

**City of Miami Beach - City Commission Meeting
Commission Chambers, 3rd Floor, City Hall
1700 Convention Center Drive
July 30, 2003**

Mayor David Dermer
Vice-Mayor Matti Herrera Bower
Commissioner Simon Cruz
Commissioner Luis R. Garcia, Jr.
Commissioner Saul Gross
Commissioner Jose Smith
Commissioner Richard L. Steinberg

City Manager Jorge M. Gonzalez
City Attorney Murray H. Dubbin
City Clerk Robert E. Parcher

ATTENTION ALL LOBBYISTS

Chapter 2, Article VII, Division 3 of the City Code of Miami Beach entitled "Lobbyists" requires the registration of all lobbyists with the City Clerk prior to engaging in any lobbying activity with the City Commission, any City Board or Committee, or any personnel as defined in the subject Code sections. Copies of the City Code sections on lobbyists laws are available in the City Clerk's office. Questions regarding the provisions of the Ordinance should be directed to the Office of the City Attorney.

ADDENDUM

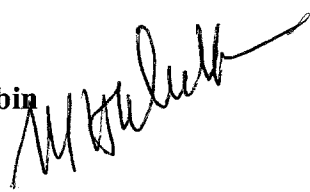
R5 - Ordinances

- R5F An Ordinance Amending Ordinance No. 1605 As Amended, Being The Unclassified Employees Salary Ordinance; By Amending The Titles Of The Classifications Of First Assistant City Attorney To Assistant City Attorney And Assistant City Attorney II To Assistant City Attorney (II); Abolishing The Titles Of The Classifications Of Assistant City Attorney I And Senior Assistant City Attorney; Correcting The Public Record By Deleting Certain Lines; And Providing For Repealer, Severability, Effective Date, And Codification. **First Reading.** (Page)
(City Attorney's Office)
(Memorandum And Ordinance)

**CITY OF MIAMI BEACH
CITY ATTORNEY'S OFFICE**

TO: Jorge M. Gonzalez
City Manager

FROM: Murray H. Dubbin
City Attorney



DATE: July 23, 2003

SUBJECT: Amendment to City Attorney Title Classifications (First Reading)

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RECEIVED
CITY OF MIAMI BEACH
OFFICE

Attached is a proposed Ordinance to amend the title classifications for the City Attorney's Office in the following manner:

The title classifications "First Assistant City Attorney", "Senior Assistant City Attorney" and "Assistant City Attorney I" will be abolished.

The classification "First Assistant City Attorney" will be replaced by "Assistant City Attorney".

"Assistant City Attorney II" will be retained, but will be amended to read: Assistant City Attorney (II).

The net effect of these changes will be that all attorneys, other than City Attorney, Chief Deputy and Deputy, of whatever level of tenure and salary will be known as "Assistant City Attorney". "Assistant City Attorney (II)" will be retained as a point of entry into the City Attorney's Office.

This change does away with complicated and sometimes difficult to understand title differentials with which the various professionals identify themselves from time to time. Additionally, it will simplify the function of salary adjustments and facilitate adjustment of salaries on a merit basis.

This action is not intended, nor shall it adversely affect the status of any professional personnel of this office. To the contrary, its intent is to identify this office as a team working together for the benefit of the City, which is our mission.

Parenthetically, this is the system that has been very effectively utilized by the Dade County Attorney's Office for over 20 years.

Please place this on the July 30, 2003 agenda for First Reading.

MHD:lm
Encl.

Agenda Item R5F
Date 7/30/03

ORDINANCE NO. _____

AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AMENDING ORDINANCE NO. 1605 AS AMENDED, BEING THE UNCLASSIFIED EMPLOYEES SALARY ORDINANCE; BY AMENDING THE TITLES OF THE CLASSIFICATIONS OF FIRST ASSISTANT CITY ATTORNEY TO ASSISTANT CITY ATTORNEY AND ASSISTANT CITY ATTORNEY II TO ASSISTANT CITY ATTORNEY (II); ABOLISHING THE TITLES OF THE CLASSIFICATIONS OF ASSISTANT CITY ATTORNEY I AND SENIOR ASSISTANT CITY ATTORNEY; CORRECTING THE PUBLIC RECORD BY DELETING CERTAIN LINES; AND PROVIDING FOR A REPEALER, SEVERABILITY, EFFECTIVE DATE, AND CODIFICATION.

WHEREAS, the compensation system for Unclassified Employees, including the classifications in the City Attorney's Office, originated in Ordinance #1605, adopted September 28, 1966, and has continued with a number of amendments, as reflected in the City Personnel Records; and

WHEREAS, the organizational structure of the City Attorney's Office has developed into an unduly complicated structure which has the effect of impeding functions such as assignment of responsibility, accountability and salary structure; and

WHEREAS, certain lines had previously been replaced, but, through clerical error, the actual lines had not been formally deleted from the Ordinance; and

WHEREAS, the City desires to correct the public record and code of ordinances; and

WHEREAS, in order to simplify and facilitate management and efficiency of compensation planning in the City Attorney's Office and more fully ensure fairness and equity in compensation programs, there is a need to repeal and restructure certain portions of the existing Ordinance #1605 which establish the existing system, abolish certain classifications, change the titles of certain classifications, and correct the public record.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA:

SECTION 1. **The following lines of SECTION 1 of Ordinance No. 1605 are hereby amended to read as follows:**

SECTION 1. The following shall constitute the Compensation Plan for the offices and positions in the Unclassified Service which are hereby created or recreated in accordance with the following organization plan, and a schedule of rates of salaries by Ordinance No. 88-2611 effective April 25, 1988 (commencement of nearest pay period to May 1, 1988) for said offices and positions is hereby established. The City Manager is authorized to prescribe a compensation plan for offices and positions in the Unclassified Service; provided that any office or position hereafter created or recreated shall be authorized by an ordinance of the City Commission amending the Unclassified Salary Ordinance, and said ordinance shall not be any budget ordinance of the City; to establish a schedule of salaries thereof that are in accordance with the budget adopted by the City Commission for that fiscal year; to provide for future cost of living increases for Unclassified Employees. Notwithstanding any other provisions of this or any other legislation, commencing with the 1995/1996 fiscal year, all salary changes for all employees in the Office of the City Attorney, except adjustments for cost of living established by the City Manager for Unclassified Employees, shall be recommended by the City Attorney and referred to the Commission Oversight Committee on the Office of the City Attorney before final budget approval by the City Commission. Employees of the City Attorney's Office shall continue to be Members of the Retirement System for Unclassified Employees and Elected Officials, that nothing herein amends those provisions, and that they shall retain all rights and benefits thereunder. All benefits, in addition to salary, shall be in accord with those for the unclassified executives in the City Manager's Office.

~~SECTION 1: GENERAL UNCLASSIFIED POSITION~~

<u>JOB CLASSIFICATION</u>	<u>JOB CLASS NO.</u>	<u>BI-WEEKLY COMPENSATION</u>	
		<u>MINIMUM</u>	<u>MAXIMUM</u>
ASSISTANT CITY ATTORNEY I	1409	1,102	1,431
ASSISTANT CITY ATTORNEY II	1408	1,363	2,237
FIRST ASSISTANT CITY ATTORNEY	1405	2,452	4,215
SENIOR ASSISTANT CITY ATTORNEY	1407	2,069	2,715
OFFICE MANAGER	2201	1,807	2,499
LEGAL SECRETARY	2214	837	2,058
PARALEGAL	2203	996	1,475
RECEPTIONIST		769	1,405

SECTION 2: The following lines of SECTION 1 of Ordinance No. 1605 are hereby amended to read as follows:

SECTION 1:

* * *

B. Grades and Classifications

GRADE	CLASSIFICATION	UNION
26	City Attorney	Unclassified
26	City Manager	Unclassified
25	Deputy City Manager	Unclassified
24	Assistant City Manager	Unclassified
24	Chief Deputy City Attorney	Unclassified
24	Chief Financial Officer	Unclassified
23	Deputy City Attorney	Unclassified
23	Fire Chief	Unclassified
23	Police Chief	Unclassified
22	Executive Assistant to the City Manager	Unclassified
22	Public Works Director	Unclassified
21	Assistant Chief of Police	Unclassified
21	Assistant Fire Chief	Unclassified
21	Building Director	Unclassified
21	Capital Improvement Projects Director	Unclassified

21	City Clerk	Unclassified
21	First Assistant City Attorney	Unclassified
21	General Services Director	Unclassified
21	Human Resources Director	Unclassified
21	Management & Budget Director	Unclassified
21	Neighborhood Services Director	Unclassified
21	Parking Director	Unclassified
21	Planning Director	Unclassified
21	Parks & Recreation Director	Unclassified
20	Assistant Director - Finance	Unclassified
20	Community / Economic Development Director	Unclassified
20	Cultural Affairs & Tourism Development Director	Unclassified
20	Fire Division Chief	Unclassified
20	Fire Marshall	Unclassified
20	Information Technology Division Director	Unclassified
20	Police Division Major	Unclassified
19	Assistant Director - Building	Unclassified
19	Assistant Director – CIP	Unclassified
19	Assistant Director - Community / Economic Development	Unclassified
19	Assistant Director - Public Works	Unclassified
19	Bass Museum Director	Unclassified
19	Beach Patrol Captain	Unclassified
19	Budget Officer	Unclassified
19	Chief of Staff	Unclassified
19	Code Compliance Director	Unclassified
19	Community Information Manager	Unclassified
19	Executive Assistant to the Chief	Unclassified
19	Fleet Management Division Director	Unclassified
19	Internal Auditor	Unclassified
19	Police Captain	Unclassified
19	Procurement Division Director	Unclassified
19	Property Management Division Director	Unclassified
19	Public Information Coordinator	Unclassified
19	Sanitation Director	Unclassified
19	Senior Assistant City Attorney	Unclassified
19	Special Assistant to the City Manager	Unclassified
19	Transportation and Concurrency Manager	Unclassified
18	Affirmative Action Officer	Unclassified
18	Application Systems Manager	Unclassified
18	Assistant Director - Neighborhood Services	Unclassified
18	Assistant Director - Parking	Unclassified
18	Assistant Director - Parks	Unclassified
18	Assistant Director - Planning	Unclassified

18	Assistant Director - Recreation	Unclassified
18	Chief Accountant	Unclassified
18	Expenditure / Treasury Manager	Unclassified
18	Finance Manager	Unclassified
18	Human Resources Administrator II	Unclassified
18	Labor Relations Division Director	Unclassified
18	Police Commander	Unclassified
18	Redevelopment Coordinator	Unclassified
18	Revenue Manager	Unclassified
18	Senior Capital Projects Coordinator	Unclassified
18	Systems Support Manager	Unclassified
18	Technical Services Manager	Unclassified
18	Utilities Superintendent	Unclassified
17	Account Manager - Finance	Unclassified
17	Arts, Culture & Entertainment Director	Unclassified
17	Assets Manager	Unclassified
17	Assistant Director - Code Compliance	Unclassified
17	Assistant Division Director - Property Management	Unclassified
17	Assistant For Labor Relations	Unclassified
17	Assistant to the Neighborhood Services Director	Unclassified
17	Assistant Internal Auditor	Unclassified
17	Call Center / Customer Service Manager	Unclassified
17	Capital Improvement Administrator - Finance	Unclassified
17	Capital Projects Coordinator	Unclassified
17	Chief Accessibility Inspector	Unclassified
17	Chief Structural Plans Examiner	Unclassified
17	Community Development and Housing Division Director	Unclassified
17	Construction Management Division Director	Unclassified
17	Cultural Arts Division Director	Unclassified
17	Economic Development Division Director	Unclassified
17	Employment Supervisor	Unclassified
17	Grants Manager	Unclassified
17	Historic Preservation Coordinator	Unclassified
17	Housing Manager	Unclassified
17	Manager – Finance	Unclassified
17	Office of Community Services Division Director	Unclassified
17	Organizational Development & Training Coordinator	Unclassified
17	Planning & Zoning Manager	Unclassified
17	Preservation & Design Manager	Unclassified
17	Risk Manager	Unclassified
17	Service Delivery Manager	Unclassified
17	Special Projects Coordinator	Unclassified
16	Assistant Director - Procurement Division	Unclassified
16	Assistant Director - Sanitation	Unclassified

16	Assistant City Attorney II (II)	Unclassified
16	Assistant City Clerk	Unclassified
16	Capital Improvement Administrator	Unclassified
16	Capital Projects Administrator	Unclassified
16	Chief Building Inspector	Unclassified
16	Chief Electrical Inspector	Unclassified
16	Chief Elevator Inspector	Unclassified
16	Chief Engineering Inspector	Unclassified
16	Chief Mechanical Inspector	Unclassified
16	Chief Plumbing Inspector	Unclassified
16	Civil Engineer III	Unclassified
16	Claims Coordinator	Unclassified
16	Community Development Coordinator	Unclassified
16	Community Resources Coordinator	Unclassified
16	Database Administrator	Unclassified
16	Employee Benefits Coordinator	Unclassified
16	Financial Analyst III	Unclassified
16	Human Resources Administrator I	Unclassified
16	Implementation Services Manager	Unclassified
16	Log Cabin Program Administrator	Unclassified
16	Mayor / Commissioner Aide	Unclassified
16	Network Administrator	Unclassified
16	Office of Child Development Director	Unclassified
16	Parks Superintendent	Unclassified
16	Police Plans & Policies Manager	Unclassified
16	Principal Planner	Unclassified
16	Project Planner/Designer	Unclassified
16	PSCU Administrator	Unclassified
16	Public Information Officer	Unclassified
16	Real Estate Economist	Unclassified
16	Senior Auditor	Unclassified
16	Senior Management & Budget Analyst	Unclassified
16	Streets & Lighting Superintendent	Unclassified
16	Organizational Development & Training Specialist	Unclassified
16	Transportation Coordinator	Unclassified
16	Utility Billing Supervisor	Unclassified
15	Assistant Director - Bass Museum	Unclassified
15	CDBG Projects Coordinator	Unclassified
15	Central Services Coordinator	Unclassified
15	Code Compliance Supervisor	Unclassified
15	Departmental ADA Coordinator	Unclassified
15	EMS Training Coordinator	Unclassified
15	Film & Print Coordinator	Unclassified
15	Financial Analyst II	Unclassified
15	Fire Protection Analyst	Unclassified

15	Development Coordinator	Unclassified
15	Grants Writer / Researcher	Unclassified
15	Information Technology Specialist III	Unclassified
15	Inspection Services Coordinator	Unclassified
15	Media Specialist	Unclassified
15	Property / Evidence Supervisor	Unclassified
15	Redevelopment Specialist	Unclassified
15	Safety Officer	Unclassified
15	Senior Planner	Unclassified
15	Senior Plans Designer	Unclassified
15	Senior Capital Projects Planner	Unclassified
15	Special Events Coordinator	Unclassified
15	Structural Engineer	Unclassified
15	Tourism & Convention Director	Unclassified
14	Assistant City Attorney I	Unclassified
14	CDBG Program Analyst	Unclassified
14	Civil Engineer II	Unclassified
14	Communications Manager	Unclassified
14	Community Development Specialist	Unclassified
14	Construction Manager	Unclassified
14	Curator	Unclassified
14	Curator of Collections	Unclassified
14	Curator of Education	Unclassified
14	Entertainment Industry Liaison	Unclassified
14	Environmental Specialist	Unclassified
14	Housing Specialist	Unclassified
14	Information Technology Specialist II	Unclassified
14	Landscape Architect	Unclassified
14	Legal Administrator	Unclassified
14	Log Cabin Education Coordinator	Unclassified
14	Parking Administration Manager	Unclassified
14	Parking Operations Manager	Unclassified
14	Police Records Manager	Unclassified
14	Records Manager	Unclassified
14	Recreation Supervisor II	Unclassified
14	Sanitation Superintendent	Unclassified
14	Social Worker	Unclassified
14	Transportation Engineer	Unclassified
14	Victims Advocate	Unclassified
13	Agenda Coordinator	Unclassified
13	Auditor	Unclassified
13	Executive Office Associate II	Unclassified
13	Financial Analyst I	Unclassified
13	Fleet Analyst	Unclassified

13	Grants Writer / Researcher	Unclassified
13	Management & Budget Analyst	Unclassified
13	Office Manager	Unclassified
13	Human Resources Specialist	Unclassified
13	Planner	Unclassified
13	Public Art Coordinator	Unclassified
13	Public Information Specialist	Unclassified
13	Security Specialist	Unclassified
13	Special Events Liaison	Unclassified
12	Building Records Supervisor	Unclassified
12	Civil Engineer I	Unclassified
12	Community Development Technician	Unclassified
12	Executive Office Associate I	Unclassified
12	Field Agent	Unclassified
12	Field Inspector	Unclassified
12	Homeless Program Coordinator	Unclassified
12	Information Technology Specialist I	Unclassified
12	Labor Relations Technician	Unclassified
12	Legal Secretary	Unclassified
12	Police Financial Assistant	Unclassified
12	Police Public Information Officer	Unclassified
12	Police Records Supervisor	Unclassified
12	Property Management Contracts Coordinator	Unclassified
12	Registrar	Unclassified
12	Senior Procurement Specialist	Unclassified
11	Case Worker	Unclassified
11	Elder Affairs Coordinator	Unclassified
11	Ice Rink Manager	Unclassified
11	Log Cabin Employment Specialist / Job Coordinator	Unclassified
11	Office Associate V	Unclassified
11	Sanitation Coordinator	Unclassified
10	Code Violations Clerk	Unclassified
10	Paralegal	Unclassified
9	Office Associate IV	Unclassified
8	Graffiti Removal Coordinator	Unclassified
7	Log Cabin Instructor	Unclassified
7	Office Associate III	Unclassified
7	Receptionist	Unclassified
5	Office Associate II	Unclassified

- 4 Log Cabin Driver / Instructor Aide Unclassified
- 3 Office Associate I Unclassified

SECTION 3: The following lines of SECTION 2 of Ordinance No. 1605 are hereby amended to read as follows:

SECTION 2: EXECUTIVE POSITIONS IN THE UNCLASSIFIED SERVICE

<u>JOB CLASSIFICATION</u>	<u>JOB CLASS NO.</u>	<u>BI-WEEKLY COMPENSATION</u>	
		<u>MINIMUM</u>	<u>MAXIMUM</u>
CITY ATTORNEY	1401	Determined by Commission	
CHIEF DUPLY CITY ATTORNEY	1402	3,653	5,575
DEPUTY CITY ATTORNEY	1403	3,462	4,722

SECTION 4: **REPEALER.**

That all ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

SECTION 5: **SEVERABILITY.**

If any section, subsection, clause, or provision of this ordinance is held invalid, the remainder shall not be affected by such invalidity.

SECTION 6: **CODIFICATION.**

It is the intention of the Mayor and City Commission of the City of Miami Beach, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of the City of Miami Beach, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section", "article", or other appropriate word.

SECTION 7: **EFFECTIVE DATES.**

This Ordinance Amendment shall become effective upon final approval of the City Commission.

PASSED and ADOPTED this ____ day of _____, 2003.

MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO
FORM & LANGUAGE
& FOR EXECUTION**



City Attorney

7-23-03
Date