

**CITY OF RIVIERA BEACH CITY COUNCIL
AGENDA ITEM SUMMARY**

MEETING DATE: November 16, 2011

AGENDA ITEM SUMMARY NO. K11-112-1

- AWARDS / PRESENTATIONS / PETITIONS
- CONSENT
- PUBLIC HEARING
 - ORDINANCE ON SECOND READING
 - PUBLIC HEARING
- ORDINANCE ON FIRST READING

- REGULAR
- RESOLUTION
- DISCUSSION & DELIBERATION
- BOARD APPOINTMENT
- WORKSHOP

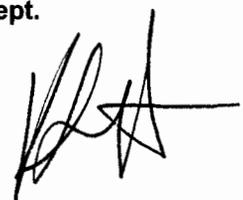
SUBJECT: The City Council adopt the resolution Authorizing the reclassification of the Occupational License Specialist position by deleting the Occupational License Specialist position and adding the position of Business Tax Receipt Specialist to the general employees job classification list .

RECOMMENDATION / MOTION: Approve Resolution

DEPARTMENTAL APPROVAL REVIEW & DATE

• Deputy City Manager		Library	N/A
• City Attorney	<i>AKC 11/9/11</i>	Marina	N/A
• City Clerk	<i>AKC</i>	Police	N/A
•Community Development		Public Works	N/A
• Finance	<i>AKA 11/7/11</i>	Purchasing	N/A
Fire	N/A	Recreation & Parks	N/A
Human Resources	N/A	Water & Sewer	N/A
Information Technology	N/A	Other	<i>PBC 11/7/11</i> N/A

APPROVED BY CITY MANAGER: *[Signature]* DATE: 11-9-11

Originating Dept. Finance 	Costs: n/a Current FY: 2011-2012 Funding Source: <input type="checkbox"/> Capital Improvement <input checked="" type="checkbox"/> Operating <input type="checkbox"/> Other: Budget Account Number:	City Council Actions: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied _____ <input type="checkbox"/> Tabled to _____ <input type="checkbox"/> Referred to Staff _____
User Dept. All Advertised: Not required Date: Paper: <input type="checkbox"/> Not Required Affected Parties <input type="checkbox"/> Notified <input checked="" type="checkbox"/> Not Required		Attachments: 1. Resolution

BACKGROUND/SUMMARY: Staff is recommending that the job classification list be amended by reclassifying the classified position of Occupational License Specialist to the classified position of Business Tax Receipt Specialist under the general employee's salary schedule. The Occupational License Specialist position is not so widely used in today's work place due to the State changing the name of the license. This resolution is recommended so that the position title may correspond to the type of revenue collected.

There is no change in salary or pay grade. Therefore, Staff is recommending that City Council approve the resolution to reclassify the position of occupational license specialist to business tax receipt specialist to adhere today's market classification.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, RECLASSIFYING THE CLASSIFIED POSITION OF OCCUPATIONAL LICENSE SPECIALIST TO THE CLASSIFIED POSITION OF BUSINESS TAX RECEIPT SPECIALIST UNDER THE GENERAL EMPLOYEES SALARY SCHEDULE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the classified position of Occupational License Specialist is not so widely used in today's work place; and

WHEREAS, currently, the Occupational License Specialist's responsibility is to collect business taxes from various local businesses; and

WHEREAS, the classified position of "Business Tax Receipt Specialist" is recommended as the title to replace the position of Occupational License Specialist; and

WHEREAS, the position of Business Tax Receipt Specialist shall be added to the Job Classification List under the General Employees salary schedule.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA:

SECTION 1. That the below position be reclassified on the Job Classification List in the following manner.

FROM

<u>SALARY SCHEDULE</u>	<u>POSITION</u>	<u>RANGE</u>	<u>SALARY RANGE</u>
General Employees	Occupational License Specialist	8	\$30,703 - \$47,590

RESOLUTION NO. _____
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TO

<u>SALARY SCHEDULE</u>	<u>POSITION</u>	<u>RANGE</u>	<u>SALARY RANGE</u>
General Employees	Business Tax Receipt Specialist	8	\$30,703 - \$47,590

SECTION 2. That this Resolution shall take effect upon its passage and approval by the City Council.

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RESOLUTION NO. _____
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APPROVED:

THOMAS A. MASTERS
MAYOR

JUDY L. DAVIS
CHAIRPERSON

ATTEST:

CARRIE E. WARD
MASTER MUNICIPAL CLERK
CITY CLERK

BILLIE E. BROOKS
CHAIR PRO TEM

CEDRICK A. THOMAS
COUNCILPERSON

DAWN S. PARDO
COUNCILPERSON

SHELBY L. LOWE
COUNCILPERSON

MOTIONED BY: _____

SECONDED BY: _____

B. BROOKS _____

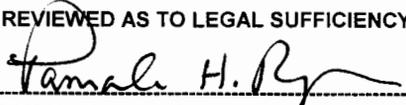
J. DAVIS _____

C. THOMAS _____

D. PARDO _____

S. LOWE _____

REVIEWED AS TO LEGAL SUFFICIENCY



PAMALA HANNA RYAN, CITY ATTORNEY

DATE: 11/9/11

**CITY OF RIVIERA BEACH, FL
CLASSIFICATION LIST - EFFECTIVE 10/01/08**

Grade	Minimum	Midpoint	Maximum	Job Code and Title
7 A	28,991.34	36,963.68	44,936.01	
W	557.53	710.84	864.15	
H	13.94	17.77	21.60	
B	1,115.05	1,421.68	1,728.31	
B/H	27.88	35.54	43.21	3034 AUTOMOTIVE RECORDS CLERK 7035 CUSTOMER SERVICE WORKER 8005 MAINTENANCE MECHANIC 3057 MARINA EVENTS COORDINATOR 0003 STAFF ASSISTANT
8 A	30,702.82	39,146.24	47,589.67	
W	590.44	752.81	915.19	
H	14.76	18.82	22.88	
B	1,180.88	1,505.62	1,830.37	
B/H	29.52	37.64	45.76	6024 ACCOUNTING TECHNICIAN 5065 BUILDING PERMIT TECHNICIAN 8023 EQUIPMENT OPERATOR 3023 OCCUPATIONAL LICENSE SPECIALIST 3012 SPRAY TECHNICIAN 7027 WATER PLANT OPERATOR TRAINEE 7033 WATER/SEWER MAINTENANCE MECHANIC 3048 BILLING & COLLECTION TECHNICIAN 6044 POLICE TECHNICIAN <u>3042 BUSINESS TAX RECEIPT SPECIALIST</u>
9 A	32,414.31	41,328.22	50,242.12	
W	623.35	794.77	966.19	
H	15.58	19.87	24.15	
B	1,246.70	1,589.55	1,932.39	
B/H	31.17	39.74	48.31	7018 AUTOMOBILE BODY MECHANIC 7001 CARPENTER 3006 CODE ENFORCEMENT TECHNICIAN 6049 COMMUNICATIONS OPERATOR 8025 CREW LEADER 3031 ENGINEERING TECHNICIAN 7015 EQUIPMENT MECHANIC 7022 MARINA FORKLIFT OPERATOR 3011 SIGN TECHNICIAN 3030 PURCHASING ASSISTANT
10 A	34,125.80	43,510.18	52,894.56	
W	656.27	836.73	1,017.20	
H	16.41	20.92	25.43	
B	1,312.53	1,673.47	2,034.41	
B/H	32.81	41.84	50.86	3017 BACKFLOW PREVENTION TECHNICIAN 4004 COMMUNITY ORGANIZER 7019 EQUIPMENT OPERATOR, SENIOR 3047 PAYROLL TECHNICIAN 0004 STAFF ASSISTANT, SENIOR 7032 WATER PLANT MECHANIC 7031 WATER/SEWER MAINT. MECHANIC, SENIOR 6023 ACCOUNTS PAYABLE TECHNICIAN