

Introduced by: Council Member Hoffman

Adopted: June 3rd, 2019

**RESOLUTION NO. 2034-2019**

**A RESOLUTION AMENDING THE CITY OF JACKSONVILLE BEACH POSITION CLASSIFICATION AND PAY PLAN FOR MANAGERIAL, PROFESSIONAL, ADMINISTRATIVE AND UNCLASSIFIED (NON-UNION) POSITIONS, EFFECTIVE JUNE 3, 2019.**

**WHEREAS**, the City Council has adopted a Position 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 Position 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:**

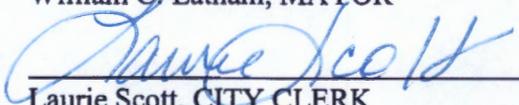
**SECTION 1.** The City amends the Position Classification and Pay Plan for Managerial, Professional, Administrative and Unclassified (Nonunion) Positions attached hereto as *Attachment A*, dated June 3, 2019, which adds an Assistant Golf Professional position.

**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 3<sup>rd</sup> day of June, 2019.

  
\_\_\_\_\_  
William C. Latham, MAYOR

  
\_\_\_\_\_  
Laurie Scott, CITY CLERK

**Golf Course - Proposed Position Upgrade  
FY2019 Budget Impact**

	Pay Grade	min	mid	max	Current Rate	Hours	Total Wages	FICA	Medicare	Pension	Workers Comp	Total Benefits	Total Wages & Benefits
		Pay Range				19 weeks		6.200%	1.450%	15.085%	1.500%		
Golf Shop Attendant	112	\$10.13	\$13.27	\$16.40	\$16.00	760	\$12,160.00	\$753.92	\$176.32	\$1,834.34	\$182.40	\$2,946.98	\$15,106.98
Golf Shop Attendant	112	\$10.13	\$13.27	\$16.40	\$14.55	760	\$11,058.00	\$685.60	\$160.34	\$1,668.10	\$165.87	\$2,679.91	\$13,737.91
<b>CURRENT</b>						1,520	\$23,218.00	\$1,439.52	\$336.66	\$3,502.44	\$348.27	\$5,626.88	\$28,844.88
Assistant Golf Pro	120	\$14.98	\$19.64	\$24.30	\$16.01	760	\$12,163.80	\$754.16	\$176.38	\$1,834.91	\$182.46	\$2,947.90	\$15,111.70
Assistant Golf Pro	120	\$14.98	\$19.64	\$24.30	\$16.01	760	\$12,163.80	\$754.16	\$176.38	\$1,834.91	\$182.46	\$2,947.90	\$15,111.70
<b>PROPOSED (assumes 10% pay bump and new hire at same rate)</b>						1,520	\$24,327.60	\$1,508.31	\$352.75	\$3,669.82	\$364.91	\$5,895.79	\$30,223.39
<b>COST OF PROPOSED CHANGE</b>						0	\$1,109.60	\$68.80	\$16.09	\$167.38	\$16.64	\$268.91	\$1,378.51

**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  
Amended July 16, 2018  
Amended August 6, 2018  
Amended September 17, 2018  
Amended January 22, 2019  
Amended June 3, 2019**

**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	124
	* 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
	Procurement Associate	124
	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
* GIS Systems Analyst		128
* 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	Assistant Ocean Rescue Supervisor	118
	Beach Patrol Guard	Unclassified
	Beach Patrol Lieutenant	Unclassified
	Director of Golf Instruction	112
	Events Coordinator	122
	Golf Cart/Range Attendant	108
	<u>Assistant Golf Professional</u>	<u>120</u>
	* Assistant Golf Course Superintendent	123
	* Golf Course Facility Manager	127
	* Golf Course Superintendent	127
	* Golf Course Park Maint. Superintendent	127
	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 Marshal	405
	* Fire Captain/Shift Commander	404
	Police Accreditation Manager	122
	* Police Commander	183
	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
118	Assistant Ocean Rescue Supervisor
118	Project/Safety Coordinator
119	Chief Storekeeper
120	Ocean Rescue Supervisor
119	Police Records Supervisor
120	Administrative Assistant
<u>120</u>	<u>Assistant Golf Professional</u>
120	Payroll Specialist
122	Building Maintenance Supervisor
122	* Business Relations/Conservation Coordinator
122	Events Coordinator
122	Police Accreditation Manager
123	* Assistant Golf Course Superintendent
123	Recreation Supervisor
123	* Assistant to the City Manager
124	Assistant City Clerk
124	Human Resources Generalist
124	Procurement Associate
125	* Assistant Customer Service Supervisor
125	* Utilities Accountant/Analyst
126	* Accountant
126	* Associate Business Analyst
126	Database Administrator
126	* Recreation Superintendent
126	Public Safety Communications Supervisor
127	* Golf Course Facility Manager
127	* Golf Course Superintendent
127	* Golf Course/Parks Maintenance Superintendent
127	* Meter Services Supervisor
127	Utility Plant Maintenance Supervisor
128	* GIS Systems Analyst
128	* Procurement Administrator
129	* City Clerk

\* Exempt from overtime under the Fair Labor Standards Act.

**CLASSIFICATIONS AND PAY GRADES  
By Grade**

GRADE	POSITION TITLE
129	* Customer Service Supervisor
129	Electric Safety & Training Supervisor
129	* Internal Auditor
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
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)
183	* Police Commander
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.

**SECTION III**

**PAY GRADE SCHEDULE**

GRADE	MINIMUM	MIDPOINT	MAXIMUM
108	\$8.33 \$17,326.40	\$10.94 \$22,755.20	\$13.55 \$28,184.00
109	\$8.75 \$18,200.00	\$11.46 \$23,836.80	\$14.17 \$29,473.60
110	\$9.19 \$19,115.20	\$12.05 \$25,064.00	\$14.90 \$30,992.00
111	\$9.65 \$20,072.00	\$12.67 \$26,353.60	\$15.68 \$32,614.40
112	\$10.13 \$21,070.40	\$13.27 \$27,601.60	\$16.40 \$34,112.00
113	\$10.64 \$22,131.20	\$13.95 \$29,016.00	\$17.26 \$35,900.80
114	\$11.17 \$23,233.60	\$14.66 \$30,492.80	\$18.15 \$37,752.00
115	\$11.73 \$24,398.40	\$15.37 \$31,969.60	\$19.01 \$39,540.80
116	\$12.32 \$25,625.60	\$16.15 \$33,592.00	\$19.97 \$41,537.60
117	\$12.94 \$26,915.20	\$16.96 \$35,276.80	\$20.98 \$43,638.40
118	\$13.59 \$28,267.20	\$17.82 \$37,065.60	\$22.04 \$45,843.20
119	\$14.27 \$29,681.60	\$18.71 \$38,916.80	\$23.15 \$48,152.00
120	\$14.98 \$31,158.40	\$19.64 \$40,851.20	\$24.30 \$50,544.00
121	\$15.73 \$32,718.40	\$20.62 \$42,889.60	\$25.50 \$53,040.00
122	\$16.52 \$34,361.60	\$21.68 \$45,094.40	\$26.83 \$55,806.40
123	\$17.35 \$36,088.00	\$22.74 \$47,299.20	\$28.13 \$58,510.40
124	\$18.22 \$37,897.60	\$23.89 \$49,691.20	\$29.55 \$61,464.00
125	\$19.13 \$39,790.40	\$25.09 \$52,187.20	\$31.05 \$64,584.00

\*Annual salaries based on 2080 hours worked in a twelve-month period.

**PAY GRADE SCHEDULE**

GRADE	MINIMUM	MIDPOINT	MAXIMUM
126	\$20.09 \$41,787.20	\$26.33 \$54,766.40	\$32.57 \$67,745.60
127	\$21.09 \$43,867.20	\$27.64 \$57,491.20	\$34.19 \$71,115.20
128	\$22.14 \$46,051.20	\$29.02 \$60,361.60	\$35.89 \$74,651.20
129	\$23.25 \$48,360.00	\$30.48 \$63,398.40	\$37.70 \$78,416.00
130	\$24.41 \$50,772.80	\$31.99 \$66,539.20	\$39.57 \$82,305.60
131	\$25.63 \$53,310.40	\$33.59 \$69,867.20	\$41.55 \$86,424.00
132	\$26.91 \$55,972.80	\$35.27 \$73,361.60	\$43.63 \$90,750.40
133	\$28.26 \$58,780.80	\$37.04 \$77,043.20	\$45.81 \$95,284.80
134	\$29.67 \$61,713.60	\$38.88 \$80,870.40	\$48.09 \$100,027.20
135	\$31.15 \$64,792.00	\$40.82 \$84,905.60	\$50.48 \$104,998.40
136	\$32.71 \$68,036.80	\$42.87 \$89,169.60	\$53.03 \$110,302.40
137	\$34.35 \$71,448.00	\$45.02 \$93,641.60	\$55.69 \$115,835.20
138	\$36.07 \$75,025.60	\$47.27 \$98,321.60	\$58.46 \$121,596.80
139	\$37.87 \$78,769.60	\$49.64 \$103,251.20	\$61.41 \$127,732.80
140	\$39.76 \$82,700.80	\$52.11 \$108,388.80	\$64.45 \$134,056.00
141	\$41.74 \$86,828.00	\$54.69 \$113,760.00	\$67.64 \$140,692.00
182	\$28.03 \$58,302.40	\$32.50 \$67,600.00	\$36.97 \$76,897.60
183	\$29.39 \$61,131.20	\$38.52 \$80,121.60	\$47.64 \$99,091.20
*404	\$22.13 \$64,442.56	\$25.58 \$74,488.96	\$29.03 \$84,535.36
405	\$30.98 \$64,438.40	\$35.82 \$74,505.60	\$40.64 \$84,531.20

\* Annual salary based on 2912 hours worked in a twelve-month period.  
 All other annual salaries based on 2080 hours worked in a twelve-month period.

**UNCLASSIFIED POSITIONS  
PAY RANGES**

**Beach Patrol Guard**

1 <sup>st</sup> year	\$11.48
2 <sup>nd</sup> year	\$11.78
3 <sup>rd</sup> year	\$12.11
4 <sup>th</sup> year	\$12.37
5 <sup>th</sup> year	\$12.72

Increase in years 2-5 requires a minimum of 300 hours worked in the previous year

**Rescue Swimmer**                      \$13.49  
Requires Emergency Medical Technician Certification

Lifeguards and rescue swimmers, who work a minimum of 300 hours between May and September and are in good standing, may receive a lump sum payment of \$500.

**Beach Patrol Lieutenant**      \$15.61

**School Crossing Guard**

1 <sup>st</sup> year	\$9.01*
2 <sup>nd</sup> year	\$9.29*
3 <sup>rd</sup> year	\$9.57*
4 <sup>th</sup> year	\$9.86*
5 <sup>th</sup> year	\$10.16*
6 <sup>th</sup> year	\$10.45*

\*Includes a 1 hour per assignment minimum - 1 hour in the morning & 1 hour in the afternoon

### ADDITIONAL PAYS

<u>License/Certification/Allowance</u>	<u>Annual Amount</u>	<u>Position Eligible</u>
Certified Public Accountant	\$1,200	Any Department Director or Administrative, Fiscal & Related employee possessing a current Certified Public Accountant license issued by the Florida Department of Business and Professional Regulation, Board of Accountancy
Payroll Professional Certification	\$500	Payroll Specialist
Certified Golf Course Superintendent	\$1,500	Golf Course Superintendent Director of Parks and Recreation
Automobile Allowance	\$4,800	City Manager Deputy City Manger Chief Financial Officer Director of Beaches Energy Director of Human Resources Director of Parks & Recreation Director of Planning & Development Director of Public Works Police Chief Fire Chief
	\$3,600	City Engineer Electrical Engineer Electrical Engineer (Registered PE) Electrical Engineering Supervisor Public Works Project Engineer Property and Procurement Officer City Clerk

Eligible employees may receive either a City vehicle, an automobile allowance or mileage reimbursement, as determined by the City Manager, in accordance with the City's travel policy.