



Town Council Agenda Report

SUBJECT: Resolution

CONTACT PERSON/NUMBER: Freda Gellerstein, Acting Human Resources Director, 797-1010

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, RETITLING AND REVISING THE JOB CLASSIFICATION FOR THE POSITION OF ECONOMIC DEVELOPMENT COORDINATOR TO ECONOMIC DEVELOPMENT MANAGER AND ADJUSTING THE PAY GRADE IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

REPORT IN BRIEF: When the class specification of Economic Development Coordinator was adopted in March 1994, David M. Griffith and Associates (DMG-MAXIMUS), recommended that once the incumbent possessed all of the requirements of said class, the incumbent should be reclassified to Economic Development Manager at pay grade 524 (\$49,963 -\$66,955). It is now the recommendation to retitle the class specification of Economic Development Coordinator to Economic Development Manager. Additionally, a revision is recommended changing the reporting from Town Administrator to Programs Administrator

PREVIOUS ACTIONS: N/A

CONCURRENCES: N/A

FISCAL IMPACT:

Has request been budgeted? yes

 If yes, expected cost \$4,581

 Account Name: Departmental Salaries

RECOMMENDATION(S): Motion to approve Resolution

Attachment(s): Resolution, Redlined and Updated Class Specification

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, RETITLING AND REVISING THE JOB CLASSIFICATION FOR THE POSITION OF ECONOMIC DEVELOPMENT COORDINATOR TO ECONOMIC DEVELOPMENT MANAGER AND ADJUSTING THE PAY GRADE IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

WHEREAS, in February, 1994, the Town of Davie retained David M. Griffith & Associates to analyze the position description questionnaire, job description, and pay grade assignment for an Economic Development managerial position; and

WHEREAS, David M. Griffith & Associates had recommended that this classification be created with a pay grade of 24 (current 524) in the Non-Represented Pay and Classification Plan; and

WHEREAS, David M. Griffith & Associates had recommended that if the incumbent at that time could perform said job functions but did not possess all the requirements of said classification, the incumbent could be placed in a "work against" status and that the class be titled Economic Development Coordinator with a pay grade of 16 (current 516) in the Non-Represented Pay and Classification Plan until such time as the incumbent successfully completes all classification requisites; and

WHEREAS, the incumbent Economic Development Coordinator currently possesses all the requirements of the class as originally recommended; and

WHEREAS, it is in the best interest of the Town of Davie to reclassify the incumbent Economic Development Coordinator at pay grade 516 to Economic Development Manager at pay grade 524 in the Non-Represented Pay and Classification Plan; and

WHEREAS, the Town of Davie Non-Represented 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 Economic Development Coordinator job classification is hereby retitled and revised to Economic Development Manager and its pay grade is adjusted from pay grade 516 to 524 in the Non-Represented Pay and Classification Plan, attached hereto as Exhibit "A."

SECTION 2. The Non-Represented Pay and Classification Plan is hereby amended to reflect said changes.

SECTION 3. The incumbent Economic Development Coordinator is hereby reclassified to Economic Development Manager.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2001.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2001.