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Job Description Committee Presentation

January 13, 2021

Agenda

1. Overview/history of Job Description Committee
2. Review Job Descriptions for Department Directors with Administration recommendations

Overview/History of Job Description Committee

- Committee created by Ordinance in 1980 with the purpose to
 - “...of creating new job duties and descriptions for approval by the entire city council, with the committee's first priorities to be the preparation of job descriptions and duties for department heads herein designated which are not now defined or set forth in the Frank C. Brown Associates Report.
 - After all such job descriptions and duties are so approved for all department heads or officers specified in section 2-126, the job description committee shall periodically, but at least annually and within one (1) month of the new council president and council president pro tem assuming office, meet and review the then existing city departments and their department functions, in order to ascertain whether new departments should be recommended to be created or certain functions removed from one department and placed in another or new department.
 - Similarly, the job descriptions and duties of department heads shall be reviewed at least annually at such meeting by the job description committee.

Overview/History of Job Description Committee cont.

- First met in 1980 and had 5 meetings that year as well as one meeting in 1981 to create job descriptions for Department Directors
- Subsequent meetings in 1981 and 1982 were held to discuss the creation of a grievance process for disciplinary action
- Sporadic meetings after 1982 for total of 5 meetings (1983, 1984, 1992 and 2006)
- All but the one in 2006 were to discuss new positions, the 2006 was a termination grievance
- No meetings since 2006, until last year, 2020
- Since the last meeting in 1992 that focused on job descriptions the City has made changes to the job descriptions and department names without utilizing this process

Overview/History of Job Description Committee cont.

- In 2016 the City instituted NeoGov for our recruitment process and digitized our job descriptions
- Upon review of the ordinance it was determined that there needed to be a meeting “at least annually and within one (1) month of the new council president and council president pro tem assuming office... to “review the then existing city departments and their department functions, in order to ascertain whether new departments should be recommended to be created or certain functions removed from one department and placed in another or new department.”
- The next slides look at our current job descriptions for Directors and present staff recommendations on these job descriptions if applicable.

Current Job Descriptions for Department Directors

- Chief Administrative Officer
- Utilities Director
- City Clerk
- Financial Services Director
- Information Technology Director
- Human Resources Director
- Planning, Zoning and Economic Development (PZED)
Director
- Police Chief
- Fire Chief
- Building Director/Building Official
- City Engineer
- Public Works Director
- Library Director
- Parks and Recreation Director
- Procurement Director

Recommendations for Job Description Changes

- Last year HR recommended and the Job Description Committee agreed that the “Desirable Experience and Training” sections be standardized to the following with some exceptions:
 - 10 years of experience with 5 years of progressively responsible management experience
 - Bachelor’s Degree in relevant field, Masters preferred
 - Any equivalent combination of education and experience may be considered
- Exceptions:
 - The Building Director/Building Official has state required qualifications that would not be changed
 - The Library Director must possess and Masters in Library Science (MLS) which are the current qualifications
 - Any job descriptions that have certifications as part of the qualifications would retain those certifications

Recommendations for Job Description Changes cont.

- This year, the City is planning to do a classification and compensation study which will review job descriptions for all non-represented positions.
- HR recommends that the Director job descriptions be included in this study and that any recommendations made by the outside consultant be brought forward for the Job Description Committee review.

Discussion/Questions