



To: David Hebert, City Manager

From: Stephen Scott, Human Resources & Administrative Services Director

Date: September 20, 2023

**Re: Compensation and Classification Plan Fiscal Year 2024
Fire Rescue Services Department Step Plan**

In accordance with the City's Civil Service ordinance (Article VI, Rule V, Sec. 2-100), the City Commission approves the citywide Compensation and Classification Plan as part of the budget process. This plan identifies all City positions and assigns them to specific grades, which set the salary ranges for all employees. The proposed compensation plan reflects the commitments made by the City in collective bargaining contracts, incorporates new positions presented as part of the budget, and makes adjustments to existing positions as appropriate. The Compensation and Classification Plan does **not** include firefighter or fire inspector positions as they are governed by separate step plans that are still in the process of being negotiated for fiscal years 2024 and 2025.

All positions in grades 11 through 16 have had their minimum salaries increased to \$15.00 per hour, in keeping with widely accepted minimum standards for "livable" minimum wages. The actual minimum wage in Florida is currently \$11 per hour and is scheduled to increase by \$1 per hour on September 30 of each year until it reaches \$15 per hour in 2026. Note that since October 1, 2022, no full or part-time employees of the city earned less than \$15 per hour.

The proposed Compensation and Classification Plan includes a 5% across the board range increases for all positions as authorized by the City Commission by ratifying the Collective Bargaining Agreements for October 1, 2023, through September 30, 2025, with the Federation of Public Employees bargaining unit (to be voted on by the City Commission on tonight's agenda), and the American Federation of State County and Municipal Employees ("AFSCME") bargaining unit. The pay ranges have also been increased by 5% for Civil Service and non-classified employees on this Compensation and Classification Plan to maintain internal consistency of all pay grades and ranges.

Increases in pay grades do not increase an employee's salary unless they are at the very bottom or very top of the pay ranges. Otherwise, salaries can only be increased by a City Commission vote to raise salaries like those authorized for AFSCME and FOPE in their Collective Bargaining Agreements. Also appearing on tonight's agenda is a separate item seeking to provide the same 5% salary increases to Civil Service and non-classified employees to maintain internal equity.

Specific Position Changes

The classifications highlighted in green on the 2024 Compensation & Classification Plan ("The Plan") are new positions approved by the Civil Service Board on September 12, 2023. Classifications highlighted in blue are positions for which the minimum wage was increased to \$15 per hour. Classifications highlighted in yellow represent positions that are recommended for re-grading upward. Red strikethroughs represent positions that are being eliminated or re-graded higher. Note that each grade increase (i.e., grade 19 to

grade 20) represents a 5% increase to the minimum, middle and top salaries within the range. Recommendations to increase pay grades are based on HR review of competing cities for like positions and/or for positions for which filling vacancies has been more difficult.

The positions of Administrative Secretary, Data Processor and Part Time Administrative Secretary are all being eliminated from the pay plan as those titles have become obsolete. Incumbents in those positions will be placed in the Administrative Specialist classification. The Administrative Specialist position will increase from a Grade 19 to a Grade 20. Code Enforcement Technician has been re-graded from a grade 19 to a grade 20. The Administrative Aide position will remain at the same grade but be retitled as Administrative Assistant I. Likewise, the current Administrative Assistant I will be re-titled as Administrative Assistant II with no pay range increases. These title changes better describe the positions and may provide for upward mobility in some circumstances. In the proposed plan, Budget Analyst position moves from a grade 26 to a grade 27.

Two new positions approved by the Civil Service Board are the Seasonal Educational Teacher Part-Time (grade 26) and the Childcare Administrator (grade 34). These new positions are critical to the overall success of the city's childcare program (both after school and summer), particularly due to the significant increase in size of the childcare program since the Most Grant was awarded. The teaching position will be utilized only on an as needed basis. The Childcare Administrator will have the responsibility of managing the day-to-day operations of the city's entire childcare program.

Finally, the non-union Division Chief position within Fire Administration will be re-graded from a grade 36 to a grade 37 in recognition of its critical role within the highest ranks of the department.