

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

To: Mayor and Councilmembers

From/Phone: Mark Alan, Human Resources Director (954) 797-1169

Prepared By: El pagnier K. Hudson, Assistant Human Resource Management Director

Subject: Resolution revising the pay for Seasonal Laborer and expanding its range to include progressive steps in pay grade 904 currently providing for one hourly rate of pay (\$6.75).

Title of Agenda Item: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE REVISION OF THE RATE OF PAY IN GRADE 904 FOR SEASONAL LABORER (CURRENTLY \$6.75) TO REFLECT A PROGRESSIVE RANGE OF PAY IN FIVE PERCENT (5%) INCREMENTS TO (\$6.75 - \$9.05) IN THE NON-CLASSIFIED (PART-TIME, SEASONAL OR TEMPORARY) PAY AND CLASSIFICATION PLAN.

Report in Brief: The Seasonal Laborer job classification currently has one step in its grade. It was previously approved and assigned to pay grade 904 in the Non-Classified (Part-time, Seasonal or Temporary) Pay and Classification Plan. However, recent economic conditions have created an adverse environment for attracting and retaining qualified individuals to work in this capacity. This position has been advertised for greater than two months with no applicant interest. An analysis completed with surrounding agencies which have positions of similar levels of responsibility justifies the expansion of this vacant job classification to include incremental steps of the pay grade which will positively impact the attractiveness to and retention of the position. The adjustment of the salary range of this job classification is necessary in order to appropriately compensate individuals to be employed in this job classification when competitive market conditions and internal equity issues are taken into consideration. The following includes some of the factors considered during the analysis for the salary range adjustment: 1) Job tasks (qualitatively/quantitatively); 2) Task significance, variability, and difficulty; 3) Knowledge/skill variety; 4) Level of autonomy; 5) Interaction (co-worker, supervisory); 6) Span of control; 7) Work unit size; 8) Size of organization.

PREVIOUS ACTIONS: N/A

CONCURRENCES: N/A

FISCAL IMPACT:

Has request been budgeted? Yes

What account will funds be appropriated from: Salaries

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s): Resolution, Class Specification (Exhibit A), Salary Analysis Memorandum (Exhibit B), Suggested Pay Range (Exhibit C).

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE REVISION OF THE RATE OF PAY IN GRADE 904 FOR SEASONAL LABORER (CURRENTLY \$6.75) TO REFLECT A PROGRESSIVE RANGE OF PAY IN FIVE PERCENT (5%) INCREMENTS TO (\$6.75 - \$9.05) IN THE NON-CLASSIFIED (PART-TIME, SEASONAL OR TEMPORARY) PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie recommends the expansion of the pay grade of the Seasonal Labor job classification; and

WHEREAS, The Town of Davie has evaluated the pay grade 904 and recommends it be expanded to include incremental steps of five percent (5%); and

WHEREAS, it is recommended that the Town Council approve the grade expansion of the Seasonal Laborer job classification of pay grade 904 (\$6.75 - \$9.05) to attract and retain qualified candidates, and

WHEREAS, the Town of Davie Non-Classified (Part-Time, Seasonal or Temporary) Pay and Classification Plan needs to be amended to reflect such change.

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

SECTION 1. The Town Council of the Town of Davie does hereby authorize the following job classification pay range adjustment to the Town of Davie classification and compensation plan:

<u>Job Classification</u>	<u>Salary Range Adjustments</u>
Seasonal Laborer	904 (\$6.75) to 904 (\$6.75- \$9.05)

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

PASSED AND ADOPTED THIS ____ DAY OF _____, 2003.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2003



CLASS SPECIFICATION

LABORER

GENERAL STATEMENT OF JOB

This is unskilled work performing heavy manual labor in the installation and maintenance of the Town's water distribution and waste water collection systems.

An employee in this class performs work of a heavy manual nature which does not require a high degree of skill or previous experience. The employee may be assigned as automotive equipment operator on a relief or intermittent basis and may regularly operate simple mechanical and/or light motorized equipment. Work is subject to close supervision and employees receive instructions at the beginning of each new job; however, constant supervision is not necessary for routine and repetitive tasks. Acts as a helper to semiskilled and skilled employees in a work crew.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Digs and refills ditches; installs sewer, drain, and water pipes; mixes mortar; carries tools and materials for skilled workmen.

Shovels debris which cannot be removed by the inductor truck.

Repairs breaks and holes in street surfaces, using tar, gravel, asphalt and cement.

Assists in cleaning, lubricating, and repairing valves.

Loads and unloads material and equipment.

Measures and cuts pipe, lays pipe and my assist in making water taps.

Operates, cleans and services light trucks and other light power equipment.

Assists in maintaining and repairing compound meters, installing, removing and rotating meters.

Sets and resets meters; repairs leaks in meters and participates in responding to emergency calls.

Assist in flushing mains, sterilizing and chlorinating, and pressure testing.

Takes water samples to laboratories for analysis.

Performs related work as required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Knowledge of the use and care of picks, shovels and similar manual tools.

Ability to understand and follow oral and simple written instructions.

Ability to perform heavy manual labor for extended periods, often under varying climatic conditions.

Ability to establish and maintain effective working relationships with other employees and the public.

DESIRABLE EXPERIENCE AND TRAINING

Ability and willingness to learn to perform manipulative manual work.

SPECIAL REQUIREMENT

Certain positions may require possession of a valid Florida Drivers license.

Town of Davie
Department of Human Resources Management

DATE: April 7, 2003

FROM: El pagnier K. Hudson, Assistant Director, Human Resources Management

TO: Mark Alan, Director, Human Resources Management

SUBJECT: Justification for Revision of Pay Range of Seasonal Laborer Classification

Attached is the job specification for Laborer which encompasses the work of the Seasonal Laborer. This recommendation seeks to secure an expanded pay range for the classification to meet market demands and attract qualified candidates into this position. The recommendation is for the pay range to extend from \$6.75 to \$9.05 in five percent (5%) increments. This recommendation is based upon the following:

- There are no incumbents in the position and efforts to recruit have been futile. We have posted this position for greater than four weeks and have not received one application.
- This recommendation provides parity with other positions of similar levels of responsibility, education and skill requirements within the Town, particularly, the Laborer position.

This recommendation is competitive with other agencies having positions with similar levels of responsibility. Inquiries of surrounding agencies possessing this (or similar) job classification are:

- City of Lighthouse Point – Laborer (Public Works) (\$21,376-\$25,983 representing \$10.27/hour) requiring a high school diploma or GED with one (1) year experience in manual labor or combination of education and experience.
- City of Margate – Laborer I (\$21,464-\$30,114 representing \$10.31/hour) requiring a high school diploma or GED with one (1) year, full-time experience performing a variety of manual laborer, semi-skilled maintenance, power tool and heavy equipment operation at time of application. Must possess a class “B” CDL license.
- City of Fort Lauderdale – Maintenance Worker (\$25,251-\$33,987 representing \$12.13/hour) requiring one year in experience in street maintenance, landscape maintenance, mechanic maintenance, operation of light power equipment, custodial work OR other appropriate field related to position with some supervisory training or lead-worker experience. (Note: no educational requirement).

The above findings indicated that average starting and ending salaries for comparable positions with similar qualification requirements are \$22,697 - \$30,028, respectively, representing hourly rates of \$10.91 - \$14.43, respectively. This indicates that the proposed range expansion is justified and would ensure closer proximity to what prevails in the relative job market. While we realize that positions are not being reclassified for salary increases, a pay grade expansion would provide the best solution to bring our position into a reasonably competitive posture.

EXHIBIT B

HUMAN RESOURCES MANAGEMENT

Recommended Pay Grade 904 for Job Classification Seasonal Laborer

STEP 1	6.7568
STEP 2	7.0946
STEP 3	7.4493
STEP 4	7.8218
STEP 5	8.2129
STEP 6	8.6235
STEP 7	9.0547

EXHIBIT C