained by the employee. Funding will come from the department's budget.

Finance: Reclassified one (1) vacant Accountant I to a Senior Accountant. This change reflects a restructuring of the department. There is no budgetary impact. Reclassified one (1) filled Payroll and Accounting Assistant to a Payroll and Accounting Coordinator. This change reflects the actual duties and responsibilities being performed by the employee. Funding will come from the Department's budget.

Fire Rescue: Eliminated one (1) filled Administrative Secretary position due to reorganization of the department. This will result in cost savings to the budget.

Growth Management: Reclassified one (1) vacant GIS Planner position to a Planner. This change reflects the current needs of the department. This will result in cost savings to the budget.

Parks and Facilities: Reclassified one (1) filled Part-Time Secretary to a Full-Time Secretary. Funding will come from undesignated fund balance. Approved at the 1/4/24 Council meeting as an additional FTE.

Police: Reclassified one (1) filled Part-Time Administrative Secretary to a Full-Time Administrative Assistant. Funding will come from undesignated fund balance. Approved at the 1/18/24 Council meeting as an additional FTE. Added one (1) Police Sergeant. Funding will come from undesignated fund balance. Approved at the 3/7/2024 Council meeting as an additional FTE.

Public Works: Added one (1) Community Outreach Coordinator (NPDES), one (1) Records Specialist and one (1) Grants Manager. Funding will come from undesignated fund balance. Approved at the 1/4/24 Council meeting as additional FTEs. Reclassified one (1) vacant Engineer I to an Operations Superintendent. This change reflects the needs of the department. There is no budgetary impact. Reclassified one (1) Administrative Assistant to an Accounting/Procurement Assistant. This change reflects the actual duties and responsibilities being performed by the employee. Funding will come from vacancies. Reclassified one (1) filled Sign and Traffic Technician Part-Time to a Traffic Technician I Part-Time. Reclassified one (1) filled Sign and Traffic Technician to a Traffic Technician I. Reclassified two (2) filled Sign and Traffic Technicians to Traffic Technician IIs. Reclassified one (1) vacant Sign and Traffic Technician to a Sign and Traffic Technician III. These changes reflect the need for a growth tier amongst the Traffic Technicians. Funding will come from existing vacancies. Added one (1) Maintenance Worker position. Funding will come from undesignated fund balance. Approved at the 3/7/24 Council meeting as an additional FTE. Reclassified one (1) filled Construction Project Manager position to Assistant Public Works Director. This change reflects the actual duties and responsibilities being performed by the employee. Funding will come from vacancies.

Utilities: Reclassified one (1) vacant Utilities Technician I to an Instrumentation & Control Technician. This change reflects the need for a position to provide support and instrumentation calibration to the SCADA system. Funding will come from the current budget. Reclassified three (3) vacant Utilities Technician IV positions to Utilities Technician I positions. This change reflects the need to recruit at entry level. There is no budgetary impact. Reclassified one (1) vacant Accountant II position to an Accountant I position. This change will delineate the position to a support role in the Business Operations Division personnel structure. There is no budgetary impact as it is a cost savings. Reclassified one (1) vacant Wastewater Treatment Plant Operator "C" to a Wastewater Treatment Plant Operator Trainee. This change reflects the need to recruit at Trainee level. There is no budgetary impact. Reclassified one (1) filled Utilities Technician I to a Utilities Technician II. This change reflects the license obtained by the employee. Funding will come from the department's budget. Reclassified one (1) filled Water Treatment Plant Operator Trainee to a Water Treatment Plant Operator "C". This change reflects the license obtained by the employee. Funding will come from the department's budget. Reclassified one (1) vacant Wastewater Treatment Plant Operator Trainee to a Wastewater Treatment Plant Operator "A". This change reflects the hiring of a licensed candidate for the vacancy. Funding will come from the department's budget. Added two (2) Line Locate Technician positions. Funding will come from the Utilities

Honorable Mayor and Members of the City Council

Legislative Memorandum

Page | 3

undesignated fund balance. Approved at the 3/21/24 Council meeting as additional FTEs.

REQUESTING DEPARTMENTS:

Building

Finance

Fire

Growth Management

Facilities & Parks

Police

Public Works

Utilities

FISCAL IMPACT:

STAFF RECOMMENDATION:

Motion to approve the Resolution for FY24 2nd Quarter Position Control Plan Changes.

ATTACHMENTS:

1. FY24 2nd Quarter Position Control Plan Changes
2. Pay Plans and Position Listings April 2024
3. Resolution