

1.0 - DEFINITIONS

1.1 – Affirmative Action – Policies and initiatives designed to eliminate past and present discrimination as well as to promote and insure equal employment opportunity based on race, color, religion, sex, marital status, sexual orientation, national origin, genetic information, age, veteran or disability status.

1.2 – Adjusted Date of Hire – The date of hire of an employee that is used for retirement purposes when the employee has been on a no-pay status for more than thirty (30) days, except when such leave is Family and Medical Leave, or when the employee buys back time.

1.3 – Allocation – The assignment of an individual position to an appropriate classification on the basis of the type, difficulty, and responsibility of the work performed.

1.4 – Anniversary Date – The anniversary date is originally set as the date of hire; however, the anniversary date may be adjusted upon promotion, demotion, or when an employee has been off the job for an extended period of time, such as leave of absence.

1.5 – Classification – One or more positions sufficiently similar in duties and responsibilities that the same descriptive title may be reasonably applied to each position, the same qualifications reasonably required, and within the same pay range.

1.6 – Classification Plan – An orderly plan under which positions are grouped into classifications based on duties and responsibilities. Discussed in RULE 3.

1.7 – Collective Bargaining Agreement “CBA” – A contract between the City of Coral Gables and one of its bargaining units. The three (3) current bargaining units are: Fraternal Order of Police - Lodge Number 7, International Association of Fire Fighters – Local 1210, and Teamsters Local Union 769.

1.8 – Commission – The City Commission of the City of Coral Gables.

1.9 – Compensation Plan – Schedule of pay ranges including a minimum and maximum salary established for the classifications included in the Classification Plan. Discussed in RULE 4.

1.10 – Contract Employee – An individual working pursuant to a written agreement to perform a specific task for an established period of time.

1.11 – Date of Hire – The date of appointment of a new employee. The date of hire or adjusted date of hire (see 1.2 above) is generally used for retirement purposes.

1.12 – Demotion – A change in classification from one classification to another classification which has a lower pay grade and lower maximum salary. Discussed in RULE 8.

1.13 – Department Head – Employees of the City who are responsible, under the City Manager, for the operation of an established City department.

1.14 – Excluded Employee – An employee who is not eligible to join a collective bargaining unit. An excluded employee, for pension purposes, shall be placed in one of the following categories based on their respective classification, and other classifications may be added accordingly: (a) appointed, (b) managerial, (c) professional/supervisory or (d) confidential.

TITLE/POSITION

CATEGORY

City Attorney	Appointed (not a member of the pension plan)
City Clerk	Appointed
City Manager	Appointed (not a member of the pension plan)
Assistant City Manager	Managerial
Chief Information Officer	Managerial
Community Recreation Director	Managerial
Development Services Director	Managerial
Economic & Cultural Development Director	Managerial
Finance Director	Managerial
Historic Preservation Officer	Managerial
Human Resources Director	Managerial
Public Works Director	Managerial
Accountant II	Professional
Accountant III	Professional
Administrative Analyst	Professional
Administrative Analyst/Environmental Specialist	Professional
Administrative Manager	Professional
Archivist	Professional
Assistant Chief Information Officer	Professional
Assistant Chief Procurement Officer	Professional
Assistant City Attorney	Professional
Assistant City Planner	Professional
Assistant Economic & Cultural Develop Director	Professional
Assistant Economic Sustainability Director/Asset Manager	Professional
Assistant Finance Director	Professional
Assistant Historic Preservation Officer	Professional
Assistant Human Resources Director	Professional
Assistant Parking Director/Trolley Manager	Professional
Assistant Public Works Director	Professional
Assistant to the City Manager	Professional
Automotive Director (Division)	Professional
Business Development Analyst	Professional
Building Director (Division)	Professional
CAD/GIS Engineer	Professional
Chief Compliance Officer	Professional
Chief Procurement Officer	Professional
City Architect	Professional
City Engineer	Professional
City Planner	Professional
City Treasurer	Professional
Civil Engineer	Professional
Code Enforcement Director (Division)	Professional
Comp/Benefits Specialist	Professional

Compensation Manager	Professional
Deputy City Attorney	Professional
Deputy City Clerk	Professional
Events & Marketing Specialist	Professional
Facilities Maintenance Director	Professional
Financial Analyst	Professional
Fiscal & Policy Analyst	Professional
Grants Administrator	Professional
Historic Preservationist	Professional
Management & Budget Director	Professional
Management & Budget Analyst	Professional
Marketing Manager	Professional
Multimedia Production Manager	Professional
Parking Director (Division)	Professional
Parks & Recreation Director (Division)	Professional
Personnel Analyst	Professional
Personnel Specialist I	Professional
Planning & Zoning Director (Division)	Professional
Principal Planner	Professional
Professional Tennis Ops. Supervisor	Professional
Project Engineer	Professional
Public Service Director (Division)	Professional
Risk Management Manager	Professional
Senior Accounting Clerk	Professional
Senior Contract Specialist	Professional
Senior Information Technology Analyst	Professional
Senior Management & Budget Analyst	Professional
Senior Project Engineer	Professional
Structural Engineer	Professional
Utility Director	Professional
Workers Compensation Specialist	Professional

Adult Activity Coordinator	Supervisory
Aquatics Supervisor	Supervisory
Assistant Aquatics Supervisor	Supervisory
Automotive Supervisor	Supervisory
Building Official	Supervisory
Building Services Coordinator	Supervisory
Chief Building Inspector	Supervisory
Chief Electrical Official	Supervisory
Chief Mechanical Official	Supervisory
Chief Plumbing Official	Supervisory
Code Enforcement Field Supervisor	Supervisory
Construction Project Coordinator	Supervisory
Golf Course & Park Superintendent	Supervisory
Landscape Services Division Supt.	Supervisory
Maintenance Division Superintendent	Supervisory
Operational Services Coordinator	Supervisory
Plans Processor Lead	Supervisory
Public Affairs Manager	Supervisory

Public Information Manager	Supervisory
Radio Technology Manager	Supervisory
Sanitation Division Superintendent	Supervisory
Youth Center Assistant Supervisor	Supervisory
Youth Center Supervisor	Supervisory
Zoning Official	Supervisory

Administrative Assistant	Confidential
Administrative Assistant to Mayor	Confidential
Commission Aide	Confidential
Comp. Benefits Assistant	Confidential
Executive Assistant to City Manager	Confidential
Fire Administrative Supervisor	Confidential
Legal Secretary	Confidential
Office Manager	Confidential
Operational Services Assistant	Confidential
Paralegal	Confidential
Parking Administrator Supervisor	Confidential
Personnel Assistant	Confidential
Special Projects Coordinator	Confidential

1.15 – Exempt Employee – An employee who is not eligible to earn overtime (i.e., exempt from the provisions of the Fair Labor Standards Act).

1.16 – Full Time Employee – An employee who works 32 hours or more on a continuing basis and is eligible to receive all benefits and rights as provided for by the Personnel Rules and Regulations.

1.17 – Grievance – See RULE 11.

1.18 – Job Description – A narrative summary delineating the important functions of each classification listed in the Classification Plan.

1.19 – Part Time Employee – Part-time employees are employees who work less than 30 hours a week on a regular basis, and are not eligible to receive benefits as provided for by the Personnel Rules and Regulations.

1.20 – Pay Range – The minimum and maximum pay rates established for a classification.

1.21 – Position – A group of duties and responsibilities which require the regular full or part-time employment of one person.

1.22 – Probationary Period – A working test period during which a new or promoted employee is required to demonstrate an ability to satisfactorily perform the job duties of the position. Discussed in RULE 6.

1.23 – Promotion – A change in classification from one classification to another with a higher pay-grade and pay range. Generally, no more than a 5% increase will be granted. Discussed in RULE 5.

1.24 – Raise Date – The date a regular employee receives the annual performance evaluation and a merit increase, if eligible.

1.25 – Reclassification – The change in classification of an employee from one classification to a different classification which has been determined to more accurately describe the duties performed by the employee

1.26 – Rehire – The re-employment of a former employee who resigned in good standing. RULE 6 addresses the probationary period for re-hired employees.

1.27 – Recall – The re-employment of an employee who has been laid-off. Discussed in RULE 9.

1.28 – Reduction in Force – The indefinite termination of employment because of lack of work or funds, or because of material changes in organization. Discussed in RULE 9.

1.29 – Separation – The termination of an employee from service with the City. Discussed in RULE 9.

1.30 – Status – All employees of the City shall be appointed and serve in one of the following categories:

1.30.1 – Probationary – An original appointment or promotion to any classification for the purpose of evaluating the employee’s willingness and ability to perform the required duties, generally a period of six (6) months or longer.

1.30.2 – Regular – An appointment made to any classification following satisfactory completion of an original appointment or promotional probationary period.

1.30.3 – Emergency – Appointments made as the result of an extreme emergency which threatens life or property without regard to normal hiring procedures. Discussed in RULE 4.

1.30.4 – Temporary – An appointment made to any classification when the need is expected to be of short duration with no benefits. Discussed in RULE 4.

1.31 – Suspension – Temporary removal from duty for disciplinary purposes or pending investigation of charges made against an employee. Discussed in RULE 10.

1.32 – Transfer – The re-assignment of an employee from one position to another position in the same classification or to another position in a different classification having the same pay grade and pay range.