

**CITY OF SANIBEL
RESOLUTION NO. 23-063**

A RESOLUTION APPROVING THE CITY OF SANIBEL FISCAL YEAR 2023-2024 COMPENSATION AND CLASSIFICATION PLAN; ADDING APPROVED POSITIONS ADOPTED IN THE FISCAL YEAR 2024 BUDGET DOCUMENT; AND AMENDING EXISTING JOB CLASSES AND RECLASSIFICATIONS TO FACILITATE REORGANIZATION OF BUILDING, FINANCE, PUBLIC WORKS, AND RECREATION DEPARTMENTS; AUTHORIZING THE CITY MANAGER TO AMEND JOB DESCRIPTIONS AS NECESSARY TO KEEP SUCH DESCRIPTIONS CURRENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Sanibel desires to pay a fair and equitable wage to its employees which is competitive with the local labor market; and

WHEREAS, the City of Sanibel desires to attract and retain a competent, efficient, and effective work force; and

WHEREAS, the use of pay levels and pay ranges facilitates payroll administration and maintains the integrity of the job worth; and

WHEREAS, the City of Sanibel desires to approve its Compensation and Classification Plan for fiscal year 2023-2024 (plan attached as Exhibit A) to include additional job classifications (job description summaries attached hereto as Exhibit B).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANIBEL, FLORIDA, THAT:

SECTION 1. The necessary amendments are hereby made to the Compensation and Classification Plan, as appropriate, to:

ADD the following job classes:

Marketing and Events Coordinator, Grade 114 (Recreation);
Environmental Permit Coordinator, Grade 115 (Natural Resources);
Fleet Service Technician, Grade 115 (Public Works);
Construction Site Compliance Inspector, Grade 117 (Building Department);
Environmental Support Specialist, Grade 117 (Public Works, Utilities Division);
Facilities and Operations Manager, Grade 117 (Recreation);
Recreation Program Manager, Grade 117 (Recreation);
Grants Manager, Grade 121 (Finance Department);
Procurement Manager, Grade 124 (Finance Department);
Floodplain Manager, Grade 124 (Building Department); and
Police Captain, Grade 129 (SPD).

DELETE the following job classes:

Seniors Program Assistant, Grade 113, (Recreation);
Recreation Program Specialist, Grade 117, (Recreation);
Seniors Program Manager, Grade 117, (Recreation);
Administrative Support Specialist, Grade 117 (Public Works);
Benefits and Payroll Specialist, Grade 118 (Finance Department).

SECTION 2. The City Manager is hereby authorized to amend job descriptions as necessary in order to keep job descriptions current.

SECTION 3. This resolution shall take effect immediately upon approval.

PASSED IN OPEN AND REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF SANIBEL, FLORIDA THIS 3RD DAY OF OCTOBER 2023.

Attest:

Scotty Lynn Kelly, City Clerk

Richard Johnson, Mayor

Approved as to form and legality:

John D. Agnew, City Attorney

Date filed with City Clerk: _____

Vote of Council Members:

Johnson	_____
Miller	_____
Crater	_____
Henshaw	_____
Smith	_____

EXHIBIT A TO RESOLUTION

Compensation and Classification Plan
City of Sanibel

Job Classification Title	Hourly Min	Annual Min	Hourly Max	Annual Max
Grade				
108	\$15.5029	\$32,246.05	\$23.2544	\$48,369.08
ADMINISTRATIVE RECEPTIONIST RECREATION AIDE				
110	\$17.0920	\$35,551.27	\$25.6379	\$53,326.91
ADMINISTRATIVE SECRETARY LEAD RECREATION AIDE LIFEGUARD PA RECORDS RETRIEVAL CLERK RECREATION SERVICES ASSISTANT				
111	\$17.9466	\$37,328.84	\$26.9198	\$55,993.25
ADMINISTRATIVE ASSISTANT DISPATCHER RECREATION AIDE (LIFEGUARD) RECREATION AIDE SPECIALIST FT				
112	\$18.8439	\$39,195.28	\$28.2658	\$58,792.92
PERMIT TECHNICIAN POLICE AIDE RECREATION SERVICES ASSISTANT LEAD SENIOR POLICE AIDE BP WASTEWATER OPERATOR TRAINEE				
113	\$19.7861	\$41,155.04	\$29.6791	\$61,732.56
LICENSING & PERMIT TECHNICIAN SENIORS PROGRAM RECREATION ASSISTANT SUPPORT SERVICES ASSISTANT TRADESWORKER				
114	\$20.7754	\$43,212.79	\$31.1631	\$64,819.19
<u>MARKETING AND EVENTS COORDINATOR</u> POLICE AIDE SUPERVISOR POLICE RECORDS COORDINATOR RECREATION PROGRAM COORDINATOR SENIOR PERMIT TECHNICIAN TRADESWORKER II				
115	\$21.8141	\$45,373.43	\$32.7212	\$68,060.15
CODE ENFORCEMENT OFFICER <u>ENVIRONMENTAL PERMIT COORDINATOR</u> EQUIPMENT OPERATOR/CREW LEADER FISCAL ASSISTANT				

Compensation and Classification Plan
City of Sanibel

Job Classification Title	Hourly Min	Annual Min	Hourly Max	Annual Max
Grade				
<u>FLEET SERVICE TECHNICIAN</u>				
LEAD TRADESWORKER				
SANIBEL RANGER				
SENIOR ADMIN ASSISTANT				
SENIOR SUPPORT SVCS ASSISTANT				
UTILITY MAINTENANCE TECHNICIAN I				
116	\$22.9049	\$47,642.11	\$34.3573	\$71,463.16
SENIOR DISPATCHER				
WASTEWATER I PLANT OPERATOR				
117	\$24.0501	\$50,024.21	\$36.0751	\$75,036.31
ADMINISTRATIVE SUPPORT SPECIALIST				
AQUATICS MANAGER				
COMPUTER SUPPORT SPECIALIST				
<u>CONSTRUCTION SITE COMPLIANCE INSPECTOR</u>				
ENGINEERING TECHNICIAN				
<u>ENVIRONMENTAL SUPPORT SPECIALIST</u>				
<u>FACILITIES AND OPERATIONS SUPERVISOR</u>				
FLEET MAINTENANCE TECHNICIAN <u>MECHANIC</u>				
LEAD DISPATCHER				
PARALEGAL PR				
<u>RECREATION PROGRAM MANAGER</u>				
RECREATION PROGRAM SPECIALIST				
RECREATION SERVICES SUPERVISOR				
SENIORS PROGRAM MANAGER				
SR CODE ENFORCEMENT OFFICER				
UTILITY MAINTENANCE TECHNCIAN II				
118	\$25.2526	\$52,525.42	\$37.8789	\$78,788.13
ASSISTANT SUPERINTENDENT STREETS PARKS				
BENEFITS/PAYROLL SPECIALIST				
ENVIRONMENTAL SPECIALIST				
EXECUTIVE ASSISTANT TO CITY MANAGER				
UTILITY MAINTENANCE TECHNICIAN III				
WASTEWATER II PLANT OPERATOR				
120	\$27.8410	\$57,909.28	\$41.7615	\$86,863.91
ACCOUNTANT				
BUILDING INSPECTOR				
CONSERVATION OFFICER				
ENGINEER INTERN				
FACILITY MAINTENANCE SUPERVISOR				
FLEET MAINTENANCE SUPERVISOR				


Compensation and Classification Plan
City of Sanibel

Job Classification Title	Hourly Min	Annual Min	Hourly Max	Annual Max
Grade				
HUMAN RESOURCES GENERALIST PLANNER POLICE OFFICER WASTEWATER III PLANT OPERATOR				
121	\$29.2330	\$60,804.74	\$43.8496	\$91,207.11
DEPUTY CITY CLERK ENVIRONMENTAL BIOLOGIST LEAD WASTEWATER PLANT OPERATOR SENIOR ACCOUNTANT				
122	\$30.6947	\$63,844.98	\$46.0420	\$95,767.46
CHIEF WASTEWATER PLANT OPERATOR PLANS EXAMINER POLICE CORPORAL PUBLIC WORKS OPERATIONS MANAGER SENIOR PLANNER SERVER ADMINISTRATOR UTILITY MAINT SUPERVISOR				
123	\$32.2294	\$67,037.23	\$48.3442	\$100,555.84
SERGEANT				
124	\$33.8409	\$70,389.09	\$50.7614	\$105,583.63
<u>FLOODPLAIN MANAGER</u> <u>GRANTS MANAGER</u> <u>PROCUREMENT MANAGER</u> SOFTWARE & GIS MANAGER SUPERINTENDENT STREETS AND PARKS				
126	\$37.3096	\$77,603.97	\$55.9644	\$116,405.95
POLICE LIEUTENANT				
127	\$39.1751	\$81,484.17	\$58.7626	\$122,226.25
RESILIENCE & SUSTAINABILITY COORDINATOR				
128	\$41.1338	\$85,558.38	\$61.7008	\$128,337.56
ASSISTANT CITY ENGINEER CITY CLERK PRINCIPAL PLANNER PUBLIC INFORMATION AND GRANTS MANAGER				
<u>129</u>	<u>\$43.6597</u>	<u>\$90,812.22</u>	<u>\$64.6927</u>	<u>\$134,560.77</u>
<u>POLICE CAPTAIN</u>				

Compensation and Classification Plan
City of Sanibel


Job Classification Title	Hourly Min	Annual Min	Hourly Max	Annual Max
Grade				
130	\$45.3501	\$94,328.11	\$68.0251	\$141,492.16
DEPUTY DIRECTOR BUILDING				
DEPUTY DIRECTOR FINANCE				
DEPUTY DIRECTOR PLANNING				
DEPUTY DIRECTOR PUBLIC WORKS				
DEPUTY DIRECTOR RECREATION				
DEPUTY DIRECTOR UTILITIES				
132	\$49.9984	\$103,996.74	\$74.9976	\$155,995.11
DEPUTY POLICE CHIEF				
134	\$57.5271	\$119,656.41	\$85.5695	\$177,984.61
ADMINISTRATIVE SERVICES DIRECTOR				
BUILDING DIRECTOR/CHIEF BUILDING OFFICIAL				
FINANCE DIRECTOR				
IT DIRECTOR				
NATURAL RESOURCES DIRECTOR				
PLANNING DIRECTOR				
POLICE CHIEF				
PUBLIC WORKS DIRECTOR				
RECREATION DIRECTOR				
136	\$60.7734	\$126,408.69	\$91.1601	\$189,613.03
ASSISTANT CITY MANAGER				
138	\$67.0027	\$139,365.58	\$100.5040	\$209,048.38
DEPUTY CITY MANAGER/CHIEF FINANCIAL OFFICER				

EXHIBIT B TO RESOLUTION

The City of Sanibel		
Job Class Title:	Marketing and Events Coordinator	
Department:	Recreation	
Grade:	114	
Reports to:	Recreation Director	
Union Status:	AFSCME	
FLSA Status:	Non-exempt	
Approved Date:	September 25, 2023	


SUMMARY

Under the supervision of the Recreation Director, the purpose of the position is to provide marketing support for recreation programs, events, rentals, and other related services. Responsible for developing, organizing, supervising, and leading community recreation programs and creating materials for public consumption relative to recreation activities, such as press releases, brochures, posters, newsletters, social media, web design and other related community-wide communications. Responsible for conducting marketing and promotion of membership campaigns and recreational programs to increase Recreation Center membership utilizing all forms of media. Administers the retail sales of resale items and coordinates Recreation Center community wellness education and health screenings. May be required to oversee volunteer program, contractual program providers, facility rentals and assist with processing of special events permits. May be required to provide assistance to the Parks and Recreation Advisory Committee. Employee works with independence and initiative within established policies and procedures. Performs other duties as assigned.

The City of Sanibel		
Job Class Title:	Environmental Permit Coordinator	
Department:	Natural Resources	
Grade:	115	
Reports to:	Natural Resources Director	
Union Status:	AFSCME	
FLSA Status:	Non-exempt	
Approved Date:	September 25, 2023	


SUMMARY

Under the general direction of the Natural Resources Director, the purpose of the position is to review vegetation and development permit applications for compliance with the Sanibel Plan, Sanibel Land Development Code and other applicable regulations. Responsibilities include implementation and enforcement of the Sanibel Plan and Land Development Code (LDC) as they relate to the City's natural resources and review and permitting of various projects which impact natural resources including but not limited to vegetation permits and site development applications. This position will also assist in reviewing and processing environmental permitting and code enforcement activities in coordination with other Natural Resources staff and other City departments. This position will comprise a combination of office and field work, in addition to providing responsive customer service assistance and coordination with the public, property owners, and contractors seeking guidance on ordinance requirements or recommendations for best management practices.

The City of Sanibel		
Job Class Title:	Fleet Service Technician	
Department:	Public Works	
Grade:	115	
Reports to:	Fleet Maintenance Supervisor	
Union Status:	AFSCME	
FLSA Status:	Non-Exempt	
Approved Date:	September 25, 2023	


SUMMARY

Under general supervision of the Fleet Maintenance Supervisor, performs semi-skilled mechanical work in the City garage servicing, and maintaining the City's fleet including vehicles, equipment, machinery, and tools. Duties also include a wide variety of manual and equipment operations tasks. Performs other work as requested.

The City of Sanibel		
Job Class Title:	Construction Site Compliance Inspector	
Department:	Building	
Grade:	117	
Reports to:	Building Director	
Union Status:	AFSCME	
FLSA Status:	Non-exempt	
Approved Date:	September 25, 2023	


SUMMARY

Under the general direction of the Building Director the purpose of the position is to perform skilled inspection of building sites to ensure compliance with the local and State codes, ordinances and regulations. Employees in this class possess a working knowledge of building construction methods, materials, and principles, as well as applicable City, County, regional, and State regulatory practices. Inspections are conducted independently but in accordance with department regulations and established technical standards.

The City of Sanibel		
Job Class Title:	Environmental Support Specialist	
Department:	Public Works	
Grade:	117	
Reports to:	Public Works Director	
Union Status:	AFSCME	
FLSA Status:	Non-Exempt	
Approved Date:	September 7, 2023	


SUMMARY

Serves under the supervision of the Public Works Director and participates in various environmental programs including solid waste, condominium recycling, restaurant compliance with the grease ordinance, hazardous waste collection, wastewater collection, treatment, and reclaimed water distribution; payroll time entry; and purchasing and administrative support. Responsible for developing specifications for and coordinating contractual services. Compiles complex records and reports concerning regulatory compliance. Responsible for maintaining data, producing required reports and documents. Performs other duties as directed in support of the Public Works Department.

The City of Sanibel		
Job Class Title:	Facilities and Operations Supervisor	
Department:	Recreation	
Grade:	117	
Reports to:	Recreation Director	
Union Status:	Non-union	
FLSA Status:	Exempt	
Approved Date:	September 25, 2023	


SUMMARY

Under the general direction of the Recreation Director responsible for management and operations of recreation facilities including coordinating the use and maintenance of all facilities. Duties include providing recommendations for facility maintenance and building management, athletic/sports facilities, evaluating maintenance contractual supervisors, building budget expense controls, assigning maintenance personnel and scheduling contractors. Performs other work as requested.

The City of Sanibel		
Job Class Title:	Recreation Program Manager	
Department:	Recreation	
Grade:	117	
Reports to:	Recreation Director	
Union Status:	Non-union	
FLSA Status:	Exempt	
Approved Date:	September 25, 2023	


SUMMARY

Under the general direction of the Recreation Director responsible for planning, developing, and administering youth and adult recreation programs. Responsible for developing and administering a program budget, inventorying, and maintaining program related supplies and equipment standards.

The City of Sanibel		
Job Class Title:	Grants Manager	
Department:	Finance	
Grade:	124	
Reports to:	Deputy Finance Director	
Union Status:	Non-Union	
FLSA Status:	Non- exempt	
Approved Date:	September 25, 2023	


SUMMARY

Under the general direction of the Deputy Finance Director the purpose of the position is to oversee the administration of all grant funds in support of the various departments within the City. An employee in this classification performs a variety of duties in preparing grant applications and monitoring programs to ensure compliance with specific regulations. Oversees any grant services or activities performed by a third-party contractor and assists with the implementation of grant programs for the City as required.

The City of Sanibel		
Job Class Title:	Procurement Manager	
Department:	Finance	
Grade:	124	
Reports to:	Deputy Finance Director	
Union Status:	Non-Union	
FLSA Status:	Exempt	
Approved Date:	September 25, 2023	


SUMMARY

Under the general direction of the Deputy Finance Director performing a variety of technical tasks in the procurement of equipment, services, materials, and supplies for the City. Administers the competitive bidding process in cooperation with Department Directors or designated city staff. Provides customer support to departmental representatives related to the procurement process. Administers, develops, reviews, and monitors citywide contracts. Provides financial and administrative analyses in support of purchasing and centralized service functions. Assists in the implementation and adherence to City purchasing policies and practices. Performs other duties as assigned.

The City of Sanibel		
Job Class Title:	Floodplain Manager	
Department:	Building	
Grade:	124	
Reports to:	Building Director	
Union Status:	Non-Union	
FLSA Status:	Exempt	
Approved Date:	September 25, 2023	

SUMMARY

Under the general direction of the Building Director the purpose of the position is to manage the City's participation in the National Flood Insurance Program (NFIP); the Community Rating System (CRS); and perform technical evaluations of development plans, building plans, and documentation required for building construction, alterations, or repairs at residential or commercial jobsites for compliance with local, state and federal codes as related to Floodplain management.

The City of Sanibel		
Job Class Title:	Police Captain	
Department:	Sanibel Police Department	
Grade:	129	
Reports to:	Deputy Chief of Police	
Union Status:	Non-union	
FLSA Status:	Exempt	
Approved Date:	September 25, 2023	

SUMMARY

Under the general direction of the Deputy Chief of Police, is responsible for a variety of management, technical and supervisory tasks related to the management of law enforcement, crime prevention and crime detection in Patrol, Special Operations and Professional Standards sections of the department to ensure the enforcement of local and state laws, City ordinances and departmental policies and procedures relating to public safety and welfare.