

## Ordinance No. 1605

### UNCLASSIFIED EMPLOYEES' SALARY ORDINANCE

Sec. 1605-1. Compensation plan.

Sec. 1605-2. Market rate analysis (MRA).

Sec. 1605-3. Authority of city manager to issue regulations.

Sec. 1605-4. Longevity increases pursuant to Ord. No. 1605.

Sec. 1605-5. Salaries greater than salary range maximum.

Sec. 1605-6. Compensation over or under prescribed minimums and maximums.

Sec. 1605-7. Purpose of chapter.

#### Sec. 1605-1. Compensation plan.

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.

#### (1) *Salary grades and ranges.*

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
26	Determined by city commission	Determined by city commission
25	136,709	220,679
24	125,743	203,089
23	115,721	186,900
22	106,498	172,004
21	98,009	158,295
20	90,197	145,676
19	83,008	134,063
18	76,391	123,380
17	70,301	113,545

16	64,431	104,494
15	59,537	96,164
14	54,796	88,499
13	50,428	81,446
12	46,408	74,953
11	42,709	68,979
10	39,305	63,480
9	36,172	58,422
8	33,289	53,765
7	30,635	49,479
6	28,194	45,535
5	25,947	41,905
4	23,879	38,566
3	21,974	35,492
2	20,224	32,663
1	18,612	30,059

(2) *Grades and classifications.*

<u>Grade</u>	<u>Classification</u>	<u>Union</u>
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	Budget & Performance Improvement Director	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	Neighborhood Services Director	Unclassified
21	Parking Director	Unclassified
21	Planning Director	Unclassified
21	Parks & Recreation Director	Unclassified
20	Assistant Director--Building	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	Ocean Rescue Division Chief	Unclassified
19	Budget Officer	Unclassified
19	Chief of Staff	Unclassified
19	City Engineer	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	Labor Relations Director	Unclassified
19	Police Captain	Unclassified
19	Police Commander	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	Assistant Director--Tourism and Cultural Development	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	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	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	Code Compliance Division Director	Unclassified
17	Community Development and Housing Division Director	Unclassified
17	Construction Management Division Director	Unclassified
17	Cultural Affairs Program Manager	Unclassified
17	Economic Development Division Director	Unclassified
17	Emergency Management Coordinator	Unclassified
17	Employment Supervisor	Unclassified
17	Geographic Information System Manager	Unclassified
17	Grants Manager	Unclassified
17	Historic Preservation Coordinator	Unclassified
17	Housing Manager	Unclassified
17	Manager--Finance	Unclassified
17	Neighborhood Services Projects Administrator	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
17	Streets, Lighting & Stormwater Superintendent	Unclassified
17	Transportation Manager	Unclassified
16	Assistant Director--Procurement Division	Unclassified
16	Assistant Director--Sanitation	Unclassified
16	Assistant City Attorney II	Unclassified
16	Assistant City Clerk	Unclassified
16	Capital Improvement Administrator	Unclassified
16	Capital Projects Administrator	Unclassified
16	Chief Building Code Compliance Officer	Unclassified
16	Chief Building Inspector	Unclassified
16	Chief Electrical Inspector	Unclassified
16	Chief Elevator Inspector	Unclassified
16	Chief Engineering Inspector	Unclassified
16	Chief Fire Protection Analyst	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 Information Coordinator	Unclassified
16	Community Resources Coordinator	Unclassified
16	Database Administrator	Unclassified
16	Employee Benefits Coordinator	Unclassified
16	EMS Coordinator	Unclassified
16	Environmental Resources Manager	Unclassified
16	Film & Event Production Manager	Unclassified
16	Financial Analyst III	Unclassified
16	Human Resources Administrator I	Unclassified
16	Implementation Services Manager	Unclassified
16	Landscape Projects Coordinator	Unclassified
16	Mayor/Commissioner Aide	Unclassified
16	Office of Child Development Director	Unclassified
16	Organizational Development & Training Specialist	Unclassified
16	Park Facility Manager	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	Radio Systems Administrator	Unclassified
16	Real Estate Economist	Unclassified
16	Senior Auditor	Unclassified
16	Senior Administrative Manager	Unclassified
16	Senior Management Analyst	Unclassified
16	Senior Management & Budget Analyst	Unclassified
16	Senior Management Consultant	Unclassified
16	Senior Network Administrator	Unclassified
16	Senior Systems Administrator	Unclassified
16	Storage Area Network Architect	Unclassified
16	Tourism & Convention Director	Unclassified
16	Traffic Engineer	Unclassified
16	Transportation Coordinator	Unclassified
16	Urban Forester	Unclassified
16	Utility Billing Supervisor	Unclassified
16	VOIP Network Administrator	Unclassified
15	Assistant Director--Bass Museum	Unclassified
15	Building Permitting Information Analyst II	Unclassified
15	CDBG Projects Coordinator	Unclassified
15	Central Services Coordinator	Unclassified
15	Code Compliance Manager	Unclassified
15	Code Compliance Supervisor	Unclassified
15	Contracts Compliance Specialist	Unclassified
15	Departmental ADA Coordinator	Unclassified
15	Development Coordinator	Unclassified
15	Development Review Services Coordinator	Unclassified
15	Film & Print Coordinator	Unclassified
15	Financial Analyst II	Unclassified
15	Fire Protection Analyst	Unclassified
15	Grants Writer/Researcher	Unclassified
15	Information Technology Specialist III	Unclassified
15	Inspection Services Coordinator	Unclassified
15	Media Specialist	Unclassified
15	Network Administrator	Unclassified
15	Property/Evidence Supervisor	Unclassified
15	Quality Assurance Officer	Unclassified
15	Redevelopment Specialist	Unclassified
15	Right-of-way Manager	Unclassified
15	Safety Officer	Unclassified
15	Senior Planner	Unclassified
15	Senior Plans Designer	Unclassified
15	Senior Capital Projects Planner	Unclassified
15	Senior Systems Analyst	Unclassified
15	Senior Telecommunications Specialist	Unclassified
15	Special Events Coordinator	Unclassified
15	Structural Engineer	Unclassified
15	Systems Administrator	Unclassified
14	Administrative Manager	Unclassified
14	Assistant City Attorney I	Unclassified
14	Building Records Manager	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	Cultural Facilities Manager	Unclassified
14	Curator	Unclassified
14	Curator of Collections	Unclassified
14	Curator of Education	Unclassified
14	E-Government Administrator	Unclassified
14	Entertainment Industry Liaison	Unclassified
14	Environmental Specialist	Unclassified
14	Geographic Information System Analyst	Unclassified
14	Housing Specialist	Unclassified
14	Information Technology Specialist II	Unclassified
14	Landscape Architect	Unclassified
14	Legal Administrator	Unclassified
14	Management Consultant	Unclassified
14	Parking Administration Manager	Unclassified
14	Parking Operations Manager	Unclassified
14	Police Records Manager	Unclassified
14	Property Management Contracts Coordinator	Unclassified
14	Records Manager	Unclassified
14	Sanitation Superintendent	Unclassified
14	Senior Procurement Specialist	Unclassified
14	Systems Analyst	Unclassified
14	Telecommunications Specialist	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	Labor Relations Specialist	Unclassified
13	Management & Budget Analyst	Unclassified
13	Office Manager	Unclassified
13	Human Resources Specialist	Unclassified
13	Planner	Unclassified
13	Procurement Coordinator	Unclassified
13	Public Art Coordinator	Unclassified
13	Public Information Specialist	Unclassified
13	Security Specialist	Unclassified
13	Special Events Liaison	Unclassified
12	Bicycle Program Coordinator	Unclassified
12	Building Permitting Information Analyst I	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 Supervisor	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	Registrar	Unclassified

11	Case Worker	Unclassified
11	Customer Service Liaison	Unclassified
11	Elder Affairs Coordinator	Unclassified
11	Grants & Operations Administrator	Unclassified
11	Ice Rink Manager	Unclassified
11	Media Assistant	Unclassified
11	Office Associate V	Unclassified
11	Parks & Recreation Analyst	Unclassified
11	Sanitation Coordinator	Unclassified
11	Truancy Prevention Program Coordinator	Unclassified
10	Assistant Ice Rink Manager	Unclassified
10	Code Violations Clerk	Unclassified
10	Management Intern	Unclassified
10	Paralegal	Unclassified
9	Case Worker II	Unclassified
9	Office Associate IV	Unclassified
9	Field Monitor	Unclassified
8	Graffiti Removal Coordinator	Unclassified
7	Office Associate III	Unclassified
7	Receptionist	Unclassified
5	Office Associate II	Unclassified
3	Office Associate I	Unclassified
3	Social Worker Intern	Unclassified

(Ord. No. 2000-3263, § 1, 9-13-2000; Ord. No. 2007-3576, § 1, 10-17-2007)

**Sec. 1605-2. Market rate analysis (MRA).**

For employee positions that require special skills, certifications, or by virtue of market conditions (i.e., engineers, information technology, and construction positions), the city manager may approve a market rate analysis (MRA) of up to 20 percent above the particular maximum salary range. In determining these MRAs, an analysis will be done to determine the appropriate adjustment with approval by the city manager. With regard to the attorneys in the legal department, the city attorney shall be responsible for the MRA analysis, and shall determine the appropriate adjustment of up to 20 percent above the maximum salary range. Whenever the city manager or city attorney implements the adjustment of up to 20 percent above the maximum pay range, the city commission will be notified in writing.

(Ord. No. 2006-3499, § 1, 1-11-2006)

**Sec. 1605-3. Authority of city manager to issue regulations.**

The city manager is hereby authorized to issue detailed regulations, not in conflict with this chapter, for the purpose of clarification and administration of this chapter. The city manager shall fix rates of compensation of individual

employees within the limitations prescribed in this chapter.  
(Ord. No. 73-1968, § 3, 9-25-1973)

**Sec. 1605-4. Longevity increases pursuant to Ord. No. 1605.**

(a) Effective December 11, 1995, section 4 of Salary Ordinance No. 1605, pertaining to longevity increases at seven, ten, 15, 20 and 25 years, shall be repealed. Employees who have received increases pursuant to section 4 of Ordinance No. 1605 prior to December 11, 1995, shall continue to receive those increases but shall not receive increases for future longevity steps as herein abolished.

(Ord. No. 95-3023, § 3, 12-6-1995)

**Sec. 1605-5. Salaries greater than salary range maximum.**

Notwithstanding sections 1605-1 and 1605-4 above, if an employee's salary prior to the December 11, 1995, is greater than the salary range maximum for his/her job classification set forth in this chapter, such employee shall continue to receive the same greater salary after December 11, 1995, except that extra pay received for extra or hazardous duties performed, uniforms, and other like causes, shall cease when no longer applicable.

(Ord. No. 95-3023, § 4, 12-6-1995)

**Sec. 1605-6. Compensation over or under prescribed minimums and maximums.**

(a) The city manager is authorized to approve rates of compensation less than the prescribed minimum for employees whose employment is on a part time basis, or whose duties and responsibilities are clearly less than normally attached to a position.

(b) The city manager may authorize compensation not more than 20 percent in excess of the maximums prescribed in section 1605-1 of this chapter for those employees whose duties and responsibilities are clearly above and beyond the normal scope of positions within their job class; and the city manager may authorize compensation in excess of the maximum prescribed in section 1605-1 of this chapter for those employees who are required to work substantially beyond the normal work hours of their positions.

(Ord. No. 73-1968, § 5, 8-25-1973)

**Sec. 1605-7. Purpose of chapter.**

It is declared to be the purpose of this chapter to provide an orderly and fair means for the compensation of employees in the unclassified service of the City of Miami Beach, Florida, on the basis of the work they perform and their competence in its performance; and to provide an equitable basis of



compensation and reward for merit. Nothing herein shall be construed to prevent the withholding of pay increases or the reduction of pay rates for disciplinary purposes.

(Ord. No. 73-1968, § 6, 8-25-1973)