

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

Meeting Date: September 23, 2020

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

Temp. Reso. Number: 7274

Item Description: Temp. Reso. No. 7274, APPROVING A COMPREHENSIVE PAY PLAN FOR UNREPRESENTED EMPLOYEES FOR THE PERIOD BEGINNING OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021. (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 ☐

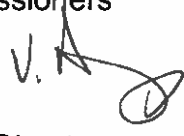
REMARKS: Fiscal Impact of \$350,000.

Content:

- Agenda Item Memo from the City Manager to City Commission
- Resolution TR7274
 - Exhibit A: Comprehensive Pay Plan for FY2021
 - Schedule 1 – FY2021 Salary Schedule FT
 - Schedule 2 – FY2021 Salary Schedule PT



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners
FROM: Vernon E. Hargray, City Manager 
BY: Randy Cross, Human Resources Director
DATE: September 17, 2020
RE: Temp. Reso. No. 7274, approving a Comprehensive Pay Plan for Fiscal Year 2021

RECOMMENDATION: The City Manager recommends approval for Temp. Reso. No. 7274, approving a Comprehensive Pay Plan ("CPP") for Fiscal Year 2021 ("FY 2021").

ISSUE: City Commission approval is required to adopt the CPP for FY 2021.

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 approximately 80% 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 20% employees (i.e., non-represented professional, supervisory, managerial and executive staff). In addition, the CPP provides the accompanying salary schedules for City employees, attached as "Exhibit A." The FY2021 CPP applies only to City employees and does not address Elected Officials.

During Fiscal Year 2020 ("FY 2020"), 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 highlights and changes for the FY 2021 CPP:

1. **Section 5 - Annual Salary and Salary Range Adjustment**

For FY 2021, 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 will not 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.

3. **SECTION 23. MISCELLANEOUS PROVISIONS**

A. The City Manager has the discretion to structure separation packages for senior management that may include, but not be limited to, salaries and other benefits, for the purpose of reducing personnel costs and eliminating positions.

The fiscal impact of the FY 2021 CPP is \$350,000, which is included in the FY 2021 Tentative Budget.

Temp. Reso. No. 7274
09/12/20
09/17/20

**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, 2020 THROUGH SEPTEMBER 30, 2021; PROVIDING FOR
SEVERABILITY; 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 2021 ("FY2021") (October 1, 2020 through September 30, 2021), 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. 7274
09/12/20
09/17/20

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. 7274
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, Maxwell B. Chambers

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

Voted

Reso. No. _____

**CITY OF MIRAMAR
COMPREHENSIVE PAY PLAN
FY 2021**

SECTION 1. ESTABLISHMENT

There is hereby established a Comprehensive Pay Plan ("CPP") for the City of Miramar (the "City") for Fiscal Year 2021 (i.e., October 1, 2020 through September 30, 2021) ("FY21") 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 FY21 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 FY21, 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") nor merit increase.

~~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. 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.~~

~~The merit increase will not be issued if the employee did not demonstrate satisfactory performance.~~

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 Deputy City Manager, Assistant City Managers, Chief Financial Officer, Chief Operations Officer, Chief Budget Officer, Strategic Administration Officer, the Chief Development Officer and Chief Marketing 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	Martin Luther King Day
Thanksgiving Day	President's Day
Friday following Thanksgiving	Memorial Day
Christmas 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 23(D).
- 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.
- G. The City Manager has the discretion to structure separation packages for senior management that may include, but not be limited to, salaries and other benefits, for the purpose of reducing personnel costs and eliminating positions.

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 2021
Salary Schedule I (FULL-TIME Classification)

SCHEDULE A

Job Title	Position Points	Department	Salary Level	Minumum Salary	Maximum Salary
Accounting Systems Analyst	472	Financial Services	SL4	\$ 56,000.00	\$ 89,600.00
Accounts Payable Supervisor	486	Financial Services	SL4	\$ 56,000.00	\$ 89,600.00
Accreditation & Program Manager	540	Police	SL4	\$ 56,000.00	\$ 89,600.00
Activity Coordinator	338	Social Services	SL2	\$ 42,000.00	\$ 67,200.00
Admin Supervisor	440	Community Development	SL3	\$ 48,000.00	\$ 76,800.00
Administration Superintendent (Parks and Recreation)	536	Parks and Recreation	SL4	\$ 56,000.00	\$ 89,600.00
Administration Superintendent (PW)	532	Public Works	SL4	\$ 56,000.00	\$ 89,600.00
Administrator (Financial Services)	658	Financial Services	SL6	\$ 95,000.00	\$ 142,500.00
Adult Day Care Superintendent	528	Social Services	SL4	\$ 56,000.00	\$ 89,600.00
Assistant City Engineer	813	Engineering	SL7	\$ 110,000.00	\$ 154,000.00
Assistant City Manager	1054	City Managers Office	SL10	\$ 150,000.00	\$ 195,000.00
Assistant Director of Community Development	805	Community Development	SL7	\$ 110,000.00	\$ 154,000.00
Assistant Director of Cultural Affairs	771	Cultural Affairs	SL7	\$ 110,000.00	\$ 154,000.00
Assistant Director of Financial Services	779	Financial Services	SL7	\$ 110,000.00	\$ 154,000.00
Assistant Director of Human Resources	840	Human Resources	SL7	\$ 110,000.00	\$ 154,000.00
Assistant Director of Information Technology	833	Information Technology	SL7	\$ 110,000.00	\$ 154,000.00
Assistant Director of Parks and Recreation	819	Parks and Recreation	SL7	\$ 110,000.00	\$ 154,000.00
Assistant Director of Public Works	832	Public Works	SL7	\$ 110,000.00	\$ 154,000.00
Assistant Director of Utilities	820	Utilities	SL7	\$ 110,000.00	\$ 154,000.00
Assistant Fire Marshal	630	Fire	SL5	\$ 70,000.00	\$ 112,000.00
Assistant Planner	264	Community Development	SL2	\$ 42,000.00	\$ 67,200.00
Assistant Police Chief	831	Police	SL7	\$ 110,000.00	\$ 154,000.00
Assistant Treasurer	532	Financial Services	SL4	\$ 56,000.00	\$ 89,600.00
Asst Budget Director	827	OMB	SL7	\$ 110,000.00	\$ 154,000.00
Asst Director of Economic and Business Development	772	Economic and Business Development	SL7	\$ 110,000.00	\$ 154,000.00
Asst Grants Acctg Manager	518	Financial Services	SL4	\$ 56,000.00	\$ 89,600.00
Asst. Payroll Manager	518	Financial Services	SL4	\$ 56,000.00	\$ 89,600.00
Asst. Utility Mgr	604	Utilities	SL5	\$ 70,000.00	\$ 112,000.00
Banquet Manager	622	Cultural Affairs	SL5	\$ 70,000.00	\$ 112,000.00
Benefits Analyst	472	Human Resources	SL4	\$ 56,000.00	\$ 89,600.00
Benefits Fund Analyst	484	Human Resources	SL4	\$ 56,000.00	\$ 89,600.00
Benefits Manager	645	Human Resources	SL6	\$ 95,000.00	\$ 142,500.00
Budget Administrator	731	OMB	SL6	\$ 95,000.00	\$ 142,500.00
Budget Analyst	352	OMB	SL3	\$ 48,000.00	\$ 76,800.00
Budget Manager	651	OMB	SL6	\$ 95,000.00	\$ 142,500.00
Building Official	739	Community Development	SL6	\$ 95,000.00	\$ 142,500.00
Bureau Administrator	631	Police	SL5	\$ 70,000.00	\$ 112,000.00
Business Inclusion Administrator	660	Economic and Business Development	SL6	\$ 95,000.00	\$ 142,500.00
Chief Accountant	632	Financial Services	SL5	\$ 70,000.00	\$ 112,000.00
Chief Budget Officer	1032	OMB	SL9	\$ 135,000.00	\$ 175,500.00
Chief Code Compliance Officer	588	Community Development	SL5	\$ 70,000.00	\$ 112,000.00
Chief Development Officer	952	City Managers Office	SL9	\$ 135,000.00	\$ 175,500.00
Chief Financial Officer	980	City Managers Office	SL9	\$ 135,000.00	\$ 175,500.00
Chief Marketing Officer	881	Marketing	SL8	\$ 120,000.00	\$ 160,000.00
Chief Operations Officer	980	City Managers Office	SL9	\$ 135,000.00	\$ 175,500.00

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2021
Salary Schedule I (FULL-TIME Classification)

City Clerk	876	City Clerk	SL8	\$ 120,000.00	\$ 160,000.00
City Engineer	923	Engineering	SL8	\$ 120,000.00	\$ 160,000.00
Civil Engineer I	422	Engineering	SL3	\$ 48,000.00	\$ 76,800.00
Civil Engineer III	550	Engineering	SL5	\$ 70,000.00	\$ 112,000.00
Code Compliance Manager	574	Police	SL5	\$ 70,000.00	\$ 112,000.00
Com. Services Operations Specialist	414	Social Services	SL3	\$ 48,000.00	\$ 76,800.00
Comm Services Program Superintendent	514	Social Services	SL4	\$ 56,000.00	\$ 89,600.00
Community Garden Specialist	240	Community Development	SL1	\$ 35,000.00	\$ 56,000.00
Compensation & Classification Facilitator	582	Human Resources	SL5	\$ 70,000.00	\$ 112,000.00
Construction Superintendent	536	Engineering	SL4	\$ 56,000.00	\$ 89,600.00
Contract Admininstration Manager	643	Procurement	SL5	\$ 70,000.00	\$ 112,000.00
Creative Arts & Graphic Designer	470	Marketing	SL4	\$ 56,000.00	\$ 89,600.00
Crime Intelligence Analyst	518	Police	SL4	\$ 56,000.00	\$ 89,600.00
Cultural Affairs Event Service Aide	240	Cultural Affairs	SL1	\$ 35,000.00	\$ 56,000.00
Customer Contact & Mktg Manager	625	Community Development	SL5	\$ 70,000.00	\$ 112,000.00
Department Administrator	476	Fire	SL4	\$ 56,000.00	\$ 89,600.00
Department Administrator (Police)	486	Police	SL4	\$ 56,000.00	\$ 89,600.00
Department Administrator (Utilities)	444	Utilities	SL3	\$ 48,000.00	\$ 76,800.00
Department Coordinator	416	Fire	SL3	\$ 48,000.00	\$ 76,800.00
Department Coordinator	364	Utilities	SL3	\$ 48,000.00	\$ 76,800.00
Department Coordinator (Cultural Affairs)	416	Cultural Affairs	SL3	\$ 48,000.00	\$ 76,800.00
Department Coordinator (Parks and Recreation)	376	Parks and Recreation	SL3	\$ 48,000.00	\$ 76,800.00
Department Coordinator (Police)	334	Police	SL2	\$ 42,000.00	\$ 67,200.00
Dept Budget Coordinator/Manager	482	Fire	SL4	\$ 56,000.00	\$ 89,600.00
Dept Coordinator (Human Resources)	324	Human Resources	SL2	\$ 42,000.00	\$ 67,200.00
Dept. Coordinator	290	OMB	SL2	\$ 42,000.00	\$ 67,200.00
Deputy Chief	805	Fire	SL7	\$ 110,000.00	\$ 154,000.00
Deputy City Clerk	777	City Clerk	SL7	\$ 110,000.00	\$ 154,000.00
Deputy City Manager	1124	City Managers Office	SL10	\$ 150,000.00	\$ 195,000.00
Dev & Capital Mgmt Coordinator	540	Community Development	SL4	\$ 56,000.00	\$ 89,600.00
Director of Community Development	942	Community Development	SL8	\$ 120,000.00	\$ 160,000.00
Director of Community Services	938	Social Services	SL8	\$ 120,000.00	\$ 160,000.00
Director of Cultural Affairs	912	Cultural Affairs	SL8	\$ 120,000.00	\$ 160,000.00
Director of Economic and Business Development	912	Economic and Business Development	SL8	\$ 120,000.00	\$ 160,000.00
Director of Financial Services	947	Financial Services	SL8	\$ 120,000.00	\$ 160,000.00
Director of Human Resources	928	Human Resources	SL8	\$ 120,000.00	\$ 160,000.00
Director of Information Technology	944	Information Technology	SL8	\$ 120,000.00	\$ 160,000.00
Director of Parks and Recreation	948	Parks and Recreation	SL8	\$ 120,000.00	\$ 160,000.00
Director of Procurement	928	Procurement	SL8	\$ 120,000.00	\$ 160,000.00
Director of Public Works	942	Public Works	SL8	\$ 120,000.00	\$ 160,000.00
Director of Utilities	926	Utilities	SL8	\$ 120,000.00	\$ 160,000.00
Division Chief	737	Fire	SL6	\$ 95,000.00	\$ 142,500.00
Division Director of Civil Rights/Employee Relations	739	Human Resources	SL6	\$ 95,000.00	\$ 142,500.00

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2021
Salary Schedule I (FULL-TIME Classification)

Division Manager	554	Police	SL5	\$ 70,000.00	\$ 112,000.00
Early Childhood Superintendent	537	Social Services	SL4	\$ 56,000.00	\$ 89,600.00
Economic Development Analyst	508	Economic and Business Development	SL4	\$ 56,000.00	\$ 89,600.00
Economic Development Assistant	456	Economic and Business Development	SL4	\$ 56,000.00	\$ 89,600.00
Economic Development Coordinator	456	Economic and Business Development	SL4	\$ 56,000.00	\$ 89,600.00
Elec Plans Review Spec	474	Community Development	SL4	\$ 56,000.00	\$ 89,600.00
Emergency Management Planner	456	Fire	SL4	\$ 56,000.00	\$ 89,600.00
Emergency Mgmt Manager	626	Fire	SL5	\$ 70,000.00	\$ 112,000.00
Event Services Supervisor	474	Cultural Affairs	SL4	\$ 56,000.00	\$ 89,600.00
Events & Venue Promo Manager (Cultural Affairs)	546	Marketing	SL5	\$ 70,000.00	\$ 112,000.00
Executive Administrator	620	City Managers Office	SL5	\$ 70,000.00	\$ 112,000.00
Facilities Manager	638	Public Works	SL5	\$ 70,000.00	\$ 112,000.00
Facility Operations Superintendent (Parks and Recreation)	536	Parks and Recreation	SL4	\$ 56,000.00	\$ 89,600.00
Family Services Superintendent	528	Social Services	SL4	\$ 56,000.00	\$ 89,600.00
Field Services Manager	638	Public Works	SL5	\$ 70,000.00	\$ 112,000.00
Field Services Superintendent	510	Public Works	SL4	\$ 56,000.00	\$ 89,600.00
Fire Chief	937	Fire	SL8	\$ 120,000.00	\$ 160,000.00
Fire Marshal	737	Fire	SL6	\$ 95,000.00	\$ 142,500.00
Fisc Oper Mgmt Control	598	Utilities	SL5	\$ 70,000.00	\$ 112,000.00
Fiscal Operations Analyst	428	Utilities	SL3	\$ 48,000.00	\$ 76,800.00
Fiscal Operations Manager (PW)	638	Public Works	SL5	\$ 70,000.00	\$ 112,000.00
Fiscal Ops Manager	456	Utilities	SL4	\$ 56,000.00	\$ 89,600.00
Fleet & Transist Logistics Specialist	520	Public Works	SL4	\$ 56,000.00	\$ 89,600.00
Fleet & Transit Operations Manager	632	Public Works	SL5	\$ 70,000.00	\$ 112,000.00
Genral/Operations Manager	632	Cultural Affairs	SL5	\$ 70,000.00	\$ 112,000.00
GIS Analyst I	364	City Managers Office	SL3	\$ 48,000.00	\$ 76,800.00
GIS Analyst II	532	City Managers Office	SL4	\$ 56,000.00	\$ 89,600.00
GIS Manager	632	City Managers Office	SL5	\$ 70,000.00	\$ 112,000.00
Grants Accounting Manager	636	Financial Services	SL5	\$ 70,000.00	\$ 112,000.00
Graphic Design & Prod Manager	574	Marketing	SL5	\$ 70,000.00	\$ 112,000.00
Help Desk Analyst I	354	Information Technology	SL3	\$ 48,000.00	\$ 76,800.00
Help Desk Manager	642	Information Technology	SL5	\$ 70,000.00	\$ 112,000.00
HR Analyst I	316	Human Resources	SL2	\$ 42,000.00	\$ 67,200.00
HR Analyst II	410	Human Resources	SL3	\$ 48,000.00	\$ 76,800.00
HR Generalist	470	Human Resources	SL4	\$ 56,000.00	\$ 89,600.00
HR Records Clerk	244	Human Resources	SL1	\$ 35,000.00	\$ 56,000.00
HR Sr. Generalist	566	Human Resources	SL5	\$ 70,000.00	\$ 112,000.00
Human Resources Analyst I	314	Police	SL2	\$ 42,000.00	\$ 67,200.00
Human Resources Manager	682	Human Resources	SL6	\$ 95,000.00	\$ 142,500.00
Information Security Manager	642	Information Technology	SL5	\$ 70,000.00	\$ 112,000.00
Information Systems Manager	642	Information Technology	SL5	\$ 70,000.00	\$ 112,000.00
Junior Help Desk Analyst	312	Information Technology	SL2	\$ 42,000.00	\$ 67,200.00
Marketing Operations Manager	642	Marketing	SL5	\$ 70,000.00	\$ 112,000.00
Marketing Coordinator	358	Marketing	SL3	\$ 48,000.00	\$ 76,800.00
Multimedia & Broadcast Manager	626	Marketing	SL5	\$ 70,000.00	\$ 112,000.00
Network Analyst II	512	Information Technology	SL4	\$ 56,000.00	\$ 89,600.00
Network Manager	642	Information Technology	SL5	\$ 70,000.00	\$ 112,000.00
Operations Coordinator	422	City Managers Office	SL3	\$ 48,000.00	\$ 76,800.00
Operations Manager	683	Social Services	SL6	\$ 95,000.00	\$ 142,500.00

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2021
Salary Schedule I (FULL-TIME Classification)

Parks Manager	590	Parks and Recreation	SL5	\$ 70,000.00	\$ 112,000.00
Parks Superintendent	536	Parks and Recreation	SL4	\$ 56,000.00	\$ 89,600.00
Planner I	390	Community Development	SL3	\$ 48,000.00	\$ 76,800.00
Planner II	448	Community Development	SL4	\$ 56,000.00	\$ 89,600.00
Police Captain	644	Police	SL6	\$ 95,000.00	\$ 142,500.00
Police Chief	937	Police	SL8	\$ 120,000.00	\$ 160,000.00
Police Major	757	Police	SL7	\$ 110,000.00	\$ 154,000.00
Police Planner	438	Police	SL3	\$ 48,000.00	\$ 76,800.00
PR & Media Marketing Manager	642	Marketing	SL5	\$ 70,000.00	\$ 112,000.00
Prin Budg Analyst	545	OMB	SL5	\$ 70,000.00	\$ 112,000.00
Principal Planner	671	Community Development	SL6	\$ 95,000.00	\$ 142,500.00
Procurement Administrator	740	Procurement	SL6	\$ 95,000.00	\$ 142,500.00
Procurement Analyst	452	Procurement	SL4	\$ 56,000.00	\$ 89,600.00
Program Administrator (Cultural Affairs)	616	Cultural Affairs	SL5	\$ 70,000.00	\$ 112,000.00
Program Manager	724	Social Services	SL6	\$ 95,000.00	\$ 142,500.00
Programming Engineer	564	Utilities	SL5	\$ 70,000.00	\$ 112,000.00
Project Coordinator	354	Support Services	SL3	\$ 48,000.00	\$ 76,800.00
Project Coordinator	354	Utilities	SL3	\$ 48,000.00	\$ 76,800.00
Project Management Administrator (Support Services)	933	Support Services	SL8	\$ 120,000.00	\$ 160,000.00
Project Manager	632	Engineering	SL5	\$ 70,000.00	\$ 112,000.00
Project Manager	592	Support Services	SL5	\$ 70,000.00	\$ 112,000.00
Project Manager	626	Utilities	SL5	\$ 70,000.00	\$ 112,000.00
Public Information Officer	528	Police	SL4	\$ 56,000.00	\$ 89,600.00
Public Safety Manager	642	Information Technology	SL5	\$ 70,000.00	\$ 112,000.00
Recreation Superintendent	530	Parks and Recreation	SL4	\$ 56,000.00	\$ 89,600.00
Regulation Compliance Officer	424	Utilities	SL3	\$ 48,000.00	\$ 76,800.00
Risk Analyst I	322	Human Resources	SL2	\$ 42,000.00	\$ 67,200.00
Risk Analyst II	434	Human Resources	SL3	\$ 48,000.00	\$ 76,800.00
Risk Manager	645	Human Resources	SL6	\$ 95,000.00	\$ 142,500.00
Security Analyst I	358	Information Technology	SL3	\$ 48,000.00	\$ 76,800.00
Security Analyst II (Public Safety)	532	Information Technology	SL4	\$ 56,000.00	\$ 89,600.00
Senior Administrative Manager	616	Fire	SL5	\$ 70,000.00	\$ 112,000.00
Senior Executive Administrator	703	City Managers Office	SL6	\$ 95,000.00	\$ 142,500.00
Senior Planner	558	Community Development	SL5	\$ 70,000.00	\$ 112,000.00
Senior Project Manager	818	Support Services	SL7	\$ 110,000.00	\$ 154,000.00
Senior Services Superintendent	537	Social Services	SL4	\$ 56,000.00	\$ 89,600.00
Solid Waste & Recycling Manager	638	Public Works	SL5	\$ 70,000.00	\$ 112,000.00
Special Event Aide	240	Parks and Recreation	SL1	\$ 35,000.00	\$ 56,000.00
Special Projects Admininstrator (PW)	530	Public Works	SL4	\$ 35,000.00	\$ 56,000.00
Special Projects Manager	598	Community Development	SL5	\$ 70,000.00	\$ 112,000.00
Sr Budget Analyst	478	OMB	SL4	\$ 56,000.00	\$ 89,600.00
Sr. Proj Engineer	648	Engineering	SL6	\$ 95,000.00	\$ 142,500.00
Strategic Administration Officer	960	City Managers Office	SL9	\$ 135,000.00	\$ 175,500.00
Streets & Drainage Engineer	540	Public Works	SL4	\$ 56,000.00	\$ 89,600.00
System Analyst II	522	Information Technology	SL4	\$ 56,000.00	\$ 89,600.00
Training and Development Manager	629	Human Resources	SL5	\$ 70,000.00	\$ 112,000.00
Transportation Coordinator	348	Public Works	SL3	\$ 48,000.00	\$ 76,800.00
Treasurer	668	Financial Services	SL6	\$ 95,000.00	\$ 142,500.00
Util Field Ops Mgr	616	Utilities	SL5	\$ 70,000.00	\$ 112,000.00
Utility Billing Accounting Supervisor	486	Financial Services	SL4	\$ 56,000.00	\$ 89,600.00
Utility Billing Business Analyst	472	Financial Services	SL4	\$ 56,000.00	\$ 89,600.00
Utility Billing Manager	590	Financial Services	SL5	\$ 70,000.00	\$ 112,000.00
Utility Field Ops Manager	626	Utilities	SL5	\$ 70,000.00	\$ 112,000.00
Utility Instrument Engineer I	442	Utilities	SL3	\$ 48,000.00	\$ 76,800.00

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2021
Salary Schedule I (FULL-TIME Classification)

Utility Service Safety Officer	526	Utilities	SL4	\$ 56,000.00	\$ 89,600.00
Utility Services Administrator	444	Utilities	SL3	\$ 48,000.00	\$ 76,800.00
Victim Advocate II	528	Police	SL4	\$ 56,000.00	\$ 89,600.00
Victim Advocate Prog Coord	556	Police	SL5	\$ 70,000.00	\$ 112,000.00
Wastewater Collection Superintendent	520	Utilities	SL4	\$ 56,000.00	\$ 89,600.00
Water Quality Lab Manager	636	Utilities	SL5	\$ 70,000.00	\$ 112,000.00
Water System Superintendent	520	Utilities	SL4	\$ 56,000.00	\$ 89,600.00

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2021
Salary Schedule II (PART-TIME Classification)

Schedule B

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

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2021
Salary Schedule II (PART-TIME Classification)

Job Class Number	Position Title	Exempt Status	Grade	Civil Service Y/N	Minimum Hourly Rate
1511	GRANT ANALYST - PART-TIME	NON-EXEMPT	PT	N	\$ 21.00
1179	GRANT ASSISTANT - PART-TIME	NON-EXEMPT	PT	N	\$ 15.00
1191	HR COORDINATOR PT	NON-EXEMPT	PT	N	\$ 18.00
1566	INTERN	NON-EXEMPT	PT	N	\$ 12.50
1373	LEAD USHER	NON-EXEMPT	PT	N	\$ 12.50
1408	LEGISLATIVE SECRETARY- PT	NON-EXEMPT	PT	N	\$ 22.00
1207	LIFEGUARD - PART-TIME	NON-EXEMPT	PT	N	\$ 13.50
1219	MAINTENANCE WORKER - PT	NON-EXEMPT	PT	N	\$ 13.73
1313	MIS ANALYST II- PT	NON-EXEMPT	PT	N	\$ 35.00
1362	MIS LABOR TEMP	NON-EXEMPT	PT	N	\$ 12.50
1523	NETWORK TECHNICIAN	NON-EXEMPT	PT	N	\$ 27.00
1231	OFFICE AIDE III	NON-EXEMPT	PT	N	\$ 13.30
1347	OFFICE SPECIALIST	NON-EXEMPT	PT	N	\$ 15.00
1234	PARK AIDE II - PT	NON-EXEMPT	PT	N	\$ 12.90
1235	PARK AIDE III - PT	NON-EXEMPT	PT	N	\$ 13.30
1236	PARK RANGER - PT	NON-EXEMPT	PT	N	\$ 13.75
1589	PLANNING INTERN	NON-EXEMPT	PT	N	\$ 12.50
1486	PRODUCTION ASSISTANT -PT	NON-EXEMPT	PT	N	\$ 15.00
1336	PROGRAM SPECIALIST - CNA	NON-EXEMPT	PT	N	\$ 12.50
1267	RECREATION AIDE I - PT	NON-EXEMPT	PT	N	\$ 12.50
1268	RECREATION AIDE II - PT	NON-EXEMPT	PT	N	\$ 12.90
1269	RECREATION AIDE III - PT	NON-EXEMPT	PT	N	\$ 13.30
1516	SALES & COMM ENG COORD	NON-EXEMPT	PT	N	\$ 15.00
1203	SENIOR NURSE ADMINISTRATOR	NON-EXEMPT	PT	N	#REF!
1286	SENIOR PROCURE ANALYST - PT	NON-EXEMPT	PT	N	\$ 27.81
1420	SOCIAL SERVICES AIDE I	NON-EXEMPT	PT	N	\$ 12.50
1293	SOCIAL SERVICES AIDE II - PT	NON-EXEMPT	PT	N	\$ 12.90
1475	SOCIAL SERVICES AIDE III - PT	NON-EXEMPT	PT	N	\$ 13.30
1525	SOCIAL SVCS FAC AIDE II - PT	NON-EXEMPT	PT	N	\$ 16.00
1143	SPECIAL EVENTS AIDE - PT	NON-EXEMPT	PT	N	\$ 13.30
1403	STAGE ASSISTANT I	NON-EXEMPT	PT	N	\$ 22.00
1404	STAGE ASSISTANT II	NON-EXEMPT	PT	N	\$ 16.00
1405	STAGE ASSISTANT III	NON-EXEMPT	PT	N	\$ 18.00
1406	STAGE ASSISTANT IV	NON-EXEMPT	PT	N	\$ 22.00
1407	STAGE ASSISTANT V	NON-EXEMPT	PT	N	\$ 23.00

City of Miramar
Human Resources Department
Comprehensive Pay Plan
FY 2021
Salary Schedule II (PART-TIME Classification)

Job Class Number	Position Title	Exempt Status	Grade	Civil Service Y/N	Mininum Hourly Rate
1524	VAN/BUS DRIVER	NON-EXEMPT	PT	N	\$ 18.00
1413	VOLUNTEER COORDINATOR	NON-EXEMPT	PT	N	\$ 12.50
1354	WATER SAFETY INSTRUCTOR - PT	NON-EXEMPT	PT	N	\$ 16.50
1544	GRANTS RESEARCHER/WRITER	NON-EXEMPT	PT	N	\$ 40.87