

# TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Mark Alan, Human Resources Director, 797-1169

**SUBJECT:** Resolution

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, REVISING THE CLASS SPECIFICATION OF MAJOR. THE PAY GRADE OF 529 (\$59,367 - \$79,557) IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN REMAINS THE SAME.

**REPORT IN BRIEF:** This resolution provides a revised job specification for the Major job classification. The pay grade of 529 (\$59,367 - \$79,557) for Major remains the same.

**PREVIOUS ACTIONS:** N/A

**CONCURRENCES:** N/A

**FISCAL IMPACT:**

Has request been budgeted? Yes

If no, amount needed: N/A

What account will funds be appropriated from: Salaries

**RECOMMENDATION(S):** Motion to approve the resolution

**Attachment(s):** Resolution, Class Specifications (Exhibit "A").

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, REVISING THE CLASS SPECIFICATION OF MAJOR. THE PAY GRADE OF 529 (\$59,367 - \$79,557) IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN REMAINS THE SAME.

WHEREAS, the Town of Davie recommends the revision of the class specification Major ; and

WHEREAS, The Town of Davie has evaluated the pay grade and recommends it to be assigned to pay grade 529 (\$59,367 - \$79,557) ; and

WHEREAS, The Town of Davie recommends that the Town Council approve the revision of the class specification for Major and the assignment of pay grade 529 (\$59,367 - \$79,557),

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The revision of the class specification for Major, pay grade 529 (\$59,367 - \$79,557), is hereby adopted in the Non-Represented Pay and Classification Plan and attached hereto as Exhibit "A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2002.

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2002.



## CLASS SPECIFICATION MAJOR

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### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs highly responsible administrative and supervisory law enforcement work as commander in the Police Department. Employee is responsible for supervising subordinates and the activities of personnel under their command, and participating in planning for Department goals and objectives. Employee may assume duties of the Chief of Police in absence of the Chief and the Assistant Chief of Police. Reports to the Chief of Police.

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### **ESSENTIAL JOB FUNCTIONS**

Oversees activities of personnel through direct or delegated supervision of various divisions, ensuring that established policies, procedures and programs are planned and implemented in accordance with the Chief of Police's directives; confers with Chief and reviews, develops and implements policy and procedures, as necessary, to improve Department efficiency; confers with subordinates to ascertain needs and concerns, and responds appropriately and/or relays information to Chief; reviews various reports, including activity logs and incident reports, and approves actions or makes recommendations as to procedure; may assume duties of Chief of Police in his or her absence, ensuring adherence to established policies, procedures and standards.

Reviews and appraises job performance of direct subordinates, preparing and submitting various reports and records as required by Chief; reviews job performance evaluations of departmental personnel as submitted by division supervisors; ensures personnel understand and receive training required of assigned positions and logical career paths, and provides or coordinates acquisition to training.

Administers or recommends routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by Chief of Police.

Assists Chief in preparation of annual operating and capital outlay budget proposal, providing recommendations for funding; assists in administrative oversight of expenditures, including reviewing and approving expenditures; reviews forfeiture reports and makes recommendations to the Chief for appropriate action.

Reviews departmental audits and inspections for compliance with Departmental guidelines.

Reviews pre-employment investigations of Department job applicants to ensure completeness and accuracy.

**Exhibit A**  
**MAJOR**

Performs research and compiles data for special projects or reports, as assigned, ensuring completion by specified deadlines and in accordance with established goals and objectives; maintains confidentiality of investigations, studies and other projects as directed by Chief.

Receives and investigates complaints pertaining to conduct of department personnel, programs, procedures, etc., interviewing various parties and reviewing reports, and preparing verbal and/or written responses and recommendations, as appropriate; receives and responds to praise for Department personnel, activities, programs, etc., ensuring appropriate recognition of parties involved; prepares reports for Chief, as requested or otherwise deemed appropriate.

Attends meetings and/or public gatherings as representative of Police Department to cultivate favorable public relations and/or to explain activities and functions of the Department.

**ADDITIONAL JOB FUNCTIONS**

Responds to and serves as incident commander at scenes of major crimes or during natural or manmade disasters, manhunts, hostage situations, barricaded suspects, etc., coordinating tactical planning and activities of departmental personnel.

Participates in labor union negotiations on behalf of management.

Performs other related work as required.

**MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in criminal justice, police science, or a related field, and 4 years of progressively responsible command-level police experience, at the rank of Lieutenant or above with the Town of Davie Police Department; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**SPECIAL REQUIREMENTS**

Certification as a police officer by the State of Florida. Possession of a valid Florida driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, typewriters, copiers, facsimile machines, firearms, restraint devices, two-way radios, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

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**Language Ability:** Requires the ability to read a variety of reports, correspondence, forms, schedules, personnel records, budget statements, etc. Requires the ability to prepare correspondence, reports, budgets, news releases, forms, schedules, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages, including law enforcement and legal terminology, and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of statistics and statistical inference.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office and law enforcement equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the policies, procedures and programs of law enforcement work. Has thorough knowledge of departmental policies and procedures. Has thorough knowledge of federal, state and local laws pertaining to law enforcement. Has thorough knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state or local laws, rules, and regulations. Has considerable knowledge of the principles and practices of public administration and its association with law enforcement and criminal justice activities. Has considerable knowledge of the principles and practices of local government and law enforcement planning requirements. Has considerable knowledge of the standard practices, techniques, materials, and equipment used in law enforcement work. Has considerable knowledge of the principles of supervision, administration and organization. Has considerable knowledge of the current literature, trends and developments in law enforcement and law enforcement administration. Is skilled in organizing work

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flow and coordinating activities. Is skilled in the use of firearms and other law enforcement equipment. Is able to use common office machines, including computer-driven word processing, spreadsheet and file maintenance programs. Is able to organize and conduct research and planning studies and to formulate and present recommendations based on such research. Is able to analyze and interpret policy and procedural guidelines and to resolve problems and questions. Is able to assign, direct, supervise and evaluate the activities of a large and diverse subordinate staff. Is able to exercise leadership and sound judgment in routine and emergency situations. Is able to effectively express ideas orally and in writing. Is able to make oral presentations before large groups of people. Is able to exercise tact, courtesy and firmness in frequent contact with public officials, media representatives, community leaders, professional groups and the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they

occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

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**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly work place.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the Town. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental and Town objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and Town.

**Organizing:** Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

**Staffing:** Works with other Town officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Personally directs the development and training of department personnel in

order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

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**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of Town policies regarding the department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

