

Introduced by: Council Member Wilson

Adopted: February 19, 2018

RESOLUTION NO. 2004-2018

A RESOLUTION AMENDING THE CITY OF JACKSONVILLE BEACH POSITION CLASSIFICATION AND PAY PLAN FOR MANAGERIAL, PROFESSIONAL, ADMINISTRATIVE AND UNCLASSIFIED (NON-UNION) POSITIONS, EFFECTIVE FEBRUARY 19, 2018.

WHEREAS, the City Council has adopted a Classification and Pay Plan which establishes job classifications and salary ranges for each position that are competitive with similar positions in the labor market, and

WHEREAS, it periodically becomes necessary to update the Classification and Pay Plan to ensure positions are properly classified and compensated in accordance with skill levels, job duties and supervisory responsibility.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, THAT:

SECTION 1. The City amends the Classification and Pay Plan for Managerial, Professional, Administrative and Unclassified (Nonunion) Positions attached hereto as *Attachment A*, dated February 19, 2018, which adds a Procurement Associate position and an Assistant Ocean Rescue Supervisor position.

SECTION 2. The City Manager is hereby authorized to implement the amended pay plan and take any action necessary to carry out implementation not in conflict with any other laws or ordinances.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

AUTHENTICATED this 19th day of February, 2018.



William C. Latham, MAYOR



Laurie Scott, CITY CLERK

Attachment A

**CITY OF JACKSONVILLE BEACH
POSITION CLASSIFICATION AND PAY PLAN**



Classification and Pay Plan

For

**Managerial, Professional, Administrative and Unclassified
(Nonunion)**

**Effective October 1, 2016
Amended February 6, 2017
Amended May 1, 2017
Amended September 18, 2017
Amended February 19, 2018**

SECTION II
CLASSIFICATIONS AND PAY GRADES –By Classification

CLASSIFICATION	POSITION TITLE	GRADE
Department Director	* Chief Financial Officer	138
	* Deputy City Manager	141
	* Director of Beaches Energy Services	141
	* Director of Human Resources	135
	* Director of Parks and Recreation	135
	* Director of Planning and Development	135
	* Director of Public Works	138
	* Fire Chief	137
	* Police Chief	138
Administrative, Fiscal & Related	* Accountant	126
	* Accounting Supervisor	130
	Administrative Assistant	120
	Assistant City Clerk	121
	* Assistant Customer Service Supervisor	125
	* Assistant Finance/Budget Officer	134
	* Assistant to the City Manager	123
	* Associate Business Analyst	126
	Building Maintenance Supervisor	122
	* Building Official	132
	* Business Analyst	131
	* Business Relations/Conservation Coordinator	122
	Chief Storekeeper	119
	* City Clerk	129
	Clerical Assistant	114
	* Customer Service Supervisor	129
	Database Administrator	126
	* GIS Administrator	130
	Human Resources Generalist	124
	* Information Systems Supervisor	134
	* Internal Auditor	129
	* Network Engineer	130
	* Payroll/Benefits Administrator	130
	Payroll Specialist	120
	* Planning Official	132
	Project/Safety Coordinator	118
	* Property and Procurement Officer	134
	* Procurement Administrator	128
	<u>Procurement Associate</u>	<u>124</u>
	Staff Assistant	117
	* Senior Planner	129
	* System Administrator	129
	* System Administrator/Public Safety	129
	* Utilities Accountant/Analyst	125

* Exempt from overtime under the Fair Labor Standards Act.

CLASSIFICATIONS AND PAY GRADES
By Classification

CLASSIFICATION	POSITION TITLE	GRADE
Electric Utilities	* Construction & Maintenance Supervisor	132
	Electric Safety & Training Supervisor	129
	* Electric Utilities Superintendent	136
	* Electrical Engineer	133
	* Electrical Engineer (Registered PE)	134
	* Electrical Engineering Supervisor	136
	* Meter Services Supervisor	127
	* System Operations Supervisor	134
Public Works	* Distribution & Collection Superintendent	131
	* Public Works City Engineer	135
	* Public Works Project Engineer	135
	* Streets Superintendent	131
	* Utility Plant Supervisor	131
	Utility Plant Maintenance Supervisor	127
Parks and Recreation	<u>Assistant Ocean Rescue Supervisor</u>	<u>118</u>
	Beach Patrol Lieutenant	Unclassified
	Beach Patrol Lieutenant	Unclassified
	Director of Golf Instruction	112
	Events Coordinator	122
	Golf Cart/Range Attendant	108
	* Golf Course Superintendent	127
	* Golf Course/Park Maintenance Superintendent	127
	* Golf Professional	126
	Golf Shop Attendant	112
	Golf Starter	108
	Ocean Rescue Supervisor	120
	Recreation Leader	114
	Recreation Program Assistant	115
	* Recreation Superintendent	126
	Recreation Supervisor	123
	Tennis Court Attendant	108
* Facility Manager	117	
Public Safety	* Fire Captain/Fire Marshall	405
	* Fire Captain/Shift Commander	404
	Police Accreditation Manager	122
	* Police Commander	133
	Police Officer Part Time	180
	Police Records Supervisor	119
	Police Sergeant (Non-Union)	182
	Police Volunteer Coordinator	115
	Public Safety Communications Supervisor	126
	School Crossing Guard	Unclassified

*Exempt from overtime under the Fair Labor Standards Act.

CLASSIFICATIONS AND PAY GRADES
By Grade

GRADE	POSITION TITLE
108	Golf Cart/Range Attendant
108	Golf Starter
108	Tennis Court Attendant
112	Golf Shop Attendant
112	Director of Golf Instruction
114	Clerical Assistant
114	Recreation Leader
115	Police Volunteer Coordinator
115	Recreation Program Assistant
117	Staff Assistant
117	* Facility Manager
<u>118</u>	<u>Assistant Ocean Rescue Supervisor</u>
118	Project/Safety Coordinator
119	Chief Storekeeper
120	Ocean Rescue Supervisor
119	Police Records Supervisor
120	Administrative Assistant
120	Payroll Specialist
121	Assistant City Clerk
122	Building Maintenance Supervisor
122	* Business Relations/Conservation Coordinator
122	Events Coordinator
122	Police Accreditation Manager
123	Recreation Supervisor
123	* Assistant to the City Manager
124	Human Resources Generalist
<u>124</u>	<u>Procurement Associate</u>
125	* Assistant Customer Service Supervisor
125	* Utilities Accountant/Analyst
126	* Accountant
126	* Associate Business Analyst
126	Database Administrator
126	* Recreation Superintendent
126	* Golf Professional
126	Public Safety Communications Supervisor
127	* Golf Course Superintendent
127	* Golf Course/Parks Maintenance Superintendent
127	* Meter Services Supervisor
127	Utility Plant Maintenance Supervisor
128	* Procurement Administrator
129	* City Clerk
129	* Customer Service Supervisor
129	Electric Safety & Training Supervisor

* Exempt from overtime under the Fair Labor Standards Act.

**CLASSIFICATIONS AND PAY GRADES
By Grade**

GRADE	POSITION TITLE
129	* Internal Auditor
129	* Senior Planner
129	* System Administrator
129	* System Administrator/Public Safety
130	* Accounting Supervisor
130	* GIS Administrator
130	* Network Engineer
130	* Payroll/Benefits Administrator
131	* Business Analyst
131	* Distribution & Collection Superintendent
131	* Streets Superintendent
131	* Utility Plant Supervisor
132	* Building Official
132	* Construction & Maintenance Supervisor
132	* Planning Official
133	* Electrical Engineer
133	* Police Commander
134	* Assistant Finance/Budget Officer
134	* Electrical Engineer (Registered PE)
134	* Information Systems Supervisor
134	* Property and Procurement Officer
134	* System Operations Supervisor
135	* Director of Human Resources
135	* Director of Parks and Recreation
135	* Director of Planning and Development
135	* Public Works City Engineer
135	* Public Works Project Engineer
136	* Electrical Engineering Supervisor
136	* Electric Utilities Superintendent
137	* Fire Chief
138	* Director of Public Works
138	* Chief Financial Officer
138	* Police Chief
141	* Deputy City Manager
141	* Director of Beaches Energy Services
180	Police Officer Part Time
182	Police Sergeant (Non-Union)
404	* Fire Captain/Shift Commander
405	* Fire Captain/Fire Marshall
Unclassified	Beach Patrol Guard
Unclassified	Beach Patrol Lieutenant
Unclassified	School Crossing Guard

* Exempt from overtime under the Fair Labor Standards Act.