



3650 N.E. 12th Avenue • Oakland Park, Florida 33334 • 954.630.4200 • www.oaklandparkfl.org

CIVIL SERVICE BOARD  
AGENDA  
MAY 10, 2016 AT 6:30PM

**CALL TO ORDER**

**ROLL CALL**

1. Approval of Civil Service Board Minutes for meeting on April 12, 2016

**PUBLIC COMMENTS – At this any person will be allowed to speak on any matter that pertains to City business for the length of time not to exceed four minutes per person.**

**ITEMS CONSIDERED:**

2. Job Classification(s):
  - a. Code Enforcement Officer I
  - b. Senior Human Resources Generalist

**OLD BUSINESS:** None

**ADJOURN**

This meeting facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Clerk's Office by telephone: 954-630-4300, or via Fax: 954-630-4302 for information or assistance.

I, the undersigned authority, certify the above Notice of Meeting of the Civil Service board is a true copy of the Notice posted in City Hall at the appropriate locations.

Posted:

By: Omaine Dennis, Board Secretary



3650 N.E. 12th Avenue • Oakland Park, Florida 33334 • 954.630.4200 • www.oaklandparkfl.org

MINUTES  
CIVIL SERVICE MEETING  
APRIL 12, 2016 AT 6:30PM

The regular meeting of the Civil Service Board of the City of Oakland Park, Florida was called to order at 6:30 p.m. by Dennis Buchta, Chair.

**ROLL CALL**

**Present:**

**Dennis Buchta, Chair**

Roger Banks

Edward Stupi

**Also Present:**

**Lori Day, Liaison**

Omaine Dennis, Secretary

**Absent:**

Dr. Dorothy Orr

**MINUTES**

Board member Edward Stupi moved to approved the minutes of October 13, 2015, second by board member Roger Banks which prevailed by the following vote:

**Yes: Chair, Dennis Butcha, Board member, Roger Banks, Board member Edward Stupi**

**PUBLIC COMMENTS**

None

**NEW BUSINESS**

Approval of classification(s) below:

- Battalion Chief Paramedic

Board member Edward Stupi moved to approve, board member Roger Banks seconded the motion, which prevailed by the following vote:

**YES: Dennis Buchta, Roger Banks, Edward Stupi**

Board member Edward Stupi moved to approve, board member Roger Banks seconded the motion, which prevailed by the following vote:

**YES: Dennis Buchta, Roger Banks, Edward Stupi**

- Fire Lieutenant Paramedic

Board member Edward Stupi moved to approve, board member Roger Banks seconded the motion, which prevailed by the following vote:

**YES: Dennis Buchta, Roger Banks, Edward Stupi**

- Fire Rescue Supervisor

Board member Edward Stupi moved to approve, board member Roger Banks seconded the motion, which prevailed by the following vote:

**YES: Dennis Buchta, Roger Banks, Edward Stupi**

- Driver Engineer Paramedic

Board member Edward Stupi moved to approve, board member Roger Banks seconded the motion, which prevailed by the following vote:

**YES: Dennis Buchta, Roger Banks, Edward Stupi**

- Fire Rescue Captain

Board member Edward Stupi moved to approve, board member Roger Banks seconded the motion, which prevailed by the following vote:

**YES: Dennis Buchta, Roger Banks, Edward Stupi**

- Firefighter Paramedic

Board member Edward Stupi moved to approve, board member Roger Banks seconded the motion, which prevailed by the following vote:

**YES: Dennis Buchta, Roger Banks, Edward Stupi**

- Budget and Management Analyst

Board member Roger Banks moved to approve, board member Edward Stupi seconded the motion, which prevailed by the following vote:

**YES: Dennis Buchta, Roger Banks, Edward Stupi**

- Library Technician

Board member Roger Banks moved to approve, board member Edward Stupi seconded the motion, which prevailed by the following vote:

**YES: Dennis Buchta, Roger Banks, Edward Stupi**



3650 N.E. 12th Avenue • Oakland Park, Florida 33334 • 954.630.4200 • [www.oaklandparkfl.org](http://www.oaklandparkfl.org)

- Parks Supervisor

Board member Edward Stupi moved to approve, board member Roger Banks seconded the motion, which prevailed by the following vote:

**YES: Dennis Buchta, Roger Banks, Edward Stupi**

#### OLD BUSINESS

None

There being no further business, this meeting is adjourned at 6:56PM

\_\_\_\_\_  
Dennis Buchta, Chair

\_\_\_\_\_  
Omaine Dennis, Secretary

## **CODE ENFORCEMENT OFFICER I**

**FLSA: Non-Exempt**

Grade 22 \$37,823.91 - \$60,518.26

### **GENERAL DEFINITION**

Entry-level work in inspections of land and building use for conformity with zoning rules, ordinances and regulations. Investigates complaints and makes recommendations to resolve any complaints concerning code violations. Provides technical support or assistance to contractors and property owners as necessary. Performs routine patrols of assigned areas. Issues warnings and citations for violations. Prepares cases for presentation and testifies as necessary for the Code Enforcement Board.

### **ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Enforces all aspects of the City Code of Ordinance, and any related state or federal regulatory standards relevant to the subject property.
- Performs plans review in assisting with the City's zoning compliance functions.
- Identifies code violations and issues courtesy notices, warning citations and citations for said violation(s).
- Conducts landscape inspections to ensure code compliance; performs final inspections regarding zoning compliance.
- Issues various permits, e.g., tree removal, special use permits.
- Reviews occupational license applications; participates in development review meetings.
- Provides information and assistance to the general public, commercial interests, and businesses regarding code enforcement issues.
- Performs research where indicated, and responds to public records information requests.
- Operates photography equipment in photographing and documenting visual representations of code violations.
- Requires regular attendance to scheduled work shifts.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Working knowledge of established code, statutes, ordinances and regulations or the ability to acquire this knowledge rapidly.
- Working knowledge of the geography, streets and principal locations of the City zoning areas or ability to acquire this knowledge rapidly.
- Working knowledge of Florida Association of Code Enforcement (FACE) principles, practices and standards regarding municipal code enforcement functions.
- Oral communications skills for application of tact and diplomacy in the disposition of duties.
- Ability to apply sound principles of independent judgment and discretion during inspection activities.
- Ability to work effectively with employees and the public.
- Ability to make presentations before Code Enforcement Board and Special Master.

**CODE ENFORCEMENT OFFICER I**

**FLSA: Non-Exempt**

Grade 22 \$37,823.91 - \$60,518.26

- Ability to understand and utilize zoning maps, land use maps, plats, tax rolls, and other documents related to real property.
- Working knowledge of proper landscape practices of tree pruning, planting and landscape inspections.
- Ability to write clear, concise letters and memorandum using standard business English, spelling, and punctuation.
- Ability to establish and maintain effective working relationships with coworkers, management, citizens, and other external entities in a courteous and professional manner.

**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

High School Diploma or GED Certificate and 1 year experience [dealing with the public in any of the following: in a related industry, e.g., law enforcement, security, or code enforcement, planning, building inspection or construction, investigation or customer service related industry field.](#) Must have completed Level I certification as defined by the Florida Association of Code Enforcement within six months of assignment to the position. Valid State of Florida Driver's license without restrictions affecting ability to perform essential job duties.

**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Traverse rough terrain, walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, and depth perception.
- Oral communications ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

## **HUMAN RESOURCES SENIOR GENERALIST**

**FLSA: Exempt**

Grade 28 \$50,687.66 - \$81,100.26

### **GENERAL DEFINITION**

Performs skilled, analytical and highly responsible administrative work in the planning, organizing and implementing of the City's Human Resources program. An employee in this class is required to exercise independent judgement and initiative in analyzing and providing recommendations regarding human resource management functions. Will provide proactive support for the successful resolution of employee relations issues, employee-related legal issues and performance management/coaching opportunities. Areas of assignment include, but are not necessarily limited to, benefits administration, recruitment and selection, classification and compensation, employee relations, performance management, and training. Employees perform essential functions as outlined herein according to functional area(s) of assignment.

### **ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinate aspects of employee recruiting such as helping to identify hiring needs; development of job descriptions; sourcing' designing and implementing interview and recruiting strategies and processes.
- Analyze and interpret department, site and cross site issues; develop and implement HR solutions and/or projects.
- Assist supervisors/managers in interpreting and applying civil service rules, collective bargaining agreements and HR principles.
- Guide employees with resolution of problems or issues in a timely manner by using judgment that is consistent with the City's practices and policies.
- Conduct investigations on employee relations issues and collaborate with supervisor on conflict resolution.
- Assists employees in understanding available benefit programs and knowledge of various benefit opportunities.
- Performs classification and compensation analysis; recommends and develops updates and modifications based on analyses results.
- Designs and maintains the City's approved classification system; prepares recommendations for upgrades and reclassifications as required.
- Through negotiations, recommends and develops compensation plans for bargaining unit positions.
- Conducts research relative to current circumstances and policies in collective bargaining negotiations and labor related activities, as well as participation in negotiations sessions.
- Assists in the preparation and administration of the annual departmental budget for Human Resources.
- Manages HRMS database, making edits, changes and additions to system tables as necessary. Runs/creates system queries and special reports as required

## **HUMAN RESOURCES SENIOR GENERALIST**

**FLSA: Exempt**

Grade 28 \$50,687.66 - \$81,100.26

- Conducts and participates in the conduct of wage and compensation studies; evaluates market trends; updates and/or creates classification descriptions.
- Maintains current knowledge of trends and developments in the industry for application to functional assignment area(s).
- Establishes and maintains effective working relationships with City employees, the general public, industry professionals, other government agencies, and coworkers.

### **KNOWLEDGE, SKILLS & ABILITIES**

- In-depth knowledge of the principles, practices and industry standards as related to human resources management, legal requirements such as state and federal laws labor laws (FMLA, FLSA, HIPPA, etc).
- Substantial knowledge of modern office practices, with emphasis on computer literacy, HRMS systems, spreadsheet applications, and records and file management.
- Exceptional knowledge of business English, spelling, grammar, format, diction and style applied to written business communications.
- Exceptional oral communication skills for effectively communicating information regarding City human resource management policies, procedures, rules, and regulatory information. Ability to have self-initiative and identify and initiate a variety of projects in a changing HR department.
- Demonstrated history of building strong relationships, solving problems with a sense of urgency, working well with all levels of employees, and providing hands-on assistance.
- Ability to maintain professional discretion in processing matters of a sensitive or confidential nature from both a legal and professionally ethical perspective.

### **MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Master's degree from an accredited college or university in Human Resources, Public Administration or related field and 3 years or a Bachelor's degree with PHR certification and 5 years progressive experience with exposure to at least five of the following functional areas: recruiting, compensation, benefits, training, employee relations, labor relations, HR process creations and administration, risk management, performance management and OD. Experience in human resources that provides broad exposure to all major functions. Ability to handle multiple projects and tasks in an environment with concurrent priorities. Attention to detail a must.

### **PREFERRED**

- 2 Years public sector experience
- SPHR certification

### **PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and

**HUMAN RESOURCES SENIOR GENERALIST**

**FLSA: Exempt**

Grade 28 \$50,687.66 - \$81,100.26

current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date