

RESOLUTION NO. 34-07-04

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE CLASSIFICATION PLAN FOR THE POSITION OF PERSONNEL DIRECTOR, CLASS CODE 120; PROVIDING FOR THE PUBLICATION OF AN UPDATED "CLASSIFICATION PLAN MANUAL", PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, section 2-151 (1) of the Town Code provides for the preparation, maintenance, and revision of a position classification plan for all positions in the Town service; and

WHEREAS, the current Classification Plan, as contained in the Town Classification Plan Manual, classifies employment positions within the Town as solely based upon a similarity of duties and responsibilities assumed; and

WHEREAS, the Town staff has determined that it is necessary to update the considerations for classification of certain classified employees; and

WHEREAS, the Town staff has determined that it is in the best interest of the Town and its employees that the Town Classification Plan Manual position description pertaining to the position of "Personnel Director, Class Code 120" "Characteristic of the Class" the phrase "general employees, Fire, Police, and Public Works in a municipality" shall be replaced with the phrase "all Town Employees"; and

WHEREAS, the Town staff has determined that it is in the best interest of the Town and its employees that the Town Classification Plan Manual position description pertaining to the position of "Personnel Director, Class Code 120" "Examples of Essential Functions", Number eight (8) shall be amended to include the phrase "or as may be assigned by the Town Manager"; and

WHEREAS, the Town staff has determined that it is in the best interest of the Town and its employees that the Town Classification Plan Manual position description pertaining to the position of "Personnel Director, Class Code 120" "Knowledge, Skills, and Abilities", sentence one (1) shall be amended to include the phrase "Excel/ Microsoft Word/ etc."; and

WHEREAS, the Town staff has determined that it is in the best interest of the Town and its employees that the Town Classification Plan Manual position description pertaining to the position of "Personnel Director, Class Code 120" "Knowledge, Skills, and Abilities", sentence six (6) shall be amended by the deletion of the phrase "a wide variety of individuals, from the general public to the Commissioner" and such phrase shall be replaced with the phrase "the public,

Town employees and Town elected officials in a friendly, courteous and tactful manner; and

WHEREAS, the Town staff has determined that it is in the best interest of the Town and its employees that the Town Classification Plan Manual position description pertaining to the position of "Personnel Director, Class Code 120" "Knowledge, Skills and Abilities", sentence three (3), shall be amended by the inclusion of the word "while".

NOW THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AS FOLLOWS:

Section 1: The whereas clauses are incorporated herein as true and correct findings of fact and conclusions of law of the Town Commission.

Section 2. The Town Classification Plan Manual, "Personnel Director" Class, Code 120, "Characteristics of the Class", second sentence is amended by the deletion of "~~the general employees, Fire, Police, and Public Works in a municipality~~" and the addition of the phrase "all Town employees".

- A. "Characteristics of the Class"; Second Sentence: Provides policy development, recruiting, risk management, salary studies, pay plans, conflict resolution and other personnel tasks for ~~generals employees, Fire, Police, and Public Works in a municipality~~ "all Town employees".

Section 3. "Examples of Essential Functions"; Number eight (8), has been amended to include the phrase "or as may be assigned by the Town Manager".

- A. 8. Other duties as required or "as may be assigned by the Town Manager".

Section 4. The section titled "Knowledge, Skills and Abilities"; Sentences one (1) and six (6) shall be amended to include certain additional skills and abilities.

- A. Sentence one (1) shall be amended by the inclusion of the phrase "Excel/Microsoft Word/etc."
1. Ability to develop, create, maintain, and produce necessary reports from employee database using computer programs such as "Lotus/Excel/Microsoft Word/etc.".
- B. Sentence six (6) shall be amended by the deletion of the phrase "~~a wide variety of individuals, from the general public to Commissioners~~" and shall be replaced by the phrase "the public,

Town employees and Town elected officials in a friendly, courteous and tactful manner.

1. Ability to work with a wide variety of individuals, from the ~~General public to Commissioners,~~ “the public, Town employees and Town elected officials in a friendly, courteous and tactful manner” and to make presentations at public meetings when necessary.

Section 5. The section titled “Knowledge, Skills and Abilities”; Sentence three (3) shall be amended by the inclusion of the word “while”.

A. Sentence three (3) is amended by the inclusion of the word “while”.

1. Ability to carry out research for multiple projects “while” working independently.

Section 6. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

The foregoing RESOLUTION was offered by Vice Mayor Balius, who moved its approval. The motion was seconded by Commissioner Garretson, and being put to a vote, the result was as follows:

	AYE	NAY
MAYOR PAUL CASTRO	X	
VICE MAYOR CHUCK BALIUS	X	
COMMISSIONER PAUL GARRETSON	X	
COMMISSIONER CAREY	X	
COMMISSIONER DALY	X	

The Mayor thereupon declared Resolution No. 34-07-04 duly passed and adopted this 7th day of July, 2004.

TOWN OF LAKE PARK, FLORIDA

BY: *Paul Castro*
Mayor Paul Castro

ATTEST:

Carol Simpkins
Carol Simpkins
Town Clerk



Approved as to form and legal sufficiency

Thomas J. Baird
Thomas J. Baird, Town Attorney