



To: David Hebert, City Manager

From: Stephen Scott, Human Resources & Administrative Services Director SS.

Date: September 18, 2024

Re: Compensation and Classification Year 2025 Budget Adoption

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 adjusts existing positions as appropriate.

New Geographical Information System positions (2)

The City Manager added new Geographical Information Systems (GIS) staffing to the City's Information Technology Systems Division. A geographic information system is a collection of the city's property maps, utility maps, and building maps with data that describes each piece of property, utility, or building in the city. GIS provides spatial analysis capabilities that enables Oakland Park to make informed decisions on urban planning, infrastructure development, resource management, and emergency response. For example, GIS can analyze population density, traffic patterns, and environmental factors to guide zoning decisions or infrastructure investments.

The position of GIS Administrator was created at a pay grade of 31 and will be responsible for providing the direction of the use of GIS and to ensuring the daily operations of the GIS unit meets the needs of the City. The position of GIS Technician, created at pay grade 24, is a technical position which performs research and documentation of data for input into GIS. The Civil Service Board met on May 14th, 2024, and approved the job descriptions and classifications of these civil service employees.

New Senior Public Works Asset and Operations Manager position

A new Senior Public Works Asset and Operations Manager position was created at pay grade 34. This new classification is an expansion of the duties for one of the city's existing Public Works Managers. A current PW Manager will fill the position. No additional FTEs will be created as this is a regrading of an existing position with additional duties.

The new position is responsible for acting as the Public Works Geographical Information Systems liaison, supervising and operating the city's asset management system, and continuing supervision of the Public Works Utility Operations Division. The new classification includes additional duties that were not contemplated at the time the PW Manager position was created and also increases the applicable pay range for the position from a grade 31 to grade 34.

This position was approved by the Civil Service Board on September 10, 2024.

Code Enforcement Supervisor

This is a new position title for the former "Zoning and Code Enforcement Administrator" position to more accurately reflect its duties. The pay grade and functions of the position remain the same.