

**CITY OF MIRAMAR
PROPOSED CITY COMMISSION AGENDA ITEM**

Meeting Date: September 18, 2019

Presenter's Name and Title: Randy Cross, Human Resources Director

Temp. Reso. Number: 7031

Item Description: Temp. Reso. No. 7031, APPROVING A COMPREHENSIVE PAY PLAN FOR UNREPRESENTED EMPLOYEES FOR THE PERIOD BEGINNING OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020, AND PROVIDING FOR AN EFFECTIVE DATE (Human Resources Director, Randy Cross)

Consent ☐ Resolution ☒ Ordinance ☐ Quasi-Judicial ☐ Public Hearing ☐

Instructions for the Office of the City Clerk: NONE

Public Notice – As Required by the Sec. _____ of the City Code and/or Sec. _____, Florida Statutes, public notice for this item was provided as follows: on _____, in a _____ ad in the _____; by the posting the property on _____ and/or by sending mailed notice to property owners within _____ feet of the property on _____. (Fill in all that apply)

Special Voting Requirement – As required by Sec. _____, of the City Code and/or Sec. _____ Florida Statutes, approval of this item requires a _____ (unanimous 4/5ths etc. vote of the City Commission).

Fiscal Impact: Yes ☒ No ☐

REMARKS: Fiscal Impact of \$328,400

Content:

- **Agenda Item Memo from the City Manager to City Commission**
- **Resolution TR7031**
 - **Exhibit A: Comprehensive Pay Plan for FY2020**
 - **Schedule 1 – FY2020 Salary Schedule FT**
 - **Schedule 2 – FY2020 Salary Schedule PT**



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners

FROM: Vernon E. Hargray, City Manager *FOR: [Signature]*

BY: Randy Cross, Human Resources Director

DATE: September 12, 2019

RE: Temp. Reso. No. 7031, approving a Comprehensive Pay Plan for Fiscal Year 2020

RECOMMENDATION: The City Manager recommends approval for Temp. Reso. No. 7031, approving a Comprehensive Pay Plan ("CPP") for Fiscal Year 2020 ("FY2020").

ISSUE: City Commission approval is required to adopt the CPP for FY2020.

BACKGROUND: The City Commission annually approves a CPP to establish salary and incentive parameters for the City's non-represented employees. Benefits and salary changes for 63% of the City's employees are approved in collective bargaining agreements with the City's three unions. The CPP establishes the compensation for the remaining approximately 37% employees (i.e., non-represented professional, managerial and supervisory staff). In addition, the CPP provides the accompanying salary schedules for City employees, attached as Exhibit "A." The FY2020 CPP applies only to City employees and does not address Elected Officials.

During FY 2019, the Human Resources Department completed a compensation and classification study of the non-represented employee group. The study consisted of an internal equity review of each job classification and a local market benchmark study. The results of the study include a revised classification plan that streamlines, consolidates and broadbands the job classification levels.

The following list includes the changes for the FY 2020 CPP and the changes resulting from the compensation and classification study:

1. Section 5- Annual Salary and Salary Range Adjustment

For FY20, all Unrepresented Employees, excluding Commission Staff (i.e., Regular Employees and Part-time Employees), who are employed by the City as of the effective date of this Pay Plan will not receive any Cost of Living Adjustment ("COLA").

All Employees at the level of Deputy/ Assistant Director and below shall receive a 3% merit increase to each employee's base salary, effective on his/her current anniversary date, provided that the employee's performance was satisfactory, as indicated on a fully executed annual performance evaluation. Any redlined employees will receive the merit increase in the form of a one-time check, not to their base salary, equal to 3% of their base salary. If the employee did not demonstrate satisfactory performance, the merit increase not will be issued.

2. Section 6- Pay Plan and Salary Ranges

Salary ranges have been consolidated and broadbanded from 48 grades to 10 Salary Levels, as represented in Salary Schedule "A". For employees whose current salary level is below the minimum level in the assigned range, the salary level will be increased to the minimum of the range. Employees between the range minimum and maximum may be moved through the range based on established criteria determined to be of value to the City.

For employees with current salary levels exceeding the maximum level in the assigned range, the salary will be redlined at that level, and the employee will be ineligible for any merit or cost of living increases to base salary until the maximum of the range is adjusted to allow movement. At the City Manager's discretion, and if approved in a CPP, redlined employees may receive a lump sum payment instead of a COLA.

The fiscal impact of the FY 2020 CPP is \$328,400, which is included in the FY 2020 Tentative Budget.

Temp. Reso. No. 7031
09/12/19
09/16/19

**CITY OF MIRAMAR
MIRAMAR, FLORIDA**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
MIRAMAR, FLORIDA, APPROVING A COMPREHENSIVE PAY PLAN
FOR UNREPRESENTED EMPLOYEES FOR THE PERIOD BEGINNING
OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020; AND PROVIDING
FOR AN EFFECTIVE DATE.**

WHEREAS, the City Commission recognizes the need to adopt a Comprehensive Pay Plan ("CPP") for unrepresented employees for Fiscal Year 2020 ("FY2020") (i.e., October 1, 2019 through September 30, 2020), in the form attached hereto as Exhibit "A," in order to maintain competitive employment conditions; and

WHEREAS, the City Manager recommends approval of the CPP by adoption of this resolution; and

WHEREAS, the City Commission deems it to be in the best interest of the citizens and residents of the City of Miramar to approve the CPP, attached hereto as Exhibit "A."

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF
MIRAMAR, FLORIDA AS FOLLOWS:**

Section 1: That the foregoing "**WHEREAS**" clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution.

Reso. No. _____

Temp. Reso. No. 7031
09/12/19
09/16/19

Section 2: That the City Commission approves the Comprehensive Pay Plan for unrepresented employees, attached as Exhibit "A," together with such non-substantial changes as are acceptable to the City Manager and approved as to form and legal sufficiency by the City Attorney.

Section 3: That the provisions of this Resolution are declared to be severable, and if any section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, sentences, clauses and phrases of this resolution,

Section 4: That all Resolutions or parts thereof, in conflict with this resolution are repealed to the extent of such conflict.

Section 5: That the appropriate City officials are authorized to do all things necessary and expedient to carry out the aims of this Resolution.

Temp. Reso. No. 7031
09/12/19
09/16/19

Section 6. That this Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this _____ day of _____, _____.

Mayor, Wayne M. Messam

Vice Mayor, Alexandra P. Davis

ATTEST:

City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have
approved this RESOLUTION
as to form:

City Attorney
Austin Pamies Norris Weeks Powell, PLLC

Requested by Administration

Commissioner Winston F. Barnes
Commissioner Maxwell B. Chambers
Commissioner Yvette Colbourne
Vice Mayor Alexandra P. Davis
Mayor Wayne M. Messam

Voted

Reso. No. _____

**CITY OF MIRAMAR
COMPREHENSIVE PAY PLAN
FY 2020**

SECTION 1. ESTABLISHMENT

There is hereby established a Comprehensive Pay Plan (“CPP”) for the City of Miramar (the “City”) for Fiscal Year 2020 (i.e., October 1, 2019 through September 30, 2020) (“FY20”) pertaining to all classes of job positions included in the attached Schedules I and II, those job positions not specified elsewhere in existing negotiated collective bargaining agreements. All references to Regular Employees in this document refer to unrepresented Full Time employees/positions as outlined herein except for Part-time Employees identified in Section 11 and Schedule II. All references to “All Employees” refer to Regular Employees and Part-time Employees.

SECTION 2. COMPOSITION OF SALARY RANGES GENERALLY

The CPP shall establish a salary range for each position of employment for Regular Employees and hourly rates for all Part-time Employees in the City of Miramar.

SECTION 3. MINIMUM ENTRANCE SALARY

Regular and Part-time Employees shall be paid a minimum Living Wage in accordance with Ordinance 16-20 approved by the City of Miramar Commission in FY15. For pay purposes, the Living Wage for FY20 shall be set at \$12.50 per hour. The City Manager may amend the salary schedules within the fiscal year because of changes in any relevant final orders from the Public Employment Relations Commission regarding bargaining unit clarifications, or for reasons of salary equity, compression and appropriate position classification.

The minimum rate of pay for each Regular and Part-time job position shall be paid to an employee upon original appointment to the City unless there are extraordinary circumstances warranting employment at a higher rate of pay such as extensive relevant experience, difficult to hire skill sets, advanced credentials or certifications, or demonstrated difficulty hiring and/or retaining employees in a particular field or discipline. In such cases, the City Manager may authorize the Director of Human Resources to approve a higher salary rate so long as sufficient funds are available in the budget.

SECTION 4. ALL EMPLOYEES COMPENSATION PHILOSOPHY

Salaries and benefits for All Employees in the City will be maintained in a reasonable, innovative and competitive manner in relation to the City’s recruitment and retention needs. Notwithstanding the above, salary and benefit increases or reductions for All Employees will be in accordance with the expenditure assumptions included in the City’s overall financial business plan.

SECTION 5. ANNUAL SALARY AND SALARY RANGE ADJUSTMENT

For FY20, all Unrepresented Employees, excluding Commission Staff (i.e., Regular Employees and Part-time Employees), who are employed by the City as of the effective date of this CPP will not receive any Cost of Living Adjustment ("COLA").

All Employees at the level of Deputy/ Assistant Director and below shall receive a 3% merit increase to each employee's base salary, effective on his/her current anniversary date, provided that the employee's performance was satisfactory, as indicated on a fully executed annual performance evaluation. Any redlined employees will receive the merit increase in the form of a one-time check, not to their base salary, equal to 3% of their base salary. If the employee did not demonstrate satisfactory performance, the merit increase will not be issued.

SECTION 6. PAY PLAN AND SALARY RANGES

Salary range maximum for Department Directors shall be at least 10% higher than the salary range maximum of their next lower ranked subordinates.

SECTION 7. PROVISIONS FOR SENIOR MANAGERS

Effective July 1, 2010 and for All Employees, the City may, in the sole discretion of the City Manager, cease its contribution of any percentage of the annual salary of its employees to an authorized Deferred Compensation Plan (i.e., 457 or 401a Plans) and/or other approved tax deferred program into which contributions are made on a pre-tax basis, and earnings accrue on a tax deferred basis. If the City Manager exercises such discretion, these Deferred Compensation Plans and/or other approved tax deferred programs only shall be funded by employee contributions. Notwithstanding the preceding, employees who are in the following classifications: City Manager's Senior Executive Staff (including all Assistant City Managers, Chief Financial Officer, Chief Operations Officer, the City Strategic Development Officer, Business Inclusion Diversity Officer), Department Directors, Deputy and Assistant Directors, who contribute at least 3% of their annual salary to a 457 or 401a Plan, will have their contributions matched by the City with a 6% contribution. Employees in other classifications not listed above who contribute at least 3% of their annual salary to a 457 or 401a Plan, will have their contributions matched by the City will match with a 3% contribution.

SECTION 8. PERFORMANCE MANAGEMENT

- A. Regular Employees who are not members of any collective bargaining unit will be evaluated at least annually. This process will not affect the employment and/or promotion anniversary dates of such employees. Failure by the City to conduct an annual job evaluation will not alter the terms or conditions of this CPP.
- B. Regular Employees covered by the Civil Service system who have not completed their initial probationary period will receive their evaluation on their one-year anniversary date.

- C. All Employees whose performance is considered by the City Manager to be “Below Satisfactory” or “Unsatisfactory”, may be required to enter into an Action Plan or Performance Improvement Plan developed by the senior management of their department to improve their performance. At the end of not more than six months (180 days), they may receive a Special Evaluation. This in no way, however, changes the “at will” employment status of non-civil service employees.

SECTION 9. PROMOTIONS & ADJUSTMENTS

- A. A promoted employee shall receive a 7.5% increase over their present salary, or the minimum pay rate for the new classification, whichever is higher. This increase shall establish the employee’s new annual salary. Salary compression issues will be assessed on a case-by-case basis. Promotional increases greater than 7.5% and above the minimum of the new salary range, can be granted when the promoted employee demonstrates a high competency for the new position or other factors such as prior performance, tenure, market demands, education/certifications, etc. Any increase above the 7.5%, requires the approval of the City Manager or his/her designee.
- B. A promoted employee covered by the City’s Civil Service system shall serve a six-month probationary period in the new job classification. At the end of the probationary period, the employee shall receive a performance evaluation. If the probationary period has been completed successfully, a new anniversary date will be established based on the date of promotion. If the employee does not successfully complete the probationary period, as determined by the City, he/she may, upon the City Manager or his/her Designee’s approval, be granted a probationary extension, not to exceed 60 days. If the City Manager or his/her Designee denies an extension, the employee shall be demoted to his/her previous classification and their salary shall be reduced by 7.5% or to the top of the new salary grade. The probationary evaluation will not contain a salary increase. If an employee is promoted within their first year of service with the City, their probationary period is extended to the end of the six-month promotional probation, or to the end of the employee’s one-year anniversary, whichever is longer.
- C. An employee who is temporarily promoted to a higher classification due to resignation, termination or promotion of the employee occupying that higher classification, shall receive a retroactive (to the effective date of the promotion) 7.5% salary increase, or the minimum pay rate for the new classification, whichever is higher, for the entire period of time that the employee works in that higher classification, provided that the promoted individual is in the position for 30 days or more. This type of promotion will ordinarily occur during the process for filling the vacated position.
- D. Notwithstanding the above, the City Manager or his/her Designee shall have the sole discretion to authorize a salary adjustment to address issues of retention, recruitment, salary compression, reorganization or for other job-related reasons as prescribed by City policy, which is based on industry bench market standards.

- E. The City Manager is authorized to make and approve changes in salary grades and/or benefits for All Employees throughout the City to prevent salary grade compaction or to insure that relative salary range equity and benefits are maintained.

SECTION 10. BLOCK BUDGETING

Notwithstanding other rules and regulations, and in furtherance of employee development and positive recruitment and retention of employees with outstanding performance and behavior records, the City Manager may authorize the implementation of the concept of “block budgeting”, as defined by Departmental administrative policies and the City Code, Section 16-44. Block Budgeting may be authorized for the advancement of trainee level professionals to entry level, entry level to journey level, and journey level to lead classification levels as established by market industry standards.

SECTION 11. PART-TIME EMPLOYMENT

- A. Part-time Employees shall be paid hourly wages in bi-weekly increments. Part-time Employees are not eligible for cash payments, but may receive an annual salary adjustment, if specified in the CPP.
- B. Performance appraisals shall be conducted on an annual basis for all non-seasonal part time employees on their anniversary date. Failure by the City to conduct an annual job evaluation will not alter the terms or conditions of this CPP.
- C. Non-seasonal Part-time Employees, who average 30 hours or more of work per pay period for a period of one year, shall accrue the following City paid leave benefit after one year of employment: 1 hour of sick leave per pay period and 1.5 hours of vacation leave per pay period. Sick leave for those job classifications covered by the GAME Collective Bargaining Agreement will accrue as specified in the contract. The City shall also provide a \$5,000 life insurance and accidental death and dismemberment benefit. Non-seasonal Part-time Employees will be limited on the amount of vacation leave remaining at the end of the calendar year, which can be carried over to the following year. At the end of the calendar leave year (December 31), vacation leave in excess of 80 hours, shall be credited to the employee’s sick leave account. Credits will be accumulated from January 1 to December 31.
- D. For Part-time Employees who work an average of 30 hours or more per week, the City shall provide single coverage HMO health and DHMO dental insurance. The employee will pay \$15 per pay period for the single coverage under the health insurance plan.
- E. The following paid holidays will also be provided at a rate of six hours for non-seasonal Part-time Employees:

Labor Day

New Year’s Day

Veteran's Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Day

Martin Luther King Day
President's Day
Memorial Day
Independence Day

- F. All overtime hours will be paid according to the Fair Labor Standards Act ("FLSA"), that is, overtime hours are hours worked in excess of 40 hours for the workweek.

SECTION 12. EMPLOYMENT BY DIFFERENT DEPARTMENTS

The prescribed rates of pay include payment for all work performed in the work category, even though the work may be performed in more than one department. The City Manager may assign personnel to work in one or more Departments to meet the needs of the City. For extended periods of such assignment, each department may be charged the appropriate share of such services; however, the total compensation received by such employees shall not exceed the prescribed rate of pay for the position. No employee shall be allowed to work in two positions concurrently with the City.

SECTION 13. TEMPORARY APPOINTMENT

- A. The City Manager may appoint personnel temporarily, or in an acting capacity, for an appointed period not to exceed 180 days per appointment, or as specified in the City Code, provided that background checks have been conducted and excess budgeted funds exist because of past vacancies in authorized employment positions, or within the departmental activity budget that contains the designated position.
- B. Said appointment shall be renewable for one additional appointment period only, provided, however, that all budgeted employment position funds, minus any monies required to be expended for the support of temporary appointments authorized above, shall be adequate to meet all employment and payroll related expenses for the balance of the renewed contract or funds are available within the departmental activity budget that contains the designated position.

SECTION 14. POST-EMPLOYMENT HEALTH INSURANCE BENEFITS

- A. The City will continue to permit post-employment access to health and dental insurance benefits, including the dependent coverage choices, if any, made during the open enrollment immediately prior to separation from the City for All Employees who honorably separate from City service, as long as the full costs for such insurance premiums, as they may change from time to time, are paid at the former employee's expense, subject to reasonable administrative rules.
- B. The City will continue to provide a retiree health insurance stipend for Regular Employees retired after October 1, 2006 under the following conditions:

1. The amount of the stipend will be a monthly payment equal to \$10 per year of service to a maximum of \$250 per month.
 2. The health insurance stipend will cease upon the 65th birthday of the retiree.
- C. The benefits provided under this Section shall be considered as vested benefit entitlements for persons employed as of the effective date of the Ordinance adopting the FY11 Comprehensive Pay Plan.

SECTION 15. CITY PAID LIFE INSURANCE

Term life insurance benefit will be provided to Regular Employees in the amount of one and one half times the employee's base salary, at the City's expense.

SECTION 16. LONGEVITY INCENTIVE

All Regular Employees shall continue to be eligible for the following longevity incentive pay, applicable to their base salary, with the understanding that the amounts are non-cumulative. For example, an employee who has been with the City for 24 years will receive their annual salary of \$50,000 and 3%, for a total annual salary of \$51,500:

<u>Length of Service</u>	<u>Longevity Incentive</u>
15 to 19 years (completed 15 years)	1% during these years
20 to 23 years (completed 20 years)	2% during these years
23 years or more (completed 23 years)	3% during these years

The City Manager at his/her discretion may suspend longevity incentive pay.

SECTION 17. EDUCATIONAL ASSISTANCE PROGRAM

1. The City supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers while with the City. In keeping with this philosophy, the City has established an educational assistance program for expenses incurred through accredited institutions of higher learning. An accredited institution of higher learning is one whose programs have been reviewed and approved by one or more of the commonly recognized educational commissions for organizations legally authorized to review and accredit higher learning programs. The major institutions utilized by the large majority of City employees for tuition reimbursement already meet the standard. These include universities and colleges such as BC, FIU and FAU, as well as the larger and well established private organizations such as NSU, Florida Memorial University, Barry University, University of Phoenix, and University of Miami.
2. All regular employees who have completed their initial probationary period are eligible for participation in this program as long as the courses will prepare City employees for

job growth while they are employed with the City. The City shall reimburse each eligible employee who participates in the Educational Reimbursement Program as set forth herein, up to \$5,000 per calendar year for undergraduate courses, not more than \$7,000 per calendar year for graduate courses, and not more than \$7,000 for any combination of undergraduate and graduate courses. The reimbursement is provided based on the class dates as defined in the course catalog and not on the submission date of the receipt. Participation in degreed programs and/or non-credit coursework must be approved by the Department Director and Human Resources Director or designee prior to taking the actual coursework. Failure to do so will result in denial of reimbursement requests. All reimbursement requests must include proper supporting documentation, and be submitted to the Human Resources Department within 30 days of the completion of coursework each period. Details and forms are available in the Human Resource Department.

Within the context of the Education Assistance Program, the City shall reimburse eligible employees, up to the maximum amount set forth above, as follows:

- A. One hundred percent (100%) of the State University System of Florida (www.flbog.edu) resident tuition rates or community college rate for courses at educational institutions that are directly related to the employee's position or career growth with the City.
- B. Reimbursement shall be made provided the employee receives a grade of "C" or better, pass in pass/fail or 70 or better where such grades are given.
- C. Books and lab fees will be reimbursed on a tiered scale after successful completion of the class as follows: 50% - for a grade of 2.0-2.9 (C), 75% for a grade of 3.0-3.9 (B), and 100% for a grade of 4.0 (A).
- D. Employees shall request preapproval under this Program by submitting the appropriate form to the Department Director. Once the Department Director approves, the form is sent to the Director of Human Resources for review, approval and processing. Employees must pay for their own tuition for which the City will reimburse after approval as outlined above upon the successful completion of each course and supply such proof of attending the course. Papers required for verification shall be a payment receipt and a report of grades received. Reimbursement requests must be timely and submitted to the Human Resources Department within 30 days of the completion of coursework each period.
- E. If an employee voluntarily terminates his/her employment with the City within one year following the completion of any eligible educational program under Section 1 or license fees or tuition costs for training under Section 3, for which such employee has received a refund, then the amount refunded in the prior 12 months shall be repaid by the employee immediately. The amount of any such reimbursement shall be deducted from the employee's final paycheck, in the event that the employee fails to reimburse the City as provided above, and requires the services of any attorney to collect any of said amounts, such attorney's fees and court fees will be added to the amounts owed by the employee to the City.

SECTION 18. INCENTIVES FOR EMPLOYEES EXEMPT FROM FLSA OVERTIME

- A. Regular Employees exempt from the overtime provisions of the FLSA shall receive 80 hours of Position Basis Leave ("PBL") at the beginning of each fiscal year (October 1). Regular Employees hired into PBL eligible positions or promoted from a non-PBL eligible position into a PBL eligible position between October 1st and March 31st will have 80 hours credited to their leave balance. Regular Employees hired into PBL eligible positions or promoted from a non-PBL eligible position into a PBL eligible position between April 1st and June 30th, will have 40 hours credited to their leave balance. New employees are not eligible to use vacation time or PBL for their first 90 days of employment. PBL cannot be carried over to a new fiscal year and may be converted to cash as set forth in Section 24(C).
- B. Regular Employees holding the rank of Deputy/ Assistant Director, or higher, will receive a total of 120 hours of Position Basis Leave or 60 hours, as specified above based upon hire date.
- C. For FLSA exempt Regular Employees, the City Manager is authorized to approve additional PBL for those who work extraordinary amounts of additional time or who have completed a significant project which may include work during the period of a declared emergency such as a Hurricane event. Additional PBL granted in these circumstances will be governed by the same rules outlined in paragraph 'A' above. Any additional PBL time must be authorized in writing and signed by the City Manager. At the City Manager's discretion, PBL leave may be restored to prior levels of 160 and 120 hours for Senior Management employees and Regular employees, respectively.

SECTION 19. VEHICLE AUTHORITY

- A. Consistent with the City's vehicle assignment policy, the City Manager may authorize the assignment of a vehicle or the payment of a vehicle allowance to an employee covered by this plan. Except for Police and Fire personnel, all employees utilizing vehicles pursuant to this section shall be responsible for the payment of all fuel that is for personal, non-job related use.
- B. The City Manager may revise or amend the vehicle use policy in his or her discretion without further approval of the City Commission.

SECTION 20. PROVISIONS FOR MANAGEMENT PENSION PLAN MEMBERS

Effective July 1, 2010, the employee's contribution rate into the City of Miramar Management Retirement Plan (the "Plan") shall be fixed at 13.515% of the employee's compensation. Also, effective July 1, 2010, the City shall make an annual contribution to the Plan in an amount equal to the difference in each year between the total of member contributions for the year and the total cost for the year as shown by the most recent actuarial valuation for the plan. The total cost for any year shall be defined as the total of

normal cost plus the additional amount sufficient to amortize the unfunded accrued past service liability over a thirty-year period commencing with the effective date of the Plan.

SECTION 21. HEALTH INSURANCE BENEFITS

The City shall pay the cost of the employee-only premium for health insurance for its Regular Employees and Part Time Employees who work an average of 30 hours or more per week as explained in Section 11, Paragraph 'D', except for an employee share of premium equal to \$15 per bi-weekly pay period. However, the City Manager in his/her sole discretion may change the Regular Employee's share of the premium, the health insurance benefit levels, the types of health insurance plans offered, and/or the insurance carriers.

SECTION 22. CONTRACT EMPLOYEES

The City Manager may outsource current job positions if he/she determines in his/her sole discretion that outsourcing saves the City money, improves service quality and/or increases efficiency, subject to the City's Code.

SECTION 23. MISCELLANEOUS PROVISIONS

- A. Upon the sole discretion of the City Manager, Unrepresented sworn Regular Employees of the Fire Rescue and Police Departments may be eligible to receive benefits at least equal in the City Manager's judgment to the generally prevailing salary incentives for respective Fire and Police Collective Bargaining Units, subject to availability of funds. In the sole discretion of the City Manager, other Regular Employees may be eligible to receive GAME contract benefits, if any, which the City Manager may conclude exceeds the level of unrepresented benefits.
- B. All Employees will be permitted, at their own expense, to contribute to Roth IRAs and/or section 529 College Savings Plans through payroll deduction for any such program approved by the City Manager.
- C. Regular Employees may continue the option to convert to cash accrued paid leave up to 120 hours annually when a balance of no less than 80 hours per accrual bank remains and is subject to Department Director approval unless such employee is a participant in the City's Police or Fire Pension Plans, or a member of a Defined Benefit Plan that allows the deposit of accrued time by members, in which case, such employee is excluded from the option to cash-out such accrued sick, vacation and compensatory leave. Regular Employees may likewise convert accrued vacation time to sick leave or vice versa, but converted hours are not subject to cash out and may be subject to accrual caps as outlined by City policy.
- D. Regular Employees shall have the option to convert to cash up to 60 hours of Position Basis Leave.
- E. The City Manager shall have the option to implement furlough days for Regular Employees in lieu of salary reductions.

- F. Other benefits currently in place for All Employees that are not addressed within this CPP will remain unchanged, except by action of the City Commission amending the CPP.

SECTION 24 - DISCIPLINARY ACTION

It is inherent in the authority of the City Manager and designees to take disciplinary action when warranted, when employees fail to perform or behave in relation to their employment in an effective, ethical and positive manner consistent with their obligations and responsibilities. Any disciplinary action affecting non-probationary employees which results in the loss of employment property for that employee including, dismissal from employment, reduction in pay or rank, or suspension without pay, shall be based upon good cause and completed in a manner which provides appropriate due process for the affected employee. Disciplinary action shall not be based upon unlawful discrimination.

The following non-exclusive list of activities or actions may result in disciplinary action:

- (1) Conviction, plea of guilty, or plea of nolo contendere, whether or not adjudication was withheld, of a felony, misdemeanor, or criminal infraction which is job related, a crime involving moral turpitude or failure to disclose a conviction, plea of guilty or plea of nolo contendere whether or not adjudication was withheld, for a felony, misdemeanor, or criminal infraction within five (5) regularly scheduled working days following such conviction or plea.
- (2) Absenteeism.
- (3) Absence without leave for three (3) or more consecutive working days or failing to report to work after a leave of absence has expired.
- (4) Excessive tardiness.
- (5) Abuse of sick leave.
- (6) Insubordination or breach of discipline including failure or refusal to comply with a job-related verbal or written directive of a supervisor or manager.
- (7) Incompetence or inability to perform work required for the position.
- (8) Misuse or theft of city property or failure to permit inspection of or turn in city property under the control of the employee upon request.
- (9) Loss of job requirement, such as loss of necessary licenses or certification which prevents adequate or legal performance of assigned duties.
- (10) Willfully providing false information, making false statements or failing to disclose material facts to supervisors, officials, the public, or an agency of the city government.
- (11) Violation of city rules and regulations, including departmental or division rules, or these rules and regulations.

- (12) Misuse or unlawful manufacture, distribution, dispensing, possessing or using controlled substances, including alcoholic beverages, on duty or off duty if such behavior affects or impairs on duty performance.
- (13) Making any false statements in a job application, omission or misrepresentation of pertinent or material information from an application or other intent to deceive the city in an application or examination for employment.
- (14) Violation of ethics, laws or rules, including those provided in these rules and regulations, relative to conflict of interest, acceptance of gifts, nepotism or other policies established by state laws, the city commission or the city manager.
- (15) Refusal to be examined by a city-designated licensed medical professional once so directed.
- (16) Harassing or wantonly offensive conduct or language toward the public, supervisor, or fellow employees, including but not limited to language or conduct reflective of sexism, racism, or bigotry, such as the use of ethnic slurs disparaging comments or unwelcome harassing behavior based upon race, religion, national origin, disability, gender, sexual orientation, or other personal characteristic protected by city policy or state or Federal Civil Rights Law.
- (17) Violence or the threat of violence by any employee of the city directed towards another employee or any other person.
- (18) Possession, use, or threat to use a deadly weapon, including all firearms and explosive devices, in or on city property including city vehicles, unless carrying such weapon is a necessary or approved requirement of the job.
- (19) Conduct unbecoming a City employee

(20) The foregoing is not a complete list of all activities, which could result in disciplinary action but is intended as a general disciplinary guide for employees and supervisors

This CPP is the complete plan and supersedes all previously established CPPs.

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2020
Salary Schedule I (FULL-TIME Classification)

Job Code	Position Title	Exempt Status	Grade	Minimum Salary	Maximum Salary	Civil Service Y/N
1008	ACCOUNTING MANAGER	EXEMPT	28	\$ 70,003.28	\$ 118,289.97	N
1011	ACCOUNTING SYSTEM ANALYST	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1012	ACCOUNTS PAYABLE SUPERVISOR	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1620	ACCREDITATION & PROGRAM MGR	EXEMPT	26	\$ 66,040.32	\$ 111,590.64	N
1345	ACTIVITY COORDINATOR	NON-EXEMPT	14	\$ 42,229.19	\$ 71,356.92	Y
1402	ADMINISTRATION SUPERINTENDENT	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1149	ADMINISTRATIVE MANAGER	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N
1021	ADMINISTRATIVE SUPERVISOR	NON-EXEMPT	15	\$ 44,212.82	\$ 76,522.78	Y
1490	ADULT DAY CARE SUPERINTENDENT	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1543	ARTS & EDUCATION ADMINISTRATOR	EXEMPT	18	\$ 50,165.88	\$ 84,766.37	N
1088	ARTS & EDUCATION MANAGER	EXEMPT	21	\$ 56,115.70	\$ 94,824.52	N
1099	ASSISTANT DIRECTOR OF PROCURE	EXEMPT	34	\$ 81,907.23	\$ 148,006.77	N
1381	ASSISTANT GRANTS ACCTG MANAGER	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1382	ASSISTANT PAYROLL MANAGER	EXEMPT	21	\$ 56,115.70	\$ 94,824.52	N
1528	ASST CITY ENGINEER	EXEMPT	30	\$ 73,971.62	\$ 129,401.33	N
1027	ASST CITY MANAGER	EXEMPT	46	\$ 105,716.20	\$ 196,387.16	N
1446	ASST DIRECTOR OF BUS DEV & MKTG	EXEMPT	34	\$ 81,907.23	\$ 148,006.77	N
1445	ASST DIRECTOR OF CFM	EXEMPT	34	\$ 81,907.23	\$ 148,006.77	N
1502	ASST DIRECTOR OF COMM DEV	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N
1029	ASST DIRECTOR OF CULTURAL AFFAIRS	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N
1030	ASST DIRECTOR OF FINANCIAL SERVICES	EXEMPT	34	\$ 81,907.23	\$ 148,006.77	N
1031	ASST DIRECTOR OF HUMAN RESOURCES	EXEMPT	34	\$ 81,907.23	\$ 148,006.77	N
1515	ASST DIRECTOR OF IT	EXEMPT	34	\$ 81,907.23	\$ 148,006.77	N
1550	ASST DIRECTOR OF MGMT & BUDGET	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N
1393	ASST DIRECTOR OF PARKS RECREATION	EXEMPT	34	\$ 81,907.23	\$ 148,006.77	N
1032	ASST DIRECTOR OF PUBLIC WORKS	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N
1655	ASST DIRECTOR OF SOCIAL SERVICES	EXEMPT	34	\$ 81,907.23	\$ 148,006.77	N
1084	ASST DIRECTOR OF UTILITIES	EXEMPT	34	\$ 81,907.23	\$ 148,006.77	N
1033	ASST FACILITIES MANAGER	EXEMPT	22	\$ 58,100.40	\$ 99,594.08	N
1448	ASST FIELD OPERATIONS MANAGER	EXEMPT	22	\$ 58,100.40	\$ 99,594.08	N
1449	ASST FIRE MARSHALL/PLANS EXAM	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1035	ASST POLICE CHIEF	EXEMPT	36	\$ 85,876.65	\$ 165,169.17	N
1036	ASST RISK MANAGER	EXEMPT	26	\$ 66,040.32	\$ 111,590.64	N
1576	ASST TO CM/DIR OF CULT AFFAIRS	EXEMPT	40	\$ 93,811.18	\$ 158,915.68	N
1037	ASST TREASURER	EXEMPT	26	\$ 66,040.32	\$ 111,590.64	N
1968	ASST UTILITY FIELD OPS MGR	EXEMPT	22	\$ 58,100.40	\$ 99,594.08	N
1038	ASST UTILITY MANAGER	EXEMPT	22	\$ 58,100.40	\$ 99,594.08	N
1038	ASST UTILITY PLANT MANAGER	EXEMPT	22	\$ 58,100.40	\$ 99,594.08	N
1040	ASST WATER SYSTEM MANAGER	EXEMPT	22	\$ 58,100.40	\$ 99,594.08	N
1042	ATHLETIC PROGRAM COORDINATOR	EXEMPT	18	\$ 50,165.88	\$ 84,766.37	N
1560	ATHLETIC PROGRAM MANAGER	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1554	BANQUET MANAGER	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1425	BANQUET SUPERVISOR	NON-EXEMPT	15	\$ 44,212.82	\$ 76,522.78	N
1045	BENEFITS ANALYST	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1573	BENEFITS COORDINATOR	EXEMPT	21	\$ 56,115.70	\$ 94,824.52	N
1237	BOX OFFICE ASSISTANT	NON-EXEMPT	7	\$ 28,506.38	\$ 48,170.40	Y
1399	BOX OFFICE MANAGER	EXEMPT	22	\$ 58,100.40	\$ 99,594.08	N
1401	BOX OFFICE SUPERVISOR	NON-EXEMPT	15	\$ 44,212.82	\$ 76,522.78	N
1434	BUDGET ADMINISTRATOR	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1503	BUDGET ANALYST I	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1383	BUDGET ANALYST II	EXEMPT	21	\$ 56,115.70	\$ 94,824.52	N
1057	BUDGET MANAGER	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2020
Salary Schedule I (FULL-TIME Classification)

Job Code	Position Title	Exempt Status	Grade	Minimum Salary	Maximum Salary	Civil Service Y/N
1050	BUILDING OFFICIAL	EXEMPT	30	\$ 73,971.62	\$ 129,401.33	N
1052	BUREAU ADMINISTRATOR	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1536	BUSINESS DIVERSITY OFFICER	EXEMPT	36	\$ 85,876.65	\$ 165,169.17	N
1059	CHIEF ACCOUNTANT	EXEMPT	30	\$ 73,971.62	\$ 129,401.33	N
1060	CHIEF CODE COMPL OFFICER	EXEMPT	22	\$ 58,100.40	\$ 99,594.08	N
1537	CHIEF FINANCIAL OFFICER	EXEMPT	41	\$ 95,795.89	\$ 187,034.36	N
1062	CHIEF MECH INSPECTOR/ABO	EXEMPT	28	\$ 70,003.28	\$ 118,289.97	Y
1063	CHIEF OPERATION OFFICER	EXEMPT	41	\$ 95,795.89	\$ 187,034.36	Y
1064	CHIEF PLUMB INSPECTOR/ABO	EXEMPT	28	\$ 70,003.28	\$ 118,289.97	Y
1451	CHIEF STRUCTURAL INSPECTOR/ABO	EXEMPT	28	\$ 70,003.28	\$ 118,289.97	N
1065	CITY CLERK	EXEMPT	38	\$ 89,344.24	\$ 150,972.53	N
1066	CITY ENGINEER	EXEMPT	36	\$ 85,876.65	\$ 165,169.17	N
1535	CIVIL ENGINEER II	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1068	CIVIL ENGINEER III	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N
1570	CIVIL ENGINEER IV	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1069	CLIENT SERV COORDINATORIII	EXEMPT	20	\$ 54,133.14	\$ 91,471.10	N
1572	CLIENT SERVICES MANAGER	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N
1071	CODE COMPLIANCE MANAGER	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N
1596	COMM & AUDIENCE DEV MANAGER	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1615	COMM RELATIONS & PROG ADMR	EXEMPT	28	\$ 70,003.28	\$ 118,289.97	N
1611	COMMUNITY GARDEN SPECIALIST	NON-EXEMPT	6	\$ 27,999.16	\$ 44,212.82	Y
1552	COMMUNITY RELATIONS & MARKETING COORDINATOR	NON-EXEMPT	13	\$ 40,244.48	\$ 68,003.49	Y
1539	COMPLIANCE COORDINATOR	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1598	CONSTRUCTION SUPERINTENDENT	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1435	CONTRACT ADMINISTRATION MGR	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1756	CREATIVE ARTS & GRAPHIC DESIGN	EXEMPT	21	\$ 56,115.70	\$ 94,824.52	Y
1427	CRIME INTELLIGENCE ANALYST	EXEMPT	21	\$ 56,115.70	\$ 94,824.52	N
1089	CULTURAL AFFAIRS PROGRAM COORDINATOR	EXEMPT	18	\$ 50,165.88	\$ 84,766.37	N
1380	CULTURAL EVENT AIDE	NON-EXEMPT	7	\$ 28,506.38	\$ 48,170.40	Y
1605	CUST CONTACT & MKTG REL MGR	EXEMPT	30	\$ 73,971.62	\$ 129,401.33	N
1650	DEPARTMENT ADMINISTRATOR	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1094	DEPARTMENT BUDGET COORDINATOR	EXEMPT	18	\$ 50,165.88	\$ 84,766.37	N
1447	DEPARTMENT COORDINATOR	EXEMPT	18	\$ 50,165.88	\$ 84,766.37	N
1095	DEPUTY CITY CLERK	EXEMPT	26	\$ 66,040.32	\$ 111,590.64	N
1097	DEPUTY FIRE CHIEF	EXEMPT	36	\$ 85,876.65	\$ 165,169.17	N
1098	DEVELOPMENT & CAP MGMT COORDINATOR	EXEMPT	28	\$ 70,003.28	\$ 118,289.97	N
1368	DEVELOPMENT ENGINEER	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1567	DEVELOPMENT SUPPORT ADMINISTR	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N
1101	DIR OF ECONOMIC & BUSINESS DEV	EXEMPT	40	\$ 93,811.20	\$ 158,915.68	N
1103	DIRECTOR OF COMMUNITY DEVELOPMENT	EXEMPT	40	\$ 93,811.20	\$ 158,915.68	N
1462	DIRECTOR OF CULTURAL AFFAIRS	EXEMPT	38	\$ 89,344.24	\$ 150,972.53	N
1105	DIRECTOR OF ENGINEERING SERVICES	EXEMPT	38	\$ 89,344.24	\$ 150,972.53	N
1106	DIRECTOR OF FINANCIAL SERVICES	EXEMPT	40	\$ 93,811.20	\$ 158,915.68	N
1107	DIRECTOR OF HUMAN RESOURCES	EXEMPT	41	\$ 95,795.89	\$ 187,034.36	N
1108	DIRECTOR OF INFORMATION TECHNOLOGY	EXEMPT	40	\$ 93,811.20	\$ 158,915.68	N
1281	DIRECTOR OF MANAGEMENT & BUDGET	EXEMPT	38	\$ 89,344.24	\$ 150,972.53	N
1102	DIRECTOR OF PARKS AND RECREATION	EXEMPT	40	\$ 93,811.20	\$ 158,915.68	N
1109	DIRECTOR OF PROCUREMENT	EXEMPT	38	\$ 89,344.24	\$ 150,972.53	N
1111	DIRECTOR OF PUBLIC WORKS	EXEMPT	40	\$ 93,811.20	\$ 158,915.68	N
1112	DIRECTOR OF SOCIAL SERVICES	EXEMPT	38	\$ 89,344.24	\$ 150,972.53	N
1113	DIRECTOR OF UTILITIES	EXEMPT	43	\$ 101,747.86	\$ 171,929.89	N
1115	DIVISION MANAGER	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2020
Salary Schedule I (FULL-TIME Classification)

Job Code	Position Title	Exempt Status	Grade	Minimum Salary	Maximum Salary	Civil Service Y/N
1123	EARLY CHILDHOOD SUPERINTENDENT	EXEMPT	21	\$ 56,115.70	\$ 94,824.52	N
1610	EMERGENCY MANAGEMENT MANAGER	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N
1132	EMERGENCY MANAGEMENT PLANNER	EXEMPT	20	\$ 54,133.14	\$ 91,471.10	N
1392	ENGINEERING TECHNICIAN	NON-EXEMPT	15	\$ 44,212.82	\$ 76,522.78	Y
1974	ERP ADMINISTRATOR	EXEMPT	23	\$ 60,085.12	\$ 100,670.96	N
1549	EVENT & ACTIVITY COORDINATOR	NON-EXEMPT	14	\$ 42,229.19	\$ 71,356.92	Y
1548	EVENT SERVICES SUPERVISOR	NON-EXEMPT	15	\$ 44,212.82	\$ 76,522.78	N
1513	EVENTS SERVICES MANAGER	EXEMPT	22	\$ 58,100.40	\$ 99,594.08	N
1424	EVENTS& VENUE PROMOTIONS ADMIN	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1966	EXECUTIVE ADMINISTRATOR	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1395	EXECUTIVE ASST TO DIRECTOR	NON-EXEMPT	14	\$ 42,229.19	\$ 71,356.92	Y
1590	FACILITIES MAINT COORDINATOR	NON-EXEMPT	17	\$ 48,181.17	\$ 81,843.69	Y
1146	FACILITIES MANAGER	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N
1147	FACILITIES PLANNER	NON-EXEMPT	15	\$ 44,212.82	\$ 76,522.78	Y
1564	FACILITY OPERATIONS SUPT	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1148	FAMILY SERVICES SUPERINTENDENT	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1174	FIELD SERVICES MANAGER	EXEMPT	28	\$ 70,003.28	\$ 118,289.97	N
1264	FIELD SERVICES SUPERINTENDENT	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1651	FINANCIAL SVCS ADMINISTRATOR	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N
1153	FIRE CHIEF	EXEMPT	41	\$ 95,795.89	\$ 187,034.36	N
1878	FIRE DEPARTMENT COORDINATOR	EXEMPT	18	\$ 50,165.88	\$ 84,766.37	N
1158	FIRE DIVISION CHIEF	EXEMPT	33	\$ 79,924.67	\$ 155,644.08	N
1161	FIRE MARSHAL	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N
1305	FISCAL OP MGR	EXEMPT	26	\$ 66,040.32	\$ 111,590.64	N
1601	FISCAL OPERATIONS ANALYST	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1602	FISCAL OPERATIONS MGMT CONTROL	EXEMPT	30	\$ 73,971.62	\$ 129,401.33	N
1526	FLEET & TRANSIT LOGIST SPECIALIST	NON-EXEMPT	15	\$ 44,212.82	\$ 76,522.78	Y
1973	FLEET & TRANSIT OPERATIONS MGR	EXEMPT	26	\$ 66,040.32	\$ 111,590.64	N
1431	FLEET SUPERINTENDENT	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1372	FOOD & BEVERAGE SUPERVISOR	NON-EXEMPT	15	\$ 44,212.82	\$ 76,522.78	N
1171	FOOD & BEVERAGE OPS MGR	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1172	GENERAL MANAGER	EXEMPT	30	\$ 73,971.62	\$ 129,401.33	N
1176	GIS ANALYST II	EXEMPT	21	\$ 56,115.70	\$ 94,824.52	N
1181	GRANT/ACCREDITATION MANAGER	EXEMPT	26	\$ 66,040.32	\$ 111,590.64	N
1180	GRANTS ACCOUNTING MANAGER	EXEMPT	30	\$ 73,971.62	\$ 129,401.33	N
1182	GRANTS COORDINATOR	NON-EXEMPT	17	\$ 48,181.17	\$ 81,843.69	N
1289	GUEST RELATIONS & TKING COORDINATOR	NON-EXEMPT	15	\$ 44,212.82	\$ 76,522.78	Y
1388	HELP DESK ANALYST I	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1506	HELP DESK MANAGER	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1881	HR ANALYST I	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1189	HR ANALYST II	EXEMPT	23	\$ 60,085.12	\$ 100,670.96	N
1190	HR COORDINATOR	NON-EXEMPT	15	\$ 44,212.82	\$ 76,522.78	N
1488	HR GENERALIST	EXEMPT	26	\$ 66,040.32	\$ 111,590.64	N
1192	HR MANAGER	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1397	HUMAN RESOURCES ASSISTANT	NON-EXEMPT	7	\$ 28,506.38	\$ 48,170.40	N
1492	INFORMATION SECURITY MANAGER	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1491	INFORMATION SYSTEMS MANAGER	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1547	INFORMATION TECHNOLOGY MANAGER	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1394	INSTRUMENTATION/ELEC ENGINEER	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1574	JR ANALYST	NON-EXEMPT	9	\$ 32,146.27	\$ 54,319.44	Y
1496	LANDSCAPE & GROUNDS SUPERVISOR	NON-EXEMPT	17	\$ 48,181.17	\$ 81,843.69	Y
1975	MARKETING & COMM ADMINISTRATOR	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2020
Salary Schedule I (FULL-TIME Classification)

Job Code	Position Title	Exempt Status	Grade	Minimum Salary	Maximum Salary	Civil Service Y/N
1612	MARKETING COORDINATOR	NON-EXEMPT	13	\$ 40,244.48	\$ 68,003.49	Y
1546	MARKETING OPERATIONS MANAGER	EXEMPT	26	\$ 66,040.32	\$ 111,590.64	N
1225	MEDIA COORDINATOR	EXEMPT	21	\$ 56,115.70	\$ 94,824.52	N
1540	MONITORING COORDINATOR	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1493	MULTIMEDIA AND BROADCAST MGR	EXEMPT	30	\$ 73,971.62	\$ 129,401.33	N
1384	NETWORK ANALYST I	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1389	NETWORK ANALYST II	EXEMPT	21	\$ 56,115.70	\$ 94,824.52	N
1433	NETWORK MANAGER	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1421	OFFICE ASSISTANT FT	NON-EXEMPT	6	\$ 27,999.16	\$ 44,212.82	Y
1347	OFFICE SPECIALIST	NON-EXEMPT	11	\$ 36,278.30	\$ 61,302.00	Y
1541	OMBUDSMAN COORDINATOR	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1454	OPERATIONS & LOGISTICS MGR	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N
1439	OPERATIONS LOGISTICS COORDINATOR	NON-EXEMPT	9	\$ 32,146.27	\$ 54,319.44	N
1232	OPERATIONS MANAGER	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N
1233	OPERATIONS SYSTEM MANAGER	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1542	OUTREACH COORDINATOR	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1276	PARK MANAGER	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1879	PARKS & REC DEPT COORDINATOR	EXEMPT	18	\$ 50,165.88	\$ 84,766.37	N
1270	PARKS & RECREATION ADMINISTRATOR	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N
1299	PARKS SUPERINTENDENT	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1242	PLANNER I	NON-EXEMPT	15	\$ 44,212.82	\$ 76,522.78	Y
1243	PLANNER II	NON-EXEMPT	17	\$ 48,181.17	\$ 81,843.69	N
1248	POLICE CAPTAIN	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N
1249	POLICE CHIEF	EXEMPT	41	\$ 95,795.89	\$ 187,034.36	N
1250	POLICE MAJOR	EXEMPT	33	\$ 79,924.67	\$ 155,644.08	N
1385	POLICE PERSONNEL ADMINISTRATOR	EXEMPT	26	\$ 66,040.32	\$ 111,590.64	N
1365	POLICE PERSONNEL COORDINATOR	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1561	POLICE PERSONNEL SPECIALIST	NON-EXEMPT	17	\$ 48,181.17	\$ 81,843.69	Y
1253	POLICE PLANNER	EXEMPT	20	\$ 54,133.14	\$ 91,471.10	N
1509	PRINCIPAL BUDGET ANALYST	EXEMPT	26	\$ 66,040.32	\$ 111,590.64	N
1507	PRINCIPAL PLANNER	EXEMPT	28	\$ 70,003.28	\$ 118,289.97	N
1461	PRNCPL ECONOMIC & POLICY MGR	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N
1416	PROCESS IMPROVEMENT ANALYST	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N
1613	PROCUREMENT ADMINISTRATOR	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N
1255	PROCUREMENT ANALYST	EXEMPT	22	\$ 58,100.40	\$ 99,594.08	N
1426	PROCUREMENT ANALYST II	EXEMPT	23	\$ 60,085.12	\$ 100,670.96	N
1588	PROGRAM ADMINISTRATOR	EXEMPT	28	\$ 70,003.28	\$ 118,289.97	N
1323	PROGRAM MANAGER	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N
1258	PROGRAMMING ENGINEER	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1175	PROJECT COORDINATOR	NON-EXEMPT	9	\$ 32,146.27	\$ 54,319.44	N
1260	PROJECT MANAGER	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N
1604	PROJECT MGMT ADMINISTRATOR	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N
1263	PUBLIC INFORMATION OFFICER	EXEMPT	33	\$ 79,924.67	\$ 155,644.08	N
1665	PUBLIC POLICY RESEARCH ASST	NON-EXEMPT	7	\$ 28,506.38	\$ 48,170.40	Y
1534	QUALITY CONTROL OFFICER	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N
1487	RECEPTIONIST	NON-EXEMPT	6	\$ 27,999.16	\$ 44,212.82	Y
1529	RECREATION SUPERINTENDENT	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1444	RECYCLING COORDINATOR	NON-EXEMPT	13	\$ 40,244.48	\$ 68,003.49	Y
1530	REGULATORY COMPLIANCE OFFICER	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1366	REGULATORY COMPLIANCE SUPT	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1412	REPORTING & TRAINING OFFICER	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1379	RISK MANAGEMENT CLAIMS ANALYST	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2020
Salary Schedule I (FULL-TIME Classification)

Job Code	Position Title	Exempt Status	Grade	Minimum Salary	Maximum Salary	Civil Service Y/N
1453	SECURITY ANALYST I	EXEMPT	20	\$ 54,133.14	\$ 91,471.10	N
1471	SECURITY ANALYST II	EXEMPT	21	\$ 56,115.70	\$ 94,824.52	N
1553	SENIOR ADMINISTRATIVE MANAGER	EXEMPT	30	\$ 73,971.62	\$ 129,401.33	N
1279	SENIOR BUDGET ANALYST	EXEMPT	22	\$ 58,100.40	\$ 99,594.08	N
1600	SENIOR COMMUNICATIONS MGR	EXEMPT	30	\$ 73,971.62	\$ 129,401.33	N
1619	SENIOR HR ADMINISTRATOR	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N
1285	SENIOR PLANNER	EXEMPT	21	\$ 56,115.70	\$ 94,824.52	N
1477	SENIOR PROCUREMENT ANALYST	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1971	SENIOR PROJECT MANAGER	EXEMPT	30	\$ 73,971.62	\$ 129,401.33	N
1288	SENIOR SERVICES SUPERINTENDENT	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1152	SNR MANAGEMENT ADMINISTRATOR	EXEMPT	31	\$ 75,956.33	\$ 133,733.66	N
1294	SOCIAL SERV OPERATIONS MGR	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N
1599	SOCIAL SERVICES OPS SPECIALIST	NON-EXEMPT	17	\$ 48,181.17	\$ 81,843.69	Y
1295	SOCIAL SERVICES PROGRAM COORDINATOR	EXEMPT	18	\$ 50,165.88	\$ 84,766.37	N
1016	SOCIAL SERVICES PROGRAM MGR	EXEMPT	27	\$ 68,021.80	\$ 114,940.84	N
1532	SOCIAL SVCS PROG OFFICER	EXEMPT	30	\$ 73,971.62	\$ 129,401.33	N
1297	SOLID WASTE & RECYCLING MGR	EXEMPT	26	\$ 66,040.32	\$ 111,590.64	N
1468	SOLID WASTE TECHNICIAN	NON-EXEMPT	11	\$ 36,278.30	\$ 61,302.00	Y
1915	SPECIAL EVENTS AIDE	NON-EXEMPT	9	\$ 32,146.27	\$ 54,319.44	Y
1633	SPECIAL PROJECTS ADMINISTRATOR	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1545	SPECIAL PROJECTS MANAGER	EXEMPT	30	\$ 73,971.62	\$ 129,401.33	N
1220	SR MARKETING & PUBLIC REL MGR	EXEMPT	30	\$ 73,971.62	\$ 129,401.33	N
1302	STRATEGIC ADMINISTRATIVE OFFICER	EXEMPT	34	\$ 81,907.23	\$ 148,006.77	N
1303	STRATEGIC DEVELOPMENT OFFICER	EXEMPT	34	\$ 81,907.23	\$ 148,006.77	N
1304	STRATEGIC PLANNING MGR	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1457	STREETS & DRAINAGE ENGINEER	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1473	SYSTEMS ANALYST II	EXEMPT	21	\$ 56,115.70	\$ 94,824.52	N
1880	TRAINING & DEVELOPMENT ADMIN	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1173	TRAINING & DEVELOPMENT COORDINATOR	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1316	TRAINING SPECIALIST	NON-EXEMPT	17	\$ 48,181.17	\$ 81,843.69	Y
1170	TRANSPORTATION ADMINISTRATIVE SUPERINTENDENT	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1577	TRANSPORTATION & LOGISTICS MGR	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1443	TRANSPORTATION COORDINATOR	NON-EXEMPT	13	\$ 40,244.48	\$ 68,003.49	Y
1498	TRANSPORTATION MANAGER	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1320	TREASURER/ACCOUNTS PAYABLE MGR	EXEMPT	34	\$ 81,907.23	\$ 148,006.77	N
1527	UTILITY BILLING BUSINESS ANALY	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1324	UTILITY BILLING MANAGER	EXEMPT	22	\$ 58,100.40	\$ 99,594.08	N
1328	UTILITY BILLING SUPERVISOR	NON-EXEMPT	17	\$ 48,181.17	\$ 81,843.69	N
1418	UTILITY ENGINEER	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1329	UTILITY FIELD OPERATIONS MGR	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1510	UTILITY INSTRUMENT ENGINEER I	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1555	UTLITY SERVICE ADMINISTRATOR	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1335	VICTIM ADVOCATE II	EXEMPT	15	\$ 44,212.82	\$ 76,522.78	N
1518	VICTIM ADVOCATE PROGRAM COORDINATOR	EXEMPT	17	\$ 48,181.17	\$ 81,843.69	N
1339	WASTEWATER COLLECTION SYS SUPT	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N
1580	WATER QUALITY/LAB MANAGER	EXEMPT	24	\$ 62,301.36	\$ 101,747.86	N
1353	WATER RESOURCES MANAGER	EXEMPT	29	\$ 71,989.07	\$ 121,644.48	N
1484	WATER SYSTEM SUPERINTENDENT	EXEMPT	19	\$ 52,149.51	\$ 88,119.80	N

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2020
Salary Schedule II (PART-TIME Classification)

Job Class Number	Position Title	Exempt Status	Grade	Civil Service Y/N	Minimum Salary	Minimum Hourly Rate
1005	ACCOUNT MANAGER - PT	NON-EXEMPT	PT	N	43,383.60	27.81
1519	ACCOUNTING TECHNICIAN	NON-EXEMPT	PT	N	23,400.00	15.00
1124	ADMINISTRATIVE ASSISTANT	NON-EXEMPT	PT	N	19,500.00	12.50
1470	APPRENTICE	NON-EXEMPT	PT	N	19,500.00	12.50
1024	AQUATIC ATTENDANT - PT	NON-EXEMPT	PT	N	19,500.00	12.50
1521	AUDIO VISUAL TECHNICIAN	NON-EXEMPT	PT	N	42,120.00	27.00
1378	BANQUET SERVER	NON-EXEMPT	PT	N	23,400.00	15.00
1376	BARTENDER	NON-EXEMPT	PT	N	23,400.00	15.00
1218	BLDG. MAINTENANCE TRAINEE - PT	NON-EXEMPT	PT	N	19,500.00	12.50
1970	BUDGET ASSISTANT	NON-EXEMPT	PT	N	19,500.00	12.50
1377	CHEF	NON-EXEMPT	PT	N	23,400.00	15.00
1125	CLIENT SERVICES COORD PT	NON-EXEMPT	PT	N	28,080.00	18.00
1467	COMMUNITY GARDEN AIDE	NON-EXEMPT	PT	N	20,748.00	13.30
1371	CONCIERGE P/T	NON-EXEMPT	PT	N	19,500.00	12.50
1428	CONTRACT PROJECT MANAGER TEMP	NON-EXEMPT	PT	N	60,028.80	38.48
1465	CONTRACT PURCHASING MANAGER	NON-EXEMPT	PT	N	32,760.00	21.00
1464	CONTRACTOR	NON-EXEMPT	PT	N	19,500.00	12.50
1090	CULTURAL ARTS AIDE - PART-TIME	NON-EXEMPT	PT	N	19,500.00	12.50
1091	CUSTODIAN - PART-TIME	NON-EXEMPT	PT	N	19,500.00	12.50
1364	CUSTOMER SERVICE SUPPORT	NON-EXEMPT	PT	N	28,080.00	18.00
1386	DATA ENTRY CLERK	NON-EXEMPT	PT	N	23,400.00	15.00
1592	DIGITAL EVIDENCE TECHNICIAN	NON-EXEMPT	PT	N	23,400.00	15.00
1118	EARLY CHILDHOOD AIDE II - PT	NON-EXEMPT	PT	N	21,138.00	13.55
1119	EARLY CHILDHOOD AIDE III - PT	NON-EXEMPT	PT	N	22,308.00	14.30
1121	EARLY CHILDHOOD INSTRUCT I PT	NON-EXEMPT	PT	N	23,056.80	14.78
1122	EARLY CHILDHOOD INSTRUCT II PT	NON-EXEMPT	PT	N	23,899.20	15.32
1116	EARLY CHLD CURR SPECIALIST PT	NON-EXEMPT	PT	N	23,977.20	15.37
1120	EC HOUSEKEEPING AIDE PT	NON-EXEMPT	PT	N	19,500.00	12.50
1126	EDUCATION INSTRUCTOR - PT	NON-EXEMPT	PT	N	31,200.00	20.00
1136	EVENT AIDE - PT	NON-EXEMPT	PT	N	19,500.00	12.50
1419	FEILD MARKETING REP	NON-EXEMPT	PT	N	19,500.00	12.50
1440	FIELD SERVICE WORKER P/T	NON-EXEMPT	PT	N	19,500.00	12.50
1411	GENERAL MAINTENANCE AIDE	NON-EXEMPT	PT	N	19,500.00	12.50
1511	GRANT ANALYST - PART-TIME	NON-EXEMPT	PT	N	32,760.00	21.00
1179	GRANT ASSISTANT - PART-TIME	NON-EXEMPT	PT	N	23,400.00	15.00

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2020
Salary Schedule II (PART-TIME Classification)

Job Class Number	Position Title	Exempt Status	Grade	Civil Service Y/N	Minimum Salary	Minimum Hourly Rate
1191	HR COORDINATOR PT	NON-EXEMPT	PT	N	28,080.00	18.00
1566	INTERN	NON-EXEMPT	PT	N	19,500.00	12.50
1373	LEAD USHER	NON-EXEMPT	PT	N	19,500.00	12.50
1408	LEGISLATIVE SECRETARY- PT	NON-EXEMPT	PT	N	34,320.00	22.00
1207	LIFEGUARD - PART-TIME	NON-EXEMPT	PT	N	21,060.00	13.50
1219	MAINTENANCE WORKER - PT	NON-EXEMPT	PT	N	21,418.80	13.73
1313	MIS ANALYST II- PT	NON-EXEMPT	PT	N	54,600.00	35.00
1362	MIS LABOR TEMP	NON-EXEMPT	PT	N	19,500.00	12.50
1523	NETWORK TECHNICIAN	NON-EXEMPT	PT	N	42,120.00	27.00
1231	OFFICE AIDE III	NON-EXEMPT	PT	N	20,748.00	13.30
1347	OFFICE SPECIALIST	NON-EXEMPT	PT	N	23,400.00	15.00
1234	PARK AIDE II - PT	NON-EXEMPT	PT	N	20,124.00	12.90
1235	PARK AIDE III - PT	NON-EXEMPT	PT	N	20,748.00	13.30
1236	PARK RANGER - PT	NON-EXEMPT	PT	N	21,450.00	13.75
1589	PLANNING INTERN	NON-EXEMPT	PT	N	19,500.00	12.50
1486	PRODUCTION ASSISTANT -PT	NON-EXEMPT	PT	N	23,400.00	15.00
1336	PROGRAM SPECIALIST - CNA	NON-EXEMPT	PT	N	19,500.00	12.50
1267	RECREATION AIDE I - PT	NON-EXEMPT	PT	N	19,500.00	12.50
1268	RECREATION AIDE II - PT	NON-EXEMPT	PT	N	20,124.00	12.90
1269	RECREATION AIDE III - PT	NON-EXEMPT	PT	N	20,748.00	13.30
1516	SALES & COMM ENG COORD	NON-EXEMPT	PT	N	23,400.00	15.00
1203	SENIOR NURSE ADMINISTRATOR	NON-EXEMPT	PT	N	39,000.00	25.00
1286	SENIOR PROCURE ANALYST - PT	NON-EXEMPT	PT	N	43,383.60	27.81
1420	SOCIAL SERVICES AIDE I	NON-EXEMPT	PT	N	19,500.00	12.50
1293	SOCIAL SERVICES AIDE II - PT	NON-EXEMPT	PT	N	20,124.00	12.90
1475	SOCIAL SERVICES AIDE III - PT	NON-EXEMPT	PT	N	20,748.00	13.30
1525	SOCIAL SVCS FAC AIDE II - PT	NON-EXEMPT	PT	N	24,960.00	16.00
1143	SPECIAL EVENTS AIDE - PT	NON-EXEMPT	PT	N	20,748.00	13.30
1403	STAGE ASSISTANT I	NON-EXEMPT	PT	N	34,320.00	22.00
1404	STAGE ASSISTANT II	NON-EXEMPT	PT	N	24,960.00	16.00
1405	STAGE ASSISTANT III	NON-EXEMPT	PT	N	28,080.00	18.00
1406	STAGE ASSISTANT IV	NON-EXEMPT	PT	N	34,320.00	22.00
1407	STAGE ASSISTANT V	NON-EXEMPT	PT	N	35,880.00	23.00
1524	VAN/BUS DRIVER	NON-EXEMPT	PT	N	28,080.00	18.00
1413	VOLUNTEER COORDINATOR	NON-EXEMPT	PT	N	19,500.00	12.50

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2020
Salary Schedule II (PART-TIME Classification)

Job Class Number	Position Title	Exempt Status	Grade	Civil Service Y/N	Minimum Salary	Mininum Hourly Rate
1354	WATER SAFETY INSTRUCTOR - PT	NON-EXEMPT	PT	N	25,740.00	16.50
1544	GRANTS RESEARCHER/WRITER	NON-EXEMPT	PT	N	85,000.00	40.87