

Introduced by: Council Member Chris Hoffman

Adopted: October 5, 2020

**RESOLUTION NO. 2067-2020**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA AMENDING THE CITY OF JACKSONVILLE BEACH POSITION CLASSIFICATION AND PAY PLAN FOR MANAGERIAL, PROFESSIONAL, AND ADMINISTRATIVE (NON-UNION) POSITIONS, EFFECTIVE OCTOBER 5, 2020.**

**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.

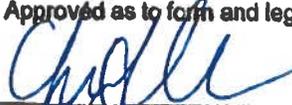
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA THAT:**

**SECTION 1.** The City amends the Position Classification and Pay Plan for Managerial, Professional, and Administrative (Non-union) Positions attached hereto as *Attachment A*, dated October 5, 2020, which reclassifies positions and adds a position in the Public Works Department due to the reorganization of the Public Works Department, and adds a Community Redevelopment Agency Program Manager in the Planning and Development Department.

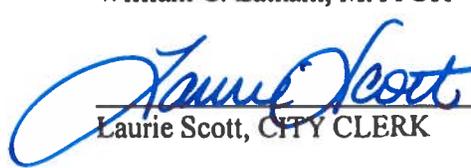
**SECTION 2.** The City Manager is hereby authorized to implement the amended pay plan and take any action necessary to carry out implementation not in conflict with any other laws or ordinances.

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

AUTHENTICATED this 5<sup>th</sup> day of October, 2020.

Approved as to form and legal sufficiency:  
  
Chris Ambrosio, City Attorney

  
William C. Latham, MAYOR

  
Laurie Scott, CITY CLERK

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



Managerial, Professional and Administrative (Nonunion)

Effective October 1, 2019

Last Revised 10/5/2020

## INTRODUCTION

The Position Classification and Pay Plan for the City of Jacksonville Beach is divided into three major sections:

**Section I: General Rules and Regulations** provides for the rules which guide the administration of the Position Classification and Pay Plan.

**Section II: Classification and Pay Grades** provides for the assignment of a classification and pay grade to each position within the plan.

**Section III: Pay Grade Schedule** provides pay grades and pay ranges in hourly and annual amounts. Minimums, maximums and midpoints are identified.

Job descriptions have been written for each classification in the plan. Although not part of this document, the job descriptions are incorporated by reference and are on file for review in the Human Resources Department.

The position classification plan brings together a number of nonunion management, professional and administrative positions under a single classification plan. The plan provides that all positions receive similar treatment with respect to matters of classification. The plan also provides for normal lines of promotion and career development ladders. The organization and arrangement of classes facilitates various aspects of personnel administration such as records processing, position control, recruitment, testing, training and budget control.

The pay plan consists of a system of pay ranges assigned to all classes of work. The pay plan is intended to:

- 1) Provide equal pay for equal work;
- 2) Provide a means of rewarding employees for continued good or outstanding service;
- 3) Provide a convenient method of adjusting the plan to meet changes in conditions which require change in pay levels; and,
- 4) Establish salary and wage rates which compare satisfactorily with those public and private employers in competitive market areas for each position, and thus to permit the City to attract and retain qualified employees.

**SECTION I  
GENERAL RULES AND REGULATIONS**

**A. Administration of the Pay Plan**

- 1) Primary responsibility for establishment and upkeep of the classification and pay plan is assigned to the City Manager, or designee.
- 2) All changes and improvements will be made through recommendations to the Human Resources Director, who will analyze and determine whether they should be considered.
- 3) The entire plan shall be reviewed on an annual basis by the City Manager or designee. Following the review, any proposed revisions will be submitted by the City Manager to the City Council for adoption.
- 4) The Pay Grade Schedule consists of a salary schedule showing salary ranges and midpoints.
- 5) An employee may receive a salary increase by means of merit salary advancement, promotion, reclassification, or a pay range adjustment, if there is an availability of funds.
- 6) The rate of pay of an employee within the pay grade will depend on merit. There are no provisions in the pay plan for automatic salary advancement as all merit increases are to be based upon work performance and other pertinent factors as evaluated by the employee's supervisor.
- 7) The performance evaluation system is to develop incentive among employees to improve their work performance.
- 8) The City Manager may approve special increases based on evaluation of performance and/or to address what the City determines to be pay inequities.

**B. Appointments and Starting Rates**

- 1) The minimum salary established for a position is considered the normal appointment rate for new employees.
- 2) Appointments below or above the minimum salary may be authorized by the City Manager in the following situations:
  - a) If the applicant's training, experience or other qualifications are substantially above those required for the position;
  - b) Exceptions as noted in the trainee category.
- 3) When an employee is promoted from a lower to a higher pay grade, the promotion shall always include a minimum of a five percent (5%) salary increase (this provision shall apply to promotions only and not to transfers).

Police Sergeants promoted to Commander shall be eligible for a 20% pay increase.

C. Merit Increases

- 1) A merit salary advancement is a salary increase within the same pay grade and is not considered to be automatic, but based upon an evaluation of performance of an individual.
- 2) An employee is eligible for a merit advancement of 2% to 3% over the current rate of pay on the anniversary date of employment in the position, as warranted by performance, provided there are funds available for the increase.

D. Probationary Increases

- 1) Employees hired or promoted between April 1, 2019 and September 30, 2019, whose probationary period ends between October 1, 2019 and March 30, 2020, are eligible for a merit salary advancement of up to 5% upon satisfactory completion of the probationary period in the position, as warranted by performance, provided that funds are available for the increase.
- 2) Employees hired or promoted on or after October 1, 2019 are not eligible for a pay increase upon completion of the probationary period.

E. Lead Worker Category

- 1) A Lead Worker position is defined as a work assignment where duties of a supervisory nature are assigned over a group of positions classified the same as that of the Lead Worker. The assignment is typical in laboring or trade occupations where the foreman or supervisor must visit several locations during the hours of a work day and work crews are left on the job without direct supervision.
- 2) The assignment of a Lead Worker should be made with care and be monitored periodically to assure that the employee is functioning in this capacity.
- 3) When assigned as Lead Worker the employee should receive up to a three percent (3%) increase above present pay while on the assignment. When the assignment is removed, the special pay provision will be removed. All Lead Worker assignments must be approved by the City Manager or designee prior to any compensation payment.

#### F. Training Category

- 1) In the event an applicant does not meet the minimum qualifications but is otherwise qualified for the position, the hiring authority may request the appointment as a trainee. This category is used to train people on the job who have a potential to do the work but lack some of the skills or experience needed.
- 2) In such cases the employee would be hired at a rate of 10 to 30 percent below the minimum salary until the minimum qualifications have been satisfied.
- 3) The normal time a person would spend in this category would usually be a minimum of six months and a maximum of eighteen months.

#### G. EXCEL (Excellent City Employees with Longevity) Program

- 1) An employee is eligible for a lump sum award of 2% to 3% over the current rate of pay, based upon the performance evaluation, once the individual has achieved progression to the maximum pay in the assigned pay grade. EXCEL awards will be provided in one lump sum and will not be added to the employee's base pay. Appropriate tax exclusions will be made.
- 2) EXCEL increases may be awarded once every year. An EXCEL award shall not be given during the same year as a merit increase. Exception is granted if the individual is recommended for an increase and in order to award the increase it is necessary to combine the merit increase with a lump sum EXCEL amount so that the employee's pay rate does not exceed the maximum rate for the pay grade.

#### H. Qualification Increases

- 1) To promote skill and professional development, and to provide opportunities for advancement, certain employees may be eligible for a qualification increase upon obtaining a professional license or certification. To qualify for such an increase, the license or certification must be directly related to the employee's current position and must be included in the job description as a preferred, but not required, qualification. Employees will not receive an increase upon obtaining a license or certification that is required as a condition of employment.
- 2) Upon obtaining the qualified license or certification, and provided that all education, training, and performance requirements of the job are met, employees will receive an increase of 3%.

I. Automobile Allowance

- 1) Employees who are required to drive their personal vehicle during the regular course of City business may be eligible to receive either an automobile allowance or mileage reimbursement, as determined by the City Manager, in accordance with the City's travel policy. Employees who are issued a City vehicle are not eligible to receive an automobile allowance.
- 2) Employees approved for an automobile allowance will receive payment bi-weekly, in 26 equal installments per year. Eligible positions and annual amounts are as follows:

ELIGIBLE POSITION	ANNUAL AMOUNT
Chief Financial Officer	\$4,800.00
Deputy City Manager	\$4,800.00
Director Of Beaches Energy	\$4,800.00
Director Of Human Resources	\$4,800.00
Director Of Parks & Recreation	\$4,800.00
Director Of Planning & Development	\$4,800.00
Director Of Public Works	\$4,800.00
Police Chief	\$4,800.00
City Clerk	\$3,600.00
City Engineer	\$3,600.00
Regulatory Compliance Officer	\$3,600.00
Electrical Engineer	\$3,600.00
Electrical Engineer (PE)	\$3,600.00
Electrical Engineering Project Supervisor	\$3,600.00
Electrical Engineering Supervisor	\$3,600.00
Public Works Project Engineer	\$3,600.00
Property and Procurement Officer	\$3,600.00

**SECTION II  
CLASSIFICATIONS AND PAY GRADES**

CLASSIFICATION	POSITION TITLE	GRADE
EXECUTIVE MANAGEMENT	* Chief Financial Officer	332
	* Deputy City Manager	335
	* Director Of Beaches Energy	335
	* Director Of Human Resources	329
	* Director Of Parks & Recreation	329
	* Director Of Planning & Development	329
	* Director Of Public Works	332
	* Police Chief	332
MANAGERIAL, PROFESSIONAL & ADMINISTRATIVE	* Accountant	319
	* Accounting Supervisor	323
	Administrative Assistant	312
	Assistant City Clerk	316
	* Assistant Customer Service Supervisor	318
	* Assistant CFO/Budget Officer	327
	Assistant to the City Manager	316
	Assistant to the Police Chief	316
	* Bus Relations/Conservation Coordinator	316
	* City Clerk	322
	* Communications Manager	322
	* Customer Service Supervisor	322
	Human Resources Generalist	317
	* Internal Auditor	322
	Legal Assistant	322
	Office Administrator	314
	Office Assistant	310
	* Payroll/Benefits Administrator	323
	Payroll Specialist	314
	* Utilities Accountant	318
INFORMATION SYSTEMS	* Associate Business Analyst	319
	* Business Analyst	323
	* Database Administrator	322
	* GIS Technical Architect	323
	* Information Systems Supervisor	327
	* Network Engineer	323
	* System Administrator	322

\* Exempt from overtime under the Fair Labor Standards Act

**SECTION II**  
**CLASSIFICATIONS AND PAY GRADES**

CLASSIFICATION	POSITION TITLE	GRADE
PLANNING & DEVELOPMENT	* Building Official	326
	* Planning Official	326
	* <u>CRA Program Manager</u>	<u>322</u>
	* Senior Planner	322
PROPERTY & PROCUREMENT	Building Maintenance Supervisor	315
	Chief Storekeeper	312
	* Procurement Administrator	321
	Procurement Associate	316
	* Property and Procurement Officer	327
ENERGY SERVICES	* Construction & Maintenance Supervisor	327
	* Electric Safety & Training Supervisor	322
	* Electrical Engineer	327
	* Electrical Engineer (PE)	328
	* Electrical Engineering Project Supervisor	330
	* Electrical Engineering Supervisor	330
	* Meter Services Supervisor	320
	* Regulatory Compliance Officer	330
	* Substation/Relay Supervisor	328
	* System Operations Supervisor	328
	* Utilities Superintendent	330
	PUBLIC WORKS	* <del>Distribution &amp; Collection Superintendent</del>
* GIS Systems Analyst		321
<u>Plant Operations Manager</u>		<u>322</u>
* Public Works City Engineer		329
* Public Works Project Engineer		329
* Streets <u>and Distribution &amp; Collection</u> Superintendent		<u>326</u> <u>4</u>
* <u>Streets and Distribution &amp; Collection Deputy</u> <u>Superintendent</u>		<u>324</u>
Utility Plant Maintenance Supervisor		320
* <u>Utility Plant Operations Deputy</u> <u>Superintendent</u>		<u>324</u>
* Utility Plant <u>Operations</u> Superintendent		<u>326</u> <u>4</u>
PARKS & RECREATION		* Assistant Golf Course Superintendent
	Assistant Golf Professional	314
	Events Coordinator	314
	Golf Cart/Range Attendant	302
	* Golf Course Facility Manager	322
	* Golf Course Superintendent	322
	Golf Shop Attendant	308

**SECTION II  
CLASSIFICATIONS AND PAY GRADES**

CLASSIFICATION	POSITION TITLE	GRADE
PARKS & RECREATION	Golf Starter	302
	* Park Maintenance Superintendent	322
	Recreation Leader	310
	Recreation Program Assistant	308
	* Recreation Superintendent	320
	Recreation Supervisor	316
	Tennis Court Attendant	302
	* Tennis Facility Manager	311
	PUBLIC SAFETY	* Fire Marshal
Deputy Fire Marshal		321
Police Accreditation Manager		315
* Police Commander		327
Police Records Supervisor		315
Police Volunteer Coordinator		308
Public Safety Communications Supervisor		319
Beach Patrol Guard		601
Beach Patrol Lieutenant		602
Assistant Ocean Rescue Supervisor		603
Ocean Rescue Supervisor		604
School Crossing Guard		901

\*Exempt from overtime under the Fair Labor Standards Act

**SECTION III  
PAY GRADE SCHEDULE**

GRADE	MINIMUM	MIDPOINT	MAXIMUM
302	\$9.74 \$20,259.20	\$12.76 \$26,540.80	\$15.78 \$32,822.40
303	\$10.23 \$21,278.40	\$13.40 \$27,872.00	\$16.57 \$34,465.60
304	\$10.74 \$22,339.20	\$14.07 \$29,265.60	\$17.40 \$36,192.00
305	\$11.28 \$23,462.40	\$14.77 \$30,721.60	\$18.27 \$38,001.60
306	\$11.84 \$24,627.20	\$15.51 \$32,260.80	\$19.18 \$39,894.40
307	\$12.43 \$25,854.40	\$16.29 \$33,883.20	\$20.14 \$41,891.20
308	\$13.06 \$27,164.80	\$17.10 \$35,568.00	\$21.15 \$43,992.00
309	\$13.71 \$28,516.80	\$17.96 \$37,356.80	\$22.21 \$46,196.80
310	\$14.39 \$29,931.20	\$18.86 \$39,228.80	\$23.32 \$48,505.60
311	\$15.11 \$31,428.80	\$19.80 \$41,184.00	\$24.49 \$50,939.20
312	\$15.87 \$33,009.60	\$20.79 \$43,243.20	\$25.71 \$53,476.80
313	\$16.66 \$34,652.80	\$21.83 \$45,406.40	\$26.99 \$56,139.20
314	\$17.50 \$36,400.00	\$22.92 \$47,673.60	\$28.34 \$58,947.20
315	\$18.37 \$38,209.60	\$24.07 \$50,065.60	\$29.76 \$61,900.80
316	\$19.29 \$40,123.20	\$25.27 \$52,561.60	\$31.25 \$65,000.00
317	\$20.25 \$42,120.00	\$26.53 \$55,182.40	\$32.81 \$68,244.80
318	\$21.27 \$44,241.60	\$27.86 \$57,948.80	\$34.45 \$71,656.00

**SECTION III  
PAY GRADE SCHEDULE**

GRADE	MINIMUM	MIDPOINT	MAXIMUM
319	\$22.33 \$46,446.40	\$29.25 \$60,840.00	\$36.18 \$75,254.40
320	\$23.45 \$48,776.00	\$30.72 \$63,897.60	\$37.98 \$78,998.40
321	\$24.62 \$51,209.60	\$32.25 \$67,080.00	\$39.88 \$82,950.40
322	\$25.85 \$53,768.00	\$33.86 \$70,428.80	\$41.88 \$87,110.40
323	\$27.14 \$56,451.20	\$35.56 \$73,964.80	\$43.97 \$91,457.60
324	\$28.50 \$59,280.00	\$37.34 \$77,667.20	\$46.17 \$96,033.60
325	\$29.93 \$62,254.40	\$39.20 \$81,536.00	\$48.48 \$100,838.40
326	\$31.42 \$65,353.60	\$41.16 \$85,612.80	\$50.90 \$105,872.00
327	\$32.99 \$68,619.20	\$43.22 \$89,897.60	\$53.45 \$111,176.00
328	\$34.64 \$72,051.20	\$45.38 \$94,390.40	\$56.12 \$116,729.60
329	\$36.37 \$75,649.60	\$47.65 \$99,112.00	\$58.93 \$122,574.40
330	\$38.19 \$79,435.20	\$50.03 \$104,062.40	\$61.87 \$128,689.60
331	\$40.10 \$83,408.00	\$52.53 \$109,262.40	\$64.97 \$135,137.60
332	\$42.11 \$87,588.80	\$55.16 \$114,732.80	\$68.21 \$141,876.80
333	\$44.21 \$91,956.80	\$57.92 \$120,473.60	\$71.63 \$148,990.40
334	\$46.42 \$96,553.60	\$60.82 \$126,505.60	\$75.21 \$156,436.80
335	\$48.75 \$101,400.00	\$63.86 \$132,828.80	\$78.97 \$164,257.60

**SECTION III  
PAY GRADE SCHEDULE**

OCEAN RESCUE – PART TIME			HOURLY
601	Beach Patrol Guard	Year 1	\$12.00
601	Beach Patrol Guard	Year 2	\$12.36
601	Beach Patrol Guard	Year 3	\$12.73
601	Beach Patrol Guard	Year 4	\$13.11
601	Beach Patrol Guard	Year 5	\$13.51
601	Rescue Swimmer*		\$14.18
602	Lieutenant		\$16.30
<p>a. Increase in years 2-5 requires a minimum of 300 hours worked in the previous year.</p> <p>b. Beach Patrol Guards/Rescue Swimmers who work a minimum of 300 hours between May and September, and are in good standing, are eligible for a lump sum payment of \$500.</p> <p><i>*Requires Emergency Medical Technician Certification.</i></p>			

OCEAN RESCUE – FULL TIME		MINIMUM	MIDPOINT	MAXIMUM
602	Lieutenant	\$16.30 \$33,904.00	\$19.88 \$41,340.00	\$23.45 \$48,776.00
603	Assistant Ocean Rescue Supervisor	\$16.79 \$34,923.20	\$20.47 \$42,577.60	\$24.15 \$50,232.00
604	Ocean Rescue Supervisor	\$17.63 \$36,670.40	\$21.50 \$44,709.60	\$25.36 \$52,748.80

901 – SCHOOL CROSSING GUARDS	
Year 1	\$10.05
Year 2	\$10.35
Year 3	\$10.66
Year 4	\$10.98
Year 5	\$11.31
Year 6	\$11.65