



Staff Report

Permit Application for Pier and Boat Lift

Prepared for: The City of North Bay Village

Applicant: Junius Davis Morrison, Jr.

Request: Permit for a pier (dock) and boat lift to be constructed projecting 25 feet from the bulkhead line.

 **LaRue Planning
& Management Services, Inc.**
1375 Jackson Street, Suite 206
Fort Myers, Florida
239-334-3366

Serving Florida Local Governments Since 1988

1280

General Information

Owner/Applicant:	Junius Davis Morrison, Jr.
Applicant Address:	1510 South Treasure Drive
Site Address:	1510 South Treasure Drive
Contact Person:	Junius Davis Morrison, Jr.
Applicant/Contact Phone Number:	305-244-0595
E-mail Address:	
Zoning District:	RS-2
Use of Property:	Single-family home

General Description

Mr. Morrison is requesting a permit to construct a new four-foot wide timber pier or dock and boatlift at his residence in the RS-2 zoning district. The finger pier is proposed to extend from the existing concrete seawall 25 feet into Biscayne Bay. There is an existing timber 12 foot long walkway and four posts that will be removed before the new timber pier and boat lift are constructed.

Applicable Code Provisions

The construction or alteration of docks, piers, etc is governed by Section 150.11 and specifically subsection (F) which requires a public hearing and approval by the City Commission for construction or structural alterations of any building, dock or pier or similar structure near water within the corporate limits of the City.

Section 150.11 reads as follows:

“(A) No person, firm, or corporation shall construct, reconstruct, or repair any docks, piers, dolphins, wharfs, pilings, similar structures of any kind more than twenty-five (25) feet perpendicular from the seawall or shoreline into any waterway within the corporate limits of the city. Provided however, if construction of a docking facility is prevented by the requirement of federal, state or preemptive local environmental laws, rules and regulations (laws) whereby in order to obtain a permit for construction of a docking facility, it is necessary to exceed the same more than twenty-five (25) feet perpendicular from the seawall or shoreline, the docking facility may be constructed such distance from the seawall or shoreline as may be required in order to comply with such laws by obtaining a waiver from the City Commission in accordance with subsection (G), provided further, however the



12B(2)

furthermost distance seaward from the seawall or shoreline shall not exceed seventy-five (75) feet including all dolphins or pilings installed beyond the seaward most line of the dock or pier but not including required rip-rap.

- (B) Plans and specifications for construction, reconstruction, or repair of docks, piers, dolphins, wharfs, pilings, or similar structures shall comply with all provisions of the City Code, shall be approved by the City Manager, and shall be kept permanently in the records of the city. Repair or reconstruction may be made in accordance with the original plans.
- (C) No dock, pier, wharf, dolphin, piling, or similar structure shall be erected in the city unless the structure is set back at least seven and one-half feet from the lot line on each side; and the structure shall not exceed five (5) feet above ground level, except a joint or "party" dock may be permitted on the property line if approved by the City Commission.
- (D) No person, firm, or corporation shall build, maintain, extend, or make any structural alteration on any building, dock, pier, dolphin, wharf, piling, bulkhead, seawall, or similar structure in, upon, or over the waters adjacent to Harbor Island, Treasurer Island, North Bay Island, and Cameo Island within the corporate limits of the city, or do any filling, excavating, or dredging in the waters without first obtaining a written permit to do so from the City Manager.
- (E) Application for any permit or the transfer of any permit required by this section shall be made to the City Manager in writing on forms provided therefore. The permit shall constitute an agreement by the applicant to comply with all conditions imposed upon granting of the permit. The application shall be accompanied by plans and specifications setting forth in detail the work to be done.
- (F) All applications for construction or structural alterations of any building, dock, pier, dolphin, wharf, piling, bulkhead, seawall, or similar structure in, upon, or over the waters within the corporate limits of the city shall require the approval of the City Commission after a public hearing. During the public hearing the City Commission shall consider safety and compatibility as criteria for approving the application.
- (G) Notwithstanding the provisions of paragraph (F), if an applicant seeks a dock or pier length greater than twenty-five (25) feet, the City Commission shall additionally consider the following criteria to determine if a waiver shall be granted:
 - (i) If Miami Dade Department of Environmental Management has required specific depth or location criteria; and
 - (ii) If the Applicant has provided to the City notarized letter(s) of consent from adjoining riparian property owners, and
 - (iii) If the City has received any letter(s) of objection from adjoining riparian property owners; and



- (iv) Any other factors relevant to the specific site.
- (H) The City Commission may deny, approve, or modify the request and/or impose conditions in the permit, pursuant to paragraph (F), or granting of a waiver, pursuant to paragraph (G), which it deems necessary to protect the waterways of the City in accordance with the public safety and the general welfare. The requirement of approval by the City Commission shall not include applications for repair of existing structures.
- (I) A public hearing held pursuant to this Section shall be quasi judicial and follow the hearing procedures provided in Section 29.02 of the Code.
- (J) Nothing contained in this section shall be construed or apply to prohibiting repair or reconstruction or otherwise limiting those structures which exist at the time of adoption of this section, however, the provisions of subsections (D) and (E) above shall be complied with."

The location of boats, docks and piers is also governed by Section 152.059, most specifically subsection (B) which reads as follows:

"(B) No docks, piers, mooring posts, or combinations thereof, may project more than twenty-five (25) feet from any bulkhead line, nor extend nearer than seven and one-half feet to any adjacent property line. A waiver may be granted by the City Commission pursuant to Section 150.11(A), upon completion of a marine survey demonstrating the minimum distances from the seawall necessary to meet the minimum depth requirements, approved by DERM, and completed by a licensed professional surveyor and mapper registered to practice in the State of Florida."

Staff Comments

The finger pier and boat lift comply with the zoning regulations of Section 152.059 and the standards of Section 150.11 in that the proposed finger pier or dock does not exceed 25 feet and will be located so that the 7.5 foot side setbacks from the property lines are met. Although not required, there are signed consent letters from adjoining property owners that indicate the new proposed finger pier and boat lift would be compatible with the surrounding neighbors and property owners.

Additionally, none of the proposed structures are to exceed 5 feet in height above ground level. Presumably, this height restriction would include the piles and motor mounts for the boat lift. The 5 foot height restriction, at ground level, would have to be verified at the construction permit review level.



The plan for the finger pier and boat lift have been approved by the appropriate state and/or county agencies as well as the City Building Official acting as the City Manager's representative.

Recommendation

Based on the materials presented by the applicant, the proposed structures are in compliance with the applicable provisions of Sections 152.059 and 150.11. The proposed finger pier and boatlift are safe and compatible and we recommend approval of the application by the Commission following the required public hearing subject to the following condition: At the final construction plan review the Building Official will verify that the dock piles including the boat lift motor mounts, will not exceed 5 feet in height from ground level.

Submitted by:

James L. LaRue
James L. LaRue, AICP
Planning Consultant

September 19, 2012



APPENDIX



12B(6)



City of North Bay Village

Administrative Offices

1700 Kennedy Causeway, Suite #132 North Bay Village, FL 33141

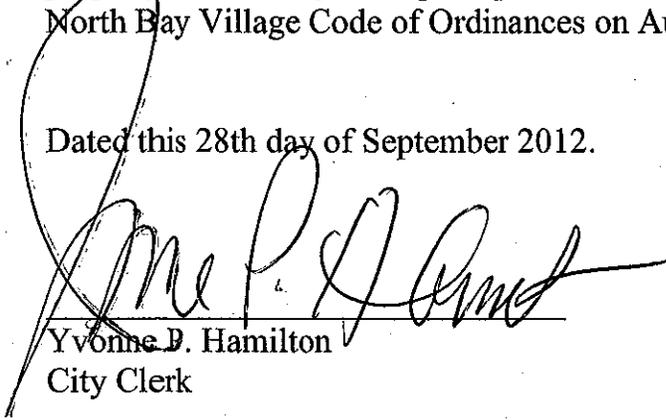
Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

Re: 1510 South Treasure Drive
Lot 24, Block 1
Treasure Island
North Bay Village, FL 33141

Request to construct Dock and Boatlift

I, Yvonne P. Hamilton, City Clerk, hereby certify that the attached Notice of Public Hearing was mailed to property owners and residents within 300 feet of the property of the subject request pursuant to Section 152.096(A)(2) of the City of North Bay Village Code of Ordinances on August 31, 2012.

Dated this 28th day of September 2012.



Yvonne P. Hamilton
City Clerk

(City of North Bay Village City Commission Meeting-10-9-2012)

Mayor
Connie Leon-Kreps

Vice-Mayor
Eddie Lim

Commissioner
Stuart Blumberg

12B(7)
Commissioner
Dr. Richard Chervony



City of North Bay Village

Administrative Offices

1700 Kennedy Causeway, Suite #132 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

CITY OF NORTH BAY VILLAGE **NOTICE OF PUBLIC HEARING**

PUBLIC NOTICE IS HEREBY GIVEN THAT THE CITY COMMISSION OF NORTH BAY VILLAGE, FLORIDA, WILL HOLD A REGULAR MEETING ON **TUESDAY, OCTOBER 9, 2012** AT 7:30 P.M., OR AS SOON AS POSSIBLE THEREAFTER, IN THE CITY COMMISSION CHAMBERS AT 1700 KENNEDY CAUSEWAY, #132, NORTH BAY VILLAGE, FLORIDA. DURING THIS MEETING THE CITY COMMISSION WILL CONSIDER THE FOLLOWING REQUEST DURING PUBLIC HEARING:

- 1. A REQUEST BY THE PROPERTY OWNER OF 1510 SOUTH TREASURE DRIVE, LOT 24, BLOCK 1, TREASURE ISLAND, NORTH BAY VILLAGE, FLORIDA TO CONSTRUCT A DOCK AND BOATLIFT PURSUANT TO SECTION 150.11(F) OF THE NORTH BAY VILLAGE MUNICIPAL CODE OF ORDINANCES.**

INTERESTED PERSONS ARE INVITED TO APPEAR AT THIS MEETING OR BE REPRESENTED BY AN AGENT, OR TO EXPRESS THEIR VIEWS IN WRITING ADDRESSED TO THE CITY COMMISSION C/O THE CITY CLERK, 1700 KENNEDY CAUSEWAY, #132, KENNEDY CAUSEWAY, NORTH BAY VILLAGE, FL 33141.

THE DOCUMENTS PERTAINING TO THIS PUBLIC HEARING MAY BE INSPECTED AT THE OFFICE OF THE CITY CLERK DURING REGULAR BUSINESS HOURS. INQUIRIES MAY BE DIRECTED TO THAT DEPARTMENT AT (305) 756-7171.

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES IF ANY PERSON DECIDES TO APPEAL ANY DECISION BY THE CITY COMMISSION WITH RESPECT TO THIS OR ANY MATTER CONSIDERED AT ITS MEETING OR ITS HEARING, SUCH PERSON MUST ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE CITY FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

TO REQUEST THIS MATERIAL IN ACCESSIBLE FORMAT, SIGN LANGUAGE INTERPRETERS, INFORMATION ON ACCESS FOR PERSON WITH DISABILITIES, AND/OR ANY ACCOMMODATION TO REVIEW ANY DOCUMENT OR PARTICIPATE IN ANY CITY-SPONSORED PROCEEDING, PLEASE CONTACT (305) 604-2489 (VOICE), (305) 756-7171 FIVE DAYS IN ADVANCE TO INITIATE YOUR REQUEST. TTY USERS MAY ALSO CALL 711 (FLORIDA RELAY SERVICE).

YVONNE P. HAMILTON, CMC
CITY CLERK
(October 1, 2012)

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Mayor
Connie Leon-Kreps

Vice-Mayor
Eddie Lim

1 Commissioner
Stuart Blumberg

Commissioner
Dr. Richard Chervony



City of North Bay Village

Administrative Offices

1700 Kennedy Causeway, Suite #132 North Bay Village, FL 33141

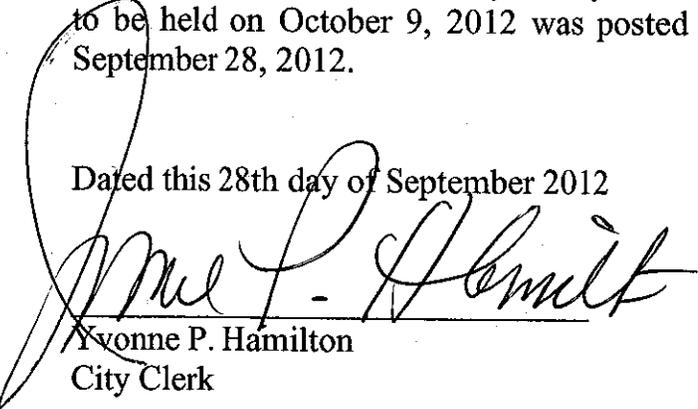
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Lot 24, Block 1
Treasure Island
North Bay Village, FL 33141

Request to construct Dock and Boatlift

I, Yvonne P. Hamilton, hereby certify that the attached Notice of Public Hearing to be held on October 9, 2012 was posted at the above-referenced property on September 28, 2012.

Dated this 28th day of September 2012


Yvonne P. Hamilton
City Clerk

(City of North Bay Village City Commission Meeting – October 9, 2012)

Mayor
Connie Leon-Kreps

Vice-Mayor
Eddie Lim

Commissioner
Stuart Blumberg

12B(8)
Commissioner
Dr. Richard Chervony



City of North Bay Village

Administrative Offices

1700 Kennedy Causeway, Suite #132 North Bay Village, FL 33141

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CITY OF NORTH BAY VILLAGE NOTICE OF PUBLIC HEARING

PUBLIC NOTICE IS HEREBY GIVEN THAT THE CITY COMMISSION OF NORTH BAY VILLAGE, FLORIDA, WILL HOLD A REGULAR MEETING ON **TUESDAY, OCTOBER 9, 2012** AT 7:30 P.M., OR AS SOON AS POSSIBLE THEREAFTER, IN THE CITY COMMISSION CHAMBERS AT 1700 KENNEDY CAUSEWAY, #132, NORTH BAY VILLAGE, FLORIDA. DURING THIS MEETING THE CITY COMMISSION WILL CONSIDER THE FOLLOWING REQUEST DURING PUBLIC HEARING:

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YVONNE P. HAMILTON, CMC
CITY CLERK

Mayor
Connie Leon-Kreps

Vice-Mayor
Eddie Lim

¹ Commissioner
Stuart Blumberg

Commissioner
Dr. Richard Chervony

12B(9)

**CITY OF NORTH BAY VILLAGE
NOTICE OF PUBLIC HEARING**

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1. AN ORDINANCE OF THE CITY OF NORTH BAY VILLAGE, FLORIDA, CONCERNING MAINTENANCE OF PROPERTY, PREVENTION AND ABATEMENT OF PUBLIC NUISANCES, AND REGULATING DISTRESSED REAL PROPERTY; AMENDING CHAPTER 96 "HOUSING", OF THE NORTH BAY VILLAGE MUNICIPAL CODE OF ORDINANCES BY AMENDING SECTION 95.01, TO BE ENTITLED "DISTRESSED PROPERTIES", RELATING TO PROCEDURES FOR THE REGISTRATION AND MAINTENANCE OF REAL PROPERTY IN FINANCIAL DISTRESS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE. (SECOND READING)

2. A REQUEST BY THE PROPERTY OWNER OF 1510 SOUTH TREASURE DRIVE, LOT 24, BLOCK 1, TREASURE ISLAND, NORTH BAY VILLAGE, FLORIDA TO CONSTRUCT A DOCK AND BOATLIFT PURSUANT TO SECTION 150J.11(F) OF THE NORTH BAY VILLAGE MUNICIPAL CODE OF ORDINANCES.

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YVONNE P. HAMILTON, CMC
CITY CLERK
September 19, 2012

12B(10)



City of North Bay Village

Administrative Offices

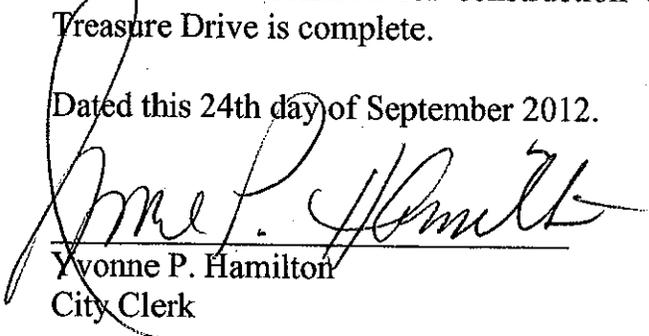
1700 Kennedy Causeway, Suite #132 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

Re: 1510 South Treasure Drive
Lot 24, Block 1
Treasure Island
North Bay Village, FL 33141

I, Yvonne P. Hamilton, City Clerk hereby certify, as per Section 152.096(A)(2) of the City of North Bay Village Code of Ordinances that the application filed by Junius Davis Morrison for construction of a dock and boatlift at 1510 South Treasure Drive is complete.

Dated this 24th day of September 2012.



Yvonne P. Hamilton
City Clerk

(City Commission Meeting-10/9/2012)

Mayor
Connie Leon-Kreps

Vice-Mayor
Eddie Lim

Commissioner
Stuart Blumberg

Commissioner
Dr. Richard Chervony

12B(10)A

CITY OF NORTH BAY VILLAGE PERMIT APPLICATION

1700 Kennedy Causeway, Suite 132, North Bay Village, Fl. 33141

DATE 5/8/2012 MASTER PERMIT # _____ SUB CONTRACTOR PERMIT# _____

JOB ADDRESS 1510 S. Treasure Drive TAX FOLIO# 23-3209-009-0230

LOT 23 BLOCK 1 SUB DIVISION Treasure Island ONE: RS-1 RS-2 RM-40 RM-70 CG CL MU

PROPERTY OWNER NAME Junius Davis Morrison Jr. TELEPHONE 305 2440595

OWNER ADDRESS 1510 S Treasure Drive CITY Miami STATE FL ZIP CODE 33141-4124

CONTRACTOR COMPANY Contour Marine CITY Hollywood STATE FL ZIP CODE 33019

QUALIFIER'S NAME Joseph Thomas TELEPHONE 954 448 1162

STATE LICENSE # E-0800-948 CERTIFICATE OF COMPETENCY # _____ INSURANCE EXPIRATION DATE _____

ARCHITECT/ENGINEER Robert Tracy LICENSE# 11363

PERMIT TYPE: BUILDING ELECTRICAL MECHANICAL PLUMBING SPECIAL EVENT

Application is hereby made for a permit to do work & installation as indicated. I understand that separate permits are required Electrical, Mechanical, and Plumbing, Signs, Pools, Windows, Doors & Roofing, work.

WORK DESCRIPTION: (Circle One Only) COMMERCIAL RESIDENTIAL

New Timber dock & boat lift

VALUE OF JOB: \$ 16,000 LINEAR FEET _____ SQUARE FEET 120

UPFRONT FEE: \$ 125.00 PERMIT FEE: \$ _____ REVIEW FEE: \$ _____ STRUCTURAL FEE: \$ _____

DCA FEE \$ _____ DC FEE: \$ _____ DBPR FEE: \$ _____ TSM: \$ _____ PENALTY: \$ _____ BOND: \$ _____

EDUCATIONAL FEE: \$ _____ IMPACT FEE: \$ _____ NOTARY FEE _____ TOTAL: \$ _____

ELECTRICAL: APPROVED _____ Date _____ MECHANICAL: APPROVED _____ Date _____

PLUMBING: APPROVED _____ Date _____ BUILDING OFFICIAL: _____ Date _____

WARNING TO OWNER: YOU MUST RECORD A NOTICE OF COMMENCEMENT AND YOUR FAILURE TO DO SO MAY RESULT IN PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR ATTORNEY BEFORE RECORDING THE NOTICE

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate, and that all work will be done in compliance with all applicable laws regulating construction and zoning. Furthermore, I authorize the above-named contractor to do the work stated.

Junius Davis Morrison Jr.
Signature of Property Owner or Agent

Joseph Thomas
Signature of Contractor

ADMINISTERED OATH SWORN TO & SUBSCRIBED BEFORE ME THIS 8th DAY OF May 2012

ADMINISTERED OATH SWORN TO & SUBSCRIBED BEFORE ME THIS 8th DAY OF May 2012

Signature of NOTARY to Owner or Agent

Signature of NOTARY to Contractor

Bibiana Villazon
(Print, Type, or Stamp Commissioned Name)

Bibiana Villazon
(Print, Type, or Stamp Commissioned Name)

Personally Known or Produced ID _____

Personally Known or Produced ID _____

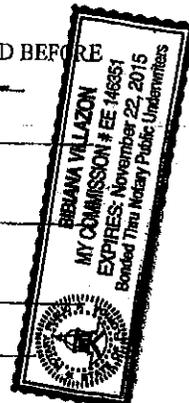
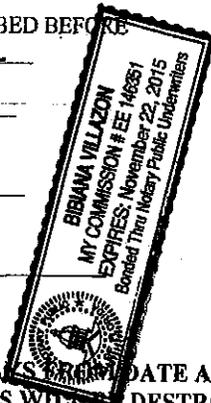
Type of I.D. produced _____

Type of I.D. produced _____

THIS APPLICATION IS VALID FOR 180 DAYS FROM DATE APPROVED.

APPLICATION AND ALL ATTACHEMENTS WILL BE DESTROYED AFTER THAT DATE IF PERMIT IS NOT ISSUED

12B(11)



NSF
CASH

CITY OF NORTH BAY VILLAGE PERMIT APPLICATION

1700 Kennedy Causway, Suite 132, North Bay Village, FL 33141

DATE 5/22/2012 MASTER PERMIT # _____ SUB CONTRACTOR PERMIT# _____

JOB ADDRESS 1510 S Treasure Drive TAX FOLIO# 23-3209 - 009-0230

LOT 23 BLOCK 1 SUB DIVISION Treasure Island ZONE: RS-1 RS-2 RM-40 RM-70 CG CL MU

PROPERTY OWNER NAME 1510 S TREASURE DRIVE TELEPHONE 786-328-3558
Juana Paves Mervis Jr.

OWNER ADDRESS 4621 GARDEN CITY _____ STATE FL ZIP CODE 33141-4127

CONTRACTOR COMPANY St-Us Electric CITY Pompano STATE FL ZIP CODE 33064

QUALIFIER'S NAME GERRY W. McEllen TELEPHONE 954-303-8272
LC 13002671

STATE LICENSE # _____ CERTIFICATE OF COMPETENCY # _____ INSURANCE EXPIRATION DATE _____

ARCHITECT/ENGINEER Robert Tracy LICENSE# 11363

PERMIT TYPE: BUILDING ELECTRICAL MECHANICAL PLUMBING SPECIAL EVENT

Application is hereby made for a permit to do work & installation as indicated. I understand that separate permits are required Electrical, Mechanical, and Plumbing, Signs, Pools, Windows, Doors & Roofing, work.

WORK DESCRIPTION: (Circle One Only) COMMERCIAL RESIDENTIAL

Boat Lift

VALUE OF JOB: \$ 1500- LINEAR FEET _____ SQUARE FEET _____

UPFRONT FEE: \$ 125.00 PERMIT FEE: \$ _____ REVIEW FEE: \$ _____ STRUCTURAL FEE: \$ _____

DCA FEE \$ _____ DC FEE: \$ _____ DBPR FEE: \$ _____ TSM: \$ _____ PENALTY: \$ _____ BOND: \$ _____

EDUCATIONAL FEE: \$ _____ IMPACT FEE: \$ _____ NOTARY FEE _____ TOTAL: \$ _____

ELECTRICAL: APPROVED _____ Date _____ MECHANICAL: APPROVED _____ Date _____

PLUMBING: APPROVED _____ Date _____ BUILDING OFFICIAL: _____ Date _____

WARNING TO OWNER: YOU MUST RECORD A NOTICE OF COMMENCEMENT AND YOUR FAILURE TO DO SO MAY RESULT IN PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR ATTORNEY BEFORE RECORDING THE NOTICE

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate, and that all work will be done in compliance with all applicable laws regulating construction and zoning. Furthermore, I authorize the above-named contractor to do the work stated.

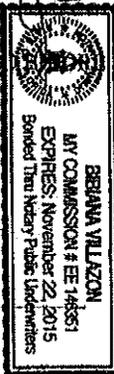
Juana Paves Mervis Jr.
Signature of Property Owner or Agent

ADMINISTERED OATH SWORN TO & SUBSCRIBED
ME THIS 22nd DAY OF May 2012

Bibiana Villazon
Signature of NOTARY to Owner or Agent
(Print, Type, or Stamp Commissioned Name)

Personally Known or Produced ID _____

Type of I.D. produced _____



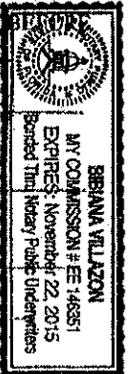
Gerry W. McEllen
Signature of Contractor

ADMINISTERED OATH SWORN TO & SUBSCRIBED
ME THIS 22nd DAY OF May 2012

Bibiana Villazon
Signature of NOTARY to Contractor
(Print, Type, or Stamp Commissioned Name)

Personally Known or Produced ID _____

Type of I.D. produced _____



THIS APPLICATION IS VALID FOR 180 DAYS FROM DATE APPROVED. APPLICATION AND ALL ATTACHEMENTS WILL BE DESTROYED AFTER THAT DATE IF PERMIT IS NOT ISSUED

12B(12)



CITY OF NORTH BAY VILLAGE
1841 Galeon Street
North Bay Village, Florida 33181

**NOTICE TO THE CITY OF CITY OF NORTH BAY VILLAGE BUILDING DEPARTMENT OF EMPLOYMENT AS
SPECIAL INSPECTOR UNDER THE FLORIDA BUILDING CODE**

I, have been retained by Trident Environmental Consultants, Inc. to perform Special Inspector services under the Florida Building Code at the **Morisson Residence** on the below listed structures as of May 8, 2012. I am a professional engineer licensed in the State of Florida.

Process Number: _____

NOTE: Only the marked boxes apply.

- Special Inspector for Pilings, FBC 1822.1.20
- Special Inspector for Soil Compaction, FBC 1820.3.1
- Special Inspector for Precast Attachments, FBC 1927.12.2 (By P.E. or R.A.)
- Special Inspector for Reinforced Masonry, FBC 2122.4
- Special Inspector for Steel Bolted & Welded Connections, FBC 2218.2 (By P.E. or R.A.)
- Special Inspector for Trusses over 35 feet long or 6 feet high, FBC 2319.17.2.4.2 (By P.E. or R.A.)

The following individuals employed by this firm or me are authorized representatives to perform inspections*

1. _____
2. _____
3. _____

* NOTE: FBC 2010 HVZ sections 1927.12.2, 2218.2, 2319.17.4.2 requires either a Registered Professional Engineer or Registered Architect to perform the actual inspections.

I will notify the City of **NORTH BAY VILLAGE** Building Department of any changes regarding authorized personnel performing inspection services.

I understand that a Special Inspection Log for each building must be displayed in a convenient location on the site for reference by the City of **NORTH BAY VILLAGE** Building Department Inspector. All mandatory inspections, as required of the Florida Building Code, Inspection performed by the Special Inspector hired by the Owner, are in addition to the mandatory inspections performed by the Building Department. Further, upon completion of the work under each building permit, I will submit to the Building Inspector at the time of the final inspection the completed Inspection Log form and sealed statement that to the best of my knowledge, belief and professional judgment those portions outlined above meet the intent of the Florida Building Code and are in subsequent accordance with the approved plans.

Signed and Sealed _____

Robert N. Tracy

PE # 11363

License Number _____

Date: 5/8/12

Architect / Engineer Signature: _____

Robert N. Tracy

Architect / Engineer Name: _____

Robert N. Tracy, PE

Address: _____

4660 SW 128th Avenue, Southwest Ranches, FL

Phone Number: _____

954-434-5035 Office 954-434-1675 Fax

Owner / Agent Signature: _____

Bibi Villazon

Owner Agent Name: _____

Building Department Accepted by _____

12 BU3)

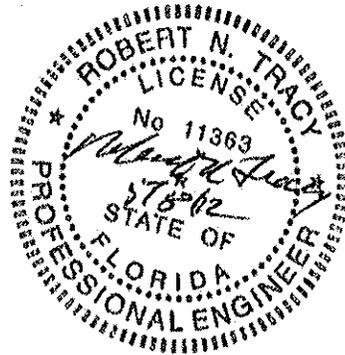
3

STRUCTURAL REPORT

Morisson Residence
1510 S. Treasure Drive
North Bay Village, Fl

New Timber Finger Pier and Boatlift

Tracy Consultants, Inc.
Robert N. Tracy, PE # 11363
4660 SW 128th Avenue
Southwest Ranches,
Phone 954-434-5035
Fax 954-434-1675



Environmental Consultant:



Trident Environmental Consultants, Inc. | 2845 N.W. 35th Street. Miami, Florida 33142 | O: 305.638.0266 F: 305.638.0293 | www.tridentenv.com

12B(14)

Morrison Residence
1510 S. Treasure Drive
North Bay Village, FL

Project Scope: New Timber Finger Pier and Boatlift

Data:

Section: 4' Wide Finger Pier

Dead Load	10	PSF	Header Length	4	LF
Live Load	60	PSF	Stringer Length	12	LF
			Tributary Length to Header	12	LF

Design of Headers

$L = 4 \text{ LF}$
 $q = (DL + LL) \cdot TL/2 = 420.000 \text{ PLF}$
 $M = \frac{(q \cdot L^2)}{8} = 8.400E+02 \text{ Lb-ft}$
 $S_x = \frac{(M \cdot 12)}{(0.9 \cdot 1050)} = 10.667 \text{ in}^3 \text{ required}$

Use 2" x 10" ($S_x = 21.3906$)

Design of Stringers

$L = 12 \text{ LF}$
 $q = (DL + LL) \cdot 16/12 = 93.333 \text{ PLF}$
 $M = \frac{(q \cdot L^2)}{8} = 1.680E+03 \text{ Lb-ft}$
 $S_x = \frac{(M \cdot 12)}{(0.9 \cdot 1050)} = 21.333 \text{ in}^3 \text{ required}$

Use 2" x 10" ($S_x = 21.3906$)

Design Connection of Header to Piles

$P = \frac{(DL + LL) \cdot (TL \cdot L)}{2 \cdot 2} = 840 \text{ Lbs.}$

Z_{perp} for Southern Pine (No. 2); 3/4" Diameter; Side Member = 1 1/2" = 660 lbs. x 2 bolts x R for Main Member

$Z_{perp} = 1,320 > 840 \text{ Lbs.}$

OK

Shear = $\frac{1.5 \cdot P}{1.5 \cdot 6.25} = 134.4 < 175 \text{ psi max. allowable}$

OK

* All calculations are based on Southern Pine Design Values based on Normal Load Duration and Wet Service (MC > 19%). All structural lumber PT Southern Pine, No. 2 grade or better.

12B(15)

Morisson Residence
1510 S. Treasure Drive
North Bay Village, FL

Project Scope: New Timber Finger Pier and Boatlift

Data:

Section: 4' Wide Finger Pier

Dead Load	<u>10</u>	PSF	Header Length	<u>4</u>	LF
Live Load	<u>60</u>	PSF	Stringer Length	<u>12</u>	LF
			Tributary Length to Header	<u>12</u>	LF

Design of Headers

$L = 4 \text{ LF}$
 $q = (DL+LL) * TL/2 = 420.000 \text{ PLF}$
 $M = \frac{(q * L^2)}{8} = 8.400E+02 \text{ Lb-ft}$
 $S_x = \frac{(M * 12)}{(0.9 * 1050)} = 10.667 \text{ in}^3 \text{ required}$

Design of Stringers

$L = 12 \text{ LF}$
 $q = (DL+LL) * 16/12 = 93.333 \text{ PLF}$
 $M = \frac{(q * L^2)}{8} = 1.680E+03 \text{ Lb-ft}$
 $S_x = \frac{(M * 12)}{(0.9 * 1050)} = 21.333 \text{ in}^3 \text{ required}$

Design Connection of Header to Piles

$P = \frac{(DL + LL) * (TL * L)}{2 * 2} = 840 \text{ Lbs.}$

Z_{perp} for Southern Pine (No. 2); 3/4" Diameter; Side Member = 1 1/2" = 660 lbs. x 2 bolts x R for Main Member

$Z_{perp} = 1.320 > 840 \text{ Lbs.}$

Shear = $\frac{1.5 * P}{1.5 * 6.25} = 134.4 < 175 \text{ psi max. allowable}$

* All calculations are based on Southern Pine Design Values based on Normal Load Duration and Wet Service (MC > 19%). All structural lumber PT Southern Pine, No. 2 grade or better.

12B(16)

Morisson Residence
 1510 S. Treasure Drive
 North Bay Village, Fl

Project Scope: **#REF1**

Check Maximum Pile Loading for 12" Diameter Timber Support Pile

Assuming 1/2 of load supported on each pile.

	Headers	Stringers	Length	Span	
Substructure	2x10	2x10	4	12	41 lbs/cf
Dimensions =	in.	in.	ft.	ft.	
	Decking	Length	Span		
Decking	2" x 6"	4	12	PT Deck	41 lbs/cf
Dimensions =	in.	ft.	ft.		
Substructure =	0.10	kips			
Decking =	0.30	kips			
Pile Load Required = Substructure & Decking =					0.40 kips max per pile
					= 0.20 tons max per pile
					< 15 max tons per FBC 2007



Pile Driving Formula, Per FBC 1806 and FBC 1822.2

For Drop Hammer, 3,000 lb. minimum with 6' drop, per FBC 1822.1.18

P =	30,000	lbs. allowable total load
W =	3,000	lbs, weight of striking hammer
h =	3	ft., in height of fall of striking part of hammer
S =	1.5	in., average penetration per blow of the last 5 blows
5S =	7.5	in., total penetration of five final blows

Minimum number of blows over the last 3 inches of penetration

n =	3/5	2.000	blows, use 2 blows minimum for last 3" for pile log acceptance.
-----	------------	--------------	---

Drop Hammer Formula

$$P = \frac{2 \times W \times h}{S-1} = 36,000 \text{ lbs. allowable}$$

$$= 18 \text{ tons allowable}$$

Pile Driving Log to be kept for each driven pile for FBC 1822.1.20

12B(17)

Morisson Residence 1510 S. Treasure Drive North Bay Village, Fl	Project Scope: #REF!
---	----------------------

Check Maximum Pile Loading for 12" Diameter Timber Support Pile

Assuming 1/2 of load supported on each pile.

	Headers	Stringers	Length	Span	
Substructure	2x10	2x10	4	12	41 lbs/cf
Dimensions =	in.	in.	ft.	ft.	
	Decking	Length	Span		
Decking	2" x 6"	4	12	PT Deck	41 lbs/cf
Dimensions =	in.	ft.	ft.		
Substructure =	0.10	kips			
Decking =	0.30	kips			
Pile Load Required = Substructure & Decking =	0.40	kips max per pile			
	0.20	tons max per pile			
	<	15 max tons per			
		FBC 2007			

OK

File Driving Formula, Per FBC 1806 and FBC 1822.2

For Drop Hammer, 3,000 lb. minimum with 6' drop, per FBC 1822.1.18

- P = 30,000 lbs. allowable total load
- W = 3,000 lbs. weight of striking hammer
- h = 3 ft., in height of fall of striking part of hammer
- S = 1.5 in., average penetration per blow of the last 5 blows
- 5S = 7.5 in., total penetration of five final blows

Minimum number of blows over the last 3 inches of penetration

n = 3/5 2,000 blows, use 2 blows minimum for last 3" for pile log acceptance.

Drop Hammer Formula

$$P = \frac{2 \times W \times h}{S - 1} = 36,000 \text{ lbs. allowable}$$

$$= 18 \text{ tons allowable}$$

File Driving Log to be kept for each driven pile for FBC 1822.1.20



Letter of Consent

May 21, 2012

Miami Dade County DERM
Coastal Resources Program
33 SW 2nd Avenue, Suite 400
Miami, Florida 33130-1540

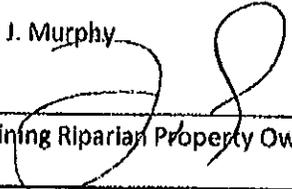
Re: **Letter of Consent for Miami-Dade County DERM
Class 1 Permit Application Number CLI-2012-0087
For work proposed at 1510 South Treasure Drive, North Bay Village**

Ladies and Gentlemen:

I, Fred J. Murphy, am the owner of the located at 1500 S Treasure Drive, North Bay Village, Florida, which is an adjoining riparian property to the above-referenced property. I have reviewed the plans entitled "Morisson Residence - New Timber Dock and Boatlift" prepared by Robert N. Tracy, PE, dated May 8, 2012, for the above-referenced project, which received "Preliminary Approval" on May 9, 2012. Pursuant to Section 24-48.3(1) (j) (iii) of the Code of Miami-Dade County, Florida, I hereby consent to the above-referenced project.

Sincerely,

Fred J. Murphy



Adjoining Riparian Property Owner



Subscribed And Sworn To Me This 31 Day Of May, 2012

By Rivien Murphy

Personally Known

Produced Identification (Please Check One)

Type of Id Produced _____

Notary Public

PO Box 450677 Miami, FL 33245 305-244-0595 bibi@tridentenv.com

12B(19)



Letter of Consent

May 21, 2012

Miami Dade County DERM
Coastal Resources Program
33 SW 2nd Avenue, Suite 400
Miami, Florida 33130-1540

Re: Letter of Consent for Miami-Dade County DERM
Class I Permit Application Number CLI-2012-0087
For work proposed at 1510 South Treasure Drive, North Bay Village

Ladies and Gentlemen:

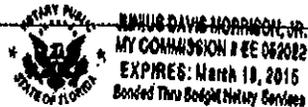
I, Karoline Starostik, am the owner of the located at 1520 S Treasure Drive, North Bay Village, Florida, which is an adjoining riparian property to the above-referenced property. I have reviewed the plans entitled "Morisson Residence -- New Timber Dock and Boatlift" prepared by Robert N. Tracy, PE, dated May 8, 2012, for the above-referenced project, which received "Preliminary Approval" on May 9, 2012. Pursuant to Section 24-48.3(1) (j) (iii) of the Code of Miami-Dade County, Florida, I hereby consent to the above-referenced project.

Sincerely,

Karoline Starostik


Adjoining Riparian Property Owner

Subscribed And Sworn To Me This 20 Day Of June 20 12
 By Junius Davis Morrison
 Personally Known Produced Identification (Please Check One)
 Type of Id Produced Permanent Resident Card Notary Public
Junius Davis Morrison, Jr.



PO Box 450677 Miami, FL 33245 305-244-0595 bibi@tridentenv.com

12B(20)



July 2, 2012

City of North Bay Village
Building Department
1700 Kennedy Causeway, Suite 132
North Bay Village, FL 33141

Re: **Morisson Residence**
1510 S. Treasure Drive
North Bay Village, FL

Attn: Richard Annese
Building Official
rannese@nbvillage.com
305-754-6740 Office
305-756-7722 Fax

Attached please find DERM's biological assessment for the above referenced project indicating the water depths and resources found at the site. Although adequate depths are found within 5' of the existing seawall, Mr. Morrison's desire to moor two vessels at the site, one of them on the proposed boatlift requires that the finger pier and four posted boatlift be located at 30' water ward of the wall. Due to the narrow width of the lot (70') no other mooring configuration allows for the mooring of two vessels.

Should you have any questions, do not hesitate to contact me.

Sincerely,


TRIDENT ENVIRONMENTAL CONSULTANTS, INC.

Bibi Villazon
President

Biological Assessment Sketch:

File: CL1-2012-0087

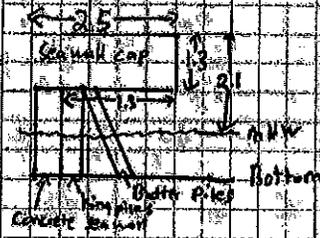
Address: 1510 S. Treasure Drive

Date: 4/5/12 9:30 AM

In water assessment conducted

N ↓

Seawall cross section:



Resources:

- Halophila decipiens (Hd)
- Halimeda sp
- Sargassum sp
- Dictyota sp
- Acanthopora sp
- Soft Coral
- Filamentous Algae
- Barnacle
- Flat tree Oysters

Depth contours taken from the waterward face of the seawall cap

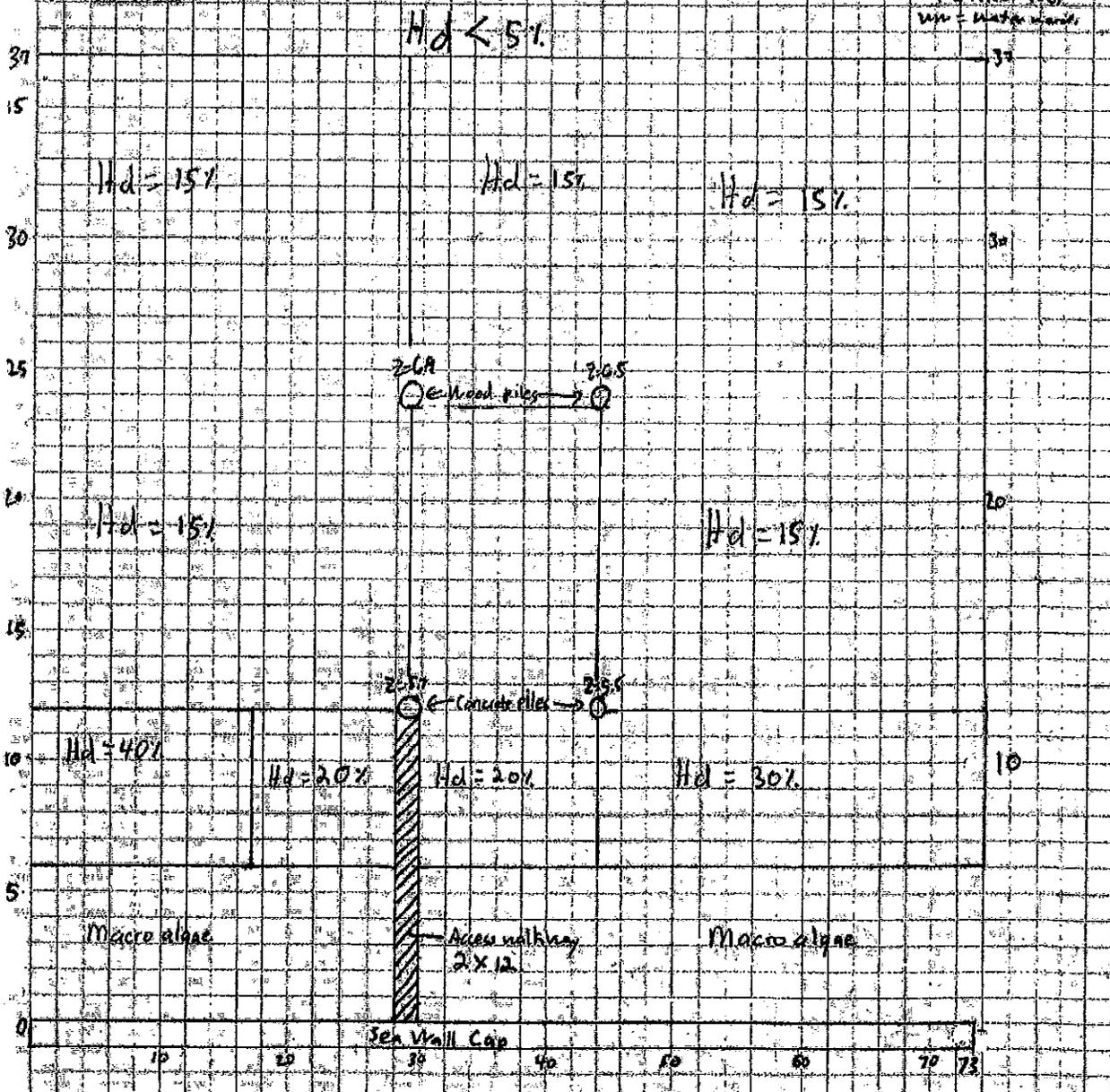
LF	Wall	Water	Flow	Flow
10	3.7	3.7	8.6	14.5
20	3.7	3	7.6	14.5
30	4.6	wall	6.8	14
40	4.2	wall	7	14.2
50	3.7	3.6	8.9	15.2
60	4.4	wall	9.6	15.6
70	3.3	7.6	14.7	22.3

Notes:

- Cleats located at 10.5, 27, & 44.7 LF from the EPL
- PVC pipe, 2" dia located 6.9 LF from the EPL
- Survey ladder located 35.6 LF from the EPL
- Submerged debris - 17.5 LF from EPL - 6 wall, 4.5 LF from EPL = 7 WW
- CB LF from EPL = 7 WW + 7.5 WW

* All depths adjusted
2.3 Adj at 10 WW

- Legend:
- LF = water depths
 - MJW = Main Jet Water
 - MHW = Main High Water
 - EPL = East Property Line
 - LF = 1000 feet
 - WW = Water Width



12B(22)

Legend
 C - Contour
 S - Survey
 R - Right of Way
 M - Manhole
 C - Concrete
 S - Structure
 E - Elevation
 H - Height
 W - Width
 D - Depth
 T - Thickness
 L - Location
 A - Area
 V - Volume
 P - Pressure
 F - Force
 M - Moment
 R - Resistance
 S - Stiffness
 E - Elasticity
 C - Capacity
 U - Utilization
 E - Efficiency
 P - Performance
 R - Reliability
 M - Maintenance
 S - Safety
 E - Security
 C - Control
 U - Usage
 E - Environment
 P - Protection
 R - Regulation
 M - Management
 S - Support
 E - Enhancement

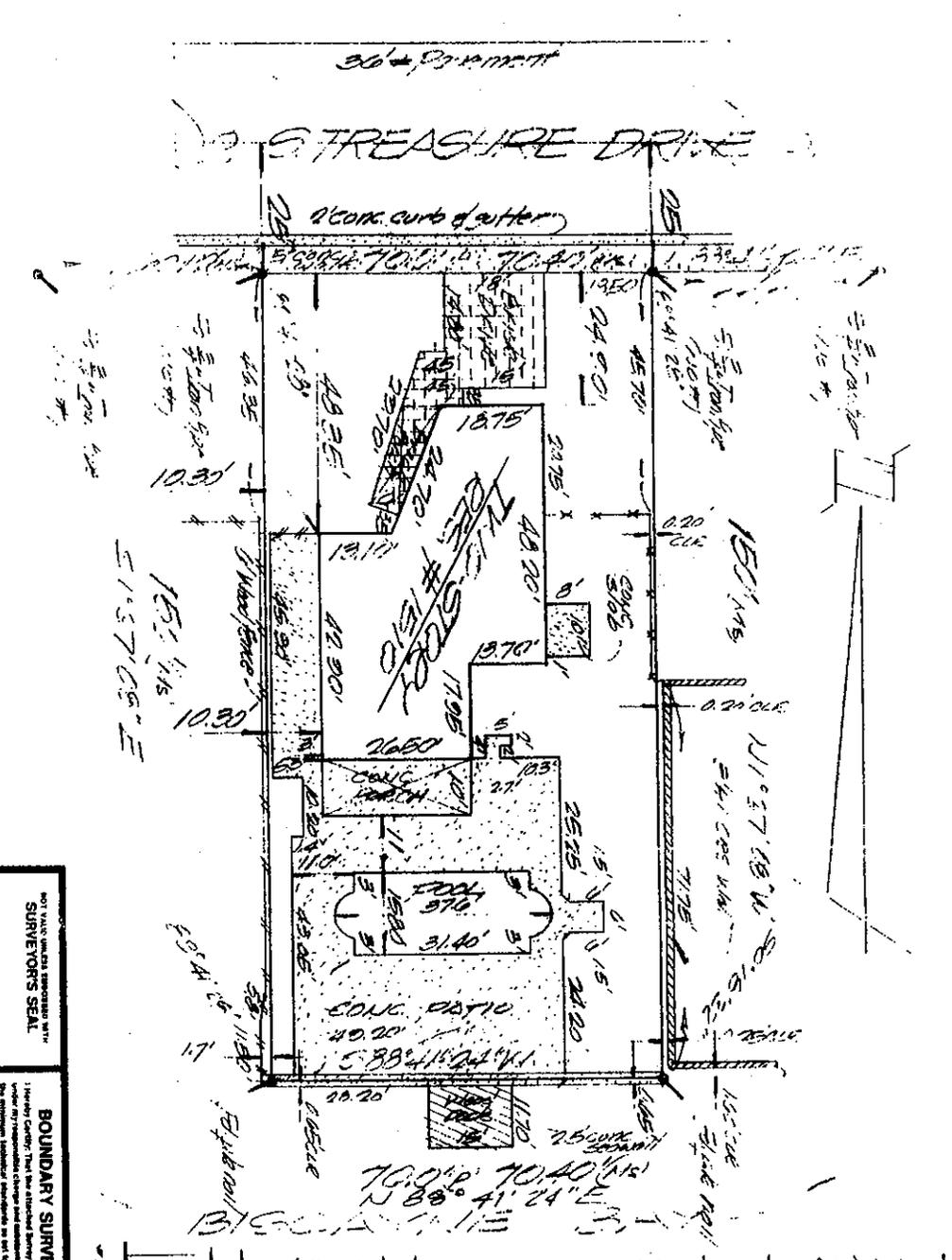
NOTE: Labels shown here were not abstracted from original records of map of record.
 (See description of survey in plan)

Beasings if shown are based on assumed meridian and of record.

REVISIONS:

BOUNDARY SURVEY
 GARY B. CASTEL
 Registered Land Surveyor No. 4129
 State of Florida

FLOOD ZONE: AE
 DATE: 7/25/11
 SCALE: 1" = 40'
 DRAWN BY: [Signature]
 JOB NO: [Blank]



12016 S.W. 32ND COURT MIAMI, FLORIDA 33186
 13051 255-8726 19051 253-6767

NO.	AREA	PERCENTAGE
1	1.00	100.00
2	1.00	100.00
3	1.00	100.00
4	1.00	100.00
5	1.00	100.00
6	1.00	100.00
7	1.00	100.00
8	1.00	100.00
9	1.00	100.00
10	1.00	100.00
11	1.00	100.00
12	1.00	100.00
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46	1.00	100.00
47	1.00	100.00
48	1.00	100.00
49	1.00	100.00
50	1.00	100.00

DEED FOR L & H MORTGAGE TRUST
 1810 SOUTH TREASURER DRIVE
 NORTH BAY VILLAGE, FL 33411

SURVEY FOR L & H MORTGAGE TRUST
 1810 SOUTH TREASURER DRIVE
 NORTH BAY VILLAGE, FL 33411

DEED FOR L & H MORTGAGE TRUST
 1810 SOUTH TREASURER DRIVE
 NORTH BAY VILLAGE, FL 33411

DEED FOR L & H MORTGAGE TRUST
 1810 SOUTH TREASURER DRIVE
 NORTH BAY VILLAGE, FL 33411

12B(24)

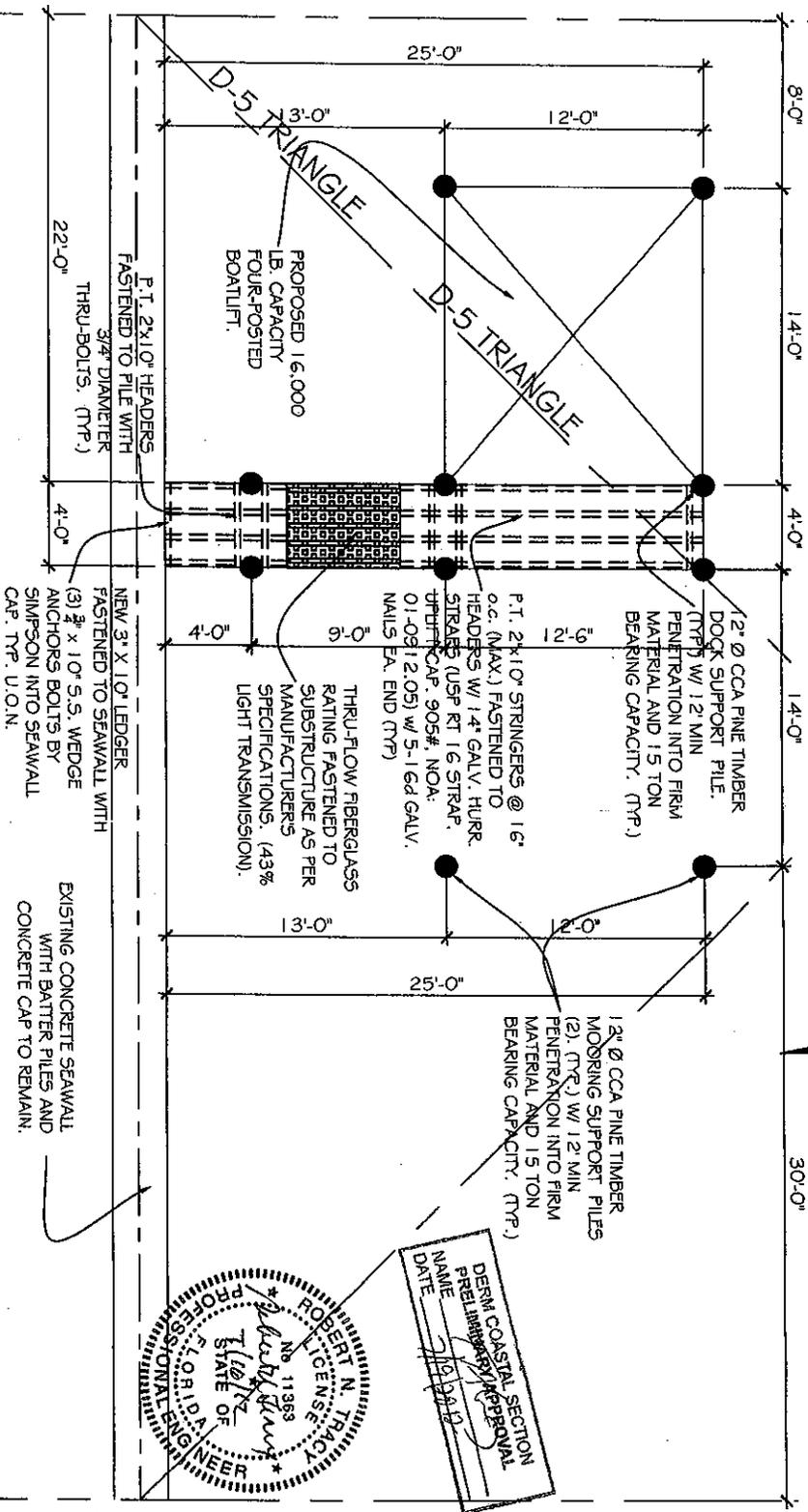
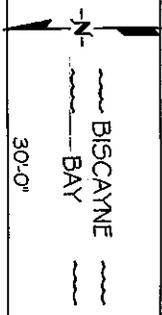
PROPOSED SITE PLAN

SCALE: 3/8" = 1'

70'-0"

JUL 17 2012

DESA Coastal Resources Section
 Natural Resources Regulation & Restoration
 Division (NRR20)



DERM COASTAL SECTION
 PRELIMINARY APPROVAL
 NAME: Tracy N. Tracy
 DATE: 7/19/12

ROBERT N. TRACY
 No. 11368
 PROFESSIONAL ENGINEER
 STATE OF FLORIDA

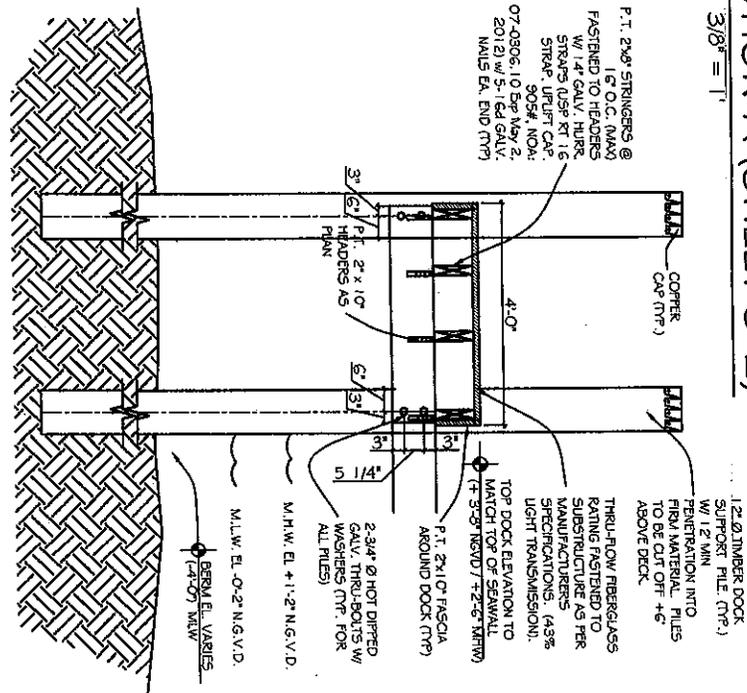
Tracy Consultants, Inc.
 Robert N. Tracy, PE # 11368
 4660 SW 128th Avenue
 Southwest Ranches, FL 33330

12B(26)

SHEET NO. S-2 2 of 4	DATE: _____ DRAWN: _____ CHECKED: _____ PROJECT NO.: _____ REVISIONS: _____	JOB NAME: MORRISON RESIDENCE 1510 S. TREASURE DRIVE NORTH BAY VILLAGE, FLORIDA DATE: _____ NEW TIMBER DOCK AND BOATLIFT	<p>TRIDENT environmental consultants, inc. 305-244-0595 (M) BISI@TRIDENTENV.COM</p>
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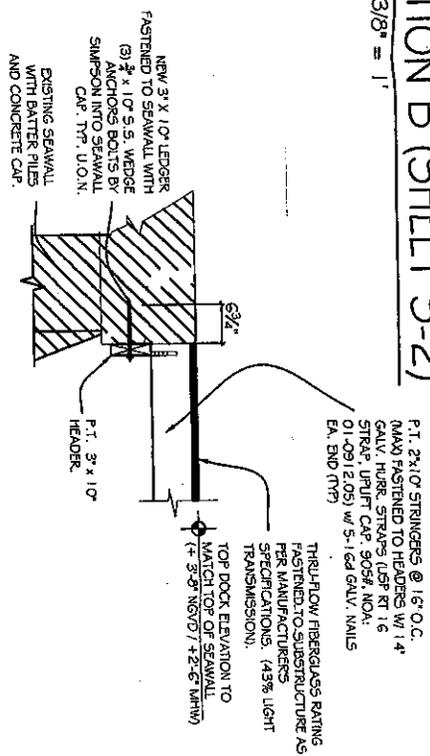
SECTION A (SHEET S-2)

SCALE: 3/8" = 1'



SECTION B (SHEET S-2)

SCALE: 3/8" = 1'



DERM COASTAL SECTION
 PRELIMINARY APPROVAL
 NAME: *W.D. Dunbar*
 DATE: *5/12*
RECEIVED

DEPRM Coastal Resources Section
 Natural Resources Regulation & Restoration
 Division (INRRD)

MAY 09 2012

Tracy Consultants, Inc.
 Robert N. Tracy, PE # 11363
 4660 SW 128th Avenue
 Southwest Ranches, FL 33330

12B(27)

Sheet no. **S-3**
 of 4

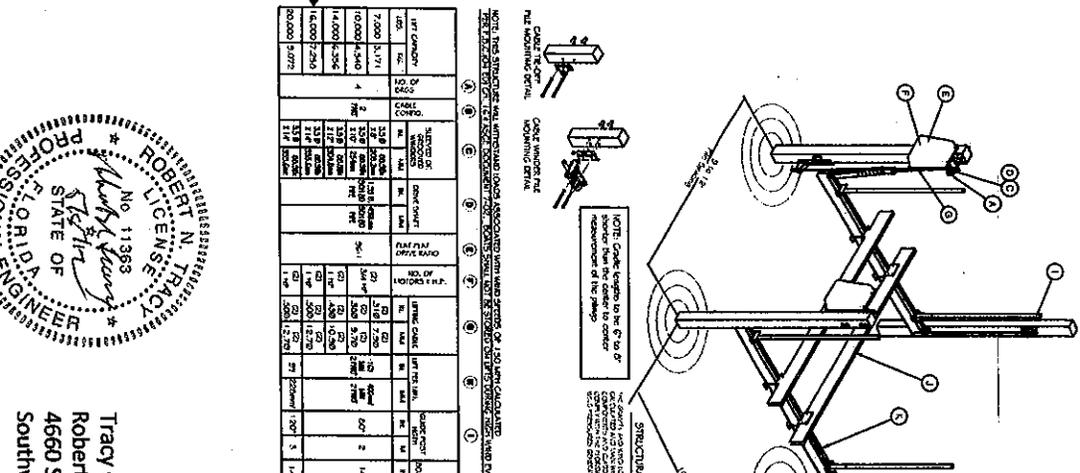
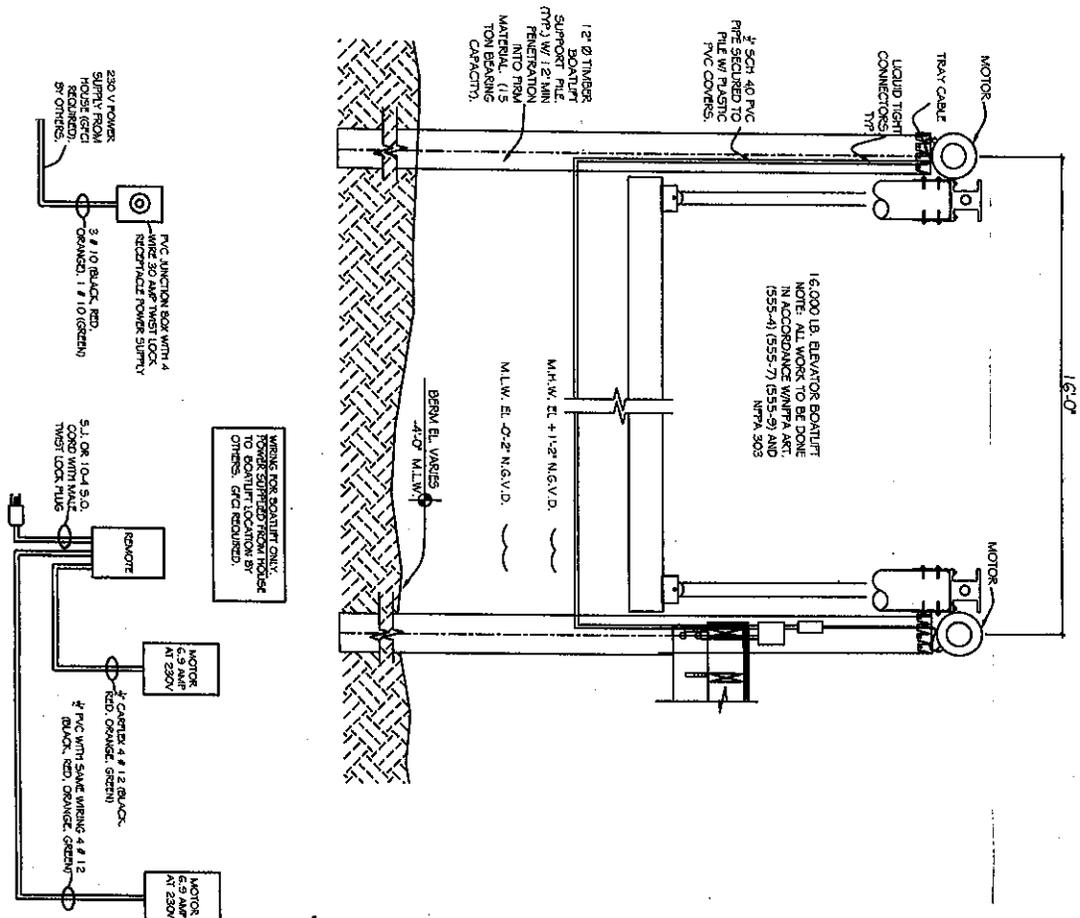
DATE: _____
 DRAWN: _____
 CHECKED: _____
 PROJECT NO: _____
 REVISIONS: _____

job name: MORRISON RESIDENCE
 1510 S. TREASURE DRIVE
 NORTH BAY VILLAGE, FLORIDA
 title: NEW TIMBER DOCK AND BOATLIFT

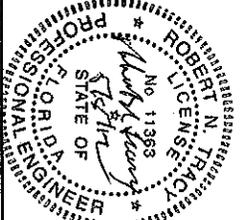
TRIDENT
 environmental consultants, inc.
 305-244-0595 (fl) EMBI@TRIDENTENV.COM

SECTION C (SHEET S-2)

SCALE: 3/8" = 1'



ITEM NO.	DESCRIPTION	QTY	UNIT	PRICE	TOTAL
1	1/2\"/>				



RECEIVED
 MAY 09 2012
 DERM Coastal Resources Section
 Natural Resources Regulation & Restoration
 Division (NRRSD)

Tracy Consultants, Inc.
 Robert N. Tracy, PE # 11363
 4660 SW 128th Avenue
 Southwest Ranches, FL 33330

DERM COASTAL SECTION
 FIELD PRIMARY APPROVAL
 NAME: *[Signature]*
 DATE: 5/9/12

SHEET NO. **S-4**
 4 of 4

date: _____
 issued: _____
 drawn: _____
 checked: _____
 project no.: _____
 revision: _____

job name: MORRISON RESIDENCE
 1510 S. TREASURE DRIVE
 NORTH BAY VILLAGE, FLORIDA

title: NEW TIMBER DOCK AND BOATLIFT

305-244-0595 (M) BIE@TRIDENTENV.COM

12B(8)



City of North Bay Village

Administrative Offices

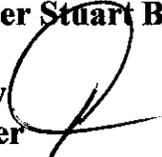
1700 Kennedy Causeway, Suite #132 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

CITY OF NORTH BAY VILLAGE RECOMMENDATION MEMORANDUM

DATE: September 19, 2012

TO: Mayor Connie Leon Kreps
Vice-Mayor Eddie Lim
Commissioner Richard Chervony
Commissioner Stuart Blumberg

FROM: Dennis Kelly
City Manager 

SUBJECT: City Manuals and Policies

RECOMMENDATION:

It is recommended that the City Commission approve the amendments to the Job Description and Position Classification Manual, Personnel Policies and Procedures Manual, Pay Plan, and related policies and forms.

BACKGROUND:

Since the original creation of the existing City Manuals and Policies there have not been any recorded changes to them although changes in laws and employment statuses within the City have occurred. For the past six months the City has been reviewing these manuals and policies, conducting analysis of surrounding City policies, job classifications, pay grades, policies, etc. The changes proposed throughout the attached manuals and policies provide us with a streamlined, comprehensive and fair approach to reclassification and compensation. These changes include complete revisions of the Personnel Manual and related policies to bring them into compliance with current laws, changes to the Job Description and Position Classification Manual including revision of pay grades, increase of job requirements and experience thresholds. Aside from editing the existing job descriptions the City has added job descriptions for new positions that the City feels should be included in the next fiscal year to allow for proper staffing.

Mayor
Connie Leon-Kreps

Vice-Mayor
Eddie Lim

1
Commissioner
Stuart Blumberg

Commissioner
Dr. Richard Chervony

11C(1)A

RECOMMENDATION MEMO: City Manuals and Policies page 2 of 2

Changes to these manuals and policies that affect non union employees will be immediately implemented with the exception of those changes that affect the City financially; financial changes have been taken into account in this recent budget process. There are proposed changes to these manuals that affect union employees and those changes will have to be negotiated with respective unions before they can be implemented. At the moment, the City is anticipating that negotiations with both unions will take place in the next few months.

These comprehensive changes will allow us as a City to function in compliance with current law, provide the employees with a clear set of rules and expectations with which to perform their job functions and ensure that employees are fairly compensated which ensures retention and recruitment of experienced staff. Therefore it is in the City's best interest to approve the changes and revisions presented in these manuals and policies.

FINANCIAL IMPACT:

The City has made sure that any changes to these policies that are of monetary nature have been presented to the Commission through the budget process meetings that occurred in September 2012.

PERSONNEL IMPACT:

All City non union employee changes which are non monetary will be implemented immediately and union employee proposed changes will be negotiated as soon as reasonably possible.

CONTACT:

Dennis Kelly, City Manager
Jenice Rosado, Human Resource Manager



City of North Bay Village

Administrative Offices

1700 Kennedy Causeway, Suite #132 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

CITY OF NORTH BAY VILLAGE
RECOMMENDATION MEMORANDUM

DATE: August 28, 2012

TO: Mayor Connie Leon Kreps
Vice-Mayor Eddie Lim
Commissioner Richard Chervony
Commissioner Stuart Blumberg

FROM: Dennis Kelly 
City Manager

SUBJECT: City Manuals and Policies

RECOMMENDATION:

It is recommended that the City Commission approve the amendments to the Job Description and Position Classification Manual, Personnel Policies and Procedures Manual, Pay Plan, and related policies and forms.

BACKGROUND:

Since the original creation of the existing City Manuals and Policies there have not been any recorded changes to them although changes in laws and employment statuses within the City have occurred. For the past six months the City has been reviewing these manuals and policies, conducting analysis of surrounding City policies, job classifications, pay grades, policies, etc. The changes proposed throughout the attached manuals and policies provide us with a streamlined, comprehensive and fair approach to reclassification and compensation. These changes include complete revisions of the Personnel Manual and related policies to bring them into compliance with current laws, changes to the Job Description and Position Classification Manual including revision of pay grades, increase of job requirements and experience thresholds. Aside from editing the existing job descriptions the City has added job descriptions for new positions that the City feels should be included in the next fiscal year to allow for proper staffing.

Mayor
Connie Leon-Kreps

Vice-Mayor
Eddie Lim

1 Commissioner
Stuart Blumberg

Commissioner
Dr. Richard Chervony

11CC1)

RECOMMENDATION MEMO: City Manuals and Policies page 2 of 2

Changes to these manuals and policies that affect non union employees will be immediately implemented with the exception of those changes that affect the City financially; financial changes such as revision of department director pay grades and corresponding salary changes, insurance stipends and addition of new positions, will be addressed through the upcoming budget sessions with anticipation of implementation once our new fiscal year begins October 1, 2012. There are proposed changes to these manuals that affect union employees and those changes will have to be negotiated with respective unions before they can be implemented. At the moment, the City is anticipating that negotiations with both unions will take place in the next few months.

These comprehensive changes will allow us as a City to function in compliance with current law, provide the employees with a clear set of rules and expectations with which to perform their job functions and ensure that employees are fairly compensated which ensures retention and recruitment of experienced staff. Therefore it is in the City's best interest to approve the changes and revisions presented in these manuals and policies.

FINANCIAL IMPACT:

The City will ensure that any changes that are of monetary nature are presented to the Commission through the budget process during the month of Sept 2012 and if approved, implemented on October 1, 2012.

PERSONNEL IMPACT:

All City non union employee changes which are non monetary will be implemented immediately and union employee proposed changes will be negotiated as soon as reasonably possible.

CONTACT:

Dennis Kelly, City Manager
Jenice Rosado, Human Resource Manager

11C(2)



City of North Bay Village

Administrative Offices

1700 Kennedy Causeway, Suite #132 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

MEMORANDUM City of North Bay Village

DATE: September 5, 2012

TO: Yvonne P. Hamilton, CMC
City Clerk

FROM: *Dennis Kelly*
Dennis Kelly, City Manager

SUBJECT: Introduction of Resolution

Pursuant to Section 3.08 of the City Charter, I hereby introduce the following Resolution:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF NORTH BAY VILLAGE, APPROVING THE POSITION CLASSIFICATION MANUAL, THE PERSONNEL POLICIES AND PROCEDURES MANUAL, THE PAY PLAN, AND RELATED POLICIES AND PROCEDURES (THE "UNIFORM PERSONNEL POLICIES"; PROVIDING FOR REPLACEMENT IN ITS ENTIRETY OF ANY EXISTING PREVIOUSLY ADOPTED PERSONNEL POLICIES; AND PROVIDING AN EFFECTIVE DATE.

Accordingly, please place the item on the next available agenda.

DK:yph

11C(3)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF NORTH BAY VILLAGE, APPROVING THE POSITION CLASSIFICATION MANUAL, THE PERSONNEL POLICIES AND PROCEDURES MANUAL, THE PAY PLAN, AND RELATED POLICIES AND PROCEDURES (THE "UNIFORM PERSONNEL POLICIES"; PROVIDING FOR REPLACEMENT IN ITS ENTIRETY OF ANY EXISTING PREVIOUSLY ADOPTED PERSONNEL POLICIES; AND PROVIDING AN EFFECTIVE DATE. (INTRODUCED BY CITY MANAGER DENNIS KELLY)

WHEREAS, pursuant to Section 4.01G of the City Charter, the City Manager is charged with administering and managing all employees that fall within his jurisdiction; and

WHEREAS, the City Manager wishes to provide a uniform system of personnel administration throughout the City for those employees not governed by a collective bargaining agreement; and

WHEREAS, the Position Classification Manual, Personnel Policies and Procedures Manual, Pay Plan, and related Policies and Procedures (the "Uniform Personnel Policies") have been drafted to facilitate this goal.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above Recitals are true and correct and incorporated herein by this reference.

Section 2. Approval. The City Commission adopts the Position Classification Manual, Personnel Policies and Procedures Manual, Pay Plan, and related Policies and Procedures attached and incorporated into this Resolution as Exhibit 1 (the "Uniform Personnel Policies").

Section 3. Existing Personnel Policies. Any previously adopted personnel policies are replaced in their entirety by the Uniform Personnel Policies.

11C(4)

Section 4. Application. The Uniform Personnel Policies shall apply to all City employees except to the extent any provision therein alters the terms or conditions of employment for any employees represented by a union, in which case the provision therein will not control unless and until the City and its unions agree otherwise.

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption.

The motion to adopt the foregoing Resolution was offered by _____, seconded by _____.

FINAL VOTE AT ADOPTION:

Mayor Connie Leon-Kreps _____
Vice Mayor Eddie Lim _____
Commissioner Stuart Blumberg _____
Commissioner Richard Chervony _____

PASSED and ADOPTED this ____ day of September 2012.

MAYOR CONNIE LEON-KREPS

ATTEST:

YVONNE P. HAMILTON, CMC
City Clerk

APPROVED AS TO FORM:

Weiss Serota Helfman
Pastoriza Cole & Boniske, P.L.
City Attorney

City of North Bay Village Resolution: Job Description and Position Classification Manual, Personnel Policies and Procedures Manual, Pay Plan, and related policies and forms.

11c(5)

CITY OF NORTH BAY VILLAGE

**PERSONNEL POLICIES AND
PROCEDURES MANUAL**



REVISED
September 18, 2012

11C(6)

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- Job Description & Job Classification Manual/Pay Plan
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- Domestic Partnership Ordinance
- Background Investigation Policy

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- Performance Evaluation Form
- Educational Reimbursement Form
- FMLA Request Form
- Employee Contact Information Form
- Leave Donation Form
- ID Badge Form
- First Report of Injury and Supervisors Report

INTRODUCTION

The City Commission and the City Manager welcome you to the City of North Bay Village (the "City"). This Manual is intended to provide basic information on a wide variety of policies and procedures affecting City employees. This is your reference guide during your time as an employee with the City.

This Manual is designed to give you a broad overview of the personnel policies and procedures you will need to know. The contents of this manual are presented as a matter of information only and are not conditions of employment. The City reserves the right to modify, amend, revoke, suspend, terminate or change any or all such plans, policies or procedures, in whole or in part, at any time, with or without notice, subject to the provisions of any applicable collective bargaining agreements.

The language used in this manual is not intended to create, nor should it be construed to constitute a contract between the City and any of its employees. You are encouraged to become familiar with the policies and provisions contained in the City's Policies and Procedures, collective bargaining agreements, and other related City documents. Any questions should be directed to your supervisor/manager, department head or Human Resources Director.

To the extent any of the policies contained herein are in direct conflict with any policy or procedure contained in any of the City's collective bargaining agreements, the pertinent provision of the Collective Bargaining Agreement will

supersede the provision contained herein as to those employees covered by that respective Collective Bargaining Agreement.

OVERVIEW

1. A CUSTOMER-ORIENTED SERVICE PHILOSOPHY

The City of North Bay Village is dedicated to enhancing the quality of life of City residents by providing superior services that meet its residents' current needs as well their future needs. The City endeavors to be recognized within and beyond our community as a city government of excellence.

The City has a customer-oriented philosophy, which must be taken very seriously by City employees. As public servants, it is each employee's responsibility to ensure that the City's customers (i.e., the public) is offered and delivered- the best service available in an expeditious and professional manner. This includes providing requested information and resolving citizen complaints and inquiries as promptly as possible. If City employees do not know the answer to an inquiry posed by a customer, that employee should make every reasonable effort to locate the requested information, follow up with the customer, and provide accurate information on behalf of the City. If the situation warrants, employees may also refer customers to other employees who can assist them with the information they need.

2. STATEMENT OF PURPOSE AND DECLARATION OF POLICY

This Manual is created to update, modernize, clarify and establish the Personnel Rules and Regulations for the City employees of North Bay Village. These rules and regulations will incorporate Rules and Regulations consistent with the Constitution of the State of Florida, general laws and the laws of Miami-Dade County, Florida, as well as the mandate contained in the City's Charter and Code.

1. To provide a system of personnel administration that establishes uniformity of understanding among applicants, City employees, and the public, and that meets the social and economic needs of the people of the City, as well as to provide common terms and definitions for human resources administration.
2. To provide a means to recruit, select, develop and maintain an effective and responsive work force on the sole basis of merit and competence to the best interests of the City of North Bay Village. Equal employment practices are a high priority of the City of North Bay Village.

1. To provide a system of personnel administration that establishes uniformity of understanding among applicants, City employees, and the public, and that meets the social and economic needs of the people of the City, as well as to provide common terms and definitions for human resources administration.
2. To provide a means to recruit, select, develop and maintain an effective and responsive work force on the sole basis of merit and competence to the best interests of the City of North Bay Village. Equal employment practices are a high priority of the City of North Bay Village.

GENERAL PROVISIONS

SECTION 1.1 PERSONNEL MANUALS & ADOPTION OF RULES

These rules and regulations are adopted pursuant to Section 33.037 and 33.038 of the Code of the City of North Bay Village, Florida. The Policies and Procedures detailed in this Personnel Manual as well as the City Manager-issued Policies and Job Description/Position Classification Manual (*see attached*) work in conjunction to serve as guidelines for personnel activity and to ensure the proper functioning of personnel issues in the City. This Manual and Policies apply to all general employees and contractual employees of the City of North Bay Village, except for elected officials, election workers, and members of advisory boards and committees.

If any of these Rules and Regulations is modified by the provisions of a Collective Bargaining Contract, the provisions of the Bargaining Contract shall apply to members of the bargaining unit during the term of such contract. If any issues are not addressed in bargaining contracts but addressed in this manual, the rules of this manual will prevail.

SECTION 1.2 EMPLOYEE PERSONNEL FILES

Employee Personnel Files will be kept securely and confidentially in the Human Resources Office. It is the duty of an employee to notify the Human Resources Office of any changes in contact information such as address, phone number etc. in order to make sure that his/her personnel file is kept

up to date. If an employee wishes to update his/her contact information that employee must fill out an updated "Employee Contact Information Form" (*see attached*) with the Human Resources Office. If an employee wishes to view his/her personnel file he/she may do so by request in writing the Human Resource Office prior to being provided his/her file for review. Public Record requests compliance for personnel documentation will be in accordance with applicable Florida law Statute 119.

SECTION 1.3 **EQUAL EMPLOYMENT OPPORTUNITY**

It is the City's policy to grant equal employment opportunities to all employees and qualified applicants without regard to age, sex, sexual preference, religion, political affiliations, race, color, national origin, marital status, disability, or any other category protected by federal, state or local laws. Any person who believes he or she has been discriminated against, in violation of this policy, should immediately inform the City Manager, Human Resource Director or his or her Department Head.

SECTION 1.4 **DRUG AND ALCOHOL POLICY STATEMENT**

The City regards the misuse of alcohol or drugs by employees to be an unsafe work practice. The City and the public expect all employees to report to work drug and alcohol free, and mentally and physically able to perform their assigned duties and responsibilities in a safe, efficient and reliable manner.

The City of North Bay Village is a drug-free workplace. What this means to the employees is that they are prohibited from manufacturing,

distributing, dispensing, possessing, or using any controlled substances (as defined by federal, state and local laws) or drug paraphernalia (including but not limited to pipes, bongs, syringes, etc.). Prescription medication (i.e., drugs obtained pursuant to a prescription from a licensed medical provider) may be taken during work hours as prescribed by the employee's medical provider; however, the abuse of prescription medication is strictly prohibited and will result in disciplinary action up to and including termination. Employees are required to report any convictions of criminal statutes for drug violations occurring in the workplace within 5 days of the conviction.

As part of this policy, all applicants considered for employment with the City will be subject to drug testing as permitted under Florida Law. Any job offer to such a job applicant is contingent upon that applicant successfully passing the drug test that is administered to him/her. A job applicant for a special risk or safety-sensitive position with a confirmed drug test result will be denied employment. Employees and job applicants may confidentially report the use of prescription or non-prescription medication both before and after having a drug test.

Furthermore, the City requires all employees to submit to post accident drug testing no later than 24 hours after a job-related accident. When a job-related accident occurs, drug testing will be conducted when: (1) the accident results in a fatality; or (2) the accident is non-fatal, but results in injuries which require the transportation of an injured person to a medical facility or if a vehicle that is

involved in the accident incurs disabling damage that requires towing from the accident site.

Random and/or scheduled periodic drug and/or alcohol testing may be performed on employees involved in safety-sensitive or special risk positions, to the extent allowed by law. This includes employees who drive City vehicles, operate heavy equipment, are subject to testing by the Florida Department of Transportation, or persons who occupy a position in which a momentary lapse in attention could result in injury or death to another person.

The City also has the right to perform drug testing based upon reasonable suspicion. Reasonable suspicion exists when there is a belief that the employee is using or has used drugs or alcohol in violation of this policy, as drawn from specific objective and articulable facts, and reasonable inferences drawn from those facts in light of experience. Reasonable suspicion drug testing will only be conducted upon the approval of a City supervisor/manager who is at least the second-level supervisor of the subject employee. Reasonable inferences which may give rise to a belief that an employee has violated the policy include, but are not limited to: direct observation of drug or alcohol use; physical symptoms or manifestations of being under the influence of drugs or alcohol; abnormal or erratic behavior while at work; and a report of drug use from a reliable and credible source.

Employees who are subject to a routine fitness for duty examination may be required to take a drug and/or alcohol test as part of their medical examination.

Employees who require assistance for substance dependency and related problems are encouraged to contact the Human Resources Director or his/her designee at (305) 756-7171 Ext. 80. The City will not discharge, discipline or discriminate against an employee solely because that employee voluntarily seeks treatment for illegal or controlled substances if the employee: (1) has not previously tested positive for drug and/or alcohol use; or (2) entered an employee assistance program for alcohol and/or drug-related problems; or (3) entered a drug and/or alcohol rehabilitation program.

To the extent drug testing is addressed in the respective employee collective bargaining agreements, it is the responsibility of employees belonging to unions governed by those collective bargaining agreements to become familiar with those contractual requirements.

The City shall pay the cost of any initial and confirmation drug and/or alcohol tests. The employee is responsible for paying the costs of any additional drug and/or alcohol tests not required by the City.

Drug test results of applicants and employees shall be kept separate and confidential in accordance with the applicable laws.

Employees who receive a confirmed positive drug test or refuse to submit to drug testing may be subject to dismissal from employment with the City.

SECTION 1.5 COMPUTER, EMAIL, INTERNET USE AND SOCIAL NETWORKING

Use of the City-provided Internet and electronic mail is a privilege. Electronic mail and Internet usage by City employees must be limited to City-related business. The City's computer systems as well as equipment and data stored on those systems are and remain at all times property of the City.

No employee shall install unauthorized software on any City computer. Prior to installation, all software must be authorized by the City Manager or his/her designee. Failure to obtain appropriate approval prior to installing software shall result in disciplinary action.

Employees are cautioned that they should have no expectation of privacy while using the Internet and postings can be reviewed by anyone. Employees who access the City-provided Internet shall not use it for unethical and illegal activities such as: accessing, viewing, posting, printing and/or downloading obscene or sexually oriented material; viewing, accessing, printing and/or downloading images from pornographic websites; sending receiving, posting, printing and/or downloading material with offensive or harassing statements concerning a person's race, national origin, sex, sexual orientation, age, disability or religious or political beliefs; sending, receiving, printing, posting or otherwise disseminating proprietary data or other confidential City data. Employees are prohibited from utilizing City-owned equipment (including computers, to conduct social networking activities. Employees are further prohibited from making statements

on social networking sites that their views represent those of their Department or the City, unless they are given prior written authorization by their Department Head or his/her designee to do so.

Employees are further prohibited from utilizing social media to harass, threaten, discriminate against or disparage City employees. The City reserves the right to monitor comments or discussions posted online about the City, its employees and its residents.

Failure to abide by the foregoing policy may result in disciplinary action up to and including termination. Discipline will be administered on a case-by-case basis based on the nature of the policy violation. The City strongly encourages employees to report any violations or possible perceived violations of this policy to their supervisors or managers for an investigation into the alleged violation.

SECTION 1.6 SEXUAL HARASSMENT POLICY

All employees are responsible for ensuring that the work place is free from sexual harassment. Employees must avoid any action or conduct that could be considered sexual harassment, including, but not limited to: unwelcome sexual advances, requests for sexual acts or sexual favors, or other verbal and/or physical conduct of an offensive or harassing nature. Any employee who has a complaint or has witnessed such harassment should immediately contact their respective supervisor, the Human Resources Director or the City Manager, and the complaint will be promptly investigated.

Employees who believe they are the victim of sexual harassment are encouraged to notify the offender that his/her actions are considered offensive and request that such behavior immediately cease. Should the behavior continue, the employee should immediately report it to his/her supervisor, the Human Resources Director, or the City Manager. It is the supervisor's responsibility to take all complaints seriously and to report all allegations of harassment to the Human Resources Director and City Manager. It is the responsibility of the Human Resources Director to ensure that all allegations of harassment are promptly and thoroughly investigated and resolved and to keep a written record of the investigation and its results.

The Human Resources Director may request the involvement of the City's police department or an outside professional investigator depending on the severity of the charges alleged. In those instances where the police department or other investigator is involved, upon completion of the investigation, the police department or investigator will send a written report of its findings to the City Manager and the Human Resource Director for final disposition. All interested parties will be apprised of the findings of the investigation upon its conclusion.

The City shall take appropriate corrective action, including implementing any necessary disciplinary measures to remedy violations of this policy. Complaints and investigations shall be kept confidential to the extent required by law. No employee will be retaliated against in any way for reporting sexual harassment or for utilizing the complaint procedure outlined herein. Employees

in violation of this policy, including employees who retaliate against those who avail themselves of the complaint procedures outlined herein, are subject to disciplinary action up to and including dismissal.

SECTION 1.7 MEDICAL EXAMINATIONS

The City requires all applicants who have been offered a job with the City to undergo a medical examination at the expense of the City. Further, all City employees at any time during their employment with the City may be required by their Department head to undergo psychological or medical examinations, in order to determine if they are mentally and physically fit for the position in which they are employed. Such fitness for duty examinations shall be at no expense to the employee. Refusal to submit to such examinations may result in disciplinary action up to and including termination from employment.

All records generated as a result of the foregoing medical examinations will be kept separate and confidential in compliance with the applicable laws.

Medical examinations which reveal that an applicant who has been offered a City position or an employee cannot, with or without reasonable accommodation, perform the required job duties for the assigned position, may be grounds for revocation or termination of employment.

SECTION 1.8 SOLICITATIONS

Because solicitations distract employees from their work, employees are not permitted to solicit or respond to solicitation for any purpose during work hours, without prior approval of the City Manager.

Employees are further reminded that, as public employees, they are prohibited from soliciting or receiving anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of their duties. Incidental items provided to public employees in the due course of business while attending conferences, seminars and training sessions shall be exempt from this provision.

SECTION 1.9 BUSINESS ATTIRE

The City of North Bay Village expects its employees to maintain a neat, clean and professional appearance that is appropriate for office and public contact. Employees who are assigned uniforms are expected to wear their assigned uniform while they are on duty and to have their uniforms cleaned and mended, as necessary. To assist employees in determining what appropriate business attire is, the following guidelines are provided:

Appropriate:

Business suits (men & women)
Gentlemen's slacks & collared shirts
Ladies' dresses
Dress shirts and ties
Ladies' slacks and blouses
Uniforms as assigned

Inappropriate:

Cocktail dresses
Ripped or stained clothes
Strapless blouses or dresses
Sneakers
Jogging suits
See-through clothing
Clothing bearing logos, slogans, ads, etc. – other than City shirts
Shorts

Exception: Fridays and designated days such as 4 hour (1/2 days) will be considered "casual days"- You are allowed to wear Jeans, sneakers, loafers, dress sandals and casual style shirts such as polo shirts.

SECTION 1.10 EMPLOYEE IDENTIFICATION CARDS

All City employees are issued a photo identification (“ID”) card upon being hired by the City. In order to obtain an ID card, employees are required to complete an “ID Badge Form,” which must be submitted to the Human Resources Office. This card should be visibly worn by the employee during working hours. The ID card will also work as an access card to City offices. ID Cards are issued by the City’s police department and provided to the employee by the Human Resources Director. It is an employee’s responsibility to report a lost or stolen ID card to the Human Resources Director and to the Chief of Police immediately. ID cards for elected officials will contain the official’s term of office dates. Elected Officials will be issued a new ID card should they be re-elected, which will reflect their new term dates. Upon termination of employment with the City, ID cards must be returned to the office of the Human Resources Director. Upon termination of elected officials’ terms, those officials will be allowed to retain their ID cards, but access to all City premises or facilities will be disabled.

SECTION 1.11 POLITICAL CAMPAIGNS

No employee shall actively engage in a political campaign during said employee's working hours, while in City uniform or in a manner as to suggest that he/she is representing the City in any fashion.

Employees are prohibited from engaging in the following political activities:

1. Utilizing City property to influence or attempt to influence the results of a City election.
2. Utilizing their positions to influence or to attempt to influence the results of a City Commission election.
3. Personally soliciting votes for or against any candidate for the City Commission during working hours.
4. Soliciting, during working hours or while on duty in the course of their employment, any contribution, whether money, goods or services, to or for the benefit of any candidate for elected City office or any political party or organization supporting any such candidate.
5. Using their official position, authority or influence for the purpose of interfering with or affecting the results of any City election, or influencing the selection of candidates for political office.

SECTION 1.12 EMPLOYEES RUNNING FOR ELECTED OFFICE IN THE CITY

Employees who are defined as "officers" or "subordinate officers" under Florida's resign to run law (Fla. Stat. 99.012) shall resign from City employment prior to running for elected office within the City. Any employee desirous of running for public office should consult with the City Clerk's Office or the Human Resource Office regarding resignation.

SECTION 1.13 OTHER GAINFUL OCCUPATION/OUTSIDE EMPLOYMENT

The City has the right to be informed about an employee's outside employment to ensure that it will not conflict with the employee's primary job responsibilities. If an employee is contemplating or is involved in any outside employment, such employee must complete a "Request for Outside Employment Form" and "Outside Employment Statement" (both forms are available at the City Clerk's Office). These forms must then be submitted to the City Clerk's office for review and routing to the City Manager, who must provide written approval to the employee prior to that employee engaging in outside employment. If approval for outside employment is denied by the City Manager, the employee cannot engage in outside employment. Outside employment should not interfere with the performance of City duties or the adherence to City personnel policies or procedures or be considered a conflict of interest. The City Manager will determine if a conflict exists. It is the employee's responsibility to file for renewal of approval for outside employment on an annual basis, no later than July 1st of

each year. Copies of all approvals or statements shall be provided by the City Clerk to the Human Resource Director and will be placed in the employee's personnel file.

SECTION 1.14 VIOLATIONS OF PERSONNEL RULES AND REGULATIONS

Any violation of any of the rules and regulations contained herein shall constitute adequate grounds for removal from City employment.

SECTION 1.15 APPOINTMENTS TO MORE THAN ONE PART-TIME POSITION

Any person may be appointed to more than one part-time position in City service, provided the working hours and duties do not conflict. Any person who is appointed to more than one part-time position shall not be considered a full-time employee and will not be afforded the benefits of a full time employee.

SECTION 1.16 WORK RELATED INJURY

An employee who sustains a work-related injury or illness must, as soon as reasonably practicable after the occurrence of the injury or illness, report the injury or illness to his/her immediate supervisor and to the Human Resources Office. If the nature of the injury is not urgent enough to require a hospital visit, but may be treated by an urgent care facility of the City's choosing, the employee will need approval from the Human Resources Office prior to seeking treatment from that facility. At the time of the employee's visit the employee will receive

documentation as to his/her work status and any restrictions on work activities (e.g., light duty, etc. Employees are required to bring a copy of this workers compensation status form (DWC25) to their supervisors and the Human Resources office or they will not be allowed to return to work. As soon as possible after receiving or suffering the injury or illness, the supervisor and employee must fill out two required forms: "First Report of Injury Form" and "Supervisors Report" (*see attached*). These forms must be completed and submitted to the Human Resources Office with any additional documentation concerning the injury or illness no later than 3 days after the injury or illness. Employees at all times during their work related injury or illness and for the period of time thereafter during which they receive treatment, the employee should communicate with their supervisor as to their work status and any medical instructions that they have been provided with. If the employee is cleared to return to normal duty but feels that he/she requires additional time to recover, the employee must use his/her accrued sick leave for such additional recovery.

SECTION 1.17 USE OF CITY VEHICLES

All employees who drive a City vehicle are required to have a current valid Florida driver's license. By or before October 1st of each year, any employee who drives a City vehicle must provide a copy of their driver's license to the City Manager's Office, which will be placed in the employee's personnel file. The City Manager or his/her designee may conduct random verification of employees' drivers' licenses. Any employee who does not possess a valid Florida

driver's license shall immediately cease driving or otherwise operating a City vehicle. The loss or failure of an employee to maintain a current valid Florida driver's license may result in disciplinary action up to and including termination. Employees governed by a collective bargaining agreement will be disciplined in accordance with the procedures adopted therein.

SECTION 1.18 BACKGROUND INVESTIGATIONS

All applicants for employment with the City must submit to a background investigation checks and are required to complete a "Background Information Release Waiver." The background investigation will be conducted in compliance with all applicable federal and state laws, including the Fair Credit Reporting Act. Applicants who are denied employment based on such background investigation will be informed of the nature and the scope of the background investigation and provided with the name of the reporting agency or other sources of information.

Further, current and prospective employees, board members, volunteers and contractors that will be working with children and the elderly in City functions, events or programs are required to undergo an FDLE criminal background check. Failure to submit to such background check will prevent any such persons from participating in any City functions, events or programs that would place them in contact with children and the elderly. Persons subject to such background check will be required to sign a waiver agreement ("VECHS Waiver Agreement and Statement") allowing the background check to be conducted. Refer to policy number 2012-01 for the detailed policy (*see attached*).

SECTION 1.19 PERFORMANCE EVALUATIONS

Each employee shall be given a performance evaluation by means of a standard "Performance Evaluation" form (*see attached*) on the date that such employee was placed in the current position. Performance evaluations are utilized by the City to address performance issues and improve work productivity and engage in a dialogue concerning an employee's strengths and weaknesses. If the City is in a financial position to provide a merit increase, employees who receive a passing score on their performance evaluations will receive a merit increase of 3%. If a passing score is not achieved, the employee will not be entitled to a merit increase for that year and will have to wait until the next year's performance evaluation for another chance at a merit increase, if offered. For more information on merit increases, employees should refer to Section 3.1 of this Manual as relates to "Employee Compensation."

SECTION 1.20 TRAVEL

Travel for business purposes will be according to the rules and regulations as outlined in Chapter 33 of our City Code. Commission will approve their own travel and that of the City Manager, City Clerk and City Attorney. All travel for City Staff must be authorized in advance by the City Manager. Your supervisor should provide the City Manager with a written request for staff travel and the approximate costs of such travel. If approved by the City Manager, the traveling employee will be notified and should meet with the Finance Department for travel requirements and specific instructions.

DEFINITIONS, CLASSIFICATION AND PAY PLANS

SECTION 2.1 DEFINITIONS, CLASSIFICATIONS, JOB DESCRIPTIONS AND PAY PLANS

The below-listed terms and phrases shall have meanings as defined herein, and no other meanings are implied. Words of gender shall be mutually inclusive and interchangeable.

Position Classification and Job Description Manual:

A description of the duties, responsibilities, required experience, pay grade and related criteria for each job position.

Appointing Authority:

The City Manager, acting in the capacity of Chief Administrative Officer of the City.

City Commission:

The elected governing body acting in its capacity as the legislative and policy-making representatives of the City.

Department Heads or Management Employees (non-union and exempt):

Full time employees or Consultants / Contractual employees who are not covered by a collective

bargaining agreement, who answer directly to the City Manager for the day-to-day operation of their particular department and who receive Management Benefits (if not contractual or consultant):

- A. Deputy City Manager
- B. Chief of Police
- C. Assistant Chief of Police
- D. Assistant to the Chief of Police
- E. City Clerk
- F. Chief Building Official
- G. Finance Director
- H. Public Works Director
- I. Human Resources Manager / Director

Professional Employees (non-union and exempt):

Full time employees who shall continue in their employment at the discretion of the City. Those employees not represented by a collective bargaining unit, who act in an administrative or supervisory capacity, answering directly to their respective Department Heads or Manager. These employees do not receive standard Management Benefits or overtime

compensation but are afforded the standard benefits

The City offers.

- A. Budget Utility Accountant
- B. Public Works Supervisor
- C. Code Enforcement Officer
- D. Deputy City Clerk
- E. Executive Assistant to the City Manager,
Deputy City Manager and Commission

Service Employees (non-union, non exempt):

Full-time employees that are not represented by a union who are entitled to overtime and are afforded the standard benefits the City offers.

- A. Administrative Assistant Generalist
- B. Human Resource Clerk & Special Events
Coordinator
- C. ATS Program Technical Coordinator & Front
Desk Support Clerk

Part-time employees:

Employees working less than 40 hours a week and are not afforded the benefits the City offers.

Bargaining Unit Employees (union, non exempt):

Permanent full-time sworn police personnel of the rank of police officer, police sergeant, police corporal, police lieutenant, police public service aide, police dispatcher, Supervisor dispatcher & communications coordinator, water utility worker, sewer utility worker, maintenance worker, sanitation worker, sanitation driver, accounting clerk, records coordinator, records management clerk & front desk support clerk, building and zoning clerk, account clerks.

Contractual or Consultant Employees:

Those employees who hold a contract for employment with the City, and work on an as-needed basis, which may be up to an average of forty (40) hours per work week, but who are not eligible for employee benefits. Additionally, regardless of whether a contractual employee is required to punch a time clock, overtime or compensatory time is not granted to contractual employees.

A. Grants Writer / Administrator

B. City Planner

Collective Bargaining Agreements (unions):

The City of North Bay Village has entered into two collective bargaining agreements with employees as they relate to the terms and conditions of sworn police officers and laborers. Items addressed in Collective bargaining agreements supersede this manual. If an item is not addressed in the bargaining agreement then the Personnel Manual is applicable.

Demotion:

The movement of an employee from one job classification to another classification having a lower pay grade. An employee may voluntarily request a demotion by responding to a job posting or an employee may be involuntarily demoted as a disciplinary measure when alternative disciplinary measures are not appropriate or are not in the best interest of the City.

Promotion:

The movement of an employee from one job classification to another classification of a higher pay grade. An employee may voluntarily request a

promotion by responding to a job posting or an employee may be promoted by his/her supervisor.

Termination: Permanent separation from City service by the City Manager.

SECTION 2.2 NEW POSITIONS / REMOVAL OF POSITIONS AND CHANGES IN EMPLOYEE STATUS

All new positions removed positions or edited positions shall be entered into the Job Classification and Job Description Manual and assigned a pay grade. New Department Director and Manager Positions shall be established by the City Manager and approved by the City Commission. All other positions shall be established by the City Manager and if applicable, subject to approval by the applicable Collective Bargaining Unit.

SECTION 2.3 PAY PLAN

The pay plan shall constitute the official schedule of salaries. The Pay Plan consists of 39 pay grades of 12 steps for each grade (*see attached Job Description and Position Classification Manual*). The provisions of any applicable Collective Bargaining Agreements shall supersede the provisions contained herein when conflicts arise.

EMPLOYEE COMPENSATION

SECTION 3.1 EMPLOYEE COMPENSATION

Each employee shall be paid a base salary, determined in accordance with a job classification and pay plan. Each pay period shall consist of fourteen (14) calendar days, within the pay period. All employees are paid biweekly, with each pay period ending the week before pay checks are issued. Each department is responsible for ensuring that all hours are reported on a timely basis.

Each employee shall be given a performance evaluation by means of a standard "Performance Evaluation" form (*see attached*) on the date that such employee was placed in the current position. If the City is in a financial position to do so, a merit increase of 3% will be provided to an employee if the employee receives a passing score on his/her performance evaluation. Passing score is defined as no more than "3" below the satisfactory ratings on the performance evaluation form. If a passing score is not achieved, the employee will not be entitled to a merit increase for that year and will have to wait until the next year's performance evaluation for another chance at a merit increase if offered. If the employee has already reached the cap or maximum pay step for his/her position then he/she will no longer be eligible for merit increases and at that point will only be eligible on an annual basis for cost of living increases (COLA) (if offered). The provisions of any applicable Collective Bargaining Agreements shall supersede

the provisions contained herein when conflicts arise. These Rules shall prohibit arbitrary, capricious or discriminatory awards of compensation to all City employees.

A. MERIT

An employee will be entitled to a merit increase of 3% per year, based on his/her performance on the date of his/her current position's anniversary. If the employee achieves a minimum of a satisfactory score on his/her annual "Performance Evaluation form" (*see attached*), then the employee will move up one (1) step within the pay grade assigned to the employee's job classification. The employee job classification with assigned pay grades are found in the City's Job Description and Position Classification Manual (*see attached*). An employee will no longer be entitled to merit increases after the employee has reached the max or cap pay for the particular position classification that the employee is under. The only way to begin to receive merit increases again is through a promotion to a position with a higher pay grade assignment.

B. COST OF LIVING INCREASES

Cost of living increases (COLA) may be provided on an annual basis on October 1st. The amount of the COLA is determined by the City Manager based on budgetary availability or as determined by the applicable collective bargaining agreements.

C. LONGEVITY

Longevity pay is provided to each employee on the employee's full time date of hire anniversary. Employees will receive \$300.00 in annual longevity for years 5, 6, and 7; \$500.00 for years 8, 9,10,11, and 12 and \$1,000.00 for year 13 and over. Amounts of longevity may differ based on applicable collective bargaining agreements.

SECTION 3.2 WORK WEEK

The City work week shall consist of forty (40) hours, normally consisting of five (5), eight (8) hour days. Work weeks and operating hours of each employee shall be determined by their respective Department Head or Manager in accordance with operational needs, and shall be approved by the City Manager.

Employees are prohibited from signing another employee's name to any time card or electronic device, time sheet, leave request, or any other personnel action form. Violation of this policy will result in disciplinary action up to and including termination.

Each employee must take one (1) lunch/meal period during any eight (8) hour work day, the length of which shall be no more than one hour. Depending upon the employee's work hours, the actual length of time permitted for a lunch/meal period shall be determined by the City Manager.

The scheduling of breaks shall be determined by the Department Head; however, breaks shall not exceed two (2) in any eight (8) hour period and shall be no longer than fifteen (15) minutes in length.

SECTION 3.3 APPOINTMENTS TO BE WITHIN SALARY RANGE

The entrance salary for new appointees shall be within the salary range (pay grade) for the position to which they are appointed. New hires will generally be paid within the first step of their position's assigned pay grade but the City Manager has discretion to increase the new hire's pay.

SECTION 3.4 REINSTATEMENT SALARY

The salary of a reinstated employee shall be within the salary range for the pay grade assigned to the position in which they are appointed.

SECTION 3.5 PERMANENT TRANSFER SALARY

When an employee is permanently transferred to another position assigned the same pay grade no change in salary shall be made. (SEE ALSO SECTION 6.6)

SECTION 3.6 PROMOTION SALARY

When an employee is promoted to a position that is assigned a higher pay grade and his/her salary is lower than the minimum of new position's pay grade, his/her salary shall immediately be increased to the minimum of the new position's pay grade.

SECTION 3.7 DEMOTION SALARY

When an employee is demoted to a position assigned a lower pay grade and his/her existing salary is higher than the new position's maximum pay, his/her

salary shall immediately be decreased to the maximum step of the new position's pay grade (final step). The demoted employee's established anniversary date shall remain the same.

SECTION 3.8 **UNIFORMS AND/OR SPECIAL PERSONAL**
EQUIPMENT

In positions where uniforms and/or special personal equipment are specifically required, the same shall be furnished by the City in accordance with the rules of that specific department.

In the event an employee separates from City employment, it shall be the Department Head or Manager's responsibility to obtain all City-owned items including keys, tools, and uniforms, from the departing employee. The employee's final paycheck will not be distributed until all properties are returned or accounted for. The Department Head or Manager should, at the completion of collection of such items, send the Human Resources Director an email advising of the return of all City-issued/owned items.

SECTION 3.9 **HEALTH INSURANCE**

All full-time employees shall be covered by a health insurance plan as provided by the City, subject to the plan's terms and conditions. The City provides this plan consistent with budgetary considerations and the availability of employee contributions toward premium payments. The City may pay all or part of the cost of such insurance; however, providing such coverage is not to be construed as an agreement to continue to provide coverage in the future.

The City pays 100% of the cost of employee coverage and 60% of the cost of employees' dependents' coverage. For all employees who are not covered under the City's medical insurance plan, the City will pay \$400 per month to such employees, provided such employee provides acceptable proof to the City that he/she is covered by his/her spouse's medical insurance. The Employee must provide this proof to the Human Resources Director at which point the employee will be asked to fill out a "Health Insurance Stipend Request Form" (*see attached*).

In addition to the foregoing, the City provides health insurance coverage to employees involved in a domestic partnership. In order to avail themselves of health insurance coverage, employees in a domestic partnership must adhere to the requirements itemized in Ordinance 2007-04, which relates to employment benefits for registered domestic partners. A copy of Ordinance 2007-04 is *attached* to this Manual.

Employees will generally be eligible for insurance coverage on the first of the month following the date of employment.

SECTION 3.10 DENTAL INSURANCE

The City currently offers dental insurance. The City pays 100% of the cost of employees' coverage and 60% of the cost of employees' dependents' coverage. Employees will generally be eligible for insurance coverage on the first of the month following the date of employment.

SECTION 3.11 LIFE INSURANCE

The City pays \$75,000 worth of life insurance for general employees. Employees over the age of 65 may experience reduced coverage. Management coverage shall be in accordance with the City's Administrative Policy relating to "Management Benefits". A copy of the policy relating to management benefits is attached to this Manual (policy number 5-05) (*see attached*). Eligibility for this insurance generally begins on the first of the month following the date of employment with the City.

SECTION 3.12 DISABILITY INSURANCE

The City of North Bay Village pays 100% of the cost of short-term disability insurance.

SECTION 3.13 SUPPLEMENTAL BENEFITS

The City offers a supplemental health insurance plan through AFLAC which pays benefits or occurrences of specified health events. For more information on this plan, contact the Human Resources Office to set up a meeting with the AFLAC representative.

SECTION 3.14 RETIREMENT

The City offers employees retirement contributions through the Florida Retirement System (FRS). The rate of City contribution into an employee's FRS plan will depend on the employee's job classification. In addition, a 3% pretax contribution is directed from the employee's paycheck into the employee's retirement account.

SECTION 3.15 TRAINING

Each Department Head or Manager shall be responsible for the instruction and training of employees in their specific duties and for explaining compensation, time schedules, policies, objectives and methods of the departments and their operations.

Specific departments or the City as a whole may require employees to attend supervisory, policy, procedures, and techniques training. Training should be provided during normal work hours and compensated at the employee's hourly rate of pay. If training requires travel, travel expenses will be reimbursable and employee must meet with Finance Department for instructions prior to travel. To the extent any overtime hours are involved in connection with City-mandated training, employees will be compensated in accordance with the Fair Labor Standards Act (FLSA). Employees will be given advance notice of training whenever possible.

SECTION 3.16 EDUCATIONAL ASSISTANCE AND EDUCATIONAL REIMBURSEMENT

Employees will be compensated for education obtained while under the employ of the City if the courses, testing or education sought are related to their job function. The employee must, in writing, prior to commencement of courses, testing or education, provide his/her supervisor with a written request detailing the course and explaining how it pertains to their field of work and how they would benefit he/she in the performance of his/her job duties. The supervisor, if he or she

approves the course, will submit the request to the Human Resources Office for further approval from the City Manager. If the supervisor or City Manager denies the request for educational assistance, a written explanation for the denial must be provided to the employee. At the conclusion of the courses, testing, etc., the employee must fill out a "Request for Educational Reimbursement Form" (*see attached*). The City will reimburse the employee for the amount spent to take the courses, testing, etc and related expenses such as books and course materials. The reimbursement amount will depend on the grade(s) obtained. A pass/fail course will be reimbursed for the full amount if passed and will not be reimbursed for any amount if failed. A grade of an A is reimbursed at 100%, B at 80% and C at 70%. The maximum amount of educational reimbursement that an employee can receive is \$2000 annually (including any other associated costs such as books etc.). Management staff and bargaining unit members' educational reimbursement amounts may differ. Employees utilizing educational assistance must remain with the City for a period of at least one (1) year from completion of the reimbursed course(s) or said monies must be repaid to the City (amount deducted from final pay).

HOLIDAYS AND VACATIONS

SECTION 4.1 OFFICIAL HOLIDAYS

Official holidays shall be: New Year's Day; Martin Luther King's Birthday; Memorial Day; July 4th; Labor Day; Veteran's Day; Thanksgiving Day; Friday after Thanksgiving; and Christmas Day.; Employees are also entitled to three (3) personal days.

New full-time probationary employees hired July 1st or later in the calendar year shall receive, for that year, only two (2) of the three (3) personal days. All other employees shall receive twenty-four hours of personal time on their pay stubs, which represents three (3) personal days. These hours shall be reflected on existing employees' pay stubs on the 1st paycheck of each calendar year. Employees wishing to utilize their personal days must complete an "Absentee Report Form," (*see attached*) and provide it to their supervisor and the Human Resources Director for approval.

Employees governed by a collective bargaining agreement should check their respective contracts to determine their holiday schedule.

SECTION 4.2 ELIGIBILITY FOR VACATION LEAVE

Vacation leave will begin to accrue on your date of hire. If requested and at the City Manager's discretion, an employee may be eligible to use up to twenty-four (24) hours of vacation leave after the completion of six (6) months of employment. After an employee's probationary period (i.e., once the employee

becomes a permanent employee) the employee is eligible to use his/her vacation leave by filling out an "Absentee Report Form" and providing it to his/her supervisor and the Human Resources Director for approval.

SECTION 4.3 VACATION LEAVE ACCRUAL

Vacation leave will begin to accrue immediately with restrictions on usage as described in section 4.2 of this manual. Should an employee be promoted and begin a new probationary period, vacation leave shall continue to accrue during the new probationary period.

SECTION 4.4 VACATION LEAVE - UNDER FIVE (5) YEARS EMPLOYMENT

During the first five (5) years of employment, employees shall receive ten (10) vacation leave days per year and these days will accrue on a bi-weekly basis or as specified in the applicable Collective Bargaining Agreements. As noted in Section 4.3 above, probationary employees have restrictions on vacation leave during their probationary period. Management staff may have differing vacation leave periods as specified in "Management Benefits" administrative policy. The Management Benefits policy (policy number 5-05) is *attached* to this Manual.

SECTION 4.5 VACATION LEAVE OVER 5 / UNDER 15 YEARS OF EMPLOYMENT

Employees who have served more than five (5) years but less than fifteen (15) years shall receive fifteen (15) vacation leave days per year and these days will accrue on a bi-weekly basis or as specified in the applicable Collective

Bargaining Agreements. Management staff may have differing vacation leave periods as specified in "Management Benefits" administrative policy. The Management Benefits policy (policy number 5-05) is *attached* to this Manual.

SECTION 4.6 VACATION LEAVE FOR 15 YEARS OR MORE

Employees who have served fifteen (15) years or longer shall receive twenty (20) vacation days per year and these days will accrue on a bi-weekly basis or as specified in the applicable Collective Bargaining Agreement. Management staff may have differing vacation leave periods as specified in the "Management Benefits" administrative policy. The Management Benefits policy (policy number 5-05) is *attached* to this Manual.

SECTION 4.7 VACATION LEAVE ACCUMULATION

All vacation leave accumulated in excess of Sixty (60) days at the end of each fiscal year (September 30 of each year) shall be compensated at the employee's current rate of pay or as specified in the applicable Collective Bargaining Agreement. Vacation leave accruals over sixty (60) days will be paid out to employees in one (1) lump sum check as soon as reasonably possible after September 30th of each year. Employees with an excess of Four Hundred Eighty (480) hours of Vacation leave as of October 1, 2012 must meet with the Finance Director and Human Resource Director to develop a plan for reducing their banked hours. Management staff may have differing vacation leave accumulation rules as specified in the "Management Benefits" administrative policy. The Management Benefits policy (policy number 5-05) is *attached* to this Manual.

**SECTION 4.8 VACATION TIME TO BE APPROVED BY
DEPARTMENT HEADS**

Requests for vacation leave shall be approved by the employee's Department Head or Manager. Vacation requests must be made in writing by an employee to his/her Department Head or Manager utilizing an "Absentee Report Form" (*see attached*). It is the Department Head's or Manager's responsibility to meet with the Human Resources Director prior to final approval of the employee's requested time off.

SECTION 4.9 EARNED BALANCE OF ANNUAL LEAVE

Any earned balance of annual leave of a regular employee who retires, resigns, is laid off, or who dies in the service of the City, shall be paid as soon as reasonably possible, to the employee or his/her beneficiary, at the employee's rate of compensation at the time of separation from City service, that is occasioned as a result of retirement, resignation, layoff, or death.

ABSENCES AND LEAVES

SECTION 5.1 ATTENDANCE

All employees must come to work on time, work their scheduled shifts, and leave work at the scheduled time. Irregular attendance of any kind and/or tardiness, which absenteeism or tardiness is not authorized or excused, shall be considered in marking efficiency ratings. Employees who demonstrate poor attendance habits are subject to disciplinary action including but not limited to termination.

SECTION 5.2 REPORTING ABSENCES FROM DUTY

Employees are required to report absences from duty, which were not previously arranged, to their Department Head or Manager within one (1) hour before their work day begins, on each day when such absence occurs. If the absence is expected to be of considerable duration, the absence must be reported as specified above on the first day of the absence (i.e., at least one (1) hour before the beginning of the work day), along with a statement of approximate length of time such absence is expected to continue. The City Manager or his/her designee will determine under what circumstances employees on such extended leaves of absence are entitled to compensation.

To the extent the terms of a collective bargaining agreement address absences, the terms of the collective bargaining agreement will supersede the provisions contained herein.

SECTION 5.3 **COMPASSIONATE/BEREAVEMENT LEAVE**

All employees shall be entitled up to five (5) days compassionate or bereavement leave with pay upon the death of a member of the employee's immediate family, i.e.: spouse, child, brother, sister, parent, grandparent or other relative living in the same household.

SECTION 5.4 **SERVICE CONNECTED INJURY/CITY**
SUPPLEMENTAL PAY TO WORKERS
COMPENSATION BENEFITS

Whenever any full time employee sustains an on-the-job injury, he or she shall be carried at full pay and benefits for a period not to exceed three (3) months, unless extended by the City Manager for a period not to exceed an additional three (3) months or specified otherwise in the Collective Bargaining Agreements. Subsequent to that, if the employee is still unable to return to work and remains on Workers' Compensation leave, the employee will be paid in accordance with existing Florida law. The City Manager has the right to have the employee examined by the City doctor prior to the approval of any pay benefits. Any Workers' Compensation checks received by the employee during the period the employee is being provided with full pay and benefits by the City, shall be endorsed to the City. In considering whether to award the above-described additional three (3) months of pay and benefits, the City Manager shall consider the following:

1. The employee's length of service and past accident and on -
the-job injury record,
2. Any and all written safety rules and regulations of the City;
and
3. Copies of all pertinent medical reports prepared by the employee's
treating physician.
4. All pertinent facts and information concerning the injury sustained
including whether or not the employee was involved in activity that
was not connected with the employee's job duties; and copies of all
pertinent medical reports prepared by the employees treating
physician.

Employees on Workers' Compensation leave will be required to complete an "Absentee Report Form" and provide it to their supervisor and the Human Resources Director.

Employees whose terms and conditions of employment are governed by a collective bargaining agreement shall be compensated in accordance with the operative agreement.

SECTION 5.5 SICK LEAVE

Sick time shall start accruing at twelve (12) days per year on a bi-weekly basis. If an employee desires to utilize sick leave, that employee must complete an "Absentee Report Form," (*see attached*) and provide it to his/her supervisor and the Human Resources Director for approval. If an employee is absent from work

for more than three (3) consecutive days, a physician's medical certificate may be required to be submitted to the Human Resources Director upon the employee's return to work unless specified otherwise in the applicable Collective Bargaining Agreement. Any accrued sick leave not utilized in this manner will be accumulated (banked) and carried over to the following year.

SECTION 5.6 ACCUMULATED SICK LEAVE

Banked sick leave shall be forfeited upon an employee's separation from City employment via dismissal or resignation and no payment for the same shall be made in any manner. After seven (7) years of creditable service, banked sick leave shall be purchased back by the City on an hour-for-hour basis upon an employee's retirement or lay-off and shall be paid out at the same base pay rate as it was at the time of retirement lay off. Any employee who has accumulated (banked) an excess of 500 hours of sick leave as of September 30 of any fiscal year, may cash out up to eighty (80) hours of accumulated sick leave at his straight time rate of pay in effect as of September 30th. The cash out will be paid in one (1) lump sum check as soon as reasonably possible. An employee cannot cash in accumulated sick leave if it will result in less than 500 hours of sick leave in the employee's bank. The amount of sick leave that may be cashed out by management staff may vary as specified the Management Benefits administrative policy. The Management Benefits policy (policy number 5-05) is *attached* to this Manual.

SECTION 5.7 **LEAVE WITHOUT PAY**

A leave of absence without pay for periods not longer than twelve (12) working days may be granted to regular employees by the City Manager if so requested by the employee, within the City Manager's discretion. The City Manager has the discretion in extenuating circumstances to extend such leaves of absence, but such extensions shall not exceed a period of six (6) months. The employee is required to notify the City Manager of the reason for the leave. Any information shared with the City Manager will be kept strictly confidential. If the leave is required for medical reasons, the employee may be required to provide a medical release from his/her doctor before returning to work. Upon expiration of properly approved leave without compensation, the employee shall be reinstated to the position held at the time that leave was granted. In exceptional circumstances, such leave may be canceled at any time and the employee may be ordered to report back to his duties within a reasonable time. During the leave time, the employee will be responsible to coordinate continuation of payment for fringe benefits such as health insurance, union deductions etc. with the Human Resources Director. While on leave without pay, no fringe benefits will accrue.

SECTION 5.8 **JURY/WITNESS DUTY**

If an employee is summoned for jury duty or must appear in court as a witness, the employee must notify his/her supervisor as soon as possible and provide a copy of the notice. The supervisor must then provide the notice to Human Resources. Upon returning to work, the employee should provide a copy

of the notice dismissing him/her from jury duty. All employees will be given a leave of absence with full pay to report for jury duty.

Any compensation received by the employee for jury service must be remitted to the City.

Time off for testifying in union matters is not reimbursable. Employees subpoenaed to give testimony in court on behalf of the City will receive full pay with no loss of time. Employees who testify on their own time on behalf of the City may keep any compensation paid pursuant to subpoena. Leaves of absence shall be without pay for an employee who is a defendant in a civil or criminal action or plaintiff or complainant in a civil or criminal action not associated with or arising out of City business.

SECTION 5.9 MILITARY LEAVE

Active Duty

Employees of the City who are members of the United States Armed Forces must show their military orders to their supervisors as soon as they are received.

During the first thirty (30) days on active military duty, activated employees will receive their City regular base pay and benefits in addition to their military base pay. After the initial thirty (30) days on active duty, if the military base pay is less than the City regular base pay, the City will pay the difference to the activated employee for the duration of their term of active duty. The employee will be required to provide official documentation of their compensation from the

military, including any increases or decreases, which may occur during their term of active duty.

Insurance benefits will continue as if the employee were still actively employed with the City, subject to the terms and conditions contained in applicable policies and plan documents. If the employee elects to continue family/dependent group health insurance coverage or any of the other available options while on active duty, the employee will continue to be responsible for the associated premium payments, in accordance with the procedures set up for that purpose.

The City will continue to contribute, on an actuarial basis, the City's share to the applicable pension plan. If the employee is a member of a pension plan that requires their contribution, the employee will contribute based on the amount of pay received pursuant to this section. The activated employee's vacation and sick leave accruals will be frozen, and will not continue to accrue while the employee is on active duty. Activated employees are entitled to keep all seniority rights and their seniority continues to accrue while they are away from work.

All regular employees returning from active service are eligible for re-employment in the same position they left (or a similar one in terms of status, pay and with accrued seniority), under the following conditions:

- The individual must receive an honorable discharge.
- The individual must still be qualified to perform the job duties. If the

individual needs to practice job skills, a reasonable time will be granted as

determined by the City Manager. In the event an individual is not qualified for their former position (required job skills have changed or the individual has a disability which precludes them from performing the essential functions of the position), then the individual will be allowed to attempt to qualify for a similar job.

- The Individual being reinstated must complete employment medical examination or drug screening applicable for the position.
- If the City's circumstances have changed and the position no longer exists, then the veteran may apply for any other open positions.
- The individual must apply for re-employment within the applicable timeframes listed below: (a) For periods of military service of 1 to 30 days, they must return by the beginning of the following first regularly scheduled workday with allowance for safe return travel; (b) For periods of military service of 31 to 180 days, they must apply for re-employment no later than 14 calendar days after the completion of their service; or (c) For periods of military service 181 days or more, they must report to work no later than 90 calendar days after the completion of their military service. All of these periods are extended to two years if the individual is hospitalized or slow to return to health because of an injury incurred or aggravated during military service.

Reserve or National Guard Training Leave

If an employee is a member of the Reserve, National Guard or other reserve component of the Armed Forces of the United States and called upon for training,

then that employee shall receive his regular base pay (paid leave) up to a maximum of 240 working hours in any one annual period. The employee should give their his/her supervisor as much advance notice as possible of the intent to be away. The employee shall be required to submit an order or statement from the appropriate military commander as evidence of such duty. Such order or statement must accompany the formal request for military leave.

SECTION 5.10 **FAMILY AND MEDICAL LEAVE**

All employees who have been employed by the City for at least twelve (12) months and have worked at least 1,250 hours within the last twelve month period may be granted a leave of absence pursuant to the Family and Medical Leave Act of 1993 (FMLA), which provides eligible employees with up to twelve workweeks of unpaid, job-protected leave each year for specified family and medical reasons as follows: a personal serious health condition; birth or adoption or foster placement of a child; or to care for a child, spouse or parent with a serious health condition. An eligible husband and wife who both work for the City will be limited to a combined total of twelve (12) workweeks of FMLA leave during any twelve month period for the birth of a child, the placement of a child with them for adoption or foster care, or if they must take care of a parent with a serious health condition. FMLA leave can be taken in a single continuous period, intermittently, and/or on a reduced leave schedule. For intermittent or reduced leave, the twelve work weeks are pro-rated according to the number of hours worked on a weekly basis. The twelve-month period is measured from the date the leave begins. The

next twelve-month period begins the first day of a leave taken after the completion of any previous twelve-month period.

Eligible employees must notify their Department Head or Manager not less than 30 days before the requested leave is to begin, except for an unforeseeable emergency. In order to request FMLA leave, the employee must complete the "Request for Family and Medical Leave Form" (*see attached*) and attach a copy of the Certification by Physician or Practitioner form and submit both forms to the Human Resources Director. Failure to provide proper notice could result in a delay in the taking of the leave. In the case of an emergency, employees or their relatives must notify their Department Head or Manager and provide necessary paperwork to the Human Resources Director as soon as is reasonably possible. Employees are responsible for securing authorization for the leave before commencing the leave.

Employees must make every effort to schedule treatments so that the treatments are minimally disruptive to the operations of the City. Employees must keep their Department Head or Manager informed of their status while on leave. A status update must be provided at least on a bi-weekly basis. It is the Department Head or Manager's responsibility to notify the Human Resources Director of the employee's status updates while on leave. Employees must continue to pay their portion of medical, dental, and life insurance while on leave and must coordinate payment of the same with the Human Resources Director. Failure to do so will result in the termination of their

insurance coverage. Employees are also responsible for coordinating continued payment of their union dues with the Human Resources Director. Payments must be made by the fifteenth (15th) of every month or as mutually agreed upon prior to the commencement of the leave. If an employee fails to return to work from an FMLA leave, the City may recover any premiums paid to maintain group health insurance for the employment during the period of leave without pay.

Employees on FMLA leave shall exhaust any applicable accrued leave prior to taking leave without pay. Employees may use accrued sick leave when leave is requested to care for a newborn or newly adopted child or placement of a foster child. As with all other types of absences without pay, sick leave and vacation leave shall not accumulate.

After all paid leave is exhausted the employee can request unpaid leave as provided for in the applicable collective bargaining agreement governing his/her terms and conditions of employment, or as stated in section 5.7 of this manual. When an employee returns to work following a family or medical leave, he/she will be returned to the same or an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.

Outside employment during FMLA leave is prohibited and may result in disciplinary action, up to and including termination from City employment.

SECTION 5.11 LEAVE DONATION

An employee who has exhausted all of his/her time off (i.e., sick days, personal days, compensatory time, vacation leave etc.) and is in need of time off

from work for extraordinary circumstances such as sickness, care of a family member etc., must make a written request for leave donations to his/her Department Head. The Department Head will review the written request for leave donations and will forward a memorandum concerning the same to the City Manager. The City Manager will then attach a cover memorandum to all employee paycheck stubs informing them of the request for such leave donations. Employees requesting leave donations (donees) are prohibited from soliciting such leave donations from their fellow employees.

In the circumstances described above when fellow co-workers (or donees) are requesting leave donation, employees are allowed to donate their accrued leave time to that person. In order to donate time to another employee, the donor employee must fill out a "Leave Donation Form" (*see attached*), obtain his/her supervisor's approval and submit the form to the Human Resources Office.

Once the Leave Donation Form is properly completed, it will be forwarded to the Finance Director for payroll processing. The donated time will be converted based on the donee's hourly salary. For example, if a donor employee with a higher hourly rate donates time to a donee employee with a lower hourly rate, the rate will be converted on a dollar-for-dollar basis rather than an hour-for hour basis. The donated hours will only be credited to the donee's sick leave balance, regardless of the category from which the time was originally donated. Donor employees who choose to donate time will have that time deducted from the appropriate accrued leave category on the next pay cycle. The donated time may

not be transferred to any other accrued leave category upon the donee employee's return to work. Instead, the donated time will remain in the sick leave category.

FILLING OF VACANCIES

SECTION 6.1 RECRUITMENT

The Human Resources Director shall give public notice of all job vacancies within the City. The City will only accept employment applications for vacant job postings. Vacant job notices will be announced on the City's website, Miami Herald and other newspapers of general circulation in the County. Distribution may also be made among educational, professional and vocational institutions and shall be displayed on bulletin boards in the City. Vacant job notices shall specify the title, minimum compensation, minimum qualifications required, the final date on which applications will be received and any other pertinent information. Any existing employees interested in applying for a position within the City should submit an employment application and their resumes to the Human Resources Director within the specified dates listed in the job announcement. Completed employment applications and resumes will generally be required with all job vacancy responses.

SECTION 6.2 PROCESSING OF NEW HIRE CANDIDATES

The Human Resources Director will review and screen all employment applications and resumes to ensure that the applicant meets the minimum criteria required for the particular job opening. The Human Resources Director together with the City Manager shall create a panel of at least three (3) staff members or professionals for the purpose of interviewing applicants who meet the minimum criteria. The Human Resources Director shall be included in

the panel. The panel shall make recommendations to the City Manager, who will make the final decision regarding the selection of the most suitable applicant. The applicant selected will be required at a minimum to pass a physical, medical, and in some cases a psychological, polygraph and drug testing (as permitted by FL Law) as a condition of their employment. If the prospective employee is applying for a Department Director position, the City Manager will be the person to choose the final candidate to fill the vacancy, but his selection must receive Commission confirmation at the nearest scheduled commission meeting. If Commission does not confirm the prospective employee's hire, the Commission will provide direction concerning the filling of the position.

SECTION 6.3 **PROMOTIONS**

If the City Manager desires to promote an existing employee to another position without publicly advertising the position, the City Manager has the discretion to do so. A promotion of an existing employee to a Department Director's position must be confirmed by the Commission at the nearest scheduled Commission Meeting. If the Commission does not confirm the appointment, the Commission will provide direction concerning the filling of the position.

SECTION 6.4 **INTERIM APPOINTMENTS**

If there is an unforeseen vacancy in the City or an abrupt need to terminate an employee, it is the City Manager's discretion to appoint, on an interim basis, any person he or she sees fit to render the services of that position. As soon as reasonably possible, if not promoting from within the organization, the position

must be advertised and the new hire process begun. The interim appointment, if interested in the permanent position is required to comply with the required new hire process.

SECTION 6.5 **REHIRE**

No person terminated from his/her City employment as a result of disciplinary action or who resigns therefrom in lieu of termination, shall be eligible for rehire with the City.

SECTION 6.6 **DEPARTMENT TRANSFER**

Department transfer pertains to the transfer of a City employee from one City position to another at the same rate of compensation (unless defined otherwise in an applicable collective bargaining agreement). Department transfers may be made at the discretion of the City Manager. The transfer of an employee for a temporary period of time (not exceeding three (3) months) from a position in one department to another position in another department which new position has a higher pay grade (as set forth in the Job Classification and Description Manual), may be made in order to bring about a better distribution of persons in the service, to provide training or for any other reason the City Manager deems. Under such circumstances, the employee will receive five% (5 percent) additional pay for each day working in that new capacity.

SECTION 6.7 **PROBATIONARY PERIOD**

The probationary period shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to

his/her position and for eliminating any probationary employee whose performance and/or attendance does not meet the required standards. The probationary period for all original and promotional appointments shall be for a period of one (1) year. Any absence in excess of three (3) weeks shall automatically extend the probationary period by the amount of time of the absence. Appointment to regular status is not automatic upon the expiration of the probationary period. In order to obtain an appointment to regular status, the new employee must have received a completed satisfactory performance evaluation as defined in Section 3.1 above as relates to employee compensation.

If, at any time during the probationary period, the employee's immediate manager or department head deems the employee's performance to be unsatisfactory, he or she may recommend to the City Manager that the employee be terminated. If the department head and the City Manager agree that termination is warranted, the employee may be terminated without explanation at any time with or without cause and without the right of appeal or hearing in any manner.

DEMOTIONS, SUSPENSIONS, REMOVALS AND RESIGNATIONS

SECTION 7.1 DISCIPLINE

If any employee engages in activity that is detrimental to the best interests of the City (including its residents and/or other employees), that employee will receive appropriate discipline. Disciplinary actions may take the form of: verbal reprimands; written reprimands; suspensions; reduction in pay; demotions; or discharge. Depending on the type, frequency and severity of the offense involved, progressive discipline may be utilized by the City. However, there may be circumstances under which progressive discipline is not appropriate. For instance, in some circumstances, the offense may be so egregious that immediate severe disciplinary action is justified.

Employees who are suspended, reduced in pay, demoted or discharged may follow the grievance procedures outlined in Section 9 below, in order to appeal the disciplinary action imposed.

SECTION 7.2 EFFECTIVENESS OF DISCIPLINARY ACTION

The removal, suspension, reduction in pay or demotion of a regular employee shall not become effective until the grievance procedure outlined in Section 9 below has been exhausted or, if the disciplinary action is not grieved, shall not become effective until the City Manager has served the employee with a written notice regarding the finality of the decision. Such written notice shall be

personally served on the employee or sent via certified mail to the employee's last known address, with a copy to the Human Resources Director.

SECTION 7.3 **DEMOTIONS**

A transfer from a position in a higher class to a position in a lower class shall be deemed a demotion (i.e., transfer from a position as a management employee to a service employee). The department director or manager may recommend that the City Manager demote an employee whose ability to perform his/her duties falls below standard. No employee shall be demoted to a position for which he/she does not possess the minimum qualifications.

SECTION 7.4 **SUSPENSIONS**

All suspensions without pay (other than those based on alleged criminal conduct as articulated in Section 8.5 below) shall not exceed thirty (30) days. Any employee suspended for more than thirty (30) days in any twelve (12) month period shall be deemed to have his employment terminated. Disciplinary suspensions may be deferred by the department director for a period not to exceed forty five (45) days.

SECTION 7.5 **CRIMINAL CONDUCT**

Any employee in the City service who has been arrested (on or off duty), indicted, or who has been charged by information in any State or Federal court must report such arrest, indictment or charge as soon as possible (i.e., no later than the next business day) to the employee's supervisor, department head or other City official in a management capacity. Failure of an employee to report such arrest,

indictment or charge as required under this policy may result in disciplinary action up to and including termination.

Any employee who has been arrested and charged with a felony or other serious crime, indicted, or informed against in a State or Federal court may be suspended without pay by the City Manager. Such suspension shall continue until the criminal proceedings are concluded. If the employee is convicted, conviction shall be grounds for removal. In the event of acquittal, the employee may apply for reinstatement and recovery of all wages and emoluments lost by reason of such suspension, which shall be determined by the City Manager upon the conclusion of all disciplinary matters or administrative investigations arising therefrom.

SECTION 7.6 **TERMINATION**

Actions upon which a termination may be based include but are not limited to the following:

- (a) Conviction for a felony or misdemeanor involving moral turpitude;
- (b) Unlawful use or possession of narcotics or controlled substances;
- (c) Reporting to duty under the influence of, or use while on duty of intoxicants, narcotics or controlled substances;
- (d) Unauthorized departure from the City during working hours;
- (e) Theft or misappropriation of City property or the property of fellow employees or citizens;

- (f) Willful or gross neglect of or damage to City property or the property of fellow employees or citizens;
- (g) Willful violation of City Ordinances, regulations or applicable Personnel Rules and Regulations;
- (h) Failure to follow reasonable directives of supervisors;
- (i) Willful or wanton misconduct toward residents of the City;
- (j) Falsification of City records, including time keeping records;
- (k) Habitual tardiness with prior discipline;
- (l) Habitual absence or absence without leave, with prior discipline;
- (m) Incompetence, inefficiency or other inability to satisfactorily perform assigned duties, and
- (n) Refusal to obey direct orders of supervisors
- (o) actions specified in the applicable collective bargaining agreements.

SECTION 7.7 RESIGNATIONS

Employees who desire to resign shall do so in writing to the head of the department in which they are employed. The department head will report the resignation to the City Manager's Office and the Human Resources office immediately. Non-managerial employees must submit their resignation at least one week in advance. Managerial employees must submit their resignation at least

three weeks in advance. Employees with collective bargaining agreements should check their agreements for possible variations on this policy.

SECTION 7.8 **PAY OUT OF BANKED TIME (VACATION, SICK, COMP ETC.)**

Any balances in an employee's time bank that per the rules of this manual are eligible for pay out, shall be provided to the employee in one (1) lump sum check at the time of termination, layoff, or resignation at the employee's current rate of hourly pay at the time of separation.

SECTION 7.9 **LAY-OFF DUE TO SHORTAGE OF WORK OR FUNDS**

The City Manager at his/her sole discretion may reduce the number of employees in any department because of material changes in duties or organization or because of shortage of work or funds. Length of service to the City as a whole, and the employee's performance evaluation scores shall be considered when determining layoff decisions. The performance evaluations will be reviewed to determine if the employee received passing scores on his/her last two performance evaluations, which will be a minimum criterion. If an employee is laid off due to shortage of work or funds, that employee will, for a period of one (1) year be placed on a call back list and given priority for hire over prospective candidates. The employee will receive notice of rehire by registered mail at their last known address on City record. The employee has a 10 calendar days to respond to the call back for rehire notice. Failure to respond within this time frame will cause the City to retract the notice of rehire and the City will remove the

employee from the call back list. Employees rehired as a result of a call back will retain their seniority as of the date of their separation. All probationary employees shall be laid off before any regular employee in the same class.

GREVANCE AND APPEAL PROCEDURE

SECTION 8.1 GRIEVANCES/APPEALS OF DISCIPLINARY ACTION

In cases involving suspensions without pay, reduction in pay, reduction in rank/demotion, or discharge, the following procedures shall apply (note that the procedures will not be available to probationary employees and that no other disciplinary actions may be grieved):

A. The employee shall receive written notification of the proposed disciplinary action, together with sufficient facts and reasons therefore, as will enable the employee to make an explanation and/or present a defense to the proposed discipline. An employee who contests the proposed disciplinary action in accordance with the below procedure shall be considered in "pay" status until such time as the City Manager or his/her designee renders his/her written decision. However, nothing herein shall preclude the City from imposing immediate disciplinary action, without advance notice, where it is believed by the person taking disciplinary action that giving such notice would result in damage to property of the City, would be detrimental to the interest of the City, or would result in injury to the employee, a fellow member or employee, or the general public. In such circumstances, the employee, although not in pay status, will be given reasons for the disciplinary action after it takes effect and thereafter will be entitled to utilize the hearing procedures set forth in the following paragraphs.

B. If an employee desires to contest the disciplinary action proposed by the City Manager or his/her designee, that employee must, within five (5) calendar days of receipt of notice of the proposed disciplinary action, file a request for a hearing before the City Manager or his/her designee, together with a brief statement outlining the reasons for the request. If the employee does not make a timely request for a hearing, he/she will be conclusively presumed to have concurred in the proposed disciplinary action and such action will become final.

C. A hearing will be scheduled by the City Manager or his/her designee not less than ten (10) calendar days from the date of receipt of the hearing request. The hearing will be informal and will be conducted as follows:

1. The City Manager or his/her designee will orally inform the employee of the proposed disciplinary action and shall provide the employee with the opportunity to present to present any evidence he/she believes will mitigate, negate or otherwise explain the conduct for which discipline has been recommended.
2. The employee may be accompanied by a representative of his/her choice.
3. The employee shall have the right to respond to the charge(s) made against him/her both in writing to, and orally before, the City Manager or his/her designee. The employee may call witnesses in support of his/her case and may present any written documentation that he/she believes is pertinent to the determination that is made concerning the recommended discipline.

3. The City Manager or his/her designee shall render a final written decision within ten (10) calendar days after the hearing. The decision shall advise the employee of the disciplinary action which is to be taken by the City. The City Manager's decision is final and cannot be further grieved or appealed.

Employees who are governed by a collective bargaining agreement should adhere to the grievance procedures contained therein.

SECTION 8.1 (cont.)

Any employee in the classified service who has successfully passed his/her probationary period, who believes that any right under these rules has been denied, shall have the right to file a grievance. Failure to strictly follow the time limits contained herein will automatically result in a final and binding denial of the grievance. If the City fails to follow the time limits, the appropriate City official will be deemed to have denied the grievance and it may proceed to the next step.

Step 1: The aggrieved employee shall present any grievance orally to his or her immediate supervisor. Discussion will be informal for the purpose of resolving differences in the simplest and most direct manner. The immediate supervisor shall consult with the Department Head, reach a decision, and communicate that decision orally to the aggrieved employee within three (3) working days from the date the grievance was presented to him or her. Supervisors are not empowered to make policy decisions. If the grievance is not resolved at this step, it shall be the responsibility of the aggrieved employee to reduce any grievance to writing within five (5) working days of the date of the supervisor's response.

Step 2: If the grievance is not resolved in Step 1, the employee shall reduce the grievance to writing, sign it, and present it to the Department Head. The Department Head shall confer with the immediate supervisor and the employee and shall attempt to obtain the facts concerning the alleged grievance, and shall conduct a meeting concerning the grievance within five (5) working days of receipt of the written grievance. The Department Head shall notify the aggrieved employee of his or her decision no later than five (5) working days after the meeting.

Step 3: If the grievance has not been satisfactorily resolved in Step 2, the employee may forward the grievance to the City Manager within three (3) working days of receipt of the Department Head's decision. The City Manager or his/her designee shall meet with the aggrieved employee within ten (10) working days after receipt of the grievance unless an alternate time period is mutually agreed upon in writing. The employee shall have the right to respond to the charge(s) made against him/her both in writing to, and orally before, the City Manager or his/her designee. The City Manager shall render a final written decision within ten (10) calendar days after the hearing, unless this period is extended by mutual agreement in writing. The final written decision shall advise the employee of the disciplinary action which is to be taken by the City. The City Manager's decision is final and cannot be further grieved or appealed.

Employees who are governed by a collective bargaining agreement should adhere to the grievance procedures contained therein.

SECTION 8.2 **PROMOTED EMPLOYEE RIGHT TO APPEAL**

A promoted employee, while in the probationary period of promotion, shall have no right to appeal a demotion back to the position held prior to promotion.

SEVERABILITY

Should any part or provision of these rules be rendered invalid by reason of any existing or subsequently enacted legislation or court decisions, such invalidation of any part or provision of these rules shall not invalidate the remaining portions thereof, and they shall remain in full force and effect. Any applicable collective bargaining agreements shall prevail should there be conflicts or inconsistencies between this Manual and those agreements. If any issues are not addressed in Collective Bargaining Agreements but addressed in this manual, the rules of this manual will be enforced upon the employee.

ACKNOWLEDGEMENT PAGE

I acknowledge that I have received a copy of the City of North Bay Village's Personnel Policies and Procedures Manual (the "Manual"). I agree to read it thoroughly, including the statements in the introduction describing the scope and purpose of the Manual. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from the Human Resources Department. I understand that the City of North Bay Village is an "at will" employer and, as such, employment with the City of North Bay Village is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the City of North Bay Village has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand the Manual states the City of North Bay Village's policies and practices in effect on the date of publication. The policies contained in the Manual supersede any and all prior practices, oral and written representations, or statements regarding the terms and conditions of employment with the City of North Bay Village. I understand that nothing contained in the Manual may be construed as creating a promise of future benefits or a binding contract with the City of North Bay Village for benefits or for any other purpose. I also understand that, unless controlled by a collective bargaining agreement, the terms and conditions of employment contained herein are continually evaluated and may be amended or modified as deemed necessary, with or without notice.

Please sign and date this receipt and return it to the Human Resources Department.

Signature: _____

Print Name: _____

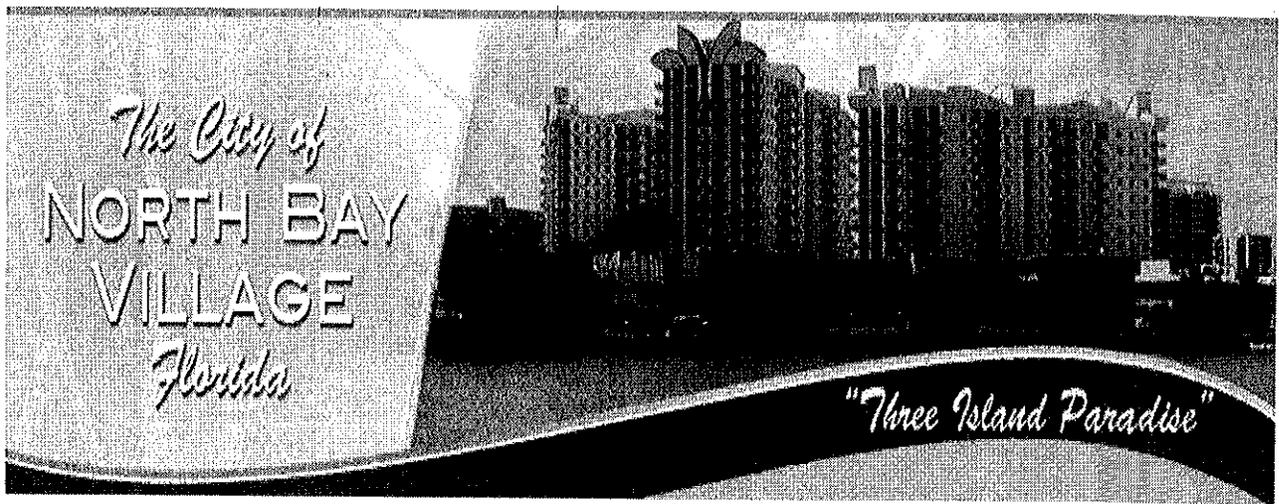
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****REMOVE FOR PERSONNEL FILE****

ATTACHMENT A

JOB DESCRIPTION AND JOB CLASSIFICATION MANUAL & PAY PLAN

11C(80)



JOB DESCRIPTION / POSITION CLASSIFICATION MANUAL



Prepared and Distributed by:

City of

North Bay Village

1700 Kennedy Causeway, Suite 132

North Bay City, Florida

LAST EDITED: 9/19/12

11C(81)

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ATTACHMENTS

PAY PLAN

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Introduction

The Job Description / Position Classification Manual and pay scale is the cornerstone of the Personnel Management Program, and as such shall undergo continuous revisions and adjustments to reflect changes in the organizational structure and in the job market. This process will ensure an equitable personnel system.

Classification Plan Design

The plan contains job descriptions for every position authorized by the City Commission. The job descriptions in the plan illustrate the essential functions and detail the duties and responsibilities of every position, as well as the suggested minimum qualifications. All positions are group under the respective department they correspond to.

As mentioned previously, the job descriptions are not unalterable. Organizational structure, job content, and Federal and State law changes will occur, and subsequently, revision and updating of the job descriptions will be required possibly on a yearly basis.

Job Descriptions

This section contains Job Descriptions of the various classes of work in the Personnel System. Job descriptions are designed as a "guide" in recruiting and examining candidates for employment, in determining lines of promotion, in developing training programs, and as guidelines in determining salary relationships. They also provide uniform job terminology.

Job Title

Job titles are reasonably descriptive of the kind of work assigned. By using the titles on payroll, budgets, personnel forms, and other reports dealing with positions, a common terminology is provided.

Classification Identification

The Classification Identification for each position is an alphanumeric representation of the position as it is classified according to the Fair Labor Standards Act. Each position is determined to be either, Exempt, Union or contractual.

General Purpose

The General Purpose section describes the major functions of the position and places emphasis on the principle elements of the position to establish the general nature of the job.

Essential Duties and Responsibilities

Typical duties and tasks assigned to the position. This section is meant to be descriptive and explanatory, but it is not intended to be restrictive or limiting. The purpose is to illustrate the more typical portions of the work performed by the position.

Required Knowledge, Skills and Abilities

This section explains the attributes and knowledge that an individual must possess in order to effectively execute the position.

Minimum Qualifications

Persons meeting all of the previous selection requirements may be offered a conditional employment pending successful completion of the job-related medical, background investigation and/or psychological examination.

CITY MANAGERS DEPARTMENT

Position Description

City Manager

Classification Identification: Exempt / Department Head

Pay Grade: Thirty-Nine (39)

General Purpose

Directs, manages and coordinates the administration of the City of North Bay City in accordance with the policies determined by the City Commission and the City Charter. Appoints department heads and staff as provided by the City Charter and local ordinances. Supervises activities of City's departments, offices and agencies either directly or through appointed staff. Prepares the City's annual budget and submits estimates to the City Commission for approval. Plans for future development of urban and non-urban areas to provide for population growth and expansion of public services. Attends numerous organizational and community meetings on behalf of the City of North Bay City. May perform other duties as designated by local laws and by the City Charter. Reports to the City Commission.

Essential Duties and Responsibilities

- Oversees all administrative activities for the City.
- Provides advice and consultation to the City Commission on the development and implementation of City programs and policies.
- Reviews budget requests and develops the City's annual budget.
- Oversees the management of the expenditure of allocated funds and collection of revenues.
- Develops and recommends programs to assure the economic development and financial vitality of the City.
- Reviews service delivery programs to assure the effective provision of City services.
- Coordinates the preparation of the agenda for City Commission meetings.
- Represents the City Commission with employees, community groups, individual members of the public, and other governmental agencies on a variety of program areas.
- Oversees the preparation of the City's long term capital improvement plans and financing strategies.
- Conducts special studies as directed by the City Commission, prepares reports, and makes presentations on the findings.
- Oversees the negotiation and management of service contracts and leasing agreements related to City operations.
- Manages all aspects of the City's personnel function including employment procedures, grievances, affirmative action, and employer-employee relations.
- Supervises the preparation and administration of grant applications and expenditures.
- Serves as the City's representative on a variety of boards and committees.
- Oversees the proper maintenance of City records and archives.

Required Knowledge, Skills and Abilities

- Knowledge of City, federal and state laws, rules, regulations, and ordinances specific to areas of assignment.
- Knowledge of complex subject matter related to area of assignment.

- Knowledge of management and administration practices and procedures.
- Knowledge of budget development, monitoring and administration practices and procedures.
- Knowledge of public relations and customer service practices and procedures.
- Knowledge of mediation and conflict resolution practices and procedures.
- Skill in motivating and developing team building within diverse departments.
- Skill in utilizing written and oral communication in developing management level reports and presentations.
- Skill in developing and implementing programs, policies and procedures.
- Skill in prioritizing and managing multiple tasks and projects simultaneously.
- Skill in assigning, delegating, reviewing and evaluating work.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

Desired Minimum Qualification

- As per City Charter, Article IV, 4.01 City Manager.
- A Master's degree from an accredited college in business, public administration, or related field and Three (3) years of experience in administrative support at the executive level, or a Bachelor's degree and five (5) years of experience in administrative support at the executive level.

Position Description

Deputy City Manager

Classification Identification: Exempt / Non Union

Pay Grade: Thirty Two (32)

General Purpose

Responsible and professional level work assisting the City Manager in directing the overall operation of the city. Work is performed under the administrative direction of the City Manager who outlines broad areas of responsibility and assigns projects. Considerable independent judgment and discretion is involved, as well as the ability to effectively represent the city administration in communications with the public and with employees.

Essential Duties and Responsibilities

- Attend Committee, County and State meetings on behalf of the City as directed by the City Manager.
- Receive information requests and complaints regarding services and resolves problems with the public.
- Perform organizational and procedural studies and develop recommendations for the City Manager.
- Perform advanced administrative work as directed by the City Manager including identifying administrative and managerial problems and recommending appropriate action.
- Provide technical assistance to other personnel in implementing new or modified systems.
- Assist in the compilation of the Annual Operating and Capital Budget.
- Represent the City Manager in collective bargaining.
- Manage or supervise general projects as directed by the City Manager.
- Work with City legal department to address legal matters.
- Develop and implement departmental operations and procedures manuals.
- Assist the City Manager with evaluating staff performance annually, and with recommending disciplinary action against department employees for violation of City or Department Policies and Procedures.
- Responsibly and effectively assist with recommendations for hiring, terminating, promoting, or other status changes of employees to the City Manager as requested.
- Perform other duties assigned by the City Manager.

Required Knowledge, Skills and Abilities

- Knowledge of City, Federal and State laws, rules, regulations, and ordinances specific to areas of assignment.
- Knowledge of complex subject matter related to area of assignment.
- Knowledge of management and administration practices and procedures.
- Knowledge of budget development, monitoring and administration practices and procedures.
- Knowledge of public relations and customer service practices and procedures.
- Knowledge of mediation and conflict resolution practices and procedures.
- Skill in motivating and developing team building within diverse departments.

- Skill in utilizing written and oral communication in developing management level reports and presentations.
- Skill in developing and implementing programs, policies and procedures.
- Skill in prioritizing and managing multiple tasks and projects simultaneously.
- Skill in assigning, delegating, reviewing and evaluating work.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

Desired Minimum Qualification

- A Bachelor's degree from an accredited college in a related field such public administration, finance, social science.
- Minimum of Three (3) years of progressively responsible administrative experience in municipal government, including management and supervision of work activities.
- Minimum requirements may be waived by the City Manager.

Position Description

Grants Writer / Administrator

Classification Identification: Contractual
Pay Grade: Contractual

General Purpose

Responsible and professional level work assisting the City Manager, Assistant City Manager and Department Heads with writing grant applications, management and full administration of grants obtained.

Essential Duties and Responsibilities

- Research, prepare and administer local, state and federal grants as directed by the City Manager.
- Works with other department heads and finance director to manage existing grants and newly obtained grants.
- Responsible for the full writing and administration of all City grants.
- Attend meetings related to grants as needed.
- Perform other duties assigned by the City Manager.

Required Knowledge, Skills and Abilities

- Knowledge of City, Federal and State laws, rules, regulations, and ordinances specific to areas of assignment.
- Knowledge of grants writing and overall administration process.
- Skill in prioritizing and managing multiple grants simultaneously.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

Desired Minimum Qualification

- A Bachelor's degree from an accredited college in a related field such as finance, marketing, social science with five (5+) years experience in grant writing and administration.
- Minimum requirements may be waived by the City Manager.

Tools and Equipment Used

- Computer and various office equipment

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Executive Assistant to the City Manager, Deputy City Manager and Commission

Classification Identification: Exempt / Non-Union

Pay Grade: Eighteen (18)

General Purpose

Advanced executive secretarial/administrative work assisting the City Manager, Deputy City Manager and Commission with a variety of operational and administrative details. Work is performed with considerable independence under general supervision of the City Manager and Assistant City Manager.

Essential Duties and Responsibilities

- Perform advanced executive secretarial and administrative work as directed by the City Manager, Deputy City Manager or City Commissioners.
- Works with the City IT provider to coordinate services for employees and ensure proper functioning of equipment.
- Manages and updates the City's email, website for entire City and other department heads at their request, updates City's TV channel, telephone and cell phone communications, works with Human Resource Director to incorporate changes needed due to changes in employee status.
- Maintains direct communication with elected officials in reference to their emails, website, electronic devices such as phone and computers as well as recording and broadcasting of live City Commission meetings, schedule of programming for broadcast channel and maintenance of recorded meetings for the purposes of public record.
- Compile, develop and analyze reports and studies as directed by the City Manager, Deputy City Manager or City Commissioners.
- Answers and directs calls for the City Manager, Deputy City Manager or City Commissioners. Also performs receptionist duties when necessary.
- Take dictation and transcribe administrative correspondence through verbal dictation and/or the use of a dictating machine or similar recording equipment.
- Answer routine correspondence and compose letters for the City Manager, Deputy City Manager or City Commission.
- Open, sort and route all correspondence to appropriate departments.
- Assists with City marketing and public relations.
- Perform other clerical duties such as filing and managing office records and assisting in the work of the general office.
- Perform any other duties as assigned by the City Manager, Deputy City Manager.
- Exercise independent judgment involving the interpretation of instructions and knowledge used in carrying out duties.
- Performs a wide variety of clerical work including typing, proofreading, filing, checking and recording information on records.
- Type letters, memorandums, spreadsheets, forms, documents, proceedings of meetings or other materials from oral direction, rough draft, copy, notes or transcribing machine recordings, and stenographic notes.
- Independently compose correspondence and routine reports.
- Gather, tabulate and interpret financial information related to the work assignment.
- Operate adding machine and other office appliances.

- Check invoices and requisitions and perform arithmetical calculations.
- Receive and account for receipts for City services.
- Receive, sort and distribute incoming mail and outgoing mail.
- Prepare purchase requisitions.
- Order and maintain office supplies.

Required Knowledge, Skills and Abilities

- Extensive knowledge of the City's policies, procedures, services, and scope of authority of city departments.
- Thorough knowledge of modern office practices and procedures, business English, spelling, punctuation, and math.
- Considerable knowledge of the City's laws and ordinances.
- Must have skill in organizing the work assigned in an efficient manner.
- Ability to assume responsibility and execute the supervisor's directives and instructions with authority.
- Ability to maintain effective working relationships with other employees.
- Ability to deal with the public in an effective and courteous manner.
- Ability to type accurately and deal with non-routine matters.
- Ability to independently make less complex decisions in accordance with laws, ordinances, policies, and procedures.
- Ability to effectively utilize computer applications including Microsoft Word, Outlook, Excel, PowerPoint and Front Page.

Desired Minimum Qualification

- An Associate in Arts Degree (A.A.) from an accredited college in a related field such as public administration or business administration with Seven 7+ years experience in the performance of executive level assistant work which has included administrative or office management duties, preferably in the legal field or a Bachelors Degree (BA) from an accredited college in related field above and Four 4+ years experience.
- Preferable legal secretary or paralegal degree.
- Minimum requirements may be waived by the City Manager.

Tools And Equipment Used

- Computer and various office equipment

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

HUMAN RESOURCE DEPARTMENT

Position Description

Human Resource Director

Classification Identification: Exempt / Non-Union

Pay Grade: Thirty One (31)

General Purpose

As a Department Head reporting directly to the City Manager, this is a responsible administrative position which performs and maintains all personnel functions for the City.

Essential Duties and Responsibilities

- Manages and maintains all City's personnel documents and functions.
- Establishes and updates the City's personnel policies as needed.
- Performs research of Personnel policy updates.
- Processes all workers compensation claims and insurance enrollments.
- Processes all risk management claims.
- Maintenance of City personnel database.
- Administration of City cell phone plans and alarm.
- Works with IT contractor to ensure that the City issued equipment and programs are properly functioning.
- Preparation of Personnel related recommendation memorandums for the City Manager.
- Attends regular and special meetings of the City Commission, as required by the City Manager.
- Coordinate employee events and trainings as needed.
- Coordinates all Job related advertisement with the City Clerk for posting.
- Negotiation of contracts with Unions.
- Negotiation of contracts for Health Insurance.
- Works with legal counsel on numerous employment issues.
- Responsible for administration and coordination of The Children's Trust Grant requirements and renewal options.
- Supervises the grant school Program Director and establishes policies to be in adherence with grant requirements.
- Performs other duties as assigned by the City Manager.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the functions and organization of the City government.
- Thorough knowledge of the personnel rules and regulations. General knowledge of voter registration laws and procedures.
- Thorough knowledge of standard office management practices, procedures, filing systems, equipment, and office assistance techniques; knowledge of business English, spelling, grammar, composition, and arithmetic; skill in the use of a personal computer and ability to research and prepare correspondence including letters, memorandums, reports, and resolutions.
- Ability to maintain confidential information and materials.
- Ability to work independently, with little or no supervision, and under pressure with short deadlines.

- Ability to deal tactfully and courteously with other agencies, the public, and employees.
- Ability to handle all types of inquiries, questions, and complaints from other agencies and the general public.
- Ability to deal with hostile and/or irate individuals.
- Ability to follow-up as necessary.

Desired Minimum Qualification

- A Bachelor's degree from an accredited college in social sciences and Two (2+) years in management of staff.
- An Associate in Art (A.A.) degree or legal certificate such as Paralegal or Legal Secretary and five (5) years of experience in management of staff.
- Minimum requirements may be waived by the City Manager.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Human Resource Clerk and Special Events Coordinator

Classification Identification: non-exempt / non union

Pay Grade: Eight (8)

General Purpose

Advanced secretarial/administrative work assisting the Human Resource Director with a variety of operational and administrative details. Plans and manages all City and Employee special events and general duties as required. Work is reviewed while in progress and upon completion for achievement of desired results. Periodically provides some direction.

Essential Duties and Responsibilities

- Provide general clerical assistance to the Human Resource Director.
- Assist in the management of workers compensation injuries and related paperwork.
- Assist with annual insurance renewal and employee related issues.
- Performs a wide variety of clerical work including typing, proofreading, and filing.
- Attend all meetings of Arts and Cultural Events Board and other meetings as needed.
- Coordinate all aspects of event planning for City and Employee events and coordinate with appropriate departments to ensure success.
- Handles City marketing and public relations.
- Assist with City website updating.
- Assist with the management of the grant funded school program.
- Organization and work all City special events.
- Perform other duties as assigned by the HR Director.

Required Knowledge, Skills and Abilities

- Knowledge of modern office practices and procedures, business English, spelling, and punctuation.
- Must have skill in organizing the work assigned in an efficient manner.
- Ability to assume responsibility and execute the supervisor's directives and instructions with authority.
- Ability to maintain effective working relationships with other employees.
- Ability to deal with the public in an effective and courteous manner.
- Ability to type accurately and deal with non-routine matters.
- Ability to effectively utilize Microsoft Word computer application.

Desired Minimum Qualification

- An AA Degree or Bachelor's Degree from an accredited college in social sciences or related field.
- 2+ years of experience in event planning and clerical experience.
- Minimum requirements may be waived by the City Manager.

Physical Demands

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Children's Trust Grant School Program Director

Classification Identification: Contractual

General Purpose

A Program Director contractual position that manages every function of the City's grant funded afterschool and summer camp program.

Essential Duties and Responsibilities

- Manages every function of the City's grant afterschool and summer camp program administration and curriculum.
- Supervises the entire City grant school staff.
- Responsible for adhering to grant requirements.
- Attends all trainings as required by the Trust.
- Inputs statistics and information on program into the Trust website.
- Works with the HR Director to make sure that program is running smoothly and in adherence to grant award.
- Performs other duties as assigned by the Human Resource Director or City Manager.

Required Knowledge, Skills and Abilities

- Thorough knowledge in running afterschool / summer camp programs.

Desired Minimum Qualification

- A Bachelor's degree from an accredited college in social sciences or education.
- 4+ years of experience in childcare or elementary education assistance.
- Must adhere to minimum qualification requirements as specified in the Grant.

Physical Demands

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Children's Trust Grant Assistant School Program Director / Certified Teacher

Classification Identification: Contractual

General Purpose

An Assistant Program Director / Certified Teacher contractual position that assists the Program Director in managing every function of the City's grant funded afterschool and summer camp program.

Essential Duties and Responsibilities

- Assists the Program Director in managing every function of the City's grant afterschool and summer camp program administration and curriculum.
- Responsible for adhering to grant requirements.
- Attends all trainings as required by the Trust.
- Inputs statistics and information on program into the Trust website.
- Works with the Program Director to make sure that program is running smoothly and in adherence to grant award.
- Performs other duties as assigned by the, Program Director, Human Resource Director or City Manager.

Required Knowledge, Skills and Abilities

- Thorough knowledge in running afterschool / summer camp programs.

Desired Minimum Qualification

- A Bachelor's degree from an accredited college in education.
- Certified Teacher Certificate.
- 2+ years of experience in teaching.
- Must adhere to minimum qualification requirements as specified in the Grant.

Physical Demands

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Children's Trust Grant ESE Coordinator

Classification Identification: Contractual

General Purpose

An ESE Coordinator contractual position that works in implementing the grant curriculum with emphasis in working with those children that have special needs.

Essential Duties and Responsibilities

- Works in implementing the grant curriculum during the afterschool and summer camp program with emphasis on working with children with special needs.
- Coordinates and administers lessons for special needs children.
- Responsible for adhering to grant requirements.
- Attends all trainings as required by the Trust.
- Inputs statistics and information on program into the Trust website.
- Performs other duties as assigned by the Program Director, Human Resource Director or City Manager.

Required Knowledge, Skills and Abilities

- Thorough knowledge in running afterschool / summer camp programs.

Desired Minimum Qualification

- Degree in Special Education
- 2+years of experience in child care or elementary education assistance with emphasis on children with special needs.
- Must adhere to minimum requirements as specified in the Grant.

Physical Demands

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Children's Trust Grant Volunteer Coordinator

Classification Identification: Contractual

General Purpose

An Activity Coordinator contractual position that works in implementing the grant curriculum with emphasis in working with those children that have special needs.

Essential Duties and Responsibilities

- Works in implementing the grant curriculum during the afterschool and summer camp program for children.
- Coordinates and administers lessons for children.
- Responsible for adhering to grant requirements.
- Attends all trainings as required by the Trust.
- Inputs statistics and information on program into the Trust website.
- Performs other duties as assigned by the Program Director, Human Resource Director or City Manager.

Required Knowledge, Skills and Abilities

- Thorough knowledge in running afterschool / summer camp programs.

Desired Minimum Qualification

- 2+years of experience in child care or elementary education assistance.
- Must adhere to minimum requirements as specified in the Grant.

Physical Demands

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

FINANCE DEPARTMENT

Position Description

Finance Director

Classification Identification: Exempt /Non-Union

Pay Grade: Thirty One (31)

General Purpose

Responsible for overseeing all of the financial activities of the City including budgeting, treasury, debt administration, and cash management.

Essential Duties and Responsibilities

- Develops, analyzes and interprets statistical and accounting information in order to assess operating results in terms of profitability, performance against the budget, and industry benchmarks.
- Directs the coordination of the annual budget process.
- Prepares annual financial statements which are audited by an independent auditing firm.
- Directs the activities of fund accounting, revenue controls, accounts payable, collections, directs preparation of financial reports, audits and statements, and analyzes financial status.
- Ensures payroll is processed timely and accurately and in accordance with the City's payroll policies.
- Ensures integrity of the City's records.
- Responsible for budgetary control to effectively manage purchases within pre-approved budgets.
- Interviews, recommends employees for hire, and train employees; plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems.
- Manages the City's debt service and treasury activity.
- Prepares annual capital reports.
- Assists with the preparation of grants.
- Oversees the Administration of City insurance policies.
- Researches debt funding alternatives.
- Oversees and coordinates Information Technology for internal use in the City which includes telephones, cellulars and computers.
- Performs other duties as assigned by the City Manager.

Required Knowledge, Skills and Abilities

- Thorough knowledge of governmental accounting principles, practices, methods and procedures.
- Ability to evaluate existing accounting methods, procedures, and practices and recommend improvements.
- Must be able to present ideas clearly and concisely, orally and in writing.
- Must possess computer and communications related expertise.
- Must be familiar with Risk Management.
- Establish and maintain effective working relationships with departmental officials, associates, subordinates and the public.
- Must be fluent in the English language.
- Ability to meet and deal with the public in a courteous and effective manner.

Desired Minimum Qualification

- A Bachelor's degree from an accredited college in a related field such as accounting.
- Ten (10) years work experience in the design, installation, and maintenance or auditing of government accounting systems.
- CPA designation is preferred but not necessary.
- Certified Public Finance Officer is preferred but not necessary.
- Minimum requirements may be waived by the City Manager.

Position Description

Budget/Utility Accountant

Classification Identification: Exempt/Non-Union

Pay Grade: Nineteen (19)

General Purpose

Performs a variety of professional activities, moderately complex and technical accounting functions, complex clerical-accounting and computer system tasks, preparation and maintenance of financial accounts and other departmental records.

Work involves assisting in the annual budget preparation; on-going monitoring and maintenance of the annual budget; monthly actual-to-budget preparation and analysis; complex worksheet preparation and analysis; account-keeping and analysis; developing and providing financial information for use in negotiations of collective bargaining agreements; utility billing, reporting, follow-up and analysis; customer service related to utility billing and accounts; preparation of journal entries; assisting in the closing of year-end; assisting external auditors in year-end audit; providing information and assistance to other accounting personnel development; assisting the development of new or revised procedures; and preparation of special reports as requested by the Finance Director. The Finance Director is available for consultation on complex problems and provides general guidelines on new assignments. Positions in this class require familiarity in bookkeeping, utility billing, and related accounting tasks.

Essential Duties and Responsibilities

- Assists the Finance Director and Department Heads in the preparation, review and maintenance of the annual budget.
- Develops and provides financial information to City management for use in negotiations of collective bargaining agreements.
- Monitors revenue and expenses for departmental accounts; ensures expenditure control and compliance with budget, funding and reporting requirements, City policy and standard accounting procedures.
- Analyzes monthly budget-to-actual variances and discusses such variances with Departments for explanation.
- Assists in year-end closings and prepares supporting ledgers for auditors as required.
- Provides information and assistance to other accounting personnel, department managers and other staff regarding accounting requirements and the use of automated systems.
- Applies complex policies and procedures to area of responsibility, keeping precise records.
- Assists the development of new or revised procedures to simplify and improve operations and services rendered.
- Develops and/or prepares special financial reports as requested by the Finance Director.
- Constructs complex spreadsheet applications, prepares and reviews financial data for input into automated financial systems.
- Analyzes, reconciles, balances and maintains accounting records.

- Prepares, reviews and processes revenue, expenses, and related journal entries.
- Analyzes utility records and initiates action for correction of errors and clarification of discrepancies.
- Classifies receipts and expenditures according to The Florida Uniform Accounting Classification System.
- Inputs and processes checks, invoices, purchase orders and accounts payable
- Reviews expenditure and purchasing documents for availability of funding, mathematical correctness, and compliance with City policy and State and Federal funding requirements.
- Inputs and processes utility billings, cut-off notices and other utility-related information
- Provides customer service functions for utility billing functions which include initiation, update, service orders and termination of accounts
- Furnishes information to the public on a variety of routine matters related to accounts maintained, hears complaints and solves customer problems.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

- Knowledge of clerical methods used in keeping fiscal accounts and records, accounting terminology, procedures, routines and equipment.
- Knowledge of business mathematics and English.
- Ability to type from clear copy or rough draft at a moderate rate of speed.
- Ability to understand and follow complex oral and written directions.
- Ability to operate a computer terminal at a reasonable rate of speed.
- Ability to maintain effective working relationships with employees and with the public.
- Ability to operate a 10 key calculator efficiently.

Desired Minimum Qualification

- A Bachelor's degree from an accredited college in a related field such as accounting, business administration, or public administration.
- Five (5) years experience in utility billing, budgeting or accounting or an equivalent combination of education and experience in the bookkeeping field.
- Minimum requirements may be waived by the City Manager.

Tools And Equipment Used

- Typewriter, computer including word processing, spreadsheet, data base, 10-key calculator; telephone; copy machine and fax machine.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or

controls; and reach with hands and arms. The employee is occasionally required to walk.

- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Account Clerk I

Classification Identification: Non-Exempt / Union

Pay Grade: Thirteen (13)

General Purpose

Performs complex clerical-bookkeeping and computer system tasks, preparation and maintenance of financial accounts and other departmental records; does related work as required.

An employee in this class performs account keeping, analysis, clerical-bookkeeping, utility billing, payroll and related tasks through manual and computer terminal operations. Ability to analyze and prepare worksheets and schedules. Supervisors are available for consultation on routine problems and provide detailed instructions on all new assignments. Positions in this class some familiarity with the division to which assigned or a background in bookkeeping require, data processing, payroll, utility billing, and related clerical-accounting tasks. When assigned to the collection counter, the employee is responsible for seeing that all routine work and reports are completed daily.

Essential Duties and Responsibilities

- Analyses utility records and initiates action for correction of errors and clarification of discrepancies.
- Operates computer terminal for the input and processing of a variety of data applications such as preparation of utility bills, posting of payments, accounting, billing, invoices, purchase orders, accounts payable, payroll, bank reconciliation, and other related computer applications.
- Performs incidental clerical work in connection with typing reports, accounting statements, and form letters.
- Furnishes information to the public on a variety of routine matters related to accounts maintained.
- Provides customer service functions for utility billing functions which include initiation, update, service orders and termination of accounts.
- Hears complaints and solves customer problems.
- Serves as payroll clerk, reviews all changes to master file, enters into computer all hours worked by employees, generates and balances payroll as required, advises department head on payroll problems, prepares federal and state quarterly and annual payroll reports, prepares W-2 forms, 1099 reports and other related reports.
- Maintains check registration and associated reprints.
- Responsible for central cashiering operations and related activities.
- Summarizes and transmits receipts for various permit fees and municipal revenues.
- Balances cash receipts, disbursements and other applications on a daily and monthly basis and post to appropriate reports.
- Classifies receipts and expenditures according to The Florida Uniform Accounting Classification System.
- Performs other duties as assigned.

- Maintains general and subsidiary revenue and expenditure records, sorting, proofing and posting entries from supporting records, making adjusting entries, balancing against other records and preparing reports for such records.
- Prepares monthly reports showing encumbrances and expenditures for each fund on a comparative basis for review by department head and subsequent transmittal to the various departments, and prepares other departmental reports that may be required.
- Assists in preparing schedules, graphs, worksheets, printing and assembling the annual budget.
- Checks payroll time sheets and codes for individual employees.
- Maintains files and cross indexes to update and determine status of accounts.
- Advises department head on any computer or operational problems.

Required Knowledge, Skills and Abilities

- Knowledge of clerical methods used in keeping fiscal accounts and records, accounting terminology, procedures, routines and equipment.
- Knowledge of business mathematics and English.
- Ability to type from clear copy or rough draft at a moderate rate of speed.
- Ability to understand and follow complex oral and written directions.
- Ability to operate a computer terminal at a reasonable rate of speed when required.
- Ability to maintain effective working relationships with employees and with the public.
- Physical ability to perform duties.
- Ability to operate a 10 key calculator efficiently.

Desired Minimum Qualification

- A High School Diploma or GED.
- Three (3) years experience in bookkeeping work or an equivalent combination of education and experience in the bookkeeping field.
- The minimum requirements may be waived by the City Manager.

Tools And Equipment Used

- Typewriter, computer including word processing, spreadsheet, data base, 10-key calculator, telephone, copy machine, fax machine, and survey equipment.

Physical Demands

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers; handle, feel or operate objects; tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Account Clerk II

Classification Identification: Non-Exempt / Union

Pay Grade: Sixteen (16)

General Purpose

Performs complex clerical-booking and computer system tasks preparation and maintenance of financial accounts and other departmental records; does related work as required.

An employee in this class performs account keeping, analysis, clerical-bookkeeping, utility billing, payroll and related tasks through manual and computer terminal operations. Ability to analyze and prepare worksheets and schedules. Supervisors are available for consultation on routine problems and give detailed instructions on all new assignments. Positions in this class require some familiarity with the division to which assigned or a background in bookkeeping, data processing, payroll, utility billing, and related clerical-accounting tasks. When assigned to the collection counter, the employee is responsible for seeing that all routine work and reports are completed daily.

Essential Duties and Responsibilities

- Analyses utility records and initiates action for correction of errors and clarification of discrepancies.
- Operates computer terminal for the input and processing of a variety of data applications such as preparation of bills, posting of payments, accounting, utility billing, invoices, purchase orders, accounts payable, payroll, bank reconciliation, and other related computer applications.
- Performs incidental clerical work in connection with accounts maintained such as typing reports, accounting statements, and form letters.
- Furnishes information to the public on a variety of routine matters related to accounts maintained.
- Provides customer service functions for utility billing functions which include initiation, update, service orders and termination of accounts.
- Hears complaints and solves customer problems.
- Serves as payroll clerk, reviews all changes to master file, enters into computer all hours worked by employees, generates and balances payroll as required, advises department head on payroll problems, prepares Federal and State quarterly and annual payroll reports, prepares W-2 forms, 1099 reports and other reports.
- Maintains check registration and associated reprints.
- Responsible for central cashiering operations and related activities.
- Summarizes and transmits receipts for various permit fees and municipal revenues.
- Balances cash receipts, disbursements and other applications on a daily and monthly basis and post appropriately.
- Classifies receipts and expenditures according to The Florida Uniform Accounting Classification System.
- Maintains general and subsidiary revenue and expenditure records, sorts, proofs and post entries from supporting records, making adjusting entries, balancing against other records and preparing reports for such records.

- Prepares monthly reports showing encumbrances and expenditures for each fund on a comparative basis for review by department head. Prepares other departmental reports as may be required.
- Assists in preparing schedules, graphs, worksheets, printing and assembling the annual budget.
- Checks payroll time sheets and codes for individual employees.
- Maintains files and cross indexes to update and determine status of accounts.
- Advises department head on any computer or operational problems.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

- Knowledge of clerical methods used in keeping fiscal accounts and records, accounting terminology, procedures, routines and equipment.
- Knowledge of business mathematics and English.
- Ability to type from clear copy or rough draft at a moderate rate of speed.
- Ability to understand and follow complex oral and written directions.
- Ability to operate a computer terminal at a reasonable rate of speed when required.
- Ability to maintain effective working relationships with employees and the public.
- Physical ability to perform duties.
- Ability to operate a 10 key calculator efficiently.

Desired Minimum Qualification

- A High School Diploma or GED.
- Five (5) years experience in bookkeeping work or an equivalent combination of education and experience in the bookkeeping field.
- The minimum requirements may be waived by the City Manager.

Tools And Equipment Used

- Typewriter, computer including word processing, spreadsheet, data base, 10-key calculator, telephone, copy machine, fax machine, and survey equipment.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Accountant II

Classification Identification: Exempt / Non-Union

Pay Grade: Nineteen (19)

General Purpose

Performs a variety of professional activities, moderately complex and technical accounting functions. Work involves reconciling and closing general ledger accounts, preparing a variety of reports and analysis, using electronic spreadsheets and worksheets. Prepares financial statements, supervises bookkeeping and clerical staff.

Essential Duties and Responsibilities

- Monitors revenue and expenses for departmental accounts; ensures expenditure control and compliance with funding and reporting requirements, City policy, and standard accounting procedures.
- Constructs complex spreadsheet applications, prepares and reviews financial data for input into automated financial systems, and generates reports.
- Reviews expenditure and purchasing documents for availability of funding, mathematical correctness, and compliance with City policy and State and Federal funding requirements.
- Analyzes, reconciles, balances, and maintains accounting records; develops budgets and special financial reports.
- Prepares, reviews, and processes budget, revenue, expenses, payroll, and related correcting entries and prepares bank reconciliation of great complexity.
- Compiles and reviews statements and/or prepares reports on fund and transaction activities routinely and upon request.
- Performs bank reconciliation.
- Reconciles payroll journal entries and payroll deductions.
- Reconciles annual inventory of fixed assets and reconciles the general ledger for any additions and deletions of fixed assets
- Assists in year-end closings and prepares supporting ledgers for auditors as required.
- Prepares and file annual or quarterly state reports.
- Oversees utility billing, reconciliation and customer relationships.
- Oversees payroll process as required.
- Provides technical information and assistance to other accounting personnel, department managers and other staff regarding accounting requirements and the use of automated systems.
- Applies complex policies and procedures to area of responsibility, keeping precise records.
- Assists the development of new or revised procedures to simplify and improve operations and services rendered.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

- Knowledge of clerical methods used in keeping fiscal accounts and records, office terminology, procedures, routines and equipment.
- Knowledge of business mathematics and English.
- Ability to type from clear copy or rough draft at a moderate rate of speed.
- Ability to understand and follow complex oral and written directions.
- Ability to operate a computer terminal at a reasonable rate of speed.

- Ability to maintain effective working relationships with employees and with the public.
- Ability to operate a 10 key calculator efficiently.

Desired Minimum Qualification

- A Bachelor's degree from an accredited college in a related field such as accounting, business administration, or public administration.
- Three (3) years experience in accounting and supervision or an equivalent combination of education and experience in the bookkeeping field.
- Minimum requirements may be waived by the City Manager.

Tools And Equipment Used

- Typewriter, computer including word processing, spreadsheet, data base, 10-key calculator; telephone; copy machine; fax machine; and survey equipment.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

CITY CLERKS DEPARTMENT

Position Description

City Clerk

Classification Identification: Exempt / Non-Union

Pay Grade: Thirty One (31)

General Purpose

As a Department Head reporting directly to the City Manager and Commission, this is a responsible administrative position in recording the actions and maintaining the official records of the City and the City Commission.

Essential Duties and Responsibilities

- Serves as Clerk to the City Commission.
- Oversees preparation of the agenda with supporting documents for meetings of the City Commission.
- Attends all regular and special meetings of the City Commission, takes notes and records official actions.
- Prepares detailed minutes of meetings.
- Reviews completed minutes of each meeting for errors and confirmation of City actions prior to submission for approval.
- Maintains official Minutes Book.
- Supervises City elections and also provides support services to the City Manager, City Commission, City Attorney, and various boards and committees.
- Maintenance of the City's records maintenance program, including monitoring the storage retention and disposition of City records in accordance with State of Florida Public Records Law and City requirements.
- Maintains the City's official records.
- Performs research of City records as assigned.
- Publishes and distributes notices and legal advertising as required by law.
- Establishes and coordinates the City's records management program in compliance with State law.
- Serves as Financial Disclosure Liaison.
- Responds to public records requests and lien searches.
- Disseminate public information to the public and media.
- Coordinates all City related advertisements for Commission and Board meetings, and other City functions or postings.
- Performs other duties as assigned by the City Manager.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the functions and organization of the City government.
- Thorough knowledge of the rules of order related to public hearings.
- Thorough knowledge of the City's Charter and City Code.
- General knowledge of voter registration laws and procedures.
- Thorough knowledge of elections processes, procedures, laws, rules and regulations.
- Thorough knowledge of standard office management practices, procedures, filing systems, equipment, and office assistance techniques; knowledge of business English, spelling, grammar, composition, and arithmetic; skill in the use of a personal

computer and ability to research and prepare correspondence including letters, memorandums, reports, and resolutions.

- Ability to maintain confidential information and materials; ability to operate various office equipment such as typewriter, PC, copier, etc.
- Ability to take and transcribe dictation using recording and transcribing equipment.
- Ability to work independently, with little or no supervision, and under pressure with short deadlines; ability to supervise a clerical staff.
- Ability to deal tactfully and courteously with other agencies, the public, and employees.
- Ability to handle all types of inquiries, questions, and complaints from other agencies and the general public.
- Ability to deal with hostile and/or irate individuals.
- Ability to follow-up as necessary.

Desired Minimum Qualification

- A Bachelor's degree from an accredited college in business, public administration, or related field.
- 5 years of experience in Management or as a City Clerk or Deputy City Clerk.
- Certified Municipal Clerk Certificate.
- The minimum requirements may be waived by the City Manager.

Tools And Equipment Used

- Computer and various office equipment

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Deputy City Clerk

Classification Identification: Exempt/Non Union

Pay Grade: Sixteen (16)

General Purpose

Provides administrative support to the City Clerk and acts in the capacity of the City Clerk in her absence. Performs a variety of complex analytical, report writing, record keeping technical work in grant preparation, analysis of programs, services, systems, policies, and procedures, and maintaining of; confidential records, official documents of the City and action of the City Commission, to devise the most efficient and effective methods of accomplishing the work of City government.

Essential Duties and Responsibilities

- Assists in preparation and finalizing of Commission agenda packets and their distribution
- Prepares Commission Chambers prior to meetings
- Prepares standard sign-in, voting record and other forms for use during City Commission and other meetings, and assists in manually and electronically recording and transcribing Minutes of Commission meetings, and prepares and distributes agenda results.
- Coordinates approval and execution by proper authority of various documents approved by Commission including attesting to official documents, in the absence of the City Clerk; distributes copies of ordinances and resolutions to agencies and persons concerned, and maintains such documents in designated permanent records.
- Updates City Code Book including Zoning and Land Development Codes and arrange for printing of City Code Book supplements and their distribution.
- Handles municipal correspondence as directed by the City Clerk
- Assists in the preparation of legal advertisements and public notification letters for public hearings; notarize documents, certify copies in the absence of the City Clerk, respond to queries regarding property and special assessment liens. Place agendas and other public notices on the City bulletin boards and on Cable TV as directed.
- Research and compile records for outstanding liens, prepare lien search result letters and releases of lien notifications. Prepares and forward documents for recording.
- Assists the City Clerk and other departments with enhancement and implementation of a comprehensive City Records Retention, and Disposition Program in accordance with State Records Schedules and municipal requirements
- Assists with determining proper categorization of records, location for optimal access, most effective form of retention and process records appropriate for disposition. Process responses to Public Record Requests and maintain the record of such requests.
- Assists with the overall bid process including attending bid openings. Maintains centralized files of executed City contracts, agreements, letters of understanding, and other related documents.
- Assists in performing activities connected with municipal elections
- Advises the City Clerk of Board and Committee vacancies and advertise openings. Distribute, accept and process Board and Committee applications. Assists in the preparation and distribution of informational packages to newly appointed members. Establishes a schedule for annual reports of Boards and Committees for submittal to the City Commission.
- Gathers, interprets, and prepares data for studies, reports and recommendations; and coordinates activities with other departments and agencies as needed.

- Reviews and analyzes complex problems involving technical and departmental systems and processes, operating procedures, and makes recommendations for their solution.
- Studies management methods in order to improve workflow and simplify reporting procedures to implement cost reductions to increase efficiency.
- Conducts salary studies.
- Develops and analyzes new systems relating to policy changes and/or revises established policies, procedures and manuals relating to personnel, safety, benefits, and internal procedures.
- Provide presentations and/or training to employees, committees or the public in general, relating to changes in policies, programs and procedures.
- Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures or organizational changes.
- Prepares and edits computer and other reports on various project assignments including conclusions and recommendations for solutions to administrative problems.
- Researches, coordinates, prepare, submit, and/or monitor grants.
- Responsible for maintaining updated and accurate records of insurance coverage, pension plans and personnel transactions.
- Maintains records and gathers information for reports confidential in nature.
- Assists in the development and implementation of the department's goals, objectives, policies, procedures, and work standards.
- Performs duties as assigned by the City Clerk.

Required Knowledge, Skills and Abilities

- Considerable knowledge of governmental law and documents such as City Charter, Code of Ordinances, policies and procedures.
- Good knowledge of legal requirements, rules of order and procedures of City Commission meetings.
- Good knowledge of municipal government organization, functions and activities, including election laws and procedures and records management requirements.
- Working knowledge of the principles and practices of modern public administration
- Working knowledge of research methods and techniques and methods of report presentation
- Considerable knowledge of the use of computers for varied applications
- Ability to accurately record and maintain records
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public
- Ability to communicate effectively verbally and in writing
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to write clear and concise reports, memoranda, directives and letters
- Ability to exercise judgment and initiative in the performance of work
- Must be able to work independently

Desired Minimum Qualification

- Associate (A.A.) Degree in Public Administration, Business, Political Science, English or a related field.
- 3+ years of experience as an Assistant or Deputy City Clerk in the performance of records management and supervision of employees.
- Local, state or federal records management or other similar experience, as well as experience with the business of an elected governmental body, highly preferred.
- Two years of full-time administrative work experience and considerable knowledge of computer systems and applications.
- Minimum requirements may be waived by the City Manager.

Tools And Equipment Used

Computer and various office equipment

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Records Management Clerk & Front Desk Support Clerk

Classification Identification: Non-Exempt / Union

Pay Grade: Eleven (11)

General Purpose

This is specialized technical work in storage, retention, retrieval, and disposition of records. Work involves the processing of permanent, long term, short term, and vital records in all media forms, including the scanning or filming of records and management of records in a digital format. Work requires the use of initiative and judgment in cooperating with all county agencies to provide a complete and efficient method of information management, retention, and retrieval requirements.

Essential Duties and Responsibilities

- Retrieves requested boxes, or files and documents for all departments; performs look-ups in the computer database to get box locators; generates routing reports from the database to a printer; performs retrieval scanning procedures.
- Receives retrieval requests for records by mail and facsimile; screens requests to ensure that information and confidential files are released only to authorized persons.
- Through the operation of a computer, converts input data from source documents to electronic format.
- Through the operation of a microfilm camera, computer, and/or document scanner, scans, checks image quality, and indexes digital images of archived records.
- Receives and checks boxes of records against transmittal lists to ensure completeness, accuracy; and compliance with regulations; notifies supervisor of missing records; enters data from transmittals into computer database; produces audit reports to ensure database accuracy; files source documents.
- Assists in systematic records destruction in accordance with authorized retention schedules.
- Performs other duties as assigned by the City Clerk.

Required Knowledge, Skills and Abilities

- Advanced knowledge of microfilming methods and techniques.
- Advanced knowledge of the operation and maintenance of microfilming equipment.
- Good knowledge of basic clerical process including filing, sorting, and a typewriter keyboard.
- Good knowledge of record storage methods.
- Ability to microfilm documents and records rapidly and accurately.
- Ability to quickly locate requested documents.
- Ability to accurately and in a timely manner enter input for production processing.
- Ability to perform timely preparation of reports for pickup/distribution.
- Ability to get along well with others including the ability to lead and supervise subordinates in an ongoing daily production environment.

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information to customers, clients, and other employees of the organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- While performing the duties of this job, the employee is occasionally required to use a typewriter, calculator and copy machine.
- While performing the duties of this job, the employee is required to use a computer. Good knowledge of PC
- Good typing skills are also required.

Desired Minimum Qualification

- An Associate in Arts Degree (A.A.) from an accredited college in a related field such as public administration or business administration.
- Three (3) years work experience in records management, storage methods, and in the operation of data entry and bar code scanning equipment.
- Minimum requirements may be waived by the City Manager.

Tools And Equipment Used

- Computer and various office equipment

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Clerical Assistant

Classification Identification: Part-Time / non exempt / non union

Pay Grade: Seven (7)

General Purpose

Advanced secretarial/administrative work assisting the City Clerk and other departments with a variety of operational and administrative details. Work is performed with considerable independence under general supervision of the City Clerk as needed. Work is reviewed while in progress and upon completion for achievement of desired results. Periodically provides some direction.

Essential Duties and Responsibilities

- Perform all activities associated with the scheduling of Advisory Board Meetings
- Attend Advisory Board Meetings and prepare Minutes.
- Perform any other duties as assigned by the City Clerk.
- Exercise independent judgment involving the interpretation of instructions and knowledge used in carrying out duties.
- Performs a wide variety of clerical work including typing, proofreading, and filing.

Required Knowledge, Skills and Abilities

- Knowledge of modern office practices and procedures, business English, spelling, and punctuation.
- Must have skill in organizing the work assigned in an efficient manner.
- Ability to assume responsibility and execute the supervisor's directives and instructions with authority.
- Ability to maintain effective working relationships with other employees.
- Ability to deal with the public in an effective and courteous manner.
- Ability to type accurately and deal with non-routine matters.
- Ability to effectively utilize Microsoft Word computer application.

Tools And Equipment Used

- Computer including word processing, 10-key calculator; telephone; copy machine; fax machine.

Desired Minimum Qualification

- Three (3) years work experience in the Clerical field.
- High School diploma or GED.
- Minimum requirements may be waived by the City Manager.

POLICE DEPARTMENT

Position Description

Chief of Police

Classification Identification: Exempt / Department Head

Pay Grade: Thirty six (36)

General Purpose

This position is a sworn police officer, management position involving the administration and command of the police department including directing patrol, traffic, criminal investigations and related police services in a community involved and problem solving policing environment.

Essential Duties and Responsibilities

- Command, administer and supervise as a normal part of his/her duties all employees within the Police Department.
- Plan, organize, direct and administer all activities of the Police Department including, but not limited to, personnel, general departmental operations, and records management.
- Formulate and prescribe work within the Police Department for all departmental staff.
- Appraises conditions of work in the Police Department and takes necessary steps to improve police operations.
- Assures optimum departmental activity in the enforcement of traffic and safety regulations and in furthering crime prevention programs and criminal investigation procedure.
- Plans and supervises the execution of police training programs.
- Cooperates with the County, State and Federal officers when their activities and the activities of the City Police Department are mutually involved.
- Prepare and submit reports of police department activities to the City Manager.
- Attend periodic meetings of the various law enforcement groups.
- Responsible for the development of departmental operations and procedures manual; disciplines departmental personnel, evaluates staff performance and recommends approval/denial of promotions as prescribed in the City's Personnel Rules and Regulations. Recommends hiring, termination, or other status changes of employees to the City Manager as necessary.
- Submit annual budget estimates and accompanying descriptions of need to the City Manager and supervise the control and expenditure of departmental appropriations.
- Attend periodic meetings as directed by the City Manager.
- Develops and maintains high level of community service.
- Maintain honesty and high ethical and moral standards.
- Performs any other duties assigned by the City Manager.

Required Knowledge, Skills and Abilities

- Thorough knowledge of all phases of Police Department work, including principles and practices of modern crime prevention, criminal and traffic investigation, apprehension and rules of evidence, management and operations of telecommunications center.

- Knowledge of office management and administration practices and principles, including budgeting, planning and forecasting.
- Knowledge of effective supervisory principles and practices and ability to effectively plan, supervise and evaluate the work of subordinates.
- Knowledge of City policies, geography, buildings, street systems and special areas requiring pre-crime knowledge or special crime prevention techniques.
- Knowledge of the behavior of criminals and the causes underlying criminality.
- Knowledge of the organization and function of county, state and federal agencies concerned with enforcement regulations, licensing, safety, and related investigative activities.
- Ability to analyze situations and to act quickly, calmly, and effectively under emergency and other stressful circumstances.
- Ability to establish and maintain effective working relationships with other employees, officials and the general public.
- Ability to prepare and supervise the accurate preparation and maintenance of comprehensive reports and records.
- Ability to plan, organize, coordinate, direct and evaluate the work of supervisory and support staff.
- Ability to communicate effectively both orally and in writing.

Desired Minimum Qualification

- A Master's degree or a Bachelor's degree from an accredited college in law enforcement or related field, an FBI National Academy Graduate or a relevant combination of training and/or experience.
- A minimum of ten (10) years experience as a full-time, sworn police officer with a minimum of seven (7) years in command level experience required, with administrative background preferred.
- Current certification or the ability to meet, by training, the requirements of the Florida Department of Law Enforcement, Criminal Justice Standards, for certification as a Florida Police Officer.

Position Description

Assistant Chief of Police

Classification Identification: Exempt / Non-Union

Pay Grade: Thirty Two (32)

General Purpose

This is a highly responsible position geared towards directing and coordinating the activities of the Police Department and provides complex staff assistance to the Police Chief.

Employees in this class manage Bureau Lieutenants. Incumbents in this class exercise direct supervision over sworn and non-sworn personnel, advise and recommend policy and procedural changes affecting their divisions, and keep the Police Chief and other police managers abreast of all activities under their command.

Under general direction, employees in this class perform varied and complex assignments requiring the exercise of considerable initiative and independent judgment in conformance with established policies and procedures. Work is reviewed by the Police Chief or other higher level police managers through conferences, reports, observations and success in achieving established goals.

Essential Duties and Responsibilities

- Manages, directs, organizes and administers the Bureau Lieutenants of the Department.
- As assigned, serves as Assistant Police Chief and directs the activities of either Operations, Investigations or Administration.
- Directs, oversees and participates in the development of the division work plan; assigns work activities, projects and programs; monitors work flow, implements policies and procedures; reviews and evaluates work products, methods and procedures.
- Coordinates division activities with Bureau Lieutenants and outside agencies and organizations; ensures that work performed is providing for the needs of the Department; provides staff assistance to the Police Chief and other police managers; prepares and presents staff reports and other necessary correspondence.
- Ensures that Department goals and objectives are met with a Patrol/Community Policing Division by transforming ideas into results.
- Assists the Police Chief by participating in establishing standards, planning schedules, developing operating procedures and directing subordinate professionals, command, technical and clerical personnel in such functions as patrol, criminal investigations or administrative services.
- Provides direction for short and long term planning and action.
- Assists in establishing and updating Departmental Goals and Objectives; and recommends standards, procedures, forms and regulations.
- Makes recommendations regarding operational policies, expenditures, plans and other administrative matters, and assists in preparing and administering the Department Budget.
- Coordinates and assigns tasks to shifts and support units. Ensures that Department policies and procedures, City rules and labor contracts are adhered to in all activities.

- Recommends, in the interest of the City, that eligible applicants are considered for hire and that subordinate employees be transferred, suspended, promoted, terminated, re-assigned or disciplined; participates in the disposition of grievances and the administration of agreements resulting from collective bargaining.
- Serves as liaison with all district, civic, homeowner, business, development and other special interest groups and organizations by attending meetings, addressing groups, coordinating, planning and delegating public resources to meet their needs.
- Assists the Police Chief or other superior police managers in the formal planning and research functions of the Police Department; participates in developing and conducting a continuing research program to identify problems and formulate plans.
- Prepares the division budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies, and administer the approved budget.
- Directs the maintenance of complete police records including general correspondence, statistical records, fingerprint records, criminal investigation records and other miscellaneous types of records.
- Studies the incidence, type and severity of crimes occurring in the City and adjusts or makes recommendations for the adjustment of police office staff.
- Organizes and directs activities during emergency situations and special activities; coordinates activities with other agencies as required and directs the Command post activities on all Lieutenant responses.
- Reports unusual problems and progress of operations within the division to higher management.
- Develops field service plans to handle unusual circumstances and serves as a police representative in the City's emergency operations plan.
- Prepares and supervises the preparation of necessary reports relating to activities and reviews reports prepared and submitted by subordinates.

Required Knowledge, Skills and Abilities

- Thorough knowledge of organizational and management practices as applied to the analysis and evaluation of police programs, policies and operational needs.
- Thorough knowledge of the principles and procedures of the Criminal Justice System.
- Thorough knowledge of the organization, function, policies, and procedures of the Police Department.
- Thorough knowledge of the modern principles, practices and techniques of police administration, organization and operations including those related to patrol, traffic control and investigation and identification techniques.
- Thorough knowledge of pertinent Federal, State and local laws, codes and regulations.
- Considerable knowledge of budgeting procedures and techniques.
- Considerable knowledge of the principles and practices of supervision, training and personnel management.
- Considerable knowledge of the use of police records and their application to the solution of police problems.
- Ability to organize, direct, and implement activities in a comprehensive Police Department Division.
- Ability to supervise, train and evaluate assigned staff.
- Ability to analyze problems, identifies alternative solutions, project consequences of proposed actions, and implements recommendations in support of goals.
- Ability to understand and implement the principles and practices of organizational development.
- Ability to identify and respond to Public and City Commission issues and concerns.

- Ability to properly interpret and apply Federal, State and Local policies, procedures, laws and regulations.
- Ability to act quickly and calmly in emergency situations.
- Ability to use and care for firearms.
- Ability to communicate in a clear and concise manner, both orally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Desired Minimum Qualification

- A Bachelor's degree from an accredited college in a related field such as criminology, criminal justice or public administration.
- A State of Florida Certified Police Officer.
- Seven (7) years of sworn administrative experience or five (5) years of such service with possession of a Master's degree.

Assistant to the Chief of Police

Classification Identification: Exempt / Non-Union

Pay Grade: Twenty Seven (27)

General Purpose

This is an executive management level position that assists the Chief of Police and Assistant Chief of Police. This position manages, personnel, fiscal, and material resources. Duties include the support to the Chief and Assistant Chief of Police in all levels of administration and budget management.

Essential Duties and Responsibilities

- Perform advanced administrative work as directed by the Chief of Police and Assistant Chief including identifying administrative and managerial problems and recommending appropriate action.
- Responsible for the organization of the office procedures for all members of the agency and directly responsible for compliance to protocol.
- Develop regulations for the Police Department by virtue of following a protocol for law enforcement and assist in authoring update to Policies and Procedures Manual
- Author and maintain a comprehensive City Hurricane Plan
- Represents the City of North Bay Village at various functions as directed by Chief or Assistance Chief of Police.
- Initiates Department Press Releases.
- Transcribe and maintain all confidential files, including Union Grievances/Department Discipline and Internal Affairs Investigations.
- Maintain the Chief / Assistant Chief calendar and set up meetings within the City, as well as coordinating multi agency events.
- Distribute and assign incoming correspondence to the appropriate Command Staff for their corresponding Division and track/ensure actions taken.
- Maintain FDLE ATMS Training and Employment Records in accordance with Florida Department of Law Enforcement mandates, as well as in-house Training Records
- Compose all Department correspondence, interoffice memorandums, financial reports .
- Directly responsible for the Police Budget and Federal Forfeiture Account: Asset Tracking and Reporting as required in the Guidelines set forth by the U.S. Department of Justice and makes presentations to City Management with recommendations for utilizing these funds.
- Approve and maintain accounts payable (maintain database to document fleet purchase and maintenance / repairs tire expenses and uniform/equipment purchase.
- Perform other duties assigned by the Chief of Police and Assistant Chief of Police.

Required Knowledge, Skills and Abilities

- Thorough knowledge of organizational and management practices as applied to the analysis and evaluation of police programs, policies and operational needs.
- Must be fluent in the English language. Ability to communicate in Spanish is a preferred.
- Considerable knowledge of modern office practices and procedures.
- Must be computer literate with knowledge of Microsoft Word, WordPerfect or similar word processing programs.

- Ability to type at least 30 words per minute.
- Ability to meet and deal with the public in an effective and courteous manner.
- Ability to perform several tasks at one time.
- Ability to deal with confidential and sensitive matters.

Desired Minimum Qualification

- A Bachelor's degree from an accredited college in a related field such as public administration, business administration, or finance.
- Three (3) years experience in public administration, police administration or related field.
- Three (3) years experience in Finance, budgets preparation etc.
- Additional experience may substitute for education.
- The minimum requirements may be waived by the Chief of Police and/or City Manager.

Position Description

Investigative Lieutenant

Classification Identification: Non-Exempt / Union

Pay Grade: Twenty Six (26)

General Purpose

This position is a sworn police officer management position involving the administration and command of the investigation of crime and the detection and prevention of violations of the law.

Essential Duties and Responsibilities

- Supervises detectives and support personnel in their assigned duties.
- Supervises the scheduling and coordination of shifts.
- Reviews a variety of police related reports prepared by detectives or others.
- Makes day-to-day police assignments as required by the needs of the service.
- Establish probable cause for warrant and warrant-less searches and arrests.
- Conducts periodic performance evaluations and planning sessions for assigned personnel. Counsels assigned personnel on job performance and disciplinary matters.
- Reviews information on criminal activity.
- Conduct surveillance of individuals/locations.
- Investigate crimes against persons and properties.
- Conduct follow-up investigations.
- Prepare photo line-ups.
- Conduct background investigations.
- Coordinate crime scene activities.
- Ensure crime scene evidence is properly collected and preserved.
- Searches crime scenes for physical evidence.
- Document chain of custody for evidence.
- Locates and interviews crime victims, witnesses and suspects.
- Searches premises or property.
- Keeps Victims Services Coordinator fully apprised of case activity and progress.
- Traces stolen property.
- Recovers and maintain an inventory of stolen property.
- Check status of stolen property through computer networks.
- Search for missing persons and suspects.
- Attend meetings with other agencies.
- Work closely with Patrol Officers by quickly responding to crimes to provide assistance and guidance where necessary.
- Perform all other duties as assigned by the Police Chief.

Required Knowledge, Skills and Abilities

- Ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and references such evaluation to identify and select alternatives.
- Knowledge of City ordinances relating to police activity, investigations and practices.
- Ability to type and operate a personal computer.
- Ability to compile information into reports.

Desired Minimum Qualification

- A Bachelor's degree from an accredited college in a related field such as criminology or criminal justice.
- Completion of the State Basic Training Academy or equivalent academy.
- Four (4) years work experience in research, statistical analysis, investigations, or law enforcement.
- Must possess a valid State of Florida driver license.

Position Description

Operations Lieutenant

Classification Identification: Non-Exempt / Union

Pay Grade: Twenty Six (26)

General Purpose

The purpose of the class is to supervise other police personnel and oversee specialized Police Department division operations. The class is responsible for supervision, and oversight of administration, criminal investigations, or other specialized divisions. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

Essential Duties and Responsibilities

- Supervises sergeants, corporals, police officers and support personnel in their assigned duties.
- Oversees and may personally participate in investigating criminal law violations occurring within the jurisdiction of the department, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Supervises the scheduling and coordination of shifts.
- Reviews a variety of police related reports prepared by subordinates officers or others.
- Evaluates officers' arrests based on circumstances and evidence to determine whether subject will be detained, placed in jail or released.
- Makes day-to-day police assignments as required by the needs of the service.
- Plans individual tactics matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.
- Determines how to deploy personnel during emergency situations.
- Maintains contact with general public, court officials and other City officials in the performance of police activities.
- Conducts periodic performance evaluations and planning sessions for assigned personnel. Counsels assigned personnel on job performance and disciplinary matters.
- Maintains normal availability for consultation on major emergencies or calls for service.
- Oversees and assists, as needed, in the patrol of City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect
- Oversees and assists, as needed in the response to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action as required.
- Prepares a variety of reports and records.
- Reviews, evaluates and develops programs, policies and procedures for various departmental operations.

- Assists in the preparation and administration of the department budget.
- Performs other duties as assigned by the Police Chief.

Required Knowledge, Skills and Abilities

- Principles of supervision, instruction, training and performance evaluation.
- Procedures, methods and techniques of civil service process law enforcement.
- Pertinent federal, state and local laws, codes and regulations.
- Police policies and procedures.
- Criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- Police training; arresting and corrections procedures.
- Police terminology and practices.
- Standard police practices, methods, and procedures.
- Business communications skills.
- Good leadership skills.
- The safe and appropriate use of firearms and other police related tools.
- Supervise, organize, train and review the work of sworn personnel.
- Apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement.
- Interpret and explain law enforcement policies and procedures.
- Maintain composure under adverse conditions such as public harassment, critical injuries and death.
- Communicate clearly and concisely, both orally and in writing.
- Use good leadership skills.
- Prioritize tasks.
- Establish and maintain effective working relationships with City management, employees and the public.
- Read and comprehend complex laws, ordinances, plans and order.
- Frequently use printer, telephone, fax.
- Properly operate city vehicle.
- Knowledge of City ordinances relating to police activity, investigations and practices.
- Ability to type and operate a personal computer.
- Ability to compile information into reports.

Desired Minimum Qualifications

- A Bachelor's degree from an accredited college in a related field such as criminology or criminal justice.
- Completion of the State Basic Training Academy or equivalent academy.
- Four (4) years work experience in research, statistical analysis, investigations, or law enforcement.

Position Description

Sergeant

Classification Identification: Non-Exempt / Union

Pay Grade: Twenty Three (23)

General Purpose

Performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities. Investigates complaints on subordinates as may be assigned.

Essential Duties and Responsibilities

- Supervises police officers, Corporals and other assigned personnel in their duties.
- Supervises the scheduling and coordinating of shift changes.
- Makes day-to-day police assignments as required.
- Advises supervisors on deployment of personnel during emergency responses.
- Personally participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and performing other related activities.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations', and otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc.
- Takes appropriate law enforcement action as required.

Required Knowledge, Skills and Abilities

- Police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques and equipment, police records and reports and first aid techniques.
- Departmental rules, regulations, policies and procedures.
- Criminal law with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- Principles and practices of modern supervision and training.
- Supervise, train, and schedule subordinates effectively.
- Evaluate the performance of subordinates.
- Provide specific feedback and corrective counseling to employees as it relates to job performance.
- Exercise good judgment and make sound decisions when dealing with workplace conflict.
- Use sound judgment and work with a minimum of supervision.
- Gather, assemble, analyze, evaluate and use facts and evidence.
- Deal effectively with simultaneous activities.

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- Quickly analyze situations and adopt effective courses of action.
- Properly interpret and make decisions in accordance with laws, rules, regulations and policies.
- Communicate clearly and concisely, orally and in writing.
- Speak clearly and communicate tactfully and professionally.
- Write clear and concise reports.
- Follow oral and written instructions.
- Use and care for firearms.
- Effectively communicate with and elicit information from upset and irate citizens.
- Facilitate meetings and mediate conflicts.
- Performs other duties as assigned by the Police Chief.

Desired Minimum Qualification

- An Associate in Arts Degree (A.A.) from an accredited college in a related field such as public administration or criminal justice.
- Completion of the State Basic Training Academy or equivalent academy.
- Must possess a valid State of Florida driver license.
- Three (3) years of experience as a North Bay City Police Officer.

Position Description

Corporal

Classification Identification: Non-Exempt / Union

Pay Grade: Twenty Two (22)

General Purpose

Performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, and related law enforcement activities.

Essential Duties and Responsibilities

- Reviews a variety of police related reports prepared by subordinate officers.
- Creates a plan for individual tactical matters such as equipment to be used for particular operations of the detailed plans for an investigation.
- Advises supervisors on deployment of personnel during emergency responses.
- Works a uniformed shift in the performance of security patrols, traffic control, investigation and administers first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- Patrols City streets, park, commercial and residential areas to preserve the peace and enforce the law.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc.
- Takes appropriate law enforcement action as required.

Required Knowledge, Skills and Abilities

- Principles of supervision, instruction, training and performance evaluation.
- Procedures, methods and techniques of civil service process law enforcement.
- Pertinent federal, state and local laws, codes and regulations.
- Police policies and procedures.
- Criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- Police training; arresting and corrections procedures.
- Police terminology and practices.
- Standard police practices, methods, and procedures.
- Business communications skills.
- Good leadership skills.
- The safe and appropriate use of firearms and other police related tools.
- Supervise, organize, train and review the work of sworn personnel.
- Apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement.
- Interpret and explain law enforcement policies and procedures.
- Maintain composure under adverse conditions such as public harassment, critical injuries and death.
- Communicate clearly and concisely, both orally and in writing.
- Use good leadership skills.
- Prioritize tasks.

- Establish and maintain effective working relationships with City management, employees and the public.
- Read and comprehend complex laws, ordinances, plans and order.
- Frequently use printer, telephone, and fax.
- Properly operate city vehicle.

Desired Minimum Qualification

- An Associate in Arts Degree (A.A.) from an accredited college in a related field such as public administration or criminal justice.
- Completion of the State Basic Training Academy or equivalent academy.
- Two (2) years work experience as a fully commissioned police officer.
- A valid State of Florida driver's license.

Position Description

Classification Identification: Non-Exempt / Union

Pay Grade: Twenty Three (23)

General Purpose

The purpose of this classification is to perform law enforcement duties associated with initiating and following up on criminal investigations, compiling and maintaining testimony and physical evidence, and coordinating other law enforcement activities, services, and programs.

Essential Duties and Responsibilities

- Establish probable cause for warrant and warrant-less searches and arrests.
- Review information on criminal activity.
- Conduct surveillance of individuals/locations.
- Investigate crimes against persons and property.
- Conduct follow-up investigations.
- Prepare photo line-ups.
- Conduct background investigations.
- Coordinate crime scene activities.
- Ensure crime scene evidence is properly collected and preserved.
- Search crime scenes for physical evidence.
- Document chain of custody for evidence.
- Locate and interview crime victims, witnesses and suspects.
- Search premises or property.
- Keep Victims Services Coordinator fully apprised of case activity and progress.
- Trace stolen property.
- Recover and inventory stolen property.
- Check stolen status on property through computer networks.
- Search for missing persons and suspects.
- Attend meetings with other agencies.
- Work closely with Patrol Officers by quickly responding to crimes to provide assistance and guidance where necessary.
- Perform other duties as assigned by the Police Chief.

Required Knowledge, Skills and Abilities

- Ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.
- Knowledge of City ordinances relating to police activity, investigations and practices.
- Ability to type and operate a personal computer.
- Ability to compile information into reports.

Desired Minimum Qualification

- An Associate in Arts Degree (A.A.) from an accredited college in a related field such as criminology or criminal justice.
- Completion of the State Basic Training Academy or equivalent academy.

- Three (3) years work experience in research, statistical analysis, investigations, or law enforcement.
- Must possess a valid driver license.

Position Description

Police/Patrol

Classification Identification: Non-Exempt / Union

Pay Grade: Twenty One (21)

General Purpose

Performs police patrol, investigation, traffic regulation, and related law enforcement activities. Police officers may be assigned to various units within the police department to include but not limited to: Road Patrol, Detective Bureau, Traffic unit, and Marine Patrol.

The purpose of the class is to protect life and property, enforce laws, and investigate crime. The class is responsible for surveillance, law enforcement, investigations, apprehension, and reporting. The class works in accordance with procedures and under general supervision.

Essential Duties and Responsibilities

- Rotating shift-work, performing security patrols, traffic control, investigation and first aid accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- Works an assigned shift with the expectation of using own judgment in deciding course of action in handling difficult and emergency situations without assistance.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- Patrols City streets, parks, and commercial and residential areas to preserve the peace and enforce the law; control vehicular traffic; prevent or detect and investigate misconduct involving misdemeanors, felonies and other violations' of the law, and to otherwise serve and protect.
- Responds to emergency calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action when necessary.
- Undertakes community oriented police work, and assists citizens with such matter as locked or stalled vehicles, crime prevention, traffic safety, etc.
- Carries out duties in accordance with accepted police procedures to ensure personal safety and safety of fellow Officers. Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Required Knowledge, Skills and Abilities

- Procedures, methods and techniques of civil service process law enforcement.
- Pertinent federal, state and local laws, codes and regulations.
- Police policies and procedures.
- Criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- Police training; arresting and corrections procedures.
- Police terminology and practices.
- Standard police practices, methods, and procedures.
- Business communications skills.
- Good leadership skills.

- The safe and appropriate use of firearms and other police related tools.
- Apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement.
- Interpret and explain law enforcement policies and procedures.
- Maintain composure under adverse conditions such as public harassment, critical injuries and death.
- Communicate clearly and concisely, both orally and in writing.
- Use good leadership skills.
- Prioritize tasks.
- Read and comprehend complex laws, ordinances, plans and order.
- Properly operate city vehicle.

Desired Minimum Qualification

- A High School Diploma or GED.
- Must possess a valid State of Florida driver license.
- Must be a U.S. citizen.
- Completion of the State Basic Training Academy or equivalent academy.
- Must be at least 18 years of age.

Position Description

Special Assignment Officer: K-9 Officer / Marine Patrol / Motors

Classification Identification: Non-Exempt / Union

Pay Grade: Twenty Two (22)

General Purpose

This assignment involves performing traditional and non-traditional law enforcement functions involving the use of a certified police canine. This assignment is at the rank of Police Officer or as otherwise designated by the Chief of Police.

Essential Duties and Responsibilities

This assignment carries the same expectations as the description for Police Officer by providing basic police patrol services to the City with the following additions:

- Answer calls for service when not working a call involving the canine. Act as the primary backup unit for the shift, and as the primary unit as necessary.
- Ability to work with a certified canine partner.
- Ability to care for a canine partner and related equipment.
- Ability to care for and maintain a department vehicle that has been specially fitted for canine use.
- Ability to maintain a standard of proficiency set forth for appropriate canine certification(s) as determined by the department and Florida Department of Law Enforcement.
- Ability to demonstrate canine proficiency during training and public demonstrations.
- Ability to be available for call-outs during off duty hours.
- Ability to keep and maintain accurate records for court, training, street use and public demonstrations.
- Ability to comprehend and adhere to established Canine Standard Operating Procedures and directives.
- Ability to appropriately deploy the canine in tactical situations, to advance department objectives, protect officers, apprehend suspects or locate missing persons.
- Ability to control the canine in volatile or potentially hostile situations.
- Ability to integrate the unit and advance the department's mission and overall law enforcement objectives.
- Ability to write comprehensive reports pertaining to canine services, including canine bite reports, canine injury reports, use of force reports, and all other related written correspondence.
- Ability to get along with others, and work effectively with the public and with fellow workers.
- Perform all other duties as assigned.

Required Knowledge, Skills and Abilities

- Ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

- Knowledge of City ordinances relating to police activity, investigations and practices.
- Ability to type and operate a personal computer.
- Ability to compile information into reports.

Desired Minimum Qualification

- A High School Diploma or GED.
- Must be a U.S. citizen.
- Completion of the State Basic Training Academy or equivalent academy.
- Must be at least 18 years of age.
- Must possess a valid State of Florida driver license.

Position Description

Supervisor Dispatcher & Communications Coordinator

Classification Identification: Non-Exempt / Union

Pay Grade: Ten (10)

General Purpose

Performs a variety of routine clerical, administrative and technical work in receiving and dispatching routine and emergency information; keeping official records; and assisting in the administration of the standard operating policies and procedures of the Communications Center.

Essential Duties and Responsibilities

- Monitors telephones and radio in the dispatch center, answers all incoming calls and ascertains nature of call, gathers all necessary information to transmit or relay.
- Dispatches police and other response vehicles for emergency responses; broadcasts nature, location and time of incident.
- Contacts all required personnel and other local concerns such as the fire department in the event of an emergency situation.
- Ensures the presence of reserve units by contacting personnel designated for call-back and relays information as required.
- Monitors reverse 911 computer ensuring all members are accounted for.
- Creates outbound calls to citizens, if the need arises.
- Maintains employee sick log and keeps supervisor advised of possible manpower shortages.
- Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.
- Performs other duties as assigned by the Chief of Police.

Required Knowledge, Skills and Abilities

- Considerable knowledge of modern public safety communications practices, procedures, techniques, and equipment.
- Considerable knowledge of applicable laws, ordinances, rules, regulations and standard operating procedures related to emergency public safety communications.
- Considerable knowledge of computers and computer-aided dispatching; working knowledge of modern principles and practices of public administration.
- Ability to train and supervise staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with employees, peers and supervisors.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to give verbal and written instructions.

Desired Minimum Qualification

- High School diploma or GED.
- Three (3) years of experience in clerical or customer service.
- Minimum requirements may be waived by City Manager.

Position Description

Dispatcher

Classification Identification: Non-Exempt / Union

Pay Grade: Eight (8)

General Purpose

Performs non-emergency dispatch duties utilizing 2-way radio or other means to transmit, receive and relay information to field personnel regarding work assignments. Advises field personnel of service problems and directs service or repair crews to work locations. May serve as a receptionist and/or switchboard operator, receiving service calls, answering routine service calls, answering routine questions and/or dispatching service or repair crews directly for routine matters.

Essential Duties and Responsibilities

- Receives and records written and voice messages by telephone and radio via the Computer Aided Dispatching system.
- Transmits messages and departmental information by radio to personnel in the field.
- Maintains records of all assigned units as to location, availability, and type of equipment via the Computer Aided Dispatching system.
- Maintains files on wanted, missing, or lost persons, stolen vehicles, and related information used in disseminating information to field units.
- Operates computer terminal and originates input information, such as stolen articles and requests for information via National Criminal Information Center and Florida Criminal Information Center.
- Furnishes field units with computer data as requested.
- Dispatch all calls for Police service including 911 emergencies.
- Assists the public by greeting citizens when they enter the station and respond to informational requests.
- Takes telephone complaints from citizens and directs the information to the appropriate person within the department.
- Performs related work as assigned by the Chief of Police or a designee.
- Performs clerical, administrative and technical work in receiving and dispatching routine and emergency information to police personnel and other emergency response vehicles.
- Keeps official records.
- Assists in the administration of the standard operating policies and procedures of the Communications Center.

Required Knowledge, Skills and Abilities

- Must be fluent in the English language. Ability to communicate in Spanish is highly desirable.
- Considerable knowledge of modern office practices and procedures.
- Must be computer literate with knowledge of Microsoft Office, WordPerfect or similar word processing programs.
- Ability to type at least 30 words per minute.
- Ability to meet and deal with the public in an effective and courteous manner.

- Ability to perform several tasks at one time.
- Must possess or be able to obtain 911 emergency medical priority training.
- Must be flexible in duty hours.

Desired Minimum Qualification

- High School Graduate, preferable experience in law enforcement, but not necessary.
- Must pass Background Check and Polygraph for final consideration.
- Three (3) years work experience in the performance of general secretarial and clerical work.
- Previous experience as a dispatcher with a Law Enforcement Agency is preferred.
- Minimum requirements may be waived by City Manager.

Position Description

Records Coordinator I

Classification Identification: Non-Exempt / Union

Pay Grade: Eleven (11)

General Purpose

This is clerical and technical work involving police information files and computerized information systems. Employees in this class are responsible for operating computer terminals and performing diversified duties pertaining to data processing formats on local, state, and national criminal justice information systems. Duties include the rapid and accurate inquiry, entry, modification, and retrieval of a wide variety of police records information concerning wanted subjects, stolen articles, traffic records, etc. Related work includes receiving and providing information telephonically, providing counter services to the public, processing correspondence and researching records.

Essential Duties and Responsibilities

- Operates a computer terminal to make inquiries, recoveries, modifications, cancellations and entries on wanted, missing/runaway subjects, articles, guns and securities, into local, state, and national criminal justice information systems for the City's Police Department
- Sends and receives messages from local, state, and Florida Crime Information Center terminals; verifies messages and bench warrants in the Florida Crime Information Center to other police agencies.
- Receives telephone calls from Police Officers; verifies information and enters data into computer terminals.
- Provides counter services to the public, processes correspondence, researches general records, and files.
- Maintains appropriate work records and logs.
- Performs other duties as assigned by the Police Chief or designee.

Required Knowledge, Skills and Abilities

- Knowledge of modern communications and records management systems and a willingness to develop innovative approaches to the delivery of emergency services maintenance.
- Knowledge and understanding of automated computer systems available to public safety organizations.
- Ability to understand training needs and approaches that can be utilized in accomplishing division training goals; ability to understand and enhance appropriate interpersonal relationships that will facilitate organizational effectiveness in achieving divisional and departmental goals; prepare budget justifications.
- Knowledge of laws and regulations relating to the release of information and records.
- Knowledge and ability pertaining to principles and practices of supervision and training.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to operate assigned equipment.
- Ability to make sound decisions in a manner consistent with the essential job functions.

- Ability and experience in dealing positively with members of the public.

Desired Minimum Qualification

- An Associate in Arts Degree (A.A.) from an accredited college in a related field such as public administration or criminal justice.
- Additional experience may substitute for education on a year for year basis.
- Three (3) years work experience in research, statistical analysis, investigations, or law enforcement.
- Minimum requirements may be waived by City Manager.

Tools And Equipment Used

- Typewriter, computer including word processing, spreadsheet, data base, 10-key calculator; telephone; copy machine; fax machine; survey equipment.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Records Coordinator II

Classification Identification: Non-Exempt / Union

Pay Grade: Fourteen (14)

General Purpose

This is clerical and technical work involving police information files and computerized information systems. Employees in this class are responsible for operating computer terminals and performing diversified duties pertaining to data processing formats on local, state, and national criminal justice information systems. Duties include the rapid and accurate inquiry, entry, modification, and retrieval of a wide variety of police records information concerning wanted subjects, stolen articles, traffic records, etc. Related work includes receiving and providing information telephonically, providing counter services to the public, processing correspondence and researching records.

Essential Duties and Responsibilities

- Operates a computer terminal to make inquiries, recoveries, modifications, cancellations and entries on wanted, missing/runaway subjects, articles, guns and securities, into local, state, and national criminal justice information systems for the City's Police Department
- Sends and receives messages from local, state, and Florida Crime Information Center terminals; verifies messages and bench warrants in the Florida Crime Information Center to other police agencies.
- Receives telephone calls from Police Officers; verifies information and enters data into computer terminals.
- Provides counter services to the public, processes correspondence, researches general records, and files.
- Maintains appropriate work records and logs.
- Performs other duties as assigned by the Police Chief or designee.

Required Knowledge, Skills and Abilities

- Knowledge of modern communications and records management systems and a willingness to develop innovative approaches to the delivery of emergency services maintenance.
- Knowledge and understanding of automated computer systems available to public safety organizations.
- Ability to understand training needs and approaches that can be utilized in accomplishing division training goals; ability to understand and enhance appropriate interpersonal relationships that will facilitate organizational effectiveness in achieving divisional and departmental goals; prepare budget justifications.
- Knowledge of laws and regulations relating to the release of information and records.
- Knowledge and ability pertaining to principles and practices of supervision and training.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to operate assigned equipment.
- Ability to make sound decisions in a manner consistent with the essential job functions.

- Ability and experience in dealing positively with members of the public.

Desired Minimum Qualification

- An Associate in Arts Degree (A.A.) from an accredited college in a related field such as public administration or criminal justice.
- Additional experience may substitute for education on a year for year basis.
- Five (5) years work experience in research, statistical analysis, investigations, or law enforcement.
- Minimum requirements may be waived by the City Manager.

Tools And Equipment Used

- Typewriter, computer including word processing, spreadsheet, data base, 10-key calculator; telephone; copy machine; fax machine; survey equipment.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Public Service Aide

Classification Identification: Non-Exempt / Union

Pay Grade: Thirteen (13)

General Purpose

This is paraprofessional work assisting sworn police personnel in the City's Police Department. Employees in this class perform a variety of para-professional duties in support of sworn police officials including preliminary investigations, investigation of automobile accidents and a variety of community contact work. Duties include the preparation of various reports, utilization of police communications equipment, operating a motor vehicle, and processing crime scenes for latent fingerprints and other physical evidence. Incumbents are unarmed civilian employees with no arrest or enforcement powers, with the exception of the issuance of traffic citations in conjunction with accident investigations and parking violations. Supervision is received from a field training officer or other immediate supervisor who reviews work for satisfactory performance of assigned responsibilities.

Essential Duties and Responsibilities

- Conducts preliminary investigations of nonviolent criminal offenses and prepares appropriate police offense/incidents reports; communicates with persons reporting, victims and witnesses.
- Operates police two-way radio equipment and utilizes a computer terminal for processing information.
- Investigates automobile accidents, prepares accident reports, issues traffic summons and testifies in related court proceedings; provides emergency first aid to injured if required and examines accident scene for signs of physical evidence.
- Processes crime scenes for latent fingerprints and other physical evidence; uses powder, tape and cards to lift latent fingerprints found; and prepares crime scene reports.
- Performs liaison functions between police authorities and the community; makes daily contacts with businesses and residents in assigned work areas; attends community meetings and assists in community programs and special events.
- Operates a motor vehicle on a continual basis in varied traffic conditions or directions; and conducts routine patrolling.
- Performs routine (minor) crime scene processing as assigned.
- Completes a variety of administrative reports, delivers department mail to various units, uses duplicating equipment and answers telephones.
- Performs related work and other duties as assigned by the Police Chief or designee.

Required Knowledge, Skills and Abilities

- Knowledge of departmental rules, regulations and procedures.
- Knowledge of public relations principles and techniques.
- Knowledge of basic legal concepts as they relate to the classification of crimes.
- Knowledge of the principles and practices of first aid.
- Knowledge of the various reports and forms utilized in the course of work.
- Knowledge of the traffic laws.
- Knowledge of basic chemistry concepts related to latent fingerprint processing.

- Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.
- Ability to exercise judgment in dealing with human interactions.
- Ability to prepare a variety of specialized reports.
- Ability to use mobile or hand-held radio equipment and related communications equipment.
- Ability to render first aid.
- Ability to weigh facts and maintain objectivity in making decisions.
- Ability to exercise tact, diplomacy and courtesy in dealing with a variety of people.
- Ability to operate a motor vehicle.
- Ability to control situations requiring traffic direction.

Desired Minimum Qualification

- A High School Diploma or GED.
- Three (3) years experience in bookkeeping work or an equivalent combination of education and experience in the bookkeeping field.
- Must possess a valid State of Florida driver license.
- The minimum requirements may be waived by the City Manager.

Tools And Equipment Used

- Typewriter, computer including word processing, spreadsheet, data base, 10-key calculator; telephone; copy machine; fax machine; survey equipment.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

School Crossing Guard

Classification Identification: Non-Exempt / Part-time

Pay Grade: One (1)

General Purpose

Under supervision of a Sergeant in the Police Department, provides assistance to children and other pedestrians in crossing at specified streets along school routes; and performs related work as required.

Essential Duties and Responsibilities

- Escort children across busy crosswalks and/or intersections.
- Monitor the flow of traffic to ensure safe passage.
- May interact with parents, school personnel, city employees, and others.
- Perform other related duties as assigned.
- Watches for suspicious persons and/or vehicles that may prey upon young children.
- Provides a safe adult presence that young children may go to when they need assistance while going to and from school.

Required Knowledge, Skills and Abilities

- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to work independently, with a minimum of supervision and utilizing good time management skills.
- Ability to use a hand-held stop sign, flashlight, narrowcane, and sandbag.
- Basic safety rules.
- Basic safe driving rules and procedures.
- Techniques for communicating with children and adults.
- Obtaining the attention and cooperation of school children and other pedestrians.
- Observing and recording license numbers and incident details accurately.
- Following oral and written directions.
- Communicating and acting effectively with co-workers, the supervisor and the general public sufficient to exchange or convey information and to receive work direction.

Desired Minimum Qualification

- A High School Diploma or GED.
- Minimum requirements may be waived by the City Manager.

Position Description

Code Enforcement Officer

Classification Identification: Exempt / non union

Pay Grade: Seventeen (17)

General Purpose

Inspects land and building properties for conformity with zoning rules and regulations. Investigates complaints and makes recommendations to resolve any complaints concerning code violations.

Essential Duties and Responsibilities

- Enforces, explains and interprets the City's Zoning Code, including but not limited to, nuisance abatement, clearing, grading, filling, and flood.
- Issues verbal and written notices of code violation and citations for code violations.
- Presents zoning code violation cases to the City Manager or Assistant City Manager.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.
- Maintains records and documents of customer service issues and resolutions.
- Research problems and complaints regarding commercial and residential buildings code compliance.
- Maintain honesty and high ethical, and moral standards.
- Ability to prepare and present Code Compliance Cases before the Special Master.
- Perform zoning and code compliance inspections.
- Ability to get along with others and work effectively with the public and fellow workers.
- Performs other duties as assigned by the City Manager or Assistant City Manager.
- Attends Code Enforcement Board Meetings held by the special master and attends the City Commission Meetings.

Required Knowledge, Skills and Abilities

- Must be computer literate with working knowledge of Microsoft Word, WordPerfect or a similar word processing program as well as Excel, GIS and AutoCAD.
- Ability to meet and deal with the public in an effective and courteous manner.
- Ability to perform several tasks at one time.
- Ability to read and understand architectural plans.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.

Desired Minimum Qualification

- A Bachelors Degree (B.A.) from an accredited college in a related field.
- Three (3) years of experience in enforcement of governmental regulations.
- Minimum of 2 levels of Code Enforcement Certification.
- Minimum requirements may be waived by the City Manager.

BUILDING DEPARTMENT

Position Description

Chief Building Official

Classification Identification: Exempt / Non-Union

Pay Grade: Thirty One (31)

Part time Building Official

Classification Identification: Exempt / Non-Union

Pay Grade: Contractual

General Purpose

This is technical and administrative work in the enforcement of the City's Building & Zoning Code and related regulations. Work involves directing and supervising the City's building inspection and code enforcement program. Work includes responsibility for the development and maintenance of policies and procedures related to the enforcement of all applicable laws, ordinances, and regulations. This employee also attends meetings of Boards related to field activities.

Essential Duties and Responsibilities

- Supervises and coordinates through subordinates the enforcement of the City's Building & Zoning Code; confers with staff members on work problems; occasionally accompanies staff in the field to review unusual problems and to give general assistance.
- Supervises approval of applications for building permits; confers or corresponds with architects, property owners, and contractors concerning questions involved in the enforcement process.
- Supervises Inspectors, Chief Inspectors, Code Enforcement Officers, and Clerks within the Building Department.
- Attends and participates in the activities of various boards and committees dealing with matters relating to the City's Building & Zoning Code; and makes recommendations for changes in ordinances and regulations relative to construction.
- Supervises the formulation of written procedures for the building inspection section.
- Enforces and interprets the Building Code and other related codes and ordinances of the City including, but not limited to, site inspections, building and structural plans review.
- Administer the permitting function, including application processing, fee assessment and collection, and permit issuance.
- Plan, organize, direct and administer all activities of the Building Department, including, but not limited to, personnel evaluation, training, customer service, general departmental operations, records management, and employee discipline.
- Formulate and prescribe work within the Building Department for all departmental staff.
- Assure optimum departmental activity in the enforcement of the Building Code.
- Submit annual budget estimates and accompanying descriptions and oversees the expenditures and revenues of the department's budget in compliance with the City's purchasing procedure.
- Prepare and submit reports of department activities to the City Manager

- Develop a customer service program and instill upon all staff the importance of friendly service.
- Maintain honesty and high ethical and moral standards.
- Develop and implement a departmental operations and procedures manual.
- Evaluate staff performance annually. Discipline department employees for violation of City or Department Policies and Procedures.
- The knowledge, ability and responsibility to effectively recommend hiring, firing, promotion or other status changes of employees to the City Manager as necessary.
- Perform other assigned duties by the City Manager.

Required Knowledge, Skills and Abilities

- Knowledge of general office procedures.
- Knowledge of City Ordinance and the City's Building and Zoning codes.
- Ability to keep moderately complex records, to assemble and organize data, and to prepare reports from such records.
- Read and accurately interpret plans and specifications.
- Thorough knowledge of organizational and management practices as applied to the analysis and evaluation of police programs, policies and operational needs.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Considerable knowledge of modern office practices and procedures.
- Must be computer literate with knowledge of Microsoft Word, WordPerfect or similar word processing programs.
- Ability to meet and deal with the public in an effective and courteous manner.

Desired Minimum Qualification

- Must be qualified as one of the following pursuant to Section 8-20, Chapter 8 of the Miami-Dade County Code of Ordinances.
 1. A Registered Professional Engineer licensed in the State of Florida with not less than 5 years experience under that registration and having practiced within the area of jurisdiction of the Building Code for at least 5 years. (License under the structural discipline, while highly desirable, is not required.)
 2. A Registered Architect licensed in the State of Florida with not less than 5 years experience under that registration.
 3. A licensed General Contractor holding a current Certificate of Competency issued by the Florida Construction Industry Licensing Board with not less than 5 years experience under that license.
 4. A licensed General Contractor holding a current Certificate of Competency issued by the Miami Dade County Construction Trade Qualifying Board with not less than 5 years experience under that license.
- Must be certified or eligible for certification as a Chief Building Inspector and Building Plans Examiner by the Miami-Dade County Board of Rules and Appeals.
- Must be certified by the Miami-Dade Board of Rules and Appeals. To be certified by the Board of Rules and Appeals the individual will need the following:
 1. The inspection authority (the City) must apply for certification to the Building Code Compliance Office prior to the appointment of the Building Official. Based on a preliminary review of the application for certification, the Building Code Compliance Office will within ten days grant temporary certification or deny it. The application is then submitted to the Board of Rules and Appeals for approval or denial. The City shall not employ any person without first obtaining temporary certification from the Office of Code Compliance.
 2. The City would also need to certify the Building Official as a Building Plans Examiner and Chief Building Inspector. The code requirements for these positions

to be certified are the same as the minimum criteria for a Building Official listed above.

- Must hold a valid standard certificate issued by the State of Florida Department of Business & Professional Regulation Board of Building Code Administrators and Inspectors in the category and discipline he/she is seeking certification.

Position Description

Building and Zoning Clerk

Classification Identification: Non-Exempt / Union

Pay Grade: Eleven (11)

General Purpose

Advanced clerical and building permit application and plans. Provides support services for the Building Department.

Essential Duties and Responsibilities

- This position provides general zoning, building and related code information and application forms to permit applicants and the general public, and provides guidance in filling out various permit applications and forms, making sure applicants understand the permitting process and the necessary information and attachments required to submit an accurate and complete application.
- Answers questions regarding building codes and land use requirements at the counter or on the phone.
- Processes permit applications by accepting the application, checking for accuracy and completeness, receipting it in, calculating fees, routing to appropriate review staff, monitoring application progress for status reports, and preparing plans and permits for issuance.
- Maintains accurate and timely records of the permit process; inputs, maintains and compiles a variety of data permitting activity, such as number of permits by type, calculations, permit fees, review time, problem areas, conditions imposed, actions taken, etc.
- Prepares, maintains and stores records, files and logs related to permit issuance and inspections; prepares documents and plans for storage.
- Assists in the scheduling of requests for field inspections.
- Performs duties as assigned by the Building Official.
- Attends Planning & Zoning Board Meetings and prepares the minutes of the meetings.

Required Knowledge, Skills and Abilities

- Knowledge of general office procedures.
- Knowledge of City Ordinance and the City's Building and Zoning codes.
- Ability to communicate in the English language with the public, both in person and on the telephone.
- Ability to keep moderately complex records, to assemble and organize data, and to prepare reports from such records.
- Ability to make computations and tabulations with speed and accuracy.
- Ability to recognize plans for various building department disciplinary (Building, Plumbing, Electrical, Mechanical, Signs, etc.)

Desired Minimum Qualification

- Bachelors Degree or AA Degree in Social Sciences
- Two (2) years of experience in varied clerical and secretarial work.

- Four (4) years experience in a Building/Zoning Department or any equivalent combination of training and experience.
- The minimum requirements may be waived by the City Manager.

Tools And Equipment Used

- Computer and various office equipment

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Building Inspector

Classification Identification: Contractual

General Purpose

Highly responsible, administrative, supervisory, and technical work in enforcing compliance with applicable national, state and local laws, codes, ordinances and regulations through reviewing construction plans and specifications of new and existing buildings, structures, and properties. Work includes office and field duties.

Essential Duties and Responsibilities

- Enforces related national, state and local laws, codes, ordinances and regulations by issuing warnings and written notices of violations; and follows departmental procedures for inspection and action required to ensure compliance.
- May conduct technical field inspections of buildings and premises during various phases of construction and use.
- May inspect the structure of and materials used in new and existing buildings, structures and premises. Requests demolition of any structures declared unsafe.
- Detects and investigates reported and unreported hazards, possible safety problems, and violations; determines conformity with established standards and approved plans.
- Reviews building plans, blueprints, specifications, and material lists to determine compliance with applicable regulations and good building and construction practices, and recommends approval or rejection.
- May issue permits and certifications dependent upon compliance with standards, and assist applicants in completing necessary forms.
- Recommends methods, materials, equipment, and alterations to assist in compliance with accepted standards.
- May compute fees for building permits and certifications.
- Determines acceptability of qualifications of contractors engaged in work relating to the type of work referred to herein.
- Testifies in court and before related boards; obtains documentation; and prepares testimony.
- Reports suspected or known violations of zoning, electrical, plumbing, mechanical, licensing, fire, marine, and planning standards to the appropriate authorities.
- Prepares and maintains reports, records and correspondence concerning building structure enforcement and inspection activities.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of national, state, and local laws, codes, ordinances and regulations regarding construction, alteration, and repair of buildings and other structures.
- Thorough knowledge of general building design and construction.

- Thorough knowledge of good construction practices.
- Considerable knowledge of effective practices concerning air conditioning, electrical, plumbing and other phases of building construction.
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards.
- Ability to read, understand, explain and apply regulations.
- Ability to make technical inspections and render valid decisions.
- Ability to enforce regulations tactfully, firmly and impartially.
- Ability to establish and maintain effective working relationship with other employees, agencies and the public.
- Ability to make arithmetic and statistical computations with speed and accuracy.
- Ability to communicate effectively both verbally and in writing.
- Ability to testify effectively in court and before related boards.
- Ability to research data and originate legal documents and other instruments of law.
- Ability to prepare clear and concise records, reports, correspondence, and other documentation.
- Ability to complete forms legibly and accurately.
- Ability to supervise the work of subordinate employees in a manner conducive to full performance and high morale.

Desired Minimum Qualification

- Must be qualified as one of the following pursuant to Section 8-20, Chapter 8 of the Miami-Dade County Code of Ordinances.
 1. A Registered Professional Engineer licensed in the State of Florida with not less than 5 years experience under that registration and having practiced within the area of jurisdiction of the Building Code for at least 5 years. (License under the structural discipline, while highly desirable, is not required.)
 2. A Registered Architect licensed in the State of Florida with not less than 5 years experience under that registration.
 3. A licensed General Contractor holding a current Certificate of Competency issued by the Florida Construction Industry Licensing Board with not less than 5 years experience under that license.
 4. A licensed General Contractor holding a current Certificate of Competency issued by the Miami-Dade County Construction Trade Qualifying Board with not less than 5 years experience under that license.
- Must be certified or eligible for certification as a Chief Building Inspector and Building Plans Examiner by the Miami-Dade County Board of Rules and Appeals.
- Must be certified by the Miami-Dade County Board of Rules and Appeals. To be certified by the Board of Rules and Appeals the individual will need the following:
 1. The inspection authority (the City) must apply for certification to the Building Code Compliance Office prior to the appointment of the Building Official. Based on a preliminary review of the application for certification, the Building Code Compliance Office will within ten days grant temporary certification or deny it. The application is then submitted to the Board of Rules and Appeals for approval or denial. The city shall not employ any person without first obtaining temporary certification from the Office of Code Compliance.
 2. The City would also need to certify the Building Official as a Building Plans Examiner and Chief Building Inspector. The code requirements for these positions to be certified are the same as the minimum criteria for a Building Official listed above.

- Must hold a valid standard certificate issued by the State of Florida Department of Business & Professional Regulation Board of Building Code Administrators and Inspectors in the category and discipline he/she is seeking certification.

Position Description

Electrical Inspector

Classification Identification: Contractual

General Purpose

Highly responsible, administrative, supervisory, and technical work in enforcing compliance with applicable national, state and local laws, codes, ordinances and regulations through reviewing construction plans and specifications of new and existing electrical installation. Work includes offices and field duties, supervising the enforcement program to ensure that legally established requirements for plans, workmanship and materials are met with regard to electrical work throughout the City.

Essential Duties and Responsibilities

- Enforces related national, state and local laws, codes, ordinances and regulations by issuing warnings and written notices of violations; follows departmental procedures for inspection and action required to ensure compliance.
- May conduct technical field inspections of buildings and premises during various phases of construction and use, related to the installation and operation of electrical systems and equipment.
- May inspect the structure of and materials used in new and existing electrical systems and requests correction of any deficiencies.
- Detects and investigates reported and unreported hazards, possible safety problems, and violations; and determines conformity with established standards and approved plans.
- Reviews building plans, blueprints, specifications, and material lists to determine compliance with applicable regulations and good electrical construction practices and recommends approval or rejection.
- May issue permits and certifications dependent upon compliance with standards, and assist applicants in completing necessary forms.
- Recommends methods, materials, equipment, and alterations to assist in compliance with accepted standards.
- May compute fees for building permits and certifications.
- Testifies in court and before related boards; obtains documentation; and prepares testimony.
- Reports suspected or known violations of electrical systems installation, materials and workmanship standards to the appropriate authorities.
- Prepares and maintains reports, records and correspondence concerning building structure enforcement and inspection activities.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of national, state, and local laws, codes, ordinances and regulations regarding construction, alteration, and repair of electrical systems installation, materials, workmanship and equipment.
- Thorough knowledge of good construction practices.

- Considerable knowledge of effective practices concerning electrical systems, installation practices and other phases of building construction relating to electrical work.
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards.
- Ability to read, understands, explain and apply regulations.
- Ability to make technical inspections and render valid decisions.
- Ability to enforce regulations tactfully, firmly and impartially.
- Ability to establish and maintain effective working relationship with other employees, agencies and the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to testify effectively in court and before related boards.
- Ability to research data and originate legal documents and other instruments of law.
- Ability to prepare clear and concise records, reports, correspondence, and other documentation.
- Ability to complete forms legibly and accurately.
- Ability to supervise the work of subordinate employees in a manner conducive to full performance and high morale.

Desired Minimum Qualification

- A Certificate of Competency as a master and with at least ten (10) years experience as a master electrician; OR a degree in Electrical Engineering and five (5) years experience as a master electrician, working in the Miami Dade County area.
- Must be certified or eligible for certification as a Chief Building Inspector and Building Plans Examiner by the Miami-Dade Board of Rules and Appeals.
- Must be certified by the Miami-Dade Board of Rules and Appeals. To be certified by the Board of Rules and Appeals the individual will need the following:
 1. The inspection authority (the City) must apply for certification to the Building Code Compliance Office prior to the appointment of the Building Official. Based on a preliminary review of the application for certification, the Building Code Compliance Office will within ten days grant temporary certification or deny it. The application is then submitted to the Board of Rules and Appeals for approval or denial. The City shall not employ any person without first obtaining temporary certification from the Office of Code Compliance.
 2. The City would also need to certify the Chief Electrical Inspector as a Plans Examiner and Building Inspector.
- Must hold a valid standard certificate issued by the State of Florida Department of Business & Professional Regulation Board of Building Code Administrators and Inspectors in the category and discipline he/she is seeking certification.

Position Description

Mechanical Inspector

Classification Identification: Contractual

General Purpose

Highly responsible, administrative, supervisory, and technical work in enforcing compliance with applicable national, state and local laws, codes, ordinances and regulations through reviewing construction plans and specifications of new and existing buildings, structures, and properties. Work includes office and field duties.

Essential Duties and Responsibilities

- Enforces related national, state and local laws, codes, ordinances and regulation by issuing warnings and written notices of violations; and follows departmental procedures for inspection and action required to ensure compliance.
- Conducts technical field inspections of buildings and premises during various phases of construction and use; issues safety certificates and renews on an annual basis following re-inspection.
- Detects and investigates reported and unreported hazards, possible safety problems, and violations; determines conformity with established standards and approved plans.
- Reviews building plans, blueprints, specifications, and material lists to determine compliance with applicable regulations and good mechanical practices and recommends approval or rejection.
- May issue permits and certifications dependent upon compliance with standards, and assist applicants in completing necessary forms.
- Recommends methods, materials, equipment, and alterations to assist in compliance with accepted standards.
- Testifies in court and before related boards; obtains documentation; and prepares testimony.
- Reports suspected or known violations of mechanical standards to the appropriate authorities.
- Prepares and maintains reports, records and correspondence concerning building structure enforcement and inspection activities.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of national, state, and local laws, codes, ordinances and regulations relating mechanical equipment installation, operation and maintenance.
- Considerable knowledge of effective practices concerning air conditioning, electrical, plumbing and other phases of building construction.
- Knowledge of effective supervisory techniques.
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards;
- Ability to read, understands, explain and apply regulations.
- Ability to make technical inspections and render valid decisions.

- Ability to enforce regulations tactfully, firmly and impartially.
- Ability to establish and maintain effective working relationship with other employees, agencies and the public.
- Ability to make arithmetic and statistical computations with speed and accuracy.
- Ability to communicate effectively both verbally and in writing.
- Ability to testify effectively in court and before related boards.
- Ability to research data and originate legal documents and other instruments of law.
- Ability to prepare clear and concise records, reports, correspondence, and other documentation.
- Ability to complete forms legibly and accurately.
- Ability to supervise the work of subordinate employees in a manner conducive to full performance and high morale.

Desired Minimum Qualification

- A Registered Professional Engineer licensed in the State of Florida, with not less than five (5) years under that registration, OR a licensed Master General Mechanical, holding a current Certificate of Competency from Miami Dade County Construction Trades Qualifying Board, with not less than ten (10) years experience as a practicing Mechanical Master or Journeyman general.
- Must be certified or eligible for certification as a Chief Building Inspector and Building Plans Examiner by the Miami-Dade County Board of Rules and Appeals.
- Must be certified by the Miami-Dade County Board of Rules and Appeals. To be certified by the Board of Rules and Appeals the individual will need the following:
 1. The inspection authority (the City) must apply for certification to the Building Code Compliance Office prior to the appointment of the Building Official. Based on a preliminary review of the application for certification, the Building Code Compliance Office will within ten days grant temporary certification or deny it. The application is then submitted to the Board of Rules and Appeals for approval or denial. The City shall not employ any person without first obtaining temporary certification from the Office of Code Compliance.
 2. The City would also need to certify the Chief Mechanical Inspector as a Plans Examiner and Building Inspector.
- Must hold a valid standard certificate issued by the State of Florida Department of Business & Professional Regulation Board of Building Code Administrators and Inspectors in the category and discipline he/she is seeking certification.

Position Description

Plumbing Inspector

Classification Identification: Contractual

General Purpose

Highly responsible, administrative, supervisory, and technical work in enforcing compliance with applicable national, state and local laws, codes, ordinances and regulations through reviewing construction plans and specifications of new and existing plumbing installation. Work includes office and field duties.

Essential Duties and Responsibilities

- Enforces related national, state and local laws, codes, ordinances and regulations by issuing warnings and written notices of violations; follows departmental procedures for inspection and action required to ensure compliance.
- Conducts technical field inspections of buildings, equipment and installation during various phases of plumbing construction, installation and operation.
- Inspects new and existing plumbing facilities such as: plumbing, water supply, gas supply, and drainage systems, fixtures, and appliances; pipe work in connection with oil burning equipment, air conditioning and boiler installation, fire lines and sprinkler systems.
- Detects and investigates reported and unreported hazards, possible safety problems, unsanitary or inadequate conditions and violations; and determines conformity with established standards and approved plans.
- Reviews plumbing installation plans, blueprints, specifications, and material lists to determine compliance with applicable regulations and good building and construction practices and recommends approval or rejection.
- May issue permits and certifications dependent upon compliance with standards, and assist applicants in completing necessary forms.
- Recommends methods, materials, equipment, and alterations to assist in compliance with accepted standards.
- May compute fees for building permits and certifications.
- Determines acceptability of qualifications of contractors engaged in work relating to the type of work referred to herein.
- Testifies in court and before related boards; obtains documentation; and prepares testimony.
- Reports suspected or known violations of zoning, electrical, plumbing, mechanical, licensing, fire, marine, and planning standards to the appropriate authorities.
- Prepares and maintains reports, records and correspondence concerning building structure enforcement and inspection activities.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of national, state, and local laws, codes, ordinances and regulations regarding plumbing, water supply, gas supply, and drainage systems, fixtures, and appliances; knowledge also required for pipe work in connection with oil burning equipment, air conditioning and boiler installation, fire lines and sprinkler systems.
- Thorough knowledge of effective practices concerning installation, operation and maintenance of sanitary plumbing, water supply and gas supply systems.

- Considerable knowledge of building design and construction.
- Considerable knowledge of good construction practices.
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards.
- Ability to read, understand, explain and apply regulations.
- Ability to make technical inspections and render valid decisions.
- Ability to enforce regulations tactfully, firmly and impartially.
- Ability to establish and maintain effective working relationship with other employees, agencies and the public.
- Ability to make arithmetic and statistical computations with speed and accuracy.
- Ability to communicate effectively both verbally and in writing.
- Ability to testify effectively in court and before related boards.
- Ability to research data and originate legal documents and other instruments of law.
- Ability to prepare clear and concise records, reports, correspondence, and other documentation.
- Ability to complete forms legibly and accurately.
- Ability to supervise the work of subordinate employees in a manner conducive to full performance and high morale.

Desired Minimum Qualification

- Ten (10) years experience as a practical plumber with a valid, recognized Certificate of Competency as a Journeyman or Master Plumber.
- Must be certified or eligible for certification as a Chief Building Inspector and Building Plans Examiner by the Miami-Dade County Board of Rules and Appeals.
- Must be certified by the Miami-Dade County Board of Rules and Appeals. To be certified by the Board of Rules and Appeals the individual will need the following:
 1. The inspection authority (the City) must apply for certification to the Building Code Compliance Office prior to the appointment of the Building Official. Based on a preliminary review of the application for certification, the Building Code Compliance Office will within ten days grant temporary certification or deny it. The application is then submitted to the Board of Rules and Appeals for approval or denial. The City shall not employ any person without first obtaining temporary certification from the Office of Code Compliance.
 2. The City would also need to certify the Chief Plumbing Inspector as a Plans Examiner and Building Inspector.
- Must hold a valid standard certificate issued by the State of Florida Department of Business & Professional Regulation Board of Building Code Administrators and Inspectors in the category and discipline he/she is seeking certification.

Position Description

Structural Inspector

Classification Identification: Contractual

General Purpose

Highly responsible, advanced technical, supervisory and administrative work in enforcing compliance with applicable national, state and local laws, codes, ordinances and regulations. Work involves approving and disapproving construction plans, demolition plans and specifications prior to issuing building permits and conducting or supervising inspections of new and existing buildings, structures, and properties, activities notification, posting, violation and issuance of recertification, building violations and abandoned buildings activities. Work includes field and office duties.

Essential Duties and Responsibilities

- Performs the more technical and/or more complex inspection, investigative, enforcement, licensing and contractor certification duties.
- Interprets and explains regulations and standards and disseminates technical advice to interested parties including subordinates, other sections and agencies, and the public.
- Enforces relevant national, state and local laws, codes, ordinances and regulations by issuing warnings and written notices of violations; follows departmental procedures for inspection and action required to ensure compliance.
- Conducts or supervises the technical field inspections of buildings, structures and premises during various phases of construction and use.
- May order portions of a building or structure to be exposed for inspection.
- May order construction work stopped if work is being done contrary to regulations or in a dangerous or unsafe manner, and permit work to proceed after compliance with required standards have been met.
- May order buildings vacated if occupancy or use is contrary to accepted regulations.
- Requests demolition of any building or structures declared unsafe.
- Approves or rejects plans, blueprints, specifications, and material lists based on compliance with applicable building regulations and good building and construction practices and issues licenses accordingly.
- Testifies in court and before related boards; obtains documentation; and prepares testimony.
- Prepares and maintains reports, records and correspondence concerning building structure enforcement and inspection activities.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of national, state, and local laws, codes, ordinances and regulations regarding construction, alteration, and repair of buildings and other structures.
- Thorough knowledge of general building design and construction.
- Thorough knowledge of good construction practices.
- Considerable knowledge of City and departmental rules, regulations, procedures and policies.
- Knowledge of effective practices in planning, scheduling, assigning, directing, coordinating and evaluating the functions of the section.

- Knowledge of Federal Emergency Management Agency's Flood Plain Management Regulations and standards.
- Knowledge of Department of Environmental Resource Management's Asbestos Removal regulations.
- Knowledge of Department of Transportation's Access Control regulations.
- Knowledge of National, State and Local laws, codes and ordinances pertaining to drainage and sanitation.
- Knowledge of national life safety code and occupancy standards.
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards;
- Ability to make highly technical inspections and render valid decisions.
- Ability to enforce regulations tactfully, firmly and impartially.
- Ability to establish and maintain effective working relationship with other employees, agencies and the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to make arithmetic and statistical computations with speed and accuracy.
- Ability to testify effectively in court and before related boards.
- Ability to research data and originate legal documents and other instruments of law.
- Ability to prepare clear and concise records, reports, correspondence, and other documentation.
- Ability to complete forms legibly and accurately.

Desired Minimum Qualification

- Bachelor's degree from an accredited college in Civil Engineering, Civil Engineering Technology, Construction Engineering Technology, or Architectural Engineering.
- Registered Professional Engineer licensed in the State of Florida, Registered Architect licensed in the State of Florida or General Contractor with current Certificate of Competency from Florida Construction Industry Licensing Board or from Dade County Construction Trade Qualifying Board.
- A minimum of one (1) year experience as an Engineering Inspector.
- Must be certified or eligible for certification as a Chief Building Inspector and Building Plans Examiner by the Miami-Dade County Board of Rules and Appeals.
- Must be certified by the Miami-Dade County Board of Rules and Appeals. To be certified by the Board of Rules and Appeals the individual will need the following:
 1. The inspection authority (the City) must apply for certification to the Building Code Compliance Office prior to the appointment of the chief Structural Engineer. Based on a preliminary review of the application for certification, the Building Code Compliance Office will within ten days grant temporary certification or deny it. The application is then submitted to the Board of Rules and Appeals for approval or denial. The City shall not employ any person without first obtaining temporary certification from the Office of Code Compliance.
 2. The City would also need to certify the Chief Structural Engineer as a Plans Examiner, and Building Inspector.
- Must hold a valid standard certificate issued by the State of Florida Department of Business & Professional Regulation Board of Building Code Administrators and Inspectors in the category and discipline he/she is seeking certification.

PUBLIC WORKS DEPARTMENT

Position Description

Public Works Director

Classification Identification: Exempt / Non-Union

Pay Grade: Thirty One (31)

General Purpose

The fundamental reason this classification exists is to organize, direct, and coordinate the activities of the Public Works Department. The Public Works Director manages all residential solid waste collection and disposal activities including recycling and household hazardous waste programs. The Director shall also oversee the administration, operation and capital projects for City's sewer, water, stormwater, roadways, and landscaping. The incumbent oversees the procurement, management and maintenance of the City's fleet of equipment, construction, maintenance and operation of City-owned facilities and related electrical and mechanical systems. The employee administers departmental service contracts. The Director is responsible for determining major departmental policies for planning long-term programs, for resolving difficult administrative problems and for managing the departmental budget and capital projects and procurements. The position delegates considerable authority for the performance of technical and day-to-day administrative activities to Utilities Superintendent since the major emphasis is on overall administration and coordination. Broad policies are prescribed by, and general direction is received from the City Manager, who holds the Public Works Director responsible for the effectiveness of departmental programs.

Essential Duties and Responsibilities

- Develops and implements programs, policies and procedures for assigned division.
- Plans, organizes and directs the activities of staff involved in Water, Sewer, Transit, Maintenance, Solid Waste Management and landscaping.
- Exercises general supervision over union professional, supervisory and technical staff.
- Plans for existing and future equipment and facility needs.
- Prepares Departmental operating budget including, revenues and expenditures for enterprise funds, and capital projects.
- Analyzes costs and production data to increase the cost effectiveness of operations.
- Directs the preparation of operating and capital budget estimates and prepares cost estimates on a variety of projects and procurements.
- Reviews various operations and formulates proposals for contract services.
- Performs contract administration duties, including negotiating and recommending contract terms, evaluating performance and ensuring compliance to warranty and contract agreements.
- Writes or directs the preparation of comprehensive management reports and grants.
- Monitors legislation and develops policies and programs to ensure compliance with federal, state, county and local laws and regulations.
- Participates and leads various interdepartmental project groups, special projects and task forces.

- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
- Represents management in collective bargaining agreements.
- Represents the City of North Bay City at Public Meetings.
- Performs other duties as assigned by the City Manager.

Required Knowledge, Skills and Abilities

- Automotive and construction equipment usage, maintenance, and related equipment.
- Electrical systems.
- Materials, methods and techniques utilized in construction and maintenance activities of the department.
- Principles and practices of public administration.
- Refuse collection, disposal and recycling.
- Principles and practices of personnel management and supervision.
- Principles and practices of budget preparation and administration.
- Privatization and contracting methods and techniques.
- Organize, direct and coordinate the activities of several divisions.
- Develop long-term plans and programs to make major policy decisions on complex technical and administrative problems.
- Perform a broad range of supervisory responsibilities over others.
- Communicate orally with customers, clients and the public using a telephone or in a one-to-one or group setting.
- Produce written documents with clearly-organized thoughts with proper sentence construction, punctuation and grammar.
- Works cooperatively with others.

Desired Minimum Qualification

- A Bachelor's degree from an accredited college in a related field such as civil, electrical, or mechanical engineering.
- P.E. is preferred.
- Five (5) years supervisory experience in maintenance management, refuse collection and disposal activities or utilities.
- Minimum requirements may be waived by the City Manager.

Position Description

Public Works Supervisor

Classification Identification: Exempt / Non-Union

Pay Grade: Twenty (20)

General Purpose

Work involves direct responsibility for the 24-hour operation and maintenance of the City's infrastructure to ensure customer needs are met while protecting public health and the environment. Position coordinates, plans, and directs the operation and maintenance of the City's infrastructure and sanitation collection to ensure efficient operation and compliance with all applicable federal, state, county and local regulatory requirements. Supervision is exercised over subordinate managers and supervisors. Directly oversees the daily operations of sanitation services, road maintenance, landscaping, sanitary sewer, water distribution and stormwater. Work is performed with considerable independent judgment within established policies and procedures.

Essential Duties and Responsibilities

- Develops and implements policies and procedures to ensure area of responsibility is in compliance with all regulatory requirements.
- Assists and performs long-range strategic planning to ensure the future needs of the customers are met, while protecting public health and the environment.
- Directs and plans the corrective and preventive maintenance aspects of the system which may include large scale industrial electronic/electrical process controls.
- Manages subordinate supervisors engaged in the maintenance and operation of the system.
- Ensures that facility activities are in compliance with all federal, state, county and local requirements.
- Administers the preparation and submittal of operations and maintenance records and reports for the system.
- Conducts routine staff meetings and training programs for staff.
- Confers with city officials, regulatory officials, contractors, civic leaders and the general public regarding system maintenance and operations.

Desired Minimum Qualification

- An AA degree from an accredited college in a related field such as civil, electrical, or mechanical engineering, or construction management.
- Three (3) years experience in managing the operation and maintenance of water or wastewater treatment or solid waste systems, including experience in the high-level supervisory aspects of the work or any equivalent combination of training and experience.
- Minimum requirements may be waived by the City Manager.

Position Description

Sanitation Truck Driver

Classification Identification: Non-Exempt / Union

Pay Grade: Ten (10)

General Purpose

This is a skilled work involving the operation of moderately heavy trucks. Waste truck drivers operate large capacity open and closed carrier vehicles in collecting garbage. Work involves responsibility for the safe and efficient operation of motorized equipment and for the completeness of route schedules.

Essential Duties and Responsibilities

- Washes, cleans and gives routine first level maintenance to the equipment.
- Performs manual laboring tasks such as picking up refuse and trash and loading materials on to truck.
- Drives truck to landfill and empties refuse, trash and other items.
- Treats the public and other employees in a respectful and courteous manner.
- Adheres to safe work practices and follows safety policies and rules.
- Complies with all City regulations.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

- Knowledge of principles and methods of operating trucks and similar equipment.
- Knowledge of practices, methods and materials used in physical laboring.
- Knowledge of rules and regulations pertaining to safety and operation of equipment.
- Ability to make minor repairs and adjustments to equipment and detect problems with equipment.
- Ability to perform manual work.
- Ability to follow and understand written and oral instructions.
- Ability to learn and remember street addresses and routes.
- Ability to lift fifty (50) pounds.

Desired Minimum Qualification

- High School Diploma or GED.
- Must possess a valid State of Florida CDL class A or B license.
- Three (3) years experience in general maintenance and repair work.
- Minimum requirements may be waived by the City Manager.

Position Description

Sanitation Worker I

Classification Identification: Non-Exempt / Union

Pay Grade: Five (5)

General Purpose

This is manual, semi-skilled general maintenance work in the department of public works. Work performance requires some knowledge of with the basic trades used in a sanitation maintenance shop. Knowledge of a wide variety of operational and maintenance principles.

Essential Duties and Responsibilities

- Loading trash, garbage and other debris onto assigned collection vehicles.
- Assist in maintenance of collection vehicles as required.
- Operate hydraulic control systems on collection equipment.
- Perform manual labor tasks as assigned.
- Perform other appropriate duties as required.
- Duties involve continuous bending, lifting, digging, carrying, or walking with little chance for variety, and/or using force equal to lifting up to 50 pounds.
- Washes, cleans and gives routine first level maintenance to the equipment.
- Aids the sanitation truck driver as required.
- Performs other duties as assigned.
- Complies with all City regulations.

Required Knowledge, Skills and Abilities

- Knowledge of rules and regulations pertaining to safety and operation of equipment.
- Ability to make minor repairs and adjustments to equipment and detect problems with equipment.
- Ability to perform manual work.
- Ability to follow and understand written and oral instructions.

Desired Minimum Qualification

- High School Diploma or GED.
- One (1) year experience in general maintenance and repair work.
- A valid State of Florida driver's license preferable.
- Minimum requirements may be waived by the City Manager.

Position Description

Sanitation Worker II

Classification Identification: Non-Exempt / Union

Pay Grade: Eight (8)

General Purpose

This is manual, semi-skilled general maintenance work in the department of public works. Work performance requires some knowledge of with the basic trades used in a sanitation maintenance shop. Knowledge of a wide variety of operational and maintenance principles.

Essential Duties and Responsibilities

- Loading trash, garbage and other debris onto assigned collection vehicles.
- Assist in maintenance of collection vehicles as required.
- Operate hydraulic control systems on collection equipment.
- Perform manual labor tasks as assigned.
- Perform other appropriate duties as required.
- Duties involve continuous bending, lifting, digging, carrying, or walking with little chance for variety, and/or using force equal to lifting up to 50 pounds.
- Washes, cleans and gives routine first level maintenance to the equipment.
- Aids the sanitation truck driver as required.
- Performs other duties as assigned.
- Complies with all City regulations.

Required Knowledge, Skills and Abilities

- Knowledge of rules and regulations pertaining to safety and operation of equipment.
- Ability to make minor repairs and adjustments to equipment and detect problems with equipment.
- Ability to perform manual work.
- Ability to follow and understand written and oral instructions.

Desired Minimum Qualification

- High School Diploma or GED.
- Three (3) years experience in general maintenance and repair work.
- A valid State of Florida driver's license preferable.
- Minimum requirements may be waived by the City Manager.

Position Description

Maintenance Worker I

Classification Identification: Non-Exempt / Union

Pay Grade: Three (3)

General Purpose

Under close or general supervision, performs maintenance to a variety of general buildings and grounds related to work at an assigned facility.

Essential Duties and Responsibilities

- Maintains grounds and landscape areas in order to ensure that grounds and landscape areas are presentable, clean and safe.
- Performs a variety of facility maintenance work on public properties in order to ensure a clean and safe environment for the public, City employees, and to minimize major repair/replacement costs and/or extend the useful life of equipment/fixtures.
- Cleans gutters, storm drains, pavilions, sidewalks, etc. in order to provide a clean, sanitary and safe environment for the public.
- Prepares a variety of log sheets in order to document work activities, track equipment usage and provide summary information to management.
- Maintains a variety of landscape and construction related equipment in order to ensure that the equipment operates safely and appropriately when needed. Moves a variety of furniture and related items in order to relocate/rearrange work stations/offices, and set up for meetings, activities and events.
- Performs related work as required.
- Complies with City regulations.

Required Knowledge, Skills and Abilities

- Ability to read, understand and follow instructions/guidelines associated with a variety of general maintenance work.
- Ability to learn to perform a variety of work activities associated with general maintenance work.
- Ability to multi-task.
- Ability to communicate effectively orally and in writing.
- Ability to bend, stoop, reach and/or climb to complete assigned work activities.
- Ability to work outdoors in a variety of temperature/weather conditions.
- Ability to lift, carry, push and/or pull up to 30 pounds without assistance.
- Ability to work with limited supervision.
- Ability to operate a variety of motor vehicles.

Desired Minimum Qualification

- A High School Diploma or GED.
- Must possess a valid State of Florida driver license.
- One (1) year experience performing full time building and/or grounds maintenance work.
- Minimum requirements may be waived by the City Manager.

Position Description

Maintenance Worker II

Classification Identification: Non-Exempt / Union

Pay Grade: Six (6)

General Purpose

Under close to general supervision, performs maintenance to a variety of general buildings and grounds related work at an assigned facility.

Essential Duties and Responsibilities

- Maintains grounds and landscape areas in order to ensure that grounds and landscape areas are presentable, clean, and safe.
- Performs a variety of facility maintenance work on public properties in order to ensure a clean, safe environment for the public and City employees, minimize major repair/replacement costs, and/or extend the useful life of equipment/fixtures.
- Cleans gutters, storm drains, pavilions, sidewalks, etc. in order to provide a clean, sanitary, and safe environment for the public.
- Prepares a variety of log sheets in order to document work activities, track equipment usage, and provide summary information to management.
- Maintains a variety of landscape and construction related equipment in order to ensure that the equipment operates safely and appropriately when needed. Moves a variety of furniture and related items in order to relocate/rearrange work stations/offices, and set up for meetings, activities, and events.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Ability to read, understand, and follow instructions/guidelines associated with a variety of general maintenance work.
- Ability to learn to perform a variety of work activities associated with general maintenance work.
- Ability to multi-task.
- Ability to communicate effectively orally and in writing.
- Ability to bend, stoop, reach, and/or climb to complete assigned work activities.
- Ability to work outdoors in a variety of temperature/weather conditions.
- Ability to lift, carry, push, and/or pull up to 30 pounds without assistance.
- Ability to work with limited supervision.
- Ability to operate a variety of motor vehicles.

Desired Minimum Qualification

- A High School Diploma or GED.
- Must possess a valid State of Florida driver license.
- Three (3) years experience performing full time building and/or grounds maintenance work.
- Minimum requirements may be waived by the City Manager.

Position Description

Sewer Utility Worker I

Classification Identification: Non-Exempt / Union

Pay Grade: Nine (9)

General Purpose

Performs manual and semi-skilled work requiring above average knowledge and experience related to the installation, inspection, maintenance and repair of wastewater transmission and collection facilities and equipment including, but not limited to, lift stations, pumps, telemetry systems, force mains, laterals, cleanouts, valves, wet wells, dry wells, manholes, etc.. Work is reviewed by periodic inspections while in progress and upon completion.

Essential Duties and Responsibilities

- Operates light and heavy equipment used in construction and maintenance such as dump trucks, tractors, skid steers, mini excavators, crane trucks, TV trucks, vacuum-trucks, pressure cleaners, pipe recoding equipment and backhoes.
- Assists other Utilities & Engineering Department divisions as needed.
- Performs related work as required.
- Complies with all City regulations.

Required Knowledge, Skills and Abilities

- Working knowledge of methods, materials, tools and equipment needed for the operation and maintenance of wastewater systems.
- Must have the ability to understand and follow oral and written directions as well as the ability to establish and maintain effective working relationships with other employees and the general public.
- Must be willing to perform heavy manual and arduous labor for extended periods under varying climatic and potentially unfavorable conditions.
- Work includes the responsibility for the safe and proper use of standard hand tools, heavy and light power driven equipment, trucks, cars, safety equipment and other equipment as may be required.
- Must possess the ability to complete assignments with a minimum degree of supervision.
- Ability to lift up to fifty (50) pounds.

Desired Minimum Qualification

- High School Diploma or GED.
- A class C, B, or A Wastewater or Water Technician issued by the FWPCOA is preferred.
- Two (2) years verifiable experience in wastewater, water, commercial plumbing, or any combination thereof.
- Must possess a valid State of Florida driver license.
- Must possess, or be able to obtain, a State of Florida Class B driver's license within the first six (6) months of employment.
- Minimum requirements may be waived by the City Manager.

Position Description

Sewer Utility Worker II

Classification Identification: Non-Exempt / Union

Pay Grade: Twelve (12)

General Purpose

Performs manual and semi-skilled work requiring above average knowledge and experience related to the installation, inspection, maintenance and repair of wastewater transmission and collection facilities and equipment including, but not limited to, lift stations, pumps, telemetry systems, force mains, laterals, cleanouts, valves, wet wells, dry wells, manholes, etc.. Work is reviewed by periodic inspections while in progress and upon completion.

Essential Duties and Responsibilities

- Operates light and heavy equipment used in construction and maintenance such as dump trucks, tractors, skid steers, mini excavators, crane trucks, TV trucks, vacuum-trucks, pressure cleaners, pipe recoding equipment and backhoes.
- Assists other Utilities & Engineering Department divisions as needed.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Working knowledge of methods, materials, tools and equipment needed for the operation and maintenance of wastewater systems.
- Must have the ability to understand and follow oral and written directions as well as the ability to establish and maintain effective working relationships with other employees and the general public.
- Must be willing to perform heavy manual and arduous labor for extended periods under varying climatic and potentially unfavorable conditions.
- Work includes the responsibility for the safe and proper use of standard hand tools, heavy and light power driven equipment, trucks, cars, safety equipment and other equipment as may be required.
- Must possess the ability to complete assignments with a minimum degree of supervision.
- Ability to lift up to fifty (50) pounds.

Desired Minimum Qualification

- High School Diploma or GED.
- A class C, B, or A Wastewater or Water Technician issued by the FWPCOA is preferred.
- Four (4) years verifiable experience in wastewater, water, commercial plumbing, or any combination thereof.
- Must possess a valid State of Florida driver license.
- Must possess, or be able to obtain, a State of Florida Class B driver's license within the first six (6) months of employment.
- Minimum requirements may be waived by the City Manager.

Position Description

Water Utility Worker I

Classification Identification: Non-Exempt / Union

Pay Grade: Eight (8)

General Purpose

Work involves operation and maintenance of the City's water system to ensure customer needs are met while protecting public health and the environment. Performs manual and semi-skilled work requiring above knowledge and experience related to the maintenance, inspection, and repair of the water transmission and collection facilities. This position must maintain all of the City's water meters, water valves and plumbing. Work includes the responsibility for the safe and proper use of standard hand tools, heavy and light power driven equipment, trucks, cars, safety equipment and other equipment as may be required.

Essential Duties and Responsibilities

- Uses a wide variety of general construction tools and heavy and light equipment.
- Safe work practices, including safety precautions for operating power equipment and for working in traffic under hazardous condition.
- Use common hand tools, such as a hammer, saw, drills, wrenches, screwdriver or similar tools.
- Understand and carry out oral and written directions in order to accomplish assigned tasks in a timely manner.
- Use various hand and power tools, such as a chain saw, jackhammer, sprayer, hydraulic snap cutter, power saw and concrete saw.
- Inspects, determines needed repairs, repair if possible, replace if not reparable.
- Removes meters and replaces them with new or properly adjusted meters.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

- Uses a of a wide variety of general construction tools and heavy and light equipment.
- Plumbing operation.
- Water and wastewater system design and operation.
- Basic writing and report generation.
- Specialized knowledge of plumbing, underground construction, heavy equipment operation and technical utility related repair activities.
- Operate heavy equipment.
- Learn job-related material through oral instruction and observation.
- Perform heavy manual labor under adverse working conditions.
- Read and understand work orders, diagrams, and maps.
- Take basic measurements of boards or spaces.
- Fill out work orders and daily logs of work performed.
- Learn job related material through structured lecture and reading.

Desired Minimum Qualification

- High School Diploma or GED.
- A class C, B, or A Water Technician issued by the FWPCOA is preferred.
- Two (2) years verifiable experience in wastewater, water, commercial plumbing, or any combination thereof.
- Must possess a valid State of Florida driver license.
- Minimum requirements may be waived by the City Manager.

Position Description

Water Utility Worker II

Classification Identification: Non-Exempt / Union

Pay Grade: Eleven (11)

General Purpose

Work involves operation and maintenance of the City's water system to ensure customer needs are met while protecting public health and the environment. Performs manual and semi-skilled work requiring above knowledge and experience related to the maintenance, inspection, and repair of the water transmission and collection facilities. This position must maintain all of the City's water meters, water valves and plumbing. Work includes the responsibility for the safe and proper use of standard hand tools, heavy and light power driven equipment, trucks, cars, safety equipment and other equipment as may be required.

Essential Duties and Responsibilities

- Uses a wide variety of general construction tools and heavy and light equipment.
- Safe work practices, including safety precautions for operating power equipment and for working in traffic under hazardous condition.
- Use common hand tools, such as a hammer, saw, drills, wrenches, screwdriver or similar tools.
- Understand and carry out oral and written directions in order to accomplish assigned tasks in a timely manner.
- Use various hand and power tools, such as a chain saw, jackhammer, sprayer, hydraulic snap cutter, power saw and concrete saw.
- Inspects, determines needed repairs, repair if possible, replace if not repairable.
- Removes meters and replaces them with new or properly adjusted meters.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

- Uses a wide variety of general construction tools and heavy and light equipment.
- Plumbing operation.
- Water and wastewater system design and operation.
- Basic writing and report generation.
- Specialized knowledge of plumbing, underground construction, heavy equipment operation and technical utility related repair activities.
- Operate heavy equipment.
- Learn job-related material through oral instruction and observation.
- Perform heavy manual labor under adverse working conditions.
- Read and understand work orders, diagrams, and maps.
- Take basic measurements of boards or spaces.
- Fill out work orders and daily logs of work performed.
- Learn job related material through structured lecture and reading.
- Ability to lift up to fifty (50) pounds.

Desired Minimum Qualification

- High School Diploma or GED.
- A class C, B, or A Water Technician issued by the FWPCOA is preferred.
- Two (2) years verifiable experience in wastewater, water, commercial plumbing, or any combination thereof.
- Must possess a valid State of Florida driver license.
- Minimum requirements may be waived by the City Manager.

**GENERAL GOVERNMENT
SUPPORT STAFF**

Position Description

Postal Service Clerk

Classification Identification: Non-Exempt / Part-time

Pay Grade: Two (2)

General Purpose

Perform any combination of tasks in a post office, such as receiving letters and parcels; sell postage and revenue stamps, the postal cards, and stamped envelopes; fill out and sell money orders; place mail, order stamps, examine mail for correct postage, prepare end of day closing.

Essential Duties and Responsibilities

Maintains appropriate records regarding postage, registered mail, certified mail, parcels, and other mail requiring special handling.

- Maintains an inventory of supplies.
- Maintains current standards and compliance with postal regulations.
- Keeps work areas orderly, clean, and safe; ensures proper care in the use of equipment and supplies.
- Performs miscellaneous job-related duties as assigned.
- Performs cashiering functions.
- Works with the public and demonstrate good customer service skills.
- Order postage stamps and other postal supplies
- Prepare report of daily collections for delivery to main post office.

Required Knowledge, Skills and Abilities

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to effectively manage time and schedules.
- Ability to follow routine verbal and written instructions.
- Records maintenance skills.
- Ability to sort, check, count, and verify numbers.
- Ability to understand and follow safety procedures.
- Knowledge of United States Post Office regulations.
- Ability to handle cash and prepare daily bank deposits.

Desired Minimum Qualification

- A High School Diploma or GED.
- Minimum requirements may be waived by the City Manager.

Position Description

ATS Program Technical Coordinator & Front Desk Support Clerk

Classification Identification: Non-Exempt / Non-Union

Pay Grade: Ten (10)

General Purpose

Perform all administrative duties related to the operation of the Red Light Traffic Camera Program and assist with general City office clerical duties

Essential Duties and Responsibilities

- Assists in the review, analysis and administration of all Red Light Traffic Camera Program functions.
- Attends and assist traffic hearing officers to adjudicate final judgments.
- Responsible for downloading Red Light Traffic Camera Evidence.
- Responsible for attending court hearings related to the Red light Traffic Camera program in order to present evidence to Miami Dade County Clerk of Courts.
- Meets the public, gives non-technical information and explains well defined rules.
- Screens and refers office callers.
- Takes telephone messages.
- Completes and mail routine forms or form letters.
- Sorts and files correspondence.
- Opens, sorts and distributes mail.
- Performs a wide variety of clerical work including typing, filing, checking and recording information on records.
- Type letters, memorandums, spreadsheets, forms, documents, proceedings of meetings or other materials from oral direction, rough draft, copy, or notes.
- Sort and file documents and records according to predetermined classifications, maintaining alphabetical, index and cross-reference files.
- Gathers, tabulates and interprets financial information related to the work assignment.
- Balance all incoming revenues against processed receipts.
- Generate daily reports.
- Operates adding machine and other office appliances.
- Checks invoices and requisitions and to perform arithmetical calculations.
- May receive and account for receipts for City services.
- Orders and maintain office supplies.
- Reviews occupational license applications for compliance with City and Sate codes.
- Prepares and issues occupational license and/or renewals.
- Prepares and issues occupational tax invoices for collection.
- Keeps up-to-date files on all occupational licensing applications and actions.
- Maintains occupational license records and receivables.

- Responds to telephone and customer inquiries regarding licensing procedures, etc.
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities

- Knowledge of telephone etiquette.
- Some knowledge of the principles and practices of modern office management, administrative principles and their application.
- Some knowledge of general record keeping and billing practices, policies and procedures.
- Ability to prepare meaningful and informative reports, special and regular financial and statistical reports in regards to licenses.
- Skill in basic filing and record keeping.
- Skill in using computer applications for word processing in windows environment.
- Ability to read, spell, and perform simple mathematical computations.
- Ability to learn the operation of a variety of office machines including personal computers, telephones, copiers and fax machines.

Desired Minimum Qualification

- High School diploma or GED.
- Four (4) years experience in clerical or customer service work.
- The minimum requirements may be waived by the City Manager.

Tools And Equipment Used

- Computer and various office equipment

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

Administrative Assistant Generalist

Classification Identification: Non-exempt / Non-Union

Pay Grade: Thirteen (13)

General Purpose

Secretarial/administrative work assisting with general office functioning. Work is performed with considerable independence under general supervision of the City Manager and/or Human Resource Director.

Essential Duties and Responsibilities

- Perform executive secretarial and administrative work in order to assist with the general office functions.
- Works with the City IT provider to coordinate services for employees and ensure proper functioning of equipment.
- Manages and updates the City's email, website for entire City and other department heads at their request, updates City's TV channel, telephone and cell phone communications, works with Human Resource Director to incorporate changes needed due to changes in employee status.
- Orders and organizes City office supplies as needed.
- Assist with City events as needed.
- Assist with the general duties associated with providing front desk assistance such as customer service, filing and managing office records and assisting in the work of the general office.
- Performs receptionist duties when necessary.
- Take dictation and transcribe administrative correspondence through verbal dictation and/or the use of a dictating machine or similar recording equipment.
- Performs a wide variety of clerical work including typing, proofreading, filing, checking and recording information on records.
- Answer routine correspondence and compose letters for Department Directors and plan travel as needed.
- Assist with Building Department coverage as needed.
- Open, sort and route all correspondence to appropriate departments.
- Perform any other duties as assigned by the City Manager and/or Human Resource Director.
- Exercise independent judgment involving the interpretation of instructions and knowledge used in carrying out duties.
- Type letters, memorandums, spreadsheets, forms, documents, proceedings of meetings or other materials from oral direction, rough draft, copy, notes or transcribing machine recordings, and stenographic notes.
- Independently compose correspondence and routine reports.
- Gather, tabulate and interpret financial information related to the work assignment.
- Operate adding machine and other office appliances.
- Check invoices and requisitions and perform arithmetical calculations.
- Receive and account for receipts for City services.
- Receive, sort and distribute incoming mail and outgoing mail.
- Prepare purchase requisitions.
- Order and maintain office supplies.

Required Knowledge, Skills and Abilities

- Extensive knowledge of the City's policies, procedures, services, and scope of authority of city departments.
- Thorough knowledge of modern office practices and procedures, business English, spelling, punctuation, and math.
- Considerable knowledge of the City's laws and ordinances.
- Must have skill in organizing the work assigned in an efficient manner.
- Ability to assume responsibility and execute the supervisor's directives and instructions with authority.
- Ability to maintain effective working relationships with other employees.
- Ability to deal with the public in an effective and courteous manner.
- Ability to type accurately and deal with non-routine matters.
- Ability to independently make less complex decisions in accordance with laws, ordinances, policies, and procedures.
- Ability to effectively utilize computer applications including Microsoft Word, Outlook, Excel, PowerPoint and Front Page.

Desired Minimum Qualification

- An Associate in Arts Degree (A.A.) from an accredited college in a related field such as public administration or business administration with Three 3+ years experience in the performance of executive level assistant work which has included administrative or office management duties.
- Minimum requirements may be waived by the City Manager.

Tools And Equipment Used

- Computer and various office equipment

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Position Description

City Planner

Classification Identification: Contractual
Pay Grade: Contractual

General Purpose

Perform all duties related to the review, interpretation and editing of the City Code in order to determine the best way to use the City's land and resources

Essential Duties and Responsibilities

- Review, edit and interpret City Code.
- Conduct studies of the City and resources contained within in order to determine the best uses and suggest future infrastructure projects.
- Attends any hearings, planning and zoning meetings or other City meetings as required.
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities

- Knowledge of telephone etiquette.
- Some knowledge of the principles and practices of modern office management, administrative principles and their application.
- Some knowledge of general record keeping and billing practices, policies and procedures.
- Ability to prepare meaningful and informative reports, special and regular financial and statistical reports in regards to licenses.
- Skill in basic filing and record keeping.
- Skill in using computer applications for word processing in windows environment.
- Ability to read, spell, and perform simple mathematical computations.
- Ability to learn the operation of a variety of office machines including personal computers, telephones, copiers and fax machines.

Desired Minimum Qualification

- Masters degree in urban or regional planning, environmental planning.
- Certificate in City Planning by the American Institute of Certified Planners (AICP)
- 5 years experience in City Planning.
- The minimum requirements may be waived by the City Manager.

Tools And Equipment Used

- Computer and various office equipment

Prepared and Distributed by:

City of

North Bay Village

1700 Kennedy Causeway, Suite 132

North Bay City, Florida

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% of COLA	2.00%
Step Increase	3.00%

NBV EMPLOYEES PAY SCALE PLAN FY 12-13

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
PayGrade 1	\$ 11,984.5	\$ 12,344.0	\$ 12,714.3	\$ 13,095.8	\$ 13,488.6	\$ 13,893.3	\$ 14,310.1	\$ 14,739.4	\$ 15,181.6	\$ 15,637.0	\$ 16,106.2	\$ 16,589.3
BiWeekly	\$ 958.76	\$ 987.52	\$ 1,017.15	\$ 1,047.66	\$ 1,079.09	\$ 1,111.46	\$ 1,144.81	\$ 1,179.15	\$ 1,214.53	\$ 1,250.96	\$ 1,288.49	\$ 1,327.15
Annually	\$ 24,927.74	\$ 25,675.57	\$ 26,445.84	\$ 27,239.21	\$ 28,056.39	\$ 28,898.08	\$ 29,765.02	\$ 30,657.97	\$ 31,577.71	\$ 32,525.05	\$ 33,500.80	\$ 34,505.82
PayGrade 2	\$ 12,433.9	\$ 12,806.9	\$ 13,191.1	\$ 13,586.9	\$ 13,994.5	\$ 14,414.3	\$ 14,846.7	\$ 15,292.1	\$ 15,750.9	\$ 16,223.4	\$ 16,710.1	\$ 17,211.4
BiWeekly	\$ 994.71	\$ 1,024.55	\$ 1,055.29	\$ 1,086.95	\$ 1,119.56	\$ 1,153.14	\$ 1,187.74	\$ 1,223.37	\$ 1,260.07	\$ 1,297.87	\$ 1,336.81	\$ 1,376.91
Annually	\$ 25,862.52	\$ 26,638.39	\$ 27,437.54	\$ 28,260.67	\$ 29,108.49	\$ 29,981.74	\$ 30,881.20	\$ 31,807.63	\$ 32,761.86	\$ 33,744.72	\$ 34,757.06	\$ 35,799.77
PayGrade 3	\$ 12,900.2	\$ 13,287.3	\$ 13,685.9	\$ 14,096.4	\$ 14,519.3	\$ 14,954.9	\$ 15,403.6	\$ 15,865.7	\$ 16,341.6	\$ 16,831.9	\$ 17,336.9	\$ 17,857.0
BiWeekly	\$ 1,032.02	\$ 1,062.98	\$ 1,094.87	\$ 1,127.72	\$ 1,161.55	\$ 1,196.39	\$ 1,232.29	\$ 1,269.25	\$ 1,307.33	\$ 1,346.55	\$ 1,386.95	\$ 1,428.56
Annually	\$ 26,832.51	\$ 27,637.49	\$ 28,466.61	\$ 29,320.61	\$ 30,200.23	\$ 31,106.24	\$ 32,039.42	\$ 33,000.60	\$ 33,990.62	\$ 35,010.34	\$ 36,060.65	\$ 37,142.47
PayGrade 4	\$ 13,383.9	\$ 13,785.4	\$ 14,199.0	\$ 14,625.0	\$ 15,063.7	\$ 15,515.6	\$ 15,981.1	\$ 16,460.5	\$ 16,954.4	\$ 17,463.0	\$ 17,986.9	\$ 18,526.5
BiWeekly	\$ 1,070.71	\$ 1,102.84	\$ 1,135.92	\$ 1,170.00	\$ 1,205.10	\$ 1,241.25	\$ 1,278.49	\$ 1,316.84	\$ 1,356.35	\$ 1,397.04	\$ 1,438.95	\$ 1,482.12
Annually	\$ 27,838.57	\$ 28,673.73	\$ 29,533.94	\$ 30,419.96	\$ 31,332.56	\$ 32,272.54	\$ 33,240.71	\$ 34,237.94	\$ 35,265.07	\$ 36,323.03	\$ 37,412.72	\$ 38,535.10
PayGrade 5	\$ 13,885.9	\$ 14,302.4	\$ 14,731.5	\$ 15,173.5	\$ 15,628.7	\$ 16,097.5	\$ 16,580.5	\$ 17,077.9	\$ 17,590.2	\$ 18,117.9	\$ 18,661.5	\$ 19,221.3
BiWeekly	\$ 1,110.87	\$ 1,144.20	\$ 1,178.52	\$ 1,213.88	\$ 1,250.29	\$ 1,287.80	\$ 1,326.44	\$ 1,366.23	\$ 1,407.22	\$ 1,449.43	\$ 1,492.92	\$ 1,537.70
Annually	\$ 28,882.61	\$ 29,749.09	\$ 30,664.56	\$ 31,560.81	\$ 32,507.64	\$ 33,482.87	\$ 34,487.35	\$ 35,521.97	\$ 36,587.63	\$ 37,685.26	\$ 38,815.82	\$ 39,980.29
PayGrade 6	\$ 14,406.6	\$ 14,838.8	\$ 15,283.9	\$ 15,742.5	\$ 16,214.7	\$ 16,701.2	\$ 17,202.2	\$ 17,718.3	\$ 18,249.8	\$ 18,797.3	\$ 19,361.2	\$ 19,942.1
BiWeekly	\$ 1,152.53	\$ 1,187.10	\$ 1,222.72	\$ 1,259.40	\$ 1,297.18	\$ 1,336.09	\$ 1,376.18	\$ 1,417.46	\$ 1,459.99	\$ 1,503.79	\$ 1,548.90	\$ 1,595.37
Annually	\$ 29,965.69	\$ 30,864.66	\$ 31,790.60	\$ 32,744.32	\$ 33,726.65	\$ 34,738.45	\$ 35,780.60	\$ 36,854.02	\$ 37,959.64	\$ 39,098.43	\$ 40,271.38	\$ 41,479.52
PayGrade 7	\$ 14,946.9	\$ 15,395.3	\$ 15,857.1	\$ 16,332.9	\$ 16,822.8	\$ 17,327.5	\$ 17,847.4	\$ 18,382.8	\$ 18,934.3	\$ 19,502.3	\$ 20,087.4	\$ 20,690.0
BiWeekly	\$ 1,195.75	\$ 1,231.62	\$ 1,268.57	\$ 1,306.63	\$ 1,345.83	\$ 1,386.20	\$ 1,427.79	\$ 1,470.62	\$ 1,514.74	\$ 1,560.18	\$ 1,606.99	\$ 1,655.20
Annually	\$ 31,089.50	\$ 32,022.19	\$ 32,982.85	\$ 33,972.34	\$ 34,991.51	\$ 36,041.25	\$ 37,122.49	\$ 38,236.17	\$ 39,383.25	\$ 40,564.75	\$ 41,781.69	\$ 43,035.14
PayGrade 8	\$ 15,507.4	\$ 15,972.6	\$ 16,451.8	\$ 16,945.3	\$ 17,453.7	\$ 17,977.3	\$ 18,516.6	\$ 19,072.1	\$ 19,644.3	\$ 20,233.6	\$ 20,840.6	\$ 21,465.8
BiWeekly	\$ 1,240.59	\$ 1,277.81	\$ 1,316.14	\$ 1,355.63	\$ 1,396.29	\$ 1,438.18	\$ 1,481.33	\$ 1,525.77	\$ 1,571.54	\$ 1,618.69	\$ 1,667.25	\$ 1,717.27
Annually	\$ 32,255.32	\$ 33,222.98	\$ 34,219.67	\$ 35,246.26	\$ 36,303.65	\$ 37,392.76	\$ 38,514.54	\$ 39,669.98	\$ 40,860.08	\$ 42,085.88	\$ 43,348.45	\$ 44,648.91
PayGrade 9	\$ 16,088.9	\$ 16,571.5	\$ 17,068.7	\$ 17,580.7	\$ 18,108.2	\$ 18,651.4	\$ 19,210.9	\$ 19,787.3	\$ 20,380.9	\$ 20,992.3	\$ 21,622.1	\$ 22,270.8
BiWeekly	\$ 1,287.11	\$ 1,325.72	\$ 1,365.49	\$ 1,406.46	\$ 1,448.65	\$ 1,492.11	\$ 1,536.88	\$ 1,582.98	\$ 1,630.47	\$ 1,679.39	\$ 1,729.77	\$ 1,781.66
Annually	\$ 33,464.85	\$ 34,468.79	\$ 35,502.85	\$ 36,567.94	\$ 37,664.98	\$ 38,794.93	\$ 39,958.78	\$ 41,157.54	\$ 42,392.26	\$ 43,664.03	\$ 44,973.95	\$ 46,323.17
PayGrade 10	\$ 16,692.2	\$ 17,193.0	\$ 17,708.8	\$ 18,240.0	\$ 18,787.2	\$ 19,350.8	\$ 19,931.4	\$ 20,529.3	\$ 21,145.2	\$ 21,779.5	\$ 22,432.9	\$ 23,105.9
BiWeekly	\$ 1,353.38	\$ 1,375.44	\$ 1,416.70	\$ 1,459.20	\$ 1,502.98	\$ 1,548.07	\$ 1,594.51	\$ 1,642.34	\$ 1,691.61	\$ 1,742.36	\$ 1,794.63	\$ 1,848.47
Annually	\$ 34,719.77	\$ 35,761.36	\$ 36,834.21	\$ 37,939.23	\$ 39,077.41	\$ 40,249.33	\$ 41,457.22	\$ 42,700.94	\$ 43,981.97	\$ 45,301.43	\$ 46,660.47	\$ 48,060.28

NECADA

EMPLOYEES PAY PLAN

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
PayGrade 11	\$ 17,318.2	\$ 17,837.7	\$ 18,372.8	\$ 18,924.0	\$ 19,491.8	\$ 20,076.5	\$ 20,678.8	\$ 21,299.2	\$ 21,938.1	\$ 22,596.3	\$ 23,274.2	\$ 23,972.4
BiWeekly	\$ 1,385.45	\$ 1,427.02	\$ 1,469.83	\$ 1,513.92	\$ 1,559.34	\$ 1,606.12	\$ 1,654.30	\$ 1,703.93	\$ 1,753.05	\$ 1,802.70	\$ 1,851.93	\$ 1,917.79
Annually	\$ 36,021.80	\$ 37,102.45	\$ 38,215.53	\$ 39,361.99	\$ 40,542.85	\$ 41,759.14	\$ 43,011.91	\$ 44,302.27	\$ 45,631.34	\$ 47,000.28	\$ 48,410.28	\$ 49,862.59
PayGrade 12	\$ 17,967.6	\$ 18,506.6	\$ 19,061.8	\$ 19,633.7	\$ 20,222.7	\$ 20,829.4	\$ 21,454.3	\$ 22,097.9	\$ 22,760.8	\$ 23,443.7	\$ 24,147.0	\$ 24,871.4
BiWeekly	\$ 1,437.41	\$ 1,480.53	\$ 1,524.95	\$ 1,570.70	\$ 1,617.82	\$ 1,666.35	\$ 1,716.34	\$ 1,767.83	\$ 1,820.87	\$ 1,875.49	\$ 1,931.76	\$ 1,989.71
Annually	\$ 37,372.62	\$ 38,493.80	\$ 39,648.61	\$ 40,838.07	\$ 42,063.21	\$ 43,325.11	\$ 44,624.86	\$ 45,963.61	\$ 47,342.52	\$ 48,762.79	\$ 50,225.68	\$ 51,732.45
PayGrade 13	\$ 18,641.4	\$ 19,200.7	\$ 19,776.7	\$ 20,370.0	\$ 20,981.1	\$ 21,610.5	\$ 22,258.8	\$ 22,926.6	\$ 23,614.4	\$ 24,322.8	\$ 25,052.5	\$ 25,804.1
BiWeekly	\$ 1,491.31	\$ 1,536.05	\$ 1,582.13	\$ 1,629.60	\$ 1,678.49	\$ 1,728.84	\$ 1,780.71	\$ 1,834.13	\$ 1,889.15	\$ 1,945.83	\$ 2,004.20	\$ 2,064.33
Annually	\$ 38,774.15	\$ 39,937.37	\$ 41,135.50	\$ 42,369.56	\$ 43,640.65	\$ 44,949.87	\$ 46,298.36	\$ 47,687.31	\$ 49,117.93	\$ 50,591.47	\$ 52,109.21	\$ 53,672.49
PayGrade 14	\$ 19,340.4	\$ 19,920.6	\$ 20,518.3	\$ 21,133.8	\$ 21,767.8	\$ 22,420.9	\$ 23,093.5	\$ 23,786.3	\$ 24,499.9	\$ 25,234.9	\$ 25,991.9	\$ 26,771.7
BiWeekly	\$ 1,547.23	\$ 1,593.65	\$ 1,641.46	\$ 1,690.70	\$ 1,741.43	\$ 1,793.67	\$ 1,847.48	\$ 1,902.90	\$ 1,959.99	\$ 2,018.79	\$ 2,079.35	\$ 2,141.73
Annually	\$ 40,228.08	\$ 41,434.92	\$ 42,677.97	\$ 43,958.31	\$ 45,277.06	\$ 46,635.37	\$ 48,034.43	\$ 49,475.47	\$ 50,959.73	\$ 52,488.52	\$ 54,063.18	\$ 55,685.07
PayGrade 15	\$ 20,065.7	\$ 20,667.7	\$ 21,287.7	\$ 21,926.4	\$ 22,584.2	\$ 23,261.7	\$ 23,959.6	\$ 24,678.3	\$ 25,418.7	\$ 26,181.2	\$ 26,966.7	\$ 27,775.7
BiWeekly	\$ 1,605.26	\$ 1,653.42	\$ 1,703.02	\$ 1,754.11	\$ 1,806.73	\$ 1,860.94	\$ 1,916.76	\$ 1,974.27	\$ 2,033.49	\$ 2,094.50	\$ 2,157.33	\$ 2,222.05
Annually	\$ 41,736.75	\$ 42,988.85	\$ 44,278.52	\$ 45,606.88	\$ 46,975.08	\$ 48,384.33	\$ 49,835.86	\$ 51,330.94	\$ 52,870.87	\$ 54,456.99	\$ 56,090.70	\$ 57,773.43
PayGrade 16	\$ 20,818.2	\$ 21,442.7	\$ 22,086.0	\$ 22,748.6	\$ 23,431.1	\$ 24,134.0	\$ 24,858.0	\$ 25,603.8	\$ 26,371.9	\$ 27,163.0	\$ 27,977.9	\$ 28,817.3
BiWeekly	\$ 1,665.46	\$ 1,715.42	\$ 1,766.88	\$ 1,819.89	\$ 1,874.49	\$ 1,930.72	\$ 1,988.64	\$ 2,048.30	\$ 2,109.75	\$ 2,173.04	\$ 2,238.23	\$ 2,305.38
Annually	\$ 43,301.86	\$ 44,600.91	\$ 45,938.94	\$ 47,317.11	\$ 48,736.62	\$ 50,198.72	\$ 51,704.68	\$ 53,255.82	\$ 54,853.50	\$ 56,499.10	\$ 58,194.07	\$ 59,939.90
PayGrade 17	\$ 21,598.8	\$ 22,246.8	\$ 22,914.2	\$ 23,601.6	\$ 24,309.6	\$ 25,038.9	\$ 25,790.1	\$ 26,563.8	\$ 27,360.7	\$ 28,181.5	\$ 29,027.0	\$ 29,897.8
BiWeekly	\$ 1,727.90	\$ 1,779.74	\$ 1,833.13	\$ 1,888.13	\$ 1,944.77	\$ 2,003.11	\$ 2,063.21	\$ 2,125.10	\$ 2,188.86	\$ 2,254.52	\$ 2,322.16	\$ 2,391.82
Annually	\$ 44,925.52	\$ 46,273.28	\$ 47,661.48	\$ 49,091.32	\$ 50,564.06	\$ 52,080.99	\$ 53,643.42	\$ 55,252.72	\$ 56,910.30	\$ 58,617.61	\$ 60,376.14	\$ 62,187.42
PayGrade 18	\$ 22,408.8	\$ 23,081.1	\$ 23,773.5	\$ 24,486.7	\$ 25,221.3	\$ 25,977.9	\$ 26,757.3	\$ 27,560.0	\$ 28,386.8	\$ 29,238.4	\$ 30,115.5	\$ 31,019.0
BiWeekly	\$ 1,792.70	\$ 1,846.48	\$ 1,901.88	\$ 1,958.94	\$ 2,017.70	\$ 2,078.23	\$ 2,140.58	\$ 2,204.80	\$ 2,270.94	\$ 2,339.07	\$ 2,409.24	\$ 2,481.52
Annually	\$ 46,610.28	\$ 48,008.59	\$ 49,448.85	\$ 50,932.31	\$ 52,460.28	\$ 54,034.09	\$ 55,655.11	\$ 57,324.76	\$ 59,044.51	\$ 60,815.84	\$ 62,640.32	\$ 64,519.53
PayGrade 19	\$ 23,249.2	\$ 23,946.6	\$ 24,665.0	\$ 25,405.0	\$ 26,167.1	\$ 26,952.2	\$ 27,760.7	\$ 28,593.5	\$ 29,451.3	\$ 30,334.9	\$ 31,244.9	\$ 32,182.3
BiWeekly	\$ 1,859.93	\$ 1,915.73	\$ 1,973.20	\$ 2,032.40	\$ 2,093.37	\$ 2,156.17	\$ 2,220.86	\$ 2,287.48	\$ 2,356.11	\$ 2,426.79	\$ 2,499.59	\$ 2,574.58
Annually	\$ 48,358.27	\$ 49,809.01	\$ 51,303.28	\$ 52,842.38	\$ 54,427.65	\$ 56,060.48	\$ 57,742.30	\$ 59,474.57	\$ 61,258.80	\$ 63,096.57	\$ 64,989.46	\$ 66,939.15
PayGrade 20	\$ 24,121.0	\$ 24,844.6	\$ 25,589.9	\$ 26,357.6	\$ 27,148.4	\$ 27,962.8	\$ 28,801.7	\$ 29,665.7	\$ 30,555.7	\$ 31,472.4	\$ 32,416.6	\$ 33,389.0
BiWeekly	\$ 1,929.68	\$ 1,987.57	\$ 2,047.19	\$ 2,108.61	\$ 2,171.87	\$ 2,237.02	\$ 2,304.14	\$ 2,373.26	\$ 2,444.46	\$ 2,517.79	\$ 2,593.32	\$ 2,671.12
Annually	\$ 50,171.60	\$ 51,676.74	\$ 53,227.05	\$ 54,823.86	\$ 56,468.57	\$ 58,162.63	\$ 59,907.51	\$ 61,704.74	\$ 63,555.88	\$ 65,462.55	\$ 67,426.43	\$ 69,449.22

HC (1977) B

EMPLOYEES PAY PLAN

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
PayGrade 21	\$ 25,025.55	\$ 25,763.63	\$ 26,549.55	\$ 27,346.00	\$ 28,166.44	\$ 29,011.14	\$ 29,881.88	\$ 30,778.22	\$ 31,701.55	\$ 32,652.66	\$ 33,632.22	\$ 34,641.11
BiWeekly	\$ 2,002.04	\$ 2,062.10	\$ 2,123.96	\$ 2,187.68	\$ 2,253.31	\$ 2,320.91	\$ 2,390.54	\$ 2,462.26	\$ 2,536.12	\$ 2,612.21	\$ 2,690.57	\$ 2,771.29
Annually	\$ 52,053.03	\$ 53,614.62	\$ 55,223.06	\$ 56,879.75	\$ 58,586.15	\$ 60,343.73	\$ 62,154.04	\$ 64,018.66	\$ 65,939.22	\$ 67,917.40	\$ 69,954.92	\$ 72,055.57
PayGrade 22	\$ 25,964.00	\$ 26,742.90	\$ 27,545.52	\$ 28,371.65	\$ 29,222.27	\$ 30,099.44	\$ 31,002.24	\$ 31,932.24	\$ 32,890.44	\$ 33,877.11	\$ 34,893.34	\$ 35,940.22
BiWeekly	\$ 2,077.12	\$ 2,139.43	\$ 2,203.62	\$ 2,269.72	\$ 2,337.82	\$ 2,407.95	\$ 2,480.19	\$ 2,554.60	\$ 2,631.23	\$ 2,710.17	\$ 2,791.48	\$ 2,875.22
Annually	\$ 54,005.12	\$ 55,625.27	\$ 57,294.03	\$ 59,012.85	\$ 60,783.23	\$ 62,606.73	\$ 64,484.93	\$ 66,419.48	\$ 68,412.06	\$ 70,464.43	\$ 72,578.36	\$ 74,755.71
PayGrade 23	\$ 26,937.60	\$ 27,745.70	\$ 28,578.10	\$ 29,435.44	\$ 30,318.55	\$ 31,228.00	\$ 32,164.90	\$ 33,129.88	\$ 34,123.77	\$ 35,147.44	\$ 36,201.90	\$ 37,287.90
BiWeekly	\$ 2,155.01	\$ 2,219.66	\$ 2,286.25	\$ 2,354.83	\$ 2,425.48	\$ 2,498.24	\$ 2,573.19	\$ 2,650.39	\$ 2,729.90	\$ 2,811.80	\$ 2,896.15	\$ 2,983.03
Annually	\$ 56,030.18	\$ 57,711.09	\$ 59,442.42	\$ 61,225.69	\$ 63,062.46	\$ 64,954.34	\$ 66,902.97	\$ 68,910.06	\$ 70,977.36	\$ 73,106.68	\$ 75,299.88	\$ 77,558.88
PayGrade 24	\$ 27,947.80	\$ 28,786.20	\$ 29,649.80	\$ 30,539.30	\$ 31,455.55	\$ 32,399.20	\$ 33,371.10	\$ 34,372.30	\$ 35,403.40	\$ 36,465.50	\$ 37,559.50	\$ 38,686.50
BiWeekly	\$ 2,235.82	\$ 2,302.90	\$ 2,371.99	\$ 2,443.14	\$ 2,516.44	\$ 2,591.93	\$ 2,669.69	\$ 2,749.78	\$ 2,832.27	\$ 2,917.24	\$ 3,004.76	\$ 3,094.90
Annually	\$ 58,131.42	\$ 59,875.36	\$ 61,671.62	\$ 63,521.77	\$ 65,427.42	\$ 67,390.24	\$ 69,411.95	\$ 71,494.31	\$ 73,639.14	\$ 75,848.31	\$ 78,123.76	\$ 80,467.47
PayGrade 25	\$ 28,998.80	\$ 29,857.00	\$ 30,761.70	\$ 31,684.50	\$ 32,635.50	\$ 33,614.10	\$ 34,622.60	\$ 35,661.20	\$ 36,731.10	\$ 37,833.00	\$ 38,968.00	\$ 40,137.00
BiWeekly	\$ 2,319.67	\$ 2,389.26	\$ 2,460.94	\$ 2,534.76	\$ 2,610.81	\$ 2,689.13	\$ 2,769.80	\$ 2,852.90	\$ 2,938.49	\$ 3,026.64	\$ 3,117.44	\$ 3,210.96
Annually	\$ 60,311.36	\$ 62,120.70	\$ 63,984.32	\$ 65,903.85	\$ 67,880.97	\$ 69,917.40	\$ 72,014.92	\$ 74,175.37	\$ 76,400.63	\$ 78,692.64	\$ 81,053.42	\$ 83,485.03
PayGrade 26	\$ 30,083.20	\$ 30,985.70	\$ 31,915.20	\$ 32,872.70	\$ 33,858.90	\$ 34,874.60	\$ 35,920.90	\$ 36,998.50	\$ 38,108.50	\$ 39,251.70	\$ 40,429.30	\$ 41,642.10
BiWeekly	\$ 2,406.65	\$ 2,478.85	\$ 2,553.22	\$ 2,629.82	\$ 2,708.71	\$ 2,789.97	\$ 2,873.67	\$ 2,959.88	\$ 3,048.68	\$ 3,140.14	\$ 3,234.34	\$ 3,331.37
Annually	\$ 62,572.99	\$ 64,450.17	\$ 66,383.68	\$ 68,375.19	\$ 70,426.45	\$ 72,539.24	\$ 74,715.42	\$ 76,956.88	\$ 79,265.59	\$ 81,643.55	\$ 84,092.86	\$ 86,615.65
PayGrade 27	\$ 31,211.30	\$ 32,147.60	\$ 33,112.10	\$ 34,105.40	\$ 35,128.60	\$ 36,182.40	\$ 37,267.90	\$ 38,385.90	\$ 39,537.50	\$ 40,722.60	\$ 41,945.40	\$ 43,207.70
BiWeekly	\$ 2,496.90	\$ 2,571.81	\$ 2,648.96	\$ 2,728.43	\$ 2,810.29	\$ 2,894.59	\$ 2,981.43	\$ 3,070.88	\$ 3,163.00	\$ 3,257.89	\$ 3,355.63	\$ 3,456.30
Annually	\$ 64,919.47	\$ 66,867.06	\$ 68,873.07	\$ 70,939.26	\$ 73,067.44	\$ 75,259.46	\$ 77,517.25	\$ 79,842.77	\$ 82,238.05	\$ 84,705.19	\$ 87,246.35	\$ 89,863.74
PayGrade 28	\$ 32,381.70	\$ 33,332.20	\$ 34,338.80	\$ 35,384.40	\$ 36,445.90	\$ 37,539.30	\$ 38,665.50	\$ 39,825.50	\$ 41,020.20	\$ 42,250.80	\$ 43,518.30	\$ 44,823.90
BiWeekly	\$ 2,590.54	\$ 2,668.26	\$ 2,748.30	\$ 2,830.75	\$ 2,915.67	\$ 3,003.14	\$ 3,093.24	\$ 3,186.04	\$ 3,281.62	\$ 3,380.07	\$ 3,481.47	\$ 3,585.91
Annually	\$ 67,354.01	\$ 69,374.63	\$ 71,455.87	\$ 73,599.55	\$ 75,807.53	\$ 78,081.76	\$ 80,424.21	\$ 82,836.94	\$ 85,322.05	\$ 87,881.71	\$ 90,518.16	\$ 93,233.70
PayGrade 29	\$ 33,596.60	\$ 34,603.90	\$ 35,642.00	\$ 36,711.30	\$ 37,812.60	\$ 38,947.00	\$ 40,115.40	\$ 41,318.90	\$ 42,558.50	\$ 43,832.20	\$ 45,150.30	\$ 46,504.80
BiWeekly	\$ 2,687.68	\$ 2,768.31	\$ 2,851.36	\$ 2,936.90	\$ 3,025.01	\$ 3,115.76	\$ 3,209.23	\$ 3,305.51	\$ 3,404.68	\$ 3,506.82	\$ 3,612.02	\$ 3,720.38
Annually	\$ 69,879.78	\$ 71,976.17	\$ 74,135.45	\$ 76,359.52	\$ 78,650.30	\$ 81,009.81	\$ 83,440.11	\$ 85,943.31	\$ 88,521.61	\$ 91,177.26	\$ 93,912.58	\$ 96,729.95
PayGrade 30	\$ 34,855.80	\$ 35,901.50	\$ 36,978.60	\$ 38,087.90	\$ 39,230.60	\$ 40,407.50	\$ 41,619.70	\$ 42,868.50	\$ 44,154.30	\$ 45,479.00	\$ 46,843.30	\$ 48,248.60
BiWeekly	\$ 2,788.47	\$ 2,872.12	\$ 2,958.29	\$ 3,047.03	\$ 3,138.45	\$ 3,232.60	\$ 3,329.58	\$ 3,429.46	\$ 3,532.35	\$ 3,638.32	\$ 3,747.47	\$ 3,859.89
Annually	\$ 72,500.16	\$ 74,675.17	\$ 76,915.42	\$ 79,222.89	\$ 81,599.57	\$ 84,047.56	\$ 86,568.99	\$ 89,166.06	\$ 91,841.04	\$ 94,596.27	\$ 97,434.16	\$ 100,357.18

11/2/1970

EMPLOYEES PAY PLAN

	Step 1	Step 1	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
PayGrade 31	\$ 36,1630	\$ 37,2479	\$ 38,3633	\$ 39,5163	\$ 40,7018	\$ 41,9228	\$ 43,1805	\$ 44,4759	\$ 45,8102	\$ 47,1845	\$ 48,6000	\$ 50,0580
BiWeekly	\$ 2,893.04	\$ 2,979.83	\$ 3,069.22	\$ 3,161.30	\$ 3,256.14	\$ 3,353.82	\$ 3,454.44	\$ 3,558.07	\$ 3,664.81	\$ 3,774.76	\$ 3,888.00	\$ 4,004.64
Annually	\$ 75,218.99	\$ 77,475.56	\$ 79,799.83	\$ 82,193.83	\$ 84,659.64	\$ 87,199.43	\$ 89,815.41	\$ 92,509.88	\$ 95,285.17	\$ 98,143.73	\$ 101,088.04	\$ 104,120.68
PayGrade 32	\$ 37,5191	\$ 38,6446	\$ 39,8040	\$ 40,9981	\$ 42,2280	\$ 43,4949	\$ 44,7997	\$ 46,1437	\$ 47,5280	\$ 48,9539	\$ 50,4225	\$ 51,9352
BiWeekly	\$ 3,001.53	\$ 3,091.57	\$ 3,184.32	\$ 3,279.83	\$ 3,378.24	\$ 3,479.59	\$ 3,583.98	\$ 3,691.50	\$ 3,802.24	\$ 3,916.31	\$ 4,033.80	\$ 4,154.81
Annually	\$ 78,039.66	\$ 80,380.85	\$ 82,792.28	\$ 85,276.05	\$ 87,834.33	\$ 90,469.36	\$ 93,183.44	\$ 95,978.94	\$ 98,858.31	\$ 101,824.06	\$ 104,878.78	\$ 108,025.14
PayGrade 33	\$ 38,9261	\$ 40,0938	\$ 41,2967	\$ 42,5356	\$ 43,8116	\$ 45,1260	\$ 46,4797	\$ 47,8741	\$ 49,3104	\$ 50,7897	\$ 52,3134	\$ 53,8828
BiWeekly	\$ 3,114.08	\$ 3,207.51	\$ 3,303.73	\$ 3,402.84	\$ 3,504.93	\$ 3,610.08	\$ 3,718.38	\$ 3,829.93	\$ 3,944.83	\$ 4,063.17	\$ 4,185.07	\$ 4,310.62
Annually	\$ 80,966.20	\$ 83,395.18	\$ 85,897.04	\$ 88,473.95	\$ 91,128.17	\$ 93,862.01	\$ 96,677.87	\$ 99,578.21	\$ 102,565.56	\$ 105,642.52	\$ 108,811.80	\$ 112,076.15
PayGrade 34	\$ 40,3858	\$ 41,5974	\$ 42,8453	\$ 44,1306	\$ 45,4545	\$ 46,8182	\$ 48,2227	\$ 49,6694	\$ 51,1595	\$ 52,6943	\$ 54,2751	\$ 55,9034
BiWeekly	\$ 3,230.86	\$ 3,327.79	\$ 3,427.62	\$ 3,530.45	\$ 3,636.36	\$ 3,745.45	\$ 3,857.82	\$ 3,973.55	\$ 4,092.76	\$ 4,215.54	\$ 4,342.01	\$ 4,472.27
Annually	\$ 84,002.42	\$ 86,522.49	\$ 89,118.17	\$ 91,791.71	\$ 94,545.46	\$ 97,381.83	\$ 100,303.28	\$ 103,312.38	\$ 106,411.75	\$ 109,604.10	\$ 112,892.23	\$ 116,278.99
PayGrade 35	\$ 41,9003	\$ 43,1573	\$ 44,4520	\$ 45,7856	\$ 47,1591	\$ 48,5739	\$ 50,0311	\$ 51,5321	\$ 53,0780	\$ 54,6704	\$ 56,3105	\$ 57,9998
BiWeekly	\$ 3,352.02	\$ 3,452.58	\$ 3,556.16	\$ 3,662.84	\$ 3,772.73	\$ 3,885.91	\$ 4,002.49	\$ 4,122.56	\$ 4,246.24	\$ 4,373.63	\$ 4,504.84	\$ 4,639.98
Annually	\$ 87,152.57	\$ 89,767.15	\$ 92,460.16	\$ 95,233.97	\$ 98,090.99	\$ 101,033.71	\$ 104,064.73	\$ 107,186.67	\$ 110,402.27	\$ 113,714.34	\$ 117,125.77	\$ 120,639.54
PayGrade 36	\$ 43,4715	\$ 44,7756	\$ 46,1189	\$ 47,5025	\$ 48,9275	\$ 50,3954	\$ 51,9072	\$ 53,4644	\$ 55,0684	\$ 56,7204	\$ 58,4220	\$ 60,1747
BiWeekly	\$ 3,477.72	\$ 3,582.05	\$ 3,689.51	\$ 3,800.20	\$ 3,914.20	\$ 4,031.63	\$ 4,152.58	\$ 4,277.16	\$ 4,405.47	\$ 4,537.63	\$ 4,673.76	\$ 4,813.98
Annually	\$ 90,420.68	\$ 93,133.30	\$ 95,927.30	\$ 98,805.12	\$ 101,769.27	\$ 104,822.35	\$ 107,967.02	\$ 111,206.03	\$ 114,542.22	\$ 117,978.48	\$ 121,517.84	\$ 125,163.37
PayGrade 37	\$ 45,1016	\$ 46,4547	\$ 47,8483	\$ 49,2838	\$ 50,7623	\$ 52,2852	\$ 53,8537	\$ 55,4693	\$ 57,1334	\$ 58,8474	\$ 60,6128	\$ 62,4312
BiWeekly	\$ 3,608.13	\$ 3,716.38	\$ 3,827.87	\$ 3,942.70	\$ 4,060.98	\$ 4,182.81	\$ 4,308.30	\$ 4,437.55	\$ 4,570.67	\$ 4,707.79	\$ 4,849.03	\$ 4,994.50
Annually	\$ 93,811.42	\$ 96,625.77	\$ 99,524.54	\$ 102,510.28	\$ 105,585.58	\$ 108,753.15	\$ 112,015.75	\$ 115,376.22	\$ 118,837.50	\$ 122,402.63	\$ 126,074.71	\$ 129,856.95
PayGrade 38	\$ 46,7930	\$ 48,1968	\$ 49,6427	\$ 51,1320	\$ 52,6659	\$ 54,2459	\$ 55,8733	\$ 57,5495	\$ 59,2760	\$ 61,0543	\$ 62,8859	\$ 64,7725
BiWeekly	\$ 3,743.44	\$ 3,855.74	\$ 3,971.42	\$ 4,091.56	\$ 4,213.28	\$ 4,339.67	\$ 4,469.86	\$ 4,603.96	\$ 4,742.08	\$ 4,884.34	\$ 5,030.87	\$ 5,181.80
Annually	\$ 97,329.46	\$ 100,249.34	\$ 103,256.82	\$ 106,354.53	\$ 109,545.17	\$ 112,831.52	\$ 116,216.47	\$ 119,702.96	\$ 123,294.05	\$ 126,992.87	\$ 130,802.66	\$ 134,726.74
PayGrade 39	\$ 48,5477	\$ 50,0041	\$ 51,5043	\$ 53,0494	\$ 54,6409	\$ 56,2801	\$ 57,9685	\$ 59,7076	\$ 61,4988	\$ 63,3438	\$ 65,2441	\$ 67,2014
BiWeekly	\$ 3,883.82	\$ 4,000.33	\$ 4,120.34	\$ 4,243.95	\$ 4,371.27	\$ 4,502.41	\$ 4,637.48	\$ 4,776.61	\$ 4,919.90	\$ 5,067.50	\$ 5,219.53	\$ 5,376.11
Annually	\$ 100,979.25	\$ 104,008.63	\$ 107,128.89	\$ 110,342.75	\$ 113,653.03	\$ 117,062.63	\$ 120,574.50	\$ 124,191.74	\$ 127,917.49	\$ 131,755.02	\$ 135,707.67	\$ 139,778.90

11C(197)D

ATTACHMENT B

MANAGEMENT & NON MANAGEMENT BENEFITS POLICIES

POLICY NAME: Management Benefits

POLICY NUMBER: 5-05

ORIGINAL DATE ISSUED: June 15, 2006

ORIGINALLY APPROVED BY: Charity Good, City Manager

DATE REVISED: September 11, 2012

REVISION APPROVED BY: _____ Dennis Kelly, City Manager

RESOLUTION NUMBER: 2012-

RESOLUTION APPROVED BY COMMISSION: _____

PURPOSE:

To establish set standard benefits / severance pay for Management Employees.

DEFINITION:

Management Employees include City Manager, Deputy City Manager, Human Resource Manager / Director, City Clerk, Chief of Police, Assistant Chief of Police, Assistant to the Chief of Police, Finance Director, the Public Works Director and Chief Building Official. Contractual or part-time employees are not covered by this policy.

POLICY:

Benefits:

1. Management staff shall be entitled to receive FRS Management level contribution.
2. Management staff shall be entitled to vacation as follows: from the date of hire through three years of employment (three (3) weeks); greater than three years through five years (four (4) weeks); five years and above (five (5) weeks).
3. Management staff shall be entitled to sell vacation time and sick time up to a maximum of 80 hours annually.
4. Management staff shall be entitled to cell phone stipend of \$100.00 monthly or entitled to receive a City issued smart phone under the City phone plan.
5. Management staff shall be entitled to receive \$138.00 bi-weekly in vehicle allowance.
6. Management staff shall be entitled to life insurance coverage as follows: from the date of hire through three years employment \$150,000 and after three years \$300,000.
7. Management staff shall receive an education incentive salary increase of 3% for obtaining Bachelors Degree, 6% for obtaining a Masters Degree. Degrees should be related to field of work and must be obtained while employed with City and must remain with the City for a period of 2 years after degree is obtained or they will have to reimburse the City for the additional salary amount received to date of separation.
8. Management staff shall be entitled to \$2,000 annually for continuing education as afforded to all city employees.
9. Management Staff shall be entitled to merit & cost of living increases as adopted in accordance with other City policies.
10. Management staff shall accrue benefits on the anniversary date of their hire.

11C (199)

Separations:

In the event of a job separation, employees shall receive the following:

1. Voluntary separation: Upon voluntarily separating from the City, employees will be entitled to salary through the date of separation and will receive a payout for any and all accrued leave as of the separation date.
2. Termination for non-disciplinary reasons: If the employee has been continually employed and on the City payroll for more than 3 years, the employee shall be compensated for salary through the date of separation and will receive a payout for any and all accrued leave as of the separation date.
3. Termination for disciplinary reasons: Termination for disciplinary reasons includes but is not limited to termination based on a felony conviction or a finding of guilt of in a felony case where adjudication has been withheld or a conviction or finding of guilt and withholding of adjudication in a misdemeanor case involving moral turpitude. In such circumstances, the employee will be compensated for salary through the date of separation.

11C(200)

POLICY NAME: Non Management / Non Union Employees

POLICY NUMBER: 2012- 02

DATE ISSUED: September 4, 2012

APPROVED BY: _____ Dennis Kelly, City Manager

RESOLUTUION NUMBER: 2012-

RESOLUTION APPROVED BY COMMISISON: _____

PURPOSE:

To establish set standard benefits for non management / non union.

DEFINITION:

Non management / non union employees include: Executive Assistant to the City Manager and Commission, Human Resource Clerk and Special Events Coordinator, Public Works Supervisor, Budget Utility Accountant, Accountant II, Deputy City Clerk, Code Enforcement Officer, ATS Program Technical Coordinator and Front Desk Support Clerk, Administrative Assistant Generalist. Part time or contractual employees are not included.

POLICY:

Benefits:

1. These employees named above should receive the same benefits afforded to the employees who are members of the Laborers International Union (LIUNA).

11.C(201)

ATTACHMENT C

DOMESTIC PARTNERSHIP ORDINANCE

11C (202)

ORDINANCE NO. 2007-04

AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF NORTH BAY VILLAGE, FLORIDA, REVISING CHAPTER 156 OF THE CITY'S CODE OF ORDINANCE BY ADDING SUBSECTIONS 156.031 AND 156.032 GRANTING CERTAIN EMPLOYMENT BENEFITS TO REGISTERED DOMESTIC PARTNERS; PROVIDING FOR REPEALER, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE. (INTRODUCED BY MAYOR JOSEPH S. GELLER)

WHEREAS, the City finds that a significant number of employees establish and maintain important personal, emotional, and economic relationships with persons to whom they are not married. Individuals forming such domestic partnerships often live in a committed family relationship. Domestic partners are often denied public and private sector benefits because there is no established system for such relationships to be registered or recognized. In addition, because of the status of their relationship, domestic partners in many cases are not extended certain employment benefits that are otherwise made available to other employees; and

WHEREAS, the City Commission finds that employment benefits form an essential portion of the compensation provided to City employees; and

WHEREAS, the City Commission acknowledges that in 1994 over 3 million Americans identified themselves as living in a domestic partnership. As a result, employers have begun to provide domestic partner benefits in greater numbers.

WHEREAS, the City Commission finds that the provision of domestic partner benefits promotes employee recruitment, employee retention, and employee loyalty. Furthermore, the provision of such benefits promotes fairness and serves to address the discriminatory effect of practices, which deny such benefits solely upon the basis of an employee's familial or marital status.

NOW, THEREFORE, BE IT ENACTED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF NORTH BAY VILLAGE, FLORIDA:

SECTION 1. That Chapter 156 of the North Bay Village City Code is hereby amended to create Section 156.031 and 156.032 as follows:

Chapter 156
Registered Domestic Partners

Additions shown by underlining and deletion shown by ~~strikethrough~~. The remainder of the text will not change.

156.01 Definitions.

“Committed relationship” means a family relationship, intended to be of indefinite duration, between two individuals characterized by mutual caring and the sharing of a mutual residence.

“Mutual residence” means that the Registered Domestic Partners share the same place to live. It is not necessary that the legal right to possess the place of residence be in both of their names. Two people may share a mutual residence even if one or both have additional places to live. Registered Domestic Partners do not cease to share a mutual residence if one leaves the shared place but intends to return.

“Declaration of Registered Domestic Partnership” means the document that is filed with the City Clerk’s office in accordance to the procedures set forth herein.

A “dependent” is a person who resides within the household of a Registered Domestic Partnership and is:

1. a biological, adopted, or foster child of a Registered Domestic Partner; or
2. a dependent as defined under IRS regulations; or
3. a ward of a Registered Domestic Partner as determined in a guardianship or other legal proceeding.
- 4.

“Registered Domestic Partnership” means committed relationship between two persons who consider themselves to be a member of each other’s immediate family and have registered their partnership in accordance with the requirements set forth herein.

156.02 Registration, amendment, termination and administration procedures.

(a.) Registration

(1) Declaration of Registered Domestic Partnership. A declaration of Registered Domestic Partnership shall be filed with the City Clerk’s office and shall contain the names and addresses of the applicants who shall swear or affirm under penalty of perjury that each partner;

- a. Is at least 18 years old and competent to contract;
- b. Is not married to or a member of another Registered Domestic Partnership or civil union with anyone other than the co-applicant;
- c. Agrees to share the common necessities of life and to be responsible for each other’s welfare;
- d. Shares his or her primary residence with the other;
- e. considers himself or herself to be a member of the immediate family of the other partner; and

Additions shown by underlining and deletion shown by ~~strikethrough~~. The remainder of the text will not change.

- f. Agrees to immediately notify the City Clerk's office, in writing, of any change in the status of the Registered Domestic Partnership.
- g. Agrees to mutually support the other by contributing in some fashion, not necessarily equally, to maintain and support the Registered Domestic Partnership.

(2) Each partner agrees to immediately notify the City Clerk's office, in writing, if the terms of the Registered Domestic Partnership are no longer applicable or one of the domestic partners wishes to terminate the domestic partnership.

(b) Amendment

A Registered Domestic Partner may amend a Registered Domestic Partnership previously filed with the City Clerk to show a change in his or her household address or to add or delete dependents. Amendments shall be signed by both members of the Registered Domestic Partnership under penalty of perjury.

(c) Termination

(1) Termination statement. A Registered Domestic Partner may terminate the Registered Domestic Partnership by filing a termination statement with the City Clerk's office. The person filing the termination statement shall swear or affirm under penalty of perjury that:

- a. The Registered Domestic Partnership is to be terminated; and
- b. If the termination statement is not signed by both Registered Domestic Partners, a copy of the termination statement shall be served, by certified or registered mail, on the other Registered Domestic Partner, and proof of service shall be filed with the City Clerk's office.

(2) Effective date. The termination shall become effective on the date of filing of the termination statement signed by both Registered Domestic Partners or if the termination statement is not signed by both parties, on the date proof of the service is filed with the City Clerk's office pursuant to subsection (c) (1) b., above.

(3) Automatic termination. A Registered Domestic Partnership shall automatically terminate in the event that one of the Domestic Partners dies, marries, or enters into a civil union with someone other than his or her Registered Domestic Partner.

(d) Administration.

(1) Forms. The City Clerk's office shall provide forms for the establishment, amendment, and termination of Registered Domestic Partnerships.

Additions shown by underlining and deletion shown by ~~strike through~~. The remainder of the text will not change.

- (2) Certificate of Registered Domestic Partnership. The City Clerk's office shall issue to the Registered Domestic Partners a certificate of Registered Domestic Partnership no later than ten business days after the declaration of Registered Domestic Partnership is filed.
- (3) Maintain records. The City Clerk's office shall maintain copies of the declaration of Registered Domestic Partnerships, any and all amendments thereto, certificates of Registered Domestic Partnership, and termination statements filed by Registered Domestic Partners.
- (4) Fees. The fee for registering the declaration of Registered Domestic Partnership shall be \$50.00, which shall cover all costs of registration. The fee for amending or terminating the declaration of Registered Domestic Partnership shall be \$25.00, which shall cover all costs of amendment or termination of the Registered Domestic Partnership.

156.03. Rights and Legal Effect of Registered Domestic Partnership

To the extent not superseded by federal, state, or City law or ordinance, Registered Domestic Partners shall have the following rights:

(a) Health care facility visitation.

The term "health care facility" includes, but is not limited to, hospitals, convalescent facilities, walk-in clinics, doctor's offices, mental health care facilities, and other short and long-term facilities located within, or under the jurisdiction of, the City of North Bay Village. All health care facilities operating within the City of North Bay Village shall allow a Registered Domestic Partner the same visitation rights as a spouse (or parents, if the patient is a dependent of the Registered Domestic Partnership) of the patient. A dependent of a Registered Domestic Partner shall have the same visitation rights as a patient's child.

(b) Correctional facility visitation rights.

The term "correctional facility" includes, but is not limited to, holding cells, jails, and juvenile correction centers of any kind, located within or under the jurisdiction of the City of North Bay Village. A Registered Domestic Partner shall have the same visitation rights at all correctional facilities operating within the City of North Bay Village as a spouse (or parent, if the person in custody is a dependent of the Registered Domestic Partnership) of a person in custody. A dependent shall have the same visitation rights afforded to the child of a person in custody.

(c) Health care decisions.

This section pertains to decisions concerning both physical and mental health. If a patient lacks the capacity to make a health care decision, the patient's Registered Domestic Partner shall have the same authority as a spouse to make a health care decision for the incapacitated party.

Additions shown by underlining and deletion shown by ~~strike through~~. The remainder of the text will not change.

If the patient is a dependent of the Registered Domestic Partnership, the Registered Domestic Partners shall have the same authority to make health care decisions as a parent; however, if a biological parent of a minor dependent, who parental rights have not been terminated, is available, willing, and competent to make the health care decision, the biological parents' authority to make health care decisions on behalf of the minor shall supersede that of a Registered Domestic Partner who is not the biological parent of the minor dependent.

(d) Participation in Education.

A Registered Domestic Partner shall have the same rights to participated in the education of a dependent of the Registered Domestic Partnership as a parent to participate in the education of their child, in all educational facilities located within or under the jurisdiction of the City of North Bay Village. This includes the right of a Registered Domestic Partner to participate in the home schooling of a dependent in accordance with Florida law.

156.031. Employment benefits

To the extent not superseded by federal, state, or City law or ordinance, Registered Domestic Partners shall have the following rights:

(a) Employees shall be granted bereavement leave with pay for the death of a domestic partner or family member of a domestic partner as set forth in the City's Personnel Rules and Regulations.

(b) Employees shall be granted sick leave, family medical leave, or leave without pay to care for a domestic partner as set forth in Section 5.10 of the City's Personnel Rules and Regulations and in accordance with the City's family medical leave policy.

(c) Employees' domestic partners shall be allowed to be members of the city health plan as set forth.

156.032. Extension of benefits to domestic partners of City employees.

(a) Any City employee who is a party to a registered domestic partnership relationship under this ordinance shall be entitled to elect insurance coverage for his or her domestic partner or a dependent of such domestic partner on the same basis in which any City employee may elect insurance coverage for his or her spouse or dependents.

Additions shown by underlining and deletion shown by ~~strike through~~. The remainder of the text will not change.

A City employee's right to elect insurance coverage for his or her domestic partner, or the partner's dependent, shall extend to all forms of insurance provided by the City to the spouses and dependents of City employees, unless such coverage is prohibited by state or federal law. All elections of coverage shall be made in accordance with the requirements of applicable City ordinances, administrative rules, City policies and applicable collective bargaining agreements. However, in no event shall an employee make an election for coverage of a domestic partner more than two times in a plan year.

(b) Any City employee who is a party to a registered domestic partnership relationship under this ordinance shall be entitled to use all forms of leave provided by the City including, but not limited to, sick leave, annual leave, funeral leave and family leave to care for his or her domestic partner or the dependent of the domestic partner as applicable. The use of leave authorized in this section shall be consistent with the applicable requirements in City ordinances, administrative rules, and collective bargaining agreements.

Section 156.04. Limited effects.

(a) Nothing in this article shall be interpreted to alter, affect, or contravene City, state or federal law.

(b) Nothing in this article shall be construed as recognizing or treating a Registered Domestic Partnership as a marriage.

(c) All rights, privileges, and benefits extended to Registered Domestic Partnerships registered pursuant to this Chapter shall also be extended to all persons legally partnered in another jurisdiction.

(e) This Chapter does not affect any rights or benefits of City employees.

(f) The rules developed to implement the provisions of this ordinance shall be liberally construed to accomplish the policies and purposes of the ordinance. However, this ordinance shall not be construed to supersede any federal, state, or county laws or regulations, nor shall this ordinance be interpreted in a manner as to bring it into conflict with federal, state, county or city laws. Nothing in this ordinance shall be construed as recognizing or treating a domestic partnership as a marriage.

(f) Unless prohibited by state or federal law or the terms of a collective bargaining agreement, all other benefits available to the spouses and dependents of City employees shall be made available on the same basis to the domestic partner, or dependent of such domestic partner, of a City employee who is a party to a registered domestic partnership relationship pursuant to this ordinance.

Additions shown by underlining and deletion shown by ~~strike through~~. The remainder of the text will not change.

(g) Any City employee who obtains or attempts to obtain benefits under this provision fraudulently shall be subject to discipline, up to and including termination.

Section 2. All Ordinances or parts of ordinances in conflict with the provisions of this ordinance are repealed.

Section 3. This ordinance shall be codified and included in the Code of Ordinances.

Section 4. If any section, clause, sentence, or phrase of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, the holding shall not affect the validity of the remaining portions of this Ordinance.

Section 5. This Ordinance shall take effect immediately upon enactment.

A motion to approve the foregoing Ordinance on first reading on March 20, 2007 was offered by Mayor Joseph S. Geller, seconded by Vice Mayor George A. Kane.

The Votes were as follows:

Mayor Joseph S. Geller	<u>Yes</u>
Vice Mayor George A. Kane	<u>Yes</u>
Commissioner Oscar Alfonso	<u>Absent from dais</u>
Commissioner Reinaldo Trujillo	<u>Yes</u>
Commissioner Paul Vogel	<u>No</u>

A motion to adopt the foregoing Ordinance on final reading was offered by Mayor Joseph S. Geller, seconded by Commissioner Reinaldo Trujillo.

FINAL VOTES AT ADOPTION:

Mayor Joseph S. Geller	<u>Yes</u>
Vice Mayor George A. Kane	<u>Yes</u>
Commissioner Oscar Alfonso	<u>Absent from dais</u>
Commissioner Reinaldo Trujillo	<u>Yes</u>
Commissioner Paul Vogel	<u>Yes</u>

Additions shown by underlining and deletion shown by ~~strike through~~. The remainder of the text will not change.

DULY PASSED AND ADOPTED this 15th day of May, 2007.

Joseph S. Geller, Mayor

ATTEST:

Yvonne P. Hamilton, City Clerk

APPROVED AS TO FORM:

Robert L. Switkes, City Attorney

City of North Bay Village Ordinance: Domestic Partners Revised, Final Reading-5/15/2007

Additions shown by underlining and deletion shown by ~~strike through~~. The remainder of the text will not change.

ATTACHMENT D

BACKGROUND INVESTIGATIONS

11c (211)

POLICY NAME: BACKGROUND CHECKS POLICY NUMBER: 2012 -01

DATE ISSUED: 1/1/12

APPROVED BY: DENNIS KELLY, CITY MANAGER

DIRECTED BY COMMISSION: YES _____ / NO X

PURPOSE:

To establish set standard practices for background checks for current and prospective employees board members, volunteers, contractors, that will be working with children & elderly ("protected class") in City functions /events / programs.

DEFINITION:

Individuals that are or will be affected by this policy include any current and prospective employees, board members, volunteers, contractors that will be in contact with the protected class in City functions / events / programs.

POLICY:

1. Each of the above named groups of individuals shall be subject to FDLE criminal background checks. If any of these individuals are not willing to submit to this background check then they will not be allowed to participate in the City function /event / program that will place them in contact with the protected class.
2. FDLE criminal background checks are state and national criminal history backgrounds checks that are the standard used when working with the protected class.
3. It is the responsibility of City Department Heads who oversee the functioning of other City employees, volunteers, board members, contractors to make these individuals aware of this policy and to at least 2 months prior to an individual's participation in functions / events / programs in which they will come into contact with the protected class or in cases of new hires before the start of employment; to contact the Human Resource Director and provide the Human Resource Director with the appropriate filled out documentation for the individual (the waiver agreement & volunteer application or employment application) in order for the Department Head to receive an appointment date, time and location for the individuals background check.
4. Any individual that a City Department Head determines to be in contact with the protected class will not be allowed to participate in ANY City functions / events / programs until results for the backgrounds are received and reviewed for these individuals.
5. Results of the Background checks are confidential to the extent permitted by law and will be kept by the Human Resource Director. The results will determine the individual's ability to be hired by the City or in cases of volunteers, board contractors to participate in City functions/events/boards.
6. After background check results are received, the individual will receive a letter from the City Human Resource Director either approving their participation or denying their participation in the function/event/program. The letter will either state approval or denial but will not go into detail as to the results of the background check. If a denial is issued

116 (212)

the individual is welcomed to request a meeting with the Human Resource Director to discuss the result of the background check.

7. Results that may disqualify an individual's hire or participation in a City function/event/program may include but are not limited to findings of:
 - Being found guilty regardless of adjudication or plea of nolo contendere for any of the following, regardless of time elapsed: felony offense involving violence, any type of crime against children, any crime of sexual nature, and any drug offense related to possession with intent to distribute.
 - Being found guilty regardless of adjudication or plea of nolo contendere for any of the following within the past 7 years: any felony conviction, more than one drug or alcohol related crime including but not limited to DUI, SWI or other such offenses related to the operation of a moving vehicle while impaired, any other conviction involving moral turpitude or any conviction of any economic crime at a felony level.
 - Having served in any capacity of incarceration until they have completed probation period.
8. The cost of the background checks will be paid by the City for those individuals that the City determines meet the above criteria and the approximate current costs for these checks are \$55.00 for employees and \$35.00 for volunteers.
9. This policy will begin on the date this policy is issued and will be applied to already existing employees, board members, contractors and/or any other individuals that the City determines will be in contact with the protected class at future City functions/events/programs.
10. Please see attached Vechs Waiver Agreement and Statement Form & City Volunteer Application Form & City Employment Application.
11. The City, its officers, directors, employees and or agents are not responsible for any errors or omissions that may or may not have been reported on background checks.

11c (213)



VECHS WAIVER AGREEMENT AND STATEMENT
Volunteer & Employee Criminal History System (VECHS)
for Criminal History Record Checks
under the National Child Protection Act of 1993, as amended,
and Section 943.0542, Florida Statutes

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize (*enter Name of Qualified Entity*) _____ to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me has previously been requested by:

(Name and Address of Previous Qualified Entity) (Year of Request)

I ___ have OR ___ have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I ___ do OR ___ do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee Volunteer Contractor/Vendor

Signature: _____ Date: _____

Printed Name: _____

Address: _____

Date of Birth: _____

TO BE COMPLETED BY QUALIFIED ENTITY:

Entity Name: _____

Address: _____

Telephone: _____ Fax: _____

FDLE Assigned Qualified Entity Number: _____

ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY

11-C(214)

**APPLICATION TO WORK FOR THE CITY OF NORTH BAY VILLAGE, FLORIDA
AS A VOLUNTEER AND HOLD HARMLESS AGREEMENT**

I hereby request permission of the City of North Bay Village, Florida (hereinafter referred to as the "City") to volunteer my services to the City in any manner they deem appropriate and beneficial to it. I fully understand and agree that my duties will be assigned to me on an as needed basis and I will be performing them in a purely voluntary basis, not as an employee, contractor or other agent of the City. As such, I will not be entitled to any of the benefits generally afforded to the City's agents, independent contractors or employees, including, but not limited to: benefits, insurance coverage and/or worker's compensation protection.

If my application is approved, I hereby agree to obey, at all times, all instructions, orders and commands given by the person to whom I report, to the extent that such orders do not compromise my rights or me physically. I fully realize, although precautions are taken by the City to maintain a safe-working environment, the danger to physical harm may still exist and I am responsible to take all reasonable precautions to prevent same. I freely and voluntarily accept any risk associated with volunteering for the City.

NAME OF APPLICANT: _____
ADDRESS: _____
SEX: M F DATE OF BIRTH: ____/____/____ SOCIAL SECURITY #: _____
HOME TELEPHONE #: _____ WORK TELEPHONE #: _____
EMERGENCY CONTACT: _____ EMERGENCY TELEPHONE #: _____

RELEASE OF ALL CLAIMS: The undersigned releases, covenants not to sue and forever discharges the City of North Bay Village, its Officers, Employees, Agents, Volunteers and their successors in interest and their assigns (hereinafter collectively known as the "released parties") of ALL liabilities, claims, actions, damages, costs or expenses that the applicant may have against the released parties resulting from or arising out of, or in any way connected with the applicant's own negligence, his/her intentional acts and/or the negligence or intentional acts of third parties in any way connected with the volunteer work performed for the City of North Bay Village, including, but not limited to injury or damage to person or property, or resulting in the death of the applicant.

Applicant's Signature: _____ Date: _____

State of _____
County of _____

Sworn to and subscribed before me this _____ day of _____, 200____. The foregoing instrument was acknowledged before me by, _____ who has produced as identification and/or is personally known to me and who did/did not take an oath.

STATE OF FLORIDA NOTARY PUBLIC

PRINT NAME

MY COMMISSION EXPIRES: _____

**APPROVAL
FOR OFFICE USE ONLY**

Approved: _____
Department/Division Head

Approved: _____
City Manager

11.C (215)

APPLICATION TO WORK FOR THE CITY OF NORTH BAY VILLAGE, FLORIDA
AS A VOLUNTEER AND HOLD HARMLESS AGREEMENT

QUESTIONNAIRE

- 1) How did you learn about The City of North Bay Village's Volunteer Program? Please provide the name of the person or entity that referred you, if applicable:

- 2) List any Special Skills you feel can be utilized in your volunteering:

- 3) Have you ever plead *nolo contendere* (no contest) or plead guilty to a felony or misdemeanor (other than a minor traffic violation)? Yes No
If yes, please provide an explanation with dates: _____

- 4) Have you ever been charged with any violent crime, including violence against a minor, domestic violence crimes, or crimes resulting from the illegal use of drugs or alcohol? Yes No
If yes, please provide an explanation with dates: _____

- 5) If you are applying for a position that requires you to drive a motor vehicle, please answer the following questions:
 - a. Do you currently have a valid driver's license? If so, please provide the State where it was issued and driver's license number (a copy of your driver's license will be made for our records)

 - b. Has your driver's license ever been suspended or revoked? _____ If yes, explain:

 - c. List all accidents and moving violations within the last two (2) years:

NOTE: POLICE AND DRIVING RECORDS WILL BE CHECKED WHERE APPLICABLE. Information concerning convictions will not necessarily disqualify an applicant unless the conviction record indicates that the applicant would not be suitable or desirable for employment on a particular position.

I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that any false, incomplete, or incorrect statements may result in my dismissal and may eliminate me from future consideration as a volunteer or for employment with the City of Coral Gables.

Applicant Signature: _____

Date: _____

11C(216)

The City of North Bay Village appreciates your interest in volunteering your services. You may be required to undergo a background check before you begin your volunteer assignment.

You must bring a copy of this letter signed to the Human Resources Department, located at 1666 Kennedy Causeway, Suite 700, City of North Bay Village, Florida 33141. Once your application has been approved, you will be contacted by a City representative with the information regarding your volunteer position, including where to report on your start date and time.

In compliance with Florida Statutes §119.071 (5), The City of North Bay Village collects and uses Social Security numbers for completing the applicant's background screening.

I hereby acknowledge that I have read this application, that my statements are true and correct and that I voluntarily accept the terms of this application process.

Applicant Signature: _____

Date: _____

110(217)



City of North Bay Village

1700 Kennedy Causeway, # 132
North Bay Village, Florida 33141
305-756-7171 Fax 305-756-7722
www.nbvillage.com

EMPLOYMENT APPLICATION

OFFICE USE ONLY	
APPROVED	<input type="checkbox"/>
DISAPPROVED	<input type="checkbox"/>
REASONS:	

BY: _____	

INSTRUCTIONS: Please print or type all information completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). Incomplete applications will not be considered. All statements made on the application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. Eligibility for hire may be based on a rating of this application; therefore, completeness and accuracy is of the utmost importance.

Position Applied For: _____

Last Name: _____ First: _____ Middle Initial: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work/Message Phone: _____ E-Mail: _____

Please Check Appropriate Response

<p>1. Have you ever worked for the City of North Bay Village? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please give date(s) of employment. _____</p> <p>2. Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, are you authorized by Immigration and Naturalization to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Alien #A: _____</p> <p>Admission #- _____</p> <p>3. Will you work night shift? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Have you ever been fired, forced to resign, or resigned in lieu of termination? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain below:</p> <p>Employer's Name: _____ Date: _____</p> <p>Reason: _____</p> <p>5. Are you related to a City employee or is any member of your family employed by the City of North Bay Village? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give the person's</p> <p>Name: _____</p> <p>Relationship: _____</p> <p>Department: _____</p>	<p>6. Have you ever been found guilty of, had adjudication withheld, or pled no contest to any violation of law? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please give details below:</p> <p>Date: _____</p> <p>Agency: _____</p> <p>Offense/Charge: _____</p> <p><input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor</p> <p>Outcome: _____</p> <p>Note: A conviction does not automatically mean you cannot be employed by the City of North Bay Village. The nature of the offense, how long ago it occurred, etc., are given consideration</p> <p>Attach additional sheets as needed.</p> <p>7. Were you in the U. S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No Did you receive an honorable discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you claim veteran's preference? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, copy of your DD214 must accompany this application.</p>
--	--

8. DRIVER'S LICENSE INFORMATION

Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have your license ever been suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Drivers License Number:		Have your license ever been revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No	
State:	Expiration Date:	If yes, please provide dates and explain:	
CDL Class:			
Endorsements:			

9. TRAFFIC CITATIONS – PLEASE LIST ALL RECEIVED WITHIN THE LAST SEVEN (7) YEARS

(Driving under the influence, driving while intoxicated, etc., should be listed under number 6 on page 1)

Date:	Date:
Agency:	Agency:
Offense / Charge:	Offense / Charge:
Points:	Points:
Outcome:	Outcome:
Date:	Date:
Agency:	Agency:
Offense / Charge:	Offense / Charge:
Points:	Points:
Outcome:	Outcome:

If you have more than four citations within the last seven years, please attach a separate sheet in the same format.

10. EDUCATION AND SPECIAL TRAINING

Do you have a High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Obtained:		Do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Obtained:		If not, highest grade completed:	
Name and Location of Last High School Attended:					
Name:		City:		State:	
List Special Training (Business, Trade, Vocational, Armed Forces Schools, etc.) Below:					
Name and Location	Total Hours Completed	Hours Required for Certification	Course / Subject Taken		Certificates Received
List Colleges and Universities Attended Below:					
Name and Location	Credit Hours Received Please circle	Did you Graduate?	Major / Minor Degree Field of Program of Study		Type of Degree Received
	SEM QTR	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	SEM QTR	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	SEM QTR	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	SEM QTR	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	SEM QTR	<input type="checkbox"/> Yes <input type="checkbox"/> No			

INSTRUCTIONS: Beginning with your present or most recent job, describe your paid work experience for the past ten (10) years and list a minimum of three (3) employers. List each promotion or transfer as a separate job even if they were with the same employer. Include military, part time, and self-employment. List all gaps in work history in spaces provided. If you have more than four (4) separate periods of employment, sign and attach sheets in the same format as below. Resumes will not be accepted as official applications.

CURRENT JOB STATUS	<input type="checkbox"/> UNEMPLOYED <input type="checkbox"/> IN SCHOOL	FROM (MM/YY)		TO (MM/YY)	
---------------------------	---	------------------------	--	----------------------	--

PRESENT OR MOST RECENT EMPLOYER			Employer	
From	To	Total Time	Address	
Mo Yr	Mo Yr	Yr Mo	Telephone Number	
Hours per week			Your Job Title	
Starting Salary	\$	per	Supervisor's Name / Title	
Last Salary	\$	per	Reason for Leaving Position	
Number of Employees Supervised (if Applicable):			May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Specific Duties:

BETWEEN THESE JOBS (If applicable)	<input type="checkbox"/> UNEMPLOYED <input type="checkbox"/> IN SCHOOL	FROM (mm/yy)		TO (mm/yy)	
--	---	------------------------	--	----------------------	--

PRESENT OR MOST RECENT EMPLOYER			Employer	
From	To	Total Time	Address	
Mo Yr	Mo Yr	Yr Mo	Telephone Number	
Hours per week			Your Job Title	
Starting Salary	\$	per	Supervisor's Name / Title	
Last Salary	\$	per	Reason for Leaving Position	
Number of Employees Supervised (if Applicable):			May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Specific Duties:

11c(220)

BETWEEN THESE JOBS (If applicable)		<input type="checkbox"/> UNEMPLOYED <input type="checkbox"/> IN SCHOOL		FROM (mm/yy)		TO (mm/yy)	
PRESENT OR MOST RECENT EMPLOYER				Employer			
From		To		Total Time		Address	
Mo Yr		Mo Yr		Yr Mo		Telephone Number	
Hours per week						Your Job Title	
Starting Salary		\$		per		Supervisor' s Name / Title	
Last Salary		\$		per		Reason for Leaving Position	
Number of Employees Supervised (if Applicable):						May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Specific Duties:							
BETWEEN THESE JOBS (If applicable)		<input type="checkbox"/> UNEMPLOYED <input type="checkbox"/> IN SCHOOL		FROM (mm/yy)		TO (mm/yy)	
PRESENT OR MOST RECENT EMPLOYER				Employer			
From		To		Total Time		Address	
Mo Yr		Mo Yr		Yr Mo		Telephone Number	
Hours per week						Your Job Title	
Starting Salary		\$		per		Supervisor' s Name / Title	
Last Salary		\$		per		Reason for Leaving Position	
Number of Employees Supervised (if Applicable):						May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Specific Duties:							
NOTE: We may contact previous employers to verify employment information.							

11c(221)

City of North Bay Village

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION SURVEY

TO ALL APPLICANTS:

The following information is being gathered by the City of North Bay Village for research, affirmative action, and federal EEO reporting requirements.

If you choose not to answer any of the items, you will not be subject to adverse treatment; however, we urge you to do so and assure you that this information will not be used to evaluate your application, and will be kept confidential.

Job / Position Applied for: _____

Date of Birth (MM/DD/YYYY) _____

Gender

Male

Female

Race/Ethnic Categories (Check One)

- Black (Not of Hispanic origin): All persons having origins in any Black racial groups Africa.
- Asian or Pacific Islander: includes all persons having origins in the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- Hispanic: includes all persons of Mexican, Puerto Rican, Cuban, South American, or Spanish culture or origin, regardless of race.
- American Indian or Alaskan native: includes all person having origins in North America, and who maintain cultural identification through tribal affiliation or community recognition.
- White (not of Hispanic origin): includes all persons having origins in Europe, North Africa, and The Middle East.
- Other: includes Aleuts, Eskimos, Malayans, Thais, and others not covered by a specific category.
- If this category is checked, indicate specific ethnicity or national origin: _____

HOW DID YOU LEARN OF THIS POSITION?

- Ad in newspaper _____
- Ad in trade journal _____
- Ad on Radio _____
- Job Line _____
- City bulletin board/walk-in _____
- Friend _____
- City employee _____
- Internet _____
- Job Fair _____
- Agency Referral _____
- Other _____

11C(223)

Did You:

- Answer all questions completely?
- Cover a full 10 year employment history?
- Explain all gaps in employment?
- Complete application supplement, if applicable?
- Submit copies of documents requested, if applicable?
- Sign and date the application?

Please read this statement carefully before signing below:

The City of North Bay Village is an Equal Opportunity Employer. The City of North Bay Village does not discriminate on the basis of age, race, religion, sex, national origin, sexual orientation, disability or any legally protected classification of employment, promotional opportunities or in the selection of volunteers or interns.

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the City of North Bay Village is true and correct. I understand that any incorrect, incomplete, or false statement or information I have furnished may subject me to disqualification in an examination or to discharge at any time.

Copies of Education Documents, Photo Identification, and Social Security Card must be submitted prior to employment. All information is subject to investigation and verification.

Subsequent to a conditional offer of employment, I give my consent to the City of North Bay Village to conduct a complete criminal background investigation, motor vehicle record check, reference checks and pre-employment physical examination which may include a drug screen as required by the Drug Free Workplace Program and any other selection processes at a later date prior to a final job offer.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

SIGNATURE OF APPLICANT

DATE

Notes:

- **Applicants must provide copies of documents required with application.**
- **If you require special testing accommodations due to a disability, please notify the staff BEFORE the test date.**

BACKGROUND INFORMATION RELEASE WAIVER

In connection with my application for employment with the City of North Bay Village, I understand a background investigation, in accordance with the Fair Credit Reporting Act and all State and Federal laws, is to be conducted and may include information about my personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent towards determining my qualifications for employment.

I understand, according to the Fair Credit Reporting Act I am entitled to know if employment is denied because of information obtained by any prospective employer from a Consumer Credit, I will be informed whether an Investigative Consumer Report was requested and will be given full information as to the nature and scope of this investigation, as well as the name of the reporting agency or sources of information.

I understand that during this background investigation, the City of North Bay Village may make inquiries and request information including but not limited to my criminal history, consumer credit history, employment history, driving history, military history, medical history, workers' compensation history, education, professional licensing, including information of a confidential or privileged nature.

I hereby authorize, without reservation any party (including, but not limited to, past and present employers, Law Enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by the City Of North Bay Village, to furnish any or all of the above mentioned information.

In addition, I hereby release the City of North Bay Village, and its agents or representatives, from any and all liability for damages arising from this background investigation and the disclosure of the requested information. I further release and discharge from all liability, any companies, agencies, officials, officers, employees, and other persons, who, in good faith provides to the City of North Bay Village any of the above mentioned requested information obtained during the course of the background investigation.

I will also allow a photocopy or facsimile of this Background information Release Waiver to be as valid as the original.

PRINT FULL NAME

SIGNATURE

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____
MONTH YEAR

By: _____

Personally known by me _____ Produced Identification: type of Identification produced

SIGNATURE OF NOTARY PUBLIC-STATE OF _____

Stamp

Commissioned Name of Notary Public

11C(225)

BACKGROUND INFORMATION RELEASE WAIVER

In connection with my application for employment with the City of North Bay Village, I understand a background investigation, in accordance with the Fair Credit Reporting Act and all State and Federal laws, is to be conducted and may include information about my personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent towards determining my qualifications for employment.

I understand, according to the Fair Credit Reporting Act I am entitled to know if employment is denied because of information obtained by any prospective employer from a Consumer Credit, I will be informed whether an Investigative Consumer Report was requested and will be given full information as to the nature and scope of this investigation, as well as the name of the reporting agency or sources of information.

I understand that during this background investigation, the City of North Bay Village may make inquiries and request information including but not limited to my criminal history, consumer credit history, employment history, driving history, military history, medical history, workers' compensation history, education, professional licensing, including information of a confidential or privileged nature.

I hereby authorize, without reservation any party (including, but not limited to, past and present employers, Law Enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by the City Of North Bay Village, to furnish any or all of the above mentioned information.

In addition, I hereby release the City of North Bay Village, and its agents or representatives, from any and all liability for damages arising from this background investigation and the disclosure of the requested information. I further release and discharge from all liability, any companies, agencies, officials, officers, employees, and other persons, who, in good faith provides to the City of North Bay Village any of the above mentioned requested information obtained during the course of the background investigation.

I will also allow a photocopy or facsimile of this Background information Release Waiver to be as valid as the original.

PRINT FULL NAME

SIGNATURE

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, YEAR

By: _____

Personally known by me _____ Produced Identification: type of Identification produced

SIGNATURE OF NOTARY PUBLIC-STATE OF _____

Stamp

Commissioned Name of Notary Public

11C(225)

ATTACHMENT E

ABSENTEE REPORT FORM

11C(226)

**City of North Bay Village
Absentee Report**

Today's Date: _____

Employee's Name: _____

Employee's Position/Department: _____

Leave Requested

1st date of absence: _____ / _____ / _____

Returning to work on: _____ / _____ / _____

<u>Charge To:</u>			
Sick	_____	Vacation	_____
Personal	_____	CTU	_____
W/C	_____	CHU	_____

Employee Signature: _____

Supervisor's Signature: _____

Approval: _____ / Rejection: _____

Partial approval: _____
(Please explain) _____

Human Resource Manager Signature:

11c(227)

ATTACHMENT F

PERFORMANCE EVALUATION FORM

11C(228)

INTERPERSONAL SKILLS

- Outstanding Always is a team player, works cooperatively with public, peers and subordinates and establishes clear communication
- Above Satisfactory Frequently is a team player, works cooperatively with public, peers and subordinates and promotes communication
- Satisfactory Cooperates and communicates with public, peers and subordinates on a regular basis
- Needs Improvement Cooperates and communicates with public, peers and subordinates only as requested
- Unsatisfactory Never Cooperates and communicates with public, peers and subordinates

JOB PERFORMANCE

- Outstanding Performance surpasses job requirements, employee displays initiative and creativity enhancing departmental efficiency and/or effectiveness.
- Above Satisfactory Performance surpasses job requirements.
- Satisfactory Employee is performing as required.
- Needs Improvement Performance does not fully meet job requirements.
- Unsatisfactory Performance is inadequate and must be corrected.

MANAGEMENT SECTION (TO BE COMPLETED ONLY FOR MANAGEMENT EMPLOYEES)

OVERALL SUPERVISORY SKILL

- Outstanding Continuously exhibits exemplary leadership qualities which include planning & assigning work, making decisions, training / instructing employees, evaluating employee performance, disciplinary control, leadership, fairness and impartiality, interest in employee/City welfare.
- Above Satisfactory Accomplishes work objectives following proper practices, successfully delegates/completes tasks with superior results.
- Satisfactory Supervises subordinates with minimal problems as a result of leadership style. In general, accomplishes assigned work effectively.
- Needs Improvement Accomplishes most assigned tasks, has problems delegating work, meeting schedules or motivating workers.
- Unsatisfactory Unable to deal effectively with or direct subordinates in order to accomplish assigned tasks.

RATER: If an employee is eligible for **merit/step increase**, I recommend the following as it pertains to receiving a merit increase:

- Granted Not Granted (Please provide further explanation in writing why you would not grant merit/step increase. Final determination not to grant a merit/step will be made by the City Manager)

RATER: This report is based on my observations, knowledge of employee's performance and review of applicable information.

It represents my best judgment of the employee's performance.

RATER'S SIGNATURE _____ DATE _____

PRINT NAME _____ TITLE _____

RATER'S COMMENTS: Attach additional sheet if necessary. Rater, reviewer and employee must sign and date attachment.

EMPLOYEE: I have reviewed this report and discussed it with the rater and acknowledge that I have received a copy of this evaluation.

- I agree with rater I do not agree with rater

EMPLOYEE'S SIGNATURE _____ DATE _____

PRINT NAME _____ TITLE _____

EMPLOYEE COMMENTS: Attach additional sheet if necessary. Rater, reviewer and employee must sign and date attachment.

CITY MANAGER: I have reviewed this evaluation report and my decision below is as follows:

- Agree with rater Do not agree with rater and request a mtg for further explanation & possible amendment of eval form

CITY MANAGER'S SIGNATURE _____ DATE _____

Note: The City Manager has the right to request a meeting with the rater for explanation on the ratings and City Manager has the right to amend the rater's evaluation of the employee. Once this process is completed the Performance Evaluation Report will be placed in the employee's personnel file in the Human Resources Dept.

11C(230)

ATTACHMENT G

EDUCATIONAL REIMBURSEMENT FORM

114(231)



The City of North Bay Village Request for Tuition Reimbursement

Name of Employee: _____

Date: _____

Department: _____

I understand that the courses I am submitting for reimbursement on this form pertain to my field of work and that I have already been pre-approved by my supervisor and the City Manager to take this course(s) / seminar.

Maximum limitation on reimbursement shall be \$2,000.00 (including books materials) per individual (Management and/or union employee may differ per contract / policies) per fiscal year as follows:

A	100%	B	80%	C	70 %	Pass 100%
						Fail 0%

I have attached a copy of my written request to take these courses and approval from my supervisor and City Manager, proof of payment for courses, payment for books, final grades obtained or certificate and I request the following:

- Cost for courses: \$ _____
- Cost for books and materials: \$ _____
- Total request is for: \$ _____

I have reviewed the request and determine that said course/seminar and materials meet the criteria for reimbursement

City Manager

Date

I hereby verify that I have received a check in the amount of \$ _____ as full and complete reimbursement for my satisfactory completion of the course(s)/seminar referenced above.

Employee

Date

11C(232)

ATTACHMENT H

FMLA REQUEST FORM

114(233)

City of North Bay Village

Human Resources

Application for Family and Medical Leave

Name: _____ Department: _____

Job Title: _____ Supervisor: _____

SS#: _____

Home Address: _____

City: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Under the Family and Medical Leave Act (FMLA), eligible employees are entitled to up to 12 weeks of job-protected leave for certain family and medical reasons. Please submit this request form to your supervisor at least 30 days before leave is to commence, when practicable. When submission of the request 30 days in advance is not possible, submit the request as early as possible before leave would commence. The City reserves the right to deny or postpone leave for failure to give appropriate notice when such denial/postponement would be permitted under Federal and State law.

ELIGIBILITY DETERMINATION

1. Counting any periods of time that you worked for the City (whether they were consecutive or not), have you worked for the City for a total of 12 months or more?

_____ YES _____ NO
(If YES, continue. If NO, stop here.)

2. During the past 12 months, have you worked at least 1,250 hours?

_____ YES _____ NO

3. Have you previously received family or medical leave?

_____ YES _____ NO

If YES, dates of previous leave: from _____ to _____

Purpose of previous leave: _____

11C(234)

4. Have you taken any previous intermittent leave? _____ YES _____ NO
Have you taken extended time off from scheduled hours? _____ YES _____ NO

If YES, provide details: _____

REASON(S) FOR REQUESTING LEAVE (complete all that apply)

I am requesting leave for the following reason(s):

Personal serious health condition _____

Serious health condition of:

Spouse _____ Name _____
Child _____ Name _____
Parent _____ Name _____

Birth of child _____
Expected date of delivery: _____

Adoption or placement of a child for foster care _____
Child's Name _____
Date of adoption/placement _____

Note: A leave request based on an employee's serious health condition or the serious health condition of an employee's spouse, child, or parent MUST be accompanied by a verifying medical certification from the attending physician.

DATES OF REQUESTED LEAVE (complete all that apply)

I request leave from _____ through _____
My return to work date: _____

I request intermittent leave according to the following schedule:

I request a reduced schedule leave according to the following schedule:

The total number of days of requested leave: _____ work days
If intermittent leave, total number of hours requested: _____ hours

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WORK SCHEDULE

Please provide your regular work schedule:

Days of the week _____

Hours per day _____

AUTHORIZATION

I hereby authorize the City of North Bay Village to contact my physician to verify the reason for my requested leave or for any other information concerning my requested family and medical leave.

Physician's name _____ phone _____

Additionally, I understand that a failure to return to work at the end of my leave period may be treated as a resignation unless an extension has been agreed upon and approved in writing by my Department Director and the Director of Human Resources.

Signature: _____ Date: _____

REVIEWED BY:

Department Director: _____ Date: _____

Human Resources: _____ Date: _____

HC(236)

City of North Bay Village
Family Medical Leave
Health Care Provider Certification

Employee's Name _____ Patient's Name _____

Authorization to Release Medical Information

I hereby authorize my treating physician to release to the City of North Bay Village, City Clerk, any medical information acquired in the course of my examination or treatment as it may be related to this request for Family Medical Leave. The City complies with all medical privacy rules and record retention regulations that are required by law.

This authorization expires on _____; I acknowledge that I have received a copy of this authorization.

(Patient's signature)

(Date)

Important Notice under HIPAA

I, _____, understand that I may revoke this authorization at any time by providing the City of North Bay Village, City Clerk, 1666 Kennedy Causeway, Suite 700, North Bay Village, FL 33141, with written notice that I am revoking this authorization. I understand, however, that I may not revoke any action that the City of North Bay Village has taken based upon this authorization prior to the date that I revoke this authorization. I understand that if I do not authorize the results of the medical evaluation to be released, that I will not be considered for Family Medical Leave benefits.

(Patient's signature)

(Date)

Provider Instructions

Please use the following definitions in responding. Here, and elsewhere on this form, the information sought relates only to the condition for which the employee is requesting leave.

INCAPACITY is defined as inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from.

TREATMENT includes examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examination, eye examination, or dental examinations.

11C (237)

CONTINUING TREATMENT includes, for example, a course of prescription medication, e.g., and antibiotic, or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and either similar activity that can be initiated without a visit to a health care provider.

SERIOUS HEALTH CONDITION means an illness, injury, impairment, or physical or mental condition involving one of the following:

Condition 1 – Hospital Care: In-patient care (overnight stay in a hospital, hospice, or residential medical care facility) including any period of incapacity or subsequent treatment in connection with or consequent to the in-patient care.

Condition 2 – Absence of Treatment: A period of incapacity of more than three consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition that also involves:

- Treatment two or more times by a health care provider, by a nurse or physician's assistance under direct supervision of a health care provider, or by a provider of health care services, e.g., physical therapist under orders of, or on referral by, a health care provider; or
- Treatment by a health care provider on at least one occasion which results in regimen of continuing treatment under the supervision of the health care provider.

Condition 3 – Pregnancy: Any period of incapacity due to pregnancy, or for prenatal care.

Condition 4 – Chronic Conditions Requiring Treatments: A chronic condition is:

- Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- Continues over an extended period of time, including recurring episodes of a single underlying condition, and
- May cause episodic rather than a continuing period of incapacity, e.g., asthma, diabetes, epilepsy, etc.

Condition 5 – Permanent/Long-Term Conditions Requiring Supervision: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

Condition 6 – Multiple Treatments (Non-Chronic Conditions): Any period of absence to receive multiple treatments, including any period of recovery there from, by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider; either for restorative surgery after an accident or other injury, or for a condition that would likely result in period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer, chemotherapy, radiation, etc., severe arthritis (physical therapy, kidney disease (dialysis).

Patient is Employee Employee's Spouse Employee's Child Employee's Parent

Using the definitions on the front of this form, please check the Condition below that applies to the patient:

- Condition 1 Condition 2 Condition 3
 Condition 4 Condition 5 Condition 6
 None of the Conditions

1. Describe the medical facts that support your certification. Include a brief statement as to how the medical facts meet the criteria for the Condition you checked:

Approximate date the Condition commenced _____
 Probable duration of the Condition _____
 Probable duration of the patient's present incapacity if different _____

2. Does the Condition require the employee to work

- A. Intermittently? Yes No
 B. Less than full schedule? Yes No

3. If the Condition is chronic (Condition 4) or pregnancy, is the patient presently incapacitated? Yes No

If Yes, what is the likely duration and frequency of episodes or incapacity?

4. Will the Condition require the patient to be absent from work or other daily activities for additional treatment? Yes No

If Yes, please check extent of absences: Full Time Part Time Intermittent
 Probable number of treatments _____
 Duration of treatments _____
 Interval between treatments _____

11.C (239)

ATTACHMENT I

EMPLOYEE CONTACT INFORMATION FORM

110(241)



CITY OF NORTH BAY VILLAGE
EMPLOYEE CONTACT INFORMATION

EMPLOYEE NAME: _____

DEPARTMENT & POSITION:

CONTACT NUMBERS: (HOME): _____

(CELL): _____

(OTHER): _____

HOME ADDRESS: _____

CITY & STATE _____ **ZIP** _____

EMERGENCY CONTACT INFORMATION

NAME: _____

CONTACT NUMBER(S): _____ / _____

ADDRESS: _____

CITY & STATE _____ **ZIP** _____

110 (242)

ATTACHMENT J

LEAVE DONATION FORM

HC.(243)



City of North Bay Village
Leave Donation Form

I, _____, agree to donate _____ hours
of _____ (Sick, Vacation, Personal, etc.)
to _____

I understand that I will not be paid for the time I am donating to the employee identified above.

Signature of Donor

Supervisor's Approval

(Please return this form to the Human Resources Manager for processing)

11C(244)

ATTACHMENT K

ID BADGE FORM

11C(245)



The City of North Bay Village

Policy for City Issued ID Badge / Access Card

- Wear your Photo ID badge while at work in the City or any City Program or Event.
- Wear your Photo ID badge in plain view, above or at your waist, so it is observable under normal conditions.
- Do not lend your Photo ID badge to any other person for any reason.
- Report a lost Photo ID badge to your supervisor immediately.
- Return found Photo ID badges to your supervisor immediately.
- If you leave City employment, transfer to a different department, or begin an extended leave of absence you must return your Photo ID badge to your supervisor or manager.
- You must surrender your Photo ID badge to your supervisor or manager upon request.
- Do not alter the Photo ID badge or apply adornments, except as permitted by this policy. The information and photograph cannot be obstructed.
- Photo ID badges provide a visible means of identification for City employees and help us know who belongs in a non-public access work area and who does not. City employees may politely challenge people who are not wearing an employee or visitor ID badge by saying "May I help you?" or "Do you need help?"

Your Signature below acknowledges adherence to the above detailed policy:

_____ (Signature)

Print Name: _____

Date: ___/___/___

11C(246)

ATTACHMENT L

HEALTH INSURANCE STIPEND REQUEST

11C(247)

REQUEST FOR HEALTH INSURANCE STIPEND

NAME OF EMPLOYEE: _____

NAME OF OTHER INSURANCE: _____

COVERAGE DATES: FROM: (___ / ___ / ___) TO (___ / ___ / ___)

ARE YOU A DEPENDENT ON YOUR SPOUSE OR PARTNER'S INSURANCE?

YES / NO

IF NO, HOW WAS INSURANCE
OBTAINED: _____

EMPLOYEE'S SIGNATURE & DATE : _____ (___ / ___ / ___)

TO BE COMPLETED BY HR

ADEQUACY OF PROOF OF INSURANCE PROVIDED (DESCRIPTION AND
ATTACH): YES/NO _____

IF CURRENTLY COVERED WITH CITY INSURANCE, DATE COVERAGE IS NO
LONGER EFFECTIVE: ___ / ___ / ___

DATE TO BEGIN ISSUING STIPEND: ___ / ___ / ___

110(248)

ATTACHMENT M

FIRST REPORT OF INJURY AND SUPERVISORS REPORT

11.C(249)

FIRST REPORT OF INJURY OR ILLNESS

FLORIDA DEPT. OF LABOR & EMPLOYMENT SECURITY
DIVISION OF WORKERS' COMPENSATION

For assistance call 1-800-342-1741
Or contact your local EAO Office

Report all deaths within 24 hours 800-219-8953

RECEIVED BY CLAIMS-HANDLING ENTITY	SENT TO DIVISION DATE	DIVISION REC'D DATE

PLEASE PRINT OR TYPE

EMPLOYEE INFORMATION

NAME (First, Middle, Last)	Social Security Number	Date of Accident (Month/Day/Year)	Time of Accident
HOME ADDRESS City: _____ State: _____ Zip: _____	EMPLOYEE'S DESCRIPTION OF ACCIDENT (Include Cause of injury)		
TELEPHONE Area Code Number			
OCCUPATION	INJURY/ILLNESS THAT OCCURRED	PART OF BODY AFFECTED	
DATE OF BIRTH	SEX		

EMPLOYER INFORMATION

COMPANY NAME: City of North Bay Village D.B.A. Street: 1700 Kennedy Causeway Suite 132 City: North Bay Village State: FL Zip: 33141-4190	FEDERAL I.D. NUMBER (FEIN) 59-6000388 NATURE OF BUSINESS CITY GOVT	DATE FIRST REPORTED (Month/Day/Year)	POLICY/MEMBER NUMBER FMIT 0403
TELEPHONE Area Code Number (305) 756-7171 Ext:80	DATE EMPLOYED	PAID FOR DATE OF INJURY ?	
EMPLOYER'S LOCATION ADDRESS (If Different) Street: City: _____ State: _____ Zip: _____	LAST DATE EMPLOYEE WORKED	WILL YOU CONTINUE TO PAY WAGES INSTEAD OF WORKERS' COMP?	
LOCATION # (If applicable)	RETURNED TO WORK No IF YES, DATE RETURNED TO WORK	LAST DAY WAGES WILL BE PAID INSTEAD OF WORKERS' COMP?	
PLACE OF ACCIDENT (Street, City, State, Zip) Street: City: _____ State: _____ Zip: _____ County of Accident Miami-Dade	DATE OF DEATH (If applicable)	RATE OF PAY Per <input checked="" type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> DAY <input type="checkbox"/> MO	Number of hours per day _____ Number of hours per week 40 Number of days per week _____
Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self-insured program, files a statement of claim containing any false or misleading information is guilty of a felony of the third degree. I have reviewed, understand and acknowledge the above statement.		NAME, ADDRESS AND TELEPHONE OF PHYSICIAN OR HOSPITAL Fast Care Medical Center 20601 E Dixie Hwy, Ste 340 Aventura, FL 33180 786-923-4000 786-923-4001- Fax AUTHORIZED BY EMPLOYER Y	
EMPLOYEE SIGNATURE (If available to sign)	DATE		
EMPLOYER SIGNATURE	DATE		

CARRIER INFORMATION

1 (a). Case Denied - DWC-12, Notice of Denial Attached 2. Medical Only which became Lost Time Case (Complete all info in #3)

1 (b). Indemnity Only Denied Case - DWC-12 Notice of Denial Attached Employee's 8th Day of Disability _____ / _____ / _____
Entity's knowledge of 8th Day of Disability _____ / _____ / _____

3. Lost Time Case - 1st day of disability _____ Full Salary continued in lieu of comp? YES Full Salary End Date _____

Date First Payment Mailed _____ AWW _____ Comp Rate _____

T.T. T.T. - 80% T.P. I.B. P.T. DEATH SETTLEMENT ONLY

Penalty Amount Paid in 1st Payment \$ _____ Interest Amount Paid in 1st Payment \$ _____

REMARKS:

INSURER CODE #'	EMPLOYEE'S RISK CLASS CODE	EMPLOYER'S NAICS C ODE	CARRIER NAME, ADDRESS & TELEPHONE FLORIDA LEAGUE OF CITIES, INC. Attn: W.C. Claims P. O. Box 538135, Orlando, FL 32853-8135 407-245-0725 Is employer self-insured <input type="checkbox"/> YES <input type="checkbox"/> NO
SERVICE CO/TPA CODE #	CARRIER FILE #		
110(250)			

**Supervisor's Report
City of North Bay Village**

Answer All Questions on Supervisor's Report For:

- On-The-Job Injuries And/Or
- Work Related Accidents

Name of Employee: _____

Date of accident or injury: _____

Department: _____

Name of immediate supervisor: _____

To whom was it first reported/mentioned: _____

Date/time: _____

Was first aid rendered? **Yes / NO** _____

By whom? _____

When seen by doctor? _____

When did employee return to work? _____

Have you confirmed this as an on-the-job injury or a work related accident? **YES / NO**

Were there any acts committed by the employee that caused or contributed to the accident?

Yes [] No [] EXPLAIN:

Did other persons, animals, or circumstances contribute to the accident?

Yes [] No [] How or what?

Check conditions and/or acts that contributed directly or indirectly to the accident:

___ Inadequate supervision

___ Other

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Supervisor's Report - Page 2

- ___ Improper/inadequate instructions
- ___ Defective or inadequate equipment
- ___ Departure from standard procedure
- ___ Inadequate planning
- ___ Weather

EXPLAIN:

Were there any unsafe factors involved, i.e., indifference, intoxication, fatigue, inadequate skill, etc.?
Yes [] No [] If yes, indicate:

How many previous accidents, to the best of your knowledge, has the employee had while employed by the City of North Bay Village?

If any, were there any similar? Yes [] No []

What have you done to help prevent recurrence of this type of accident?
Be specific:

Names of witnesses to the accident:

Supervisor's signature _____

Office phone number: _____

Employee's signature
(if available) _____

COMMENTS (On Rear)

Distribution: City Manager, Department Head, and Safety Committee Coordinator

11C (252)