

TWO PHASE SALARY AND JOB DESCRIPTION ANALYSIS PROPOSAL

The purpose of the analysis would be before making any recommendations to the full SWFRPC regarding staff layoffs pending the new Fiscal Year, October 1, 2011, conduct a thorough study of the organization and conduct an HR analysis to make sure any staffing cuts align with the mission and vision of the SWFRPC.

Phase 1- To get analysis of current status and comparisons of job descriptions and salaries and benefit.

Phase 2 - To update job descriptions and create pay plan and to potentially streamline budget and/or reorganize staffing positions and salaries.

This would be very helpful to have prepared for the new Executive Director so if he/she wants to reorganize staff as allowable, or prepare for layoffs, then a snapshot of staff organization as it actually functions will be documented.

Proposed Study

Phase 1 - a study to compare the SWFRPC with respect to salaries and benefits, and for a consultant to conduct a detailed study of job descriptions, pay plans, and a comparison with the other Florida RPC's, local governments and the private sector.

Phase 2 –hire a consultant to conduct a job description function analysis, to revise the job descriptions as required, and conduct a comparison of the other Florida RPC's, local governments and the private sector, and create a pay plan to be provided to Council for any further action.

A rudimentary Phase 1 study was conducted several years ago. The Budget and Finance Committee could recommend to the Council to immediately move to Phase 2. This could provide a savings.

For 26 employees, the cost for a Phase 2 would probably be under \$10,000. Funding could come from the funds set aside for the Executive Director Search which was allotted \$ 40,000. The Search Committee will recommend to the SWFRPC to conduct the search in house. Some expenses will be incurred for the Executive Director Search, but there will be significant funds available.

RECOMMENDATION: Seek the SWFRPC's Finance and Budget Committee's approval for funding an Outside Human Resources Consultant to conduct a Two Phase Salary and Job Description Analysis and have a Consultant make a presentation to the full SWFRPC before the Budget and Finance Committee makes recommendations concerning staff layoffs. Also, present information and subsequent Council input to the new Executive Director to proceed with staffing decisions.

# of Positions	Position Title	Classification Level	FY 10/11 Salary Range	Aug-11 Actual salary
1	Executive Director	Exempt	As determined by Council	vacant
1	Planning Director	Exempt	36.08 - 52.66	41.06
	Staff Attorney	Exempt	77.25 as needed	
1	Administrative Manager-H/R-Operations	Exempt	20.26 - 32.99	31.39
1	Admminstrative Manager-Finance	Exempt	20.26 - 32.99	31.39
1	CHNEP Director	Exempt	As determined by CHNEP Board	47.2
1	CHNEP- Deputy Director	Exempt	31.08 - 42.62	36.44
1	CHNEP- Program Scientist	Exempt	20.26 - 32.99	24.97
1	CHNEP- Communications Manager	Exempt	20.26 - 32.99	32.02
1	MPO- Director	Exempt	36.08 - 48.63	48.63
1	MPO- Deputy Director	Exempt	31.08 - 42.62	38.68
1	MPO-Senior Transportation Planner	Exempt	20.26 - 32.99	27.04
1	MPO-Public Information Specialist/Planner	Exempt	17.98 - 28.70	21.51
1	Planning Manager	Exempt	27.53 44.04	42.31
1	Principal Planners-Haz Mat	Exempt	23.29 - 38.68	38.68
1	Principal Planners-Comp. Planning	Exempt	23.29 - 38.68	34.67
1	Principal Planner-Environmental	Exempt	23.29 - 38.68	31.7
1	Senior Planner-DRI	Exempt	20.26 - 32.99	27.86
0	Regional Planner	Exempt	18.90 30.47	0
1	Sr.Environmental Planner	Exempt	20.26 - 32.99	21.94
1	Network Administrator/Senior Planner	Exempt	21.94 - 35.72	29.57
1	GIS/Graphics Manager	Exempt	20.26 - 32.99	31.08
1	GIS/Graphics Analyst	Exempt	16.94 - 27.31	22.16
1	Public Information Specialist/Webmaster	Exempt	17.98 - 28.70	22.83
1	Administrative Staff Specialist	Exempt	16.44 - 26.25	24
1	Administrative Specialist- SR.	Hourly	16.44 - 26.25	24
1	Account Clerk	Hourly	11.60 - 18.16	13.89
1	Information/Records Clerk (Part Time24 hours)	Hourly	10.50 - 16.44	13.48
26	-			

Current 2011 Positions

Staff Attorney

Southwest Florida Regional Planning Council

Position Title: Metropolitan Planning Organization (MPO) Public Relations Specialist/Planner

Salary Range:

\$17.98 -\$28.70

Job Description:

Under the general direction of the MPO Director the Public relation Specialist/Planner performs professional work developing, coordinating, and implementing programs designed to increase public awareness of the functions and activities of the Lee County Metropolitan Planning Agency (MPO). Employees in this position identify issues/problems, research and gather data, analyze alternatives and implement plans with their particular area of transportation. Employee in this position has considerable communication with City and County Administrators, regulatory agencies and the public.

Essential Duties:

Develops and coordinates public awareness programs and marketing plans for the Lee County MPO.
Develops and maintains a county wide media relations policy that ensures good relations relationship with media, as well as consistent, timely and accurate release of information.
Responds to and arranges media request for interviews
Publicizes Lee County MPO projects and events through media advisories, press conference, direct media contact, MPO website and external publications.
Composes and prepares news releases; provides information effort during emergency situations.
Directs efforts of writing team to produce a community newsletter; develops brochures, pamphlets, and news letter for distribution.
Responds to information request via email, telephone or written correspondence.
Compiles data and assimilates such into various reports for documentation purposes, accountability, and futures references.
Prepares monthly progress reports for Florida department of Transportation (FDOT) and federal Highway Administration.
Coordinates regional joint planning meeting dates and agenda.
Attends and participates in various meetings. Travel may be required outside of normal working hours.
Presents information in various forums concerning planning projects.
Assists the Director and MPO staff with special projects, reports, policies, regulations, budget and record retention, and with other tasks as directed.

Qualifications:

Bachelor's Degree in Public Administration, Business Management, Communication, or related field, or an equivalent combination of education, training and experience that provide the required knowledge, skills and abilities.

Proficient in Microsoft Office Programs.

A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Administrative Staff Specialist

Salary Range:

\$16.94 - \$27.31

Job Description:

The purpose of this position is provide highly responsible confidential, complex high profile and specialized administrative support to the Department Directors and Council Appointed Officials. Position functions in a staff capacity to perform multiple duties related to diverse agency-wide programs, projects and issues which cross agency operational and administrative lines. This class provides administrative, analytical and liaison support with greater independence of action than the Senior Administrative Staff. Due to the class's independence of duties, guidance is received only on issues requiring executive level approval. This position is under the general direction of the H/R-Operations Manager.

Essential Duties:

Provides direct assistance to the Department Directors and Council Appointed Officials as required on diverse matters related to the daily operations.

Position has frequent internal and external contact with a variety of levels of executive management in the public and private sectors on matters of importance to agency programs and services.

Coordinates, provides support and attends meetings, conferences and committees. Travel may be required outside normal working hours.

Composes, transcribes, types and compiles a variety of letters, documents, forms, and correspondence.

Prepares complex and/or special reports as directed.

Coordinates, establishes and maintains office filing systems and databases.

Ensures the accurate preparation of meeting notices, agendas, minutes, and executive summaries for SWFRPC'S board meetings.

Must be able to exercise independent judgment concerning assigned duties, including making administrative decisions in accordance with policies and procedures.

Researches and assists with preparation of any/all grant opportunities for the agency.

Acts as the agencies RMLO (Records Management Liaison Officer).

All other duties as assigned by the Executive or Planning Directors and the Council of the SWFRPC.

Qualifications:

Associates Degree in Business Administration or related field, or an equivalent of education, training and experience that provide the required skills and abilities, with a minimum of five (5) years in progressively responsible office support experience.

Proficient in Microsoft office programs.

A valid Florida drivers License is required.

# of Positions	Position Title	Years of Employment	Classification Level	October 1, 2010 Salary Range	1-Oct-10 Actual Salary
1	Executive Director	11	Exempt	As determined by Council	56.01
1	Planning Director	2	Exempt	36.08 - 52.66	41.06
	Staff Attorney		Exempt	Hourly as needed	
1	Administrative Manager-H/R-Operations	12	Exempt	20.26 - 32.99	31.39
1	Administrative Manager-Finance	10	Exempt	20.26 - 32.99	31.39
1	CHNEP Director	8	Exempt	As determined by CHNEP Board	47.20
1	CHNEP- Deputy Director	6	Exempt	31.08 - 42.62	36.44
1	CHNEP- Program Scientist	2	Exempt	20.26 - 32.99	24.97
1	CHNEP- Communications Manager	10	Exempt	20.26 - 32.99	32.02
1	MPO- Director	3	Exempt	36.08 - 48.63	48.63
1	MPO- Deputy Director	10	Exempt	31.08 - 42.62	38.68
1	MPO-Senior Transportation Planner	11	Exempt	20.26 - 32.99	27.04
1	MPO-Planning Tech	3	Hourly	14.31 - 22.38	19.47
1	Planning Manager	26	Exempt	27.53 - 44.04	42.31
1	Principal Planners-Haz Mat	21	Exempt	23.29 - 38.68	38.68
1	Principal Planners-Comp. Planning	9	Exempt	23.29 - 38.68	34.67
1	Principal Planner-Environmental	4	Exempt	23.29 - 38.68	31.70
1	Senior Planner-DRI	4	Exempt	20.26 - 32.99	27.86
0	Regional Planner		Exempt	18.90 - 30.47	
1	St. Environmental Planner	2	Exempt	20.26 - 32.99	21.94
1	Network Administrator/Senior Planner	11	Exempt	21.94 - 35.72	29.57
1	GIS/Graphics Manager	17	Exempt	20.26 - 32.99	31.08
1	GIS/Graphics Specialist	3	Exempt	16.94 - 27.31	22.16
1	Public Info/Webmaster (30 hours average)	4	Exempt	17.98 - 28.70	22.83
2	Administrative Specialist- SR.	19	Hourly	16.44 - 26.25	24.00
	Administrative Specialist- SR.	19	Hourly	16.44 - 26.25	24.00
1	Account Clerk	4	Hourly	11.60 - 18.16	13.89
1	Information/Records Clerk (Part Time24 hours)	4	Hourly	10.50 - 16.44	13.48
26				-	812.47

Budget 2010 salaries

1677662

Staff Attorney

77.25

Southwest Florida Regional Planning Council

Position Title: Executive Director

Salary Range:

Determined by Council

Job Description:

The Executive Director is responsible for the day to day leadership and administration of the Southwest Florida Regional Planning Council (SWFRPC). The Executive Director educates and inspires the vision for the physical, economic, social and environmental future of Southwest Florida. The position requires leadership stature to assume a strategic role in refining, enhancing, strengthening and advancing the Regional Planning Council's mission. This position reports to and is evaluated by the Council.

Position requires extensive knowledge of regional planning practices, comprehensive planning, economic development, hazardous material planning, transportation planning, development of regional impact (DRI) review process and environmental planning. Knowledge of principles and practices of public administration, including grant writing, program planning, implementation, evaluation, budgeting, contract administration, and competitive bid process.

Essential Duties:

Plans, organizes and directs operations of the RPC staff according to the requirements of all applicable federal, state and local laws.

Directs and administers an effective and realistic budget.

Provides effective leadership and supervision to the staff of the Southwest Florida Regional Planning Council. Evaluates performances, counsels and terminates employees.

In conjunction with the Council, develops strategies and long and short- term objectives of the organization.

Establishes priorities for resources, anticipates challenges, formulates and adjusts policies and revises planning efforts as necessary.

Prepares an orderly, workable agenda to assist Council Members to focus on policy-making and ongoing issues.

Prepares and submits recommendations to the Council concerning existing and future Council policies, programs, contractual agreements and special studies.

Conducts and attends meetings and conferences to discuss current problems, policy changes and other pertinent matters. Travel may be required outside of normal working hours.

Represents the Council before various agencies, boards, media and the public.

Collaborates with partners, assists other agencies and organizations to achieve shared development.

Attends the Florida Regional Councils Association (FRCA) meetings and represents the interest of the SWFRPC, collaborating and reviewing legislative changes in Florida's Planning laws.

Coordinates at the state, county and local level the implementation of the Strategic Regional Policy Plan (SRPP).

Qualifications:

A Masters Degree in Urban and Regional Planning, Public Administration, Public Policy or related field. Applicant must be a highly motivated professional planner, with a minimum of ten (10) years experience in administration and planning, with at least four (4) years having been in a successful, progressively responsible supervisory, managerial capacity.

Extensive knowledge of Florida regional practices experience preferred. Membership in American Institute of Certified Planners (AICP) is desired.

Proficient in Microsoft office programs.

A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Planning Director

Salary Range:

\$36.08 - \$52.66

Job Description:

The Planning Director assists the Executive Director in all aspects of managing the Southwest Florida Regional Planning Council. Positions plans, organizes, coordinates and directs the activities and operations in the area of transportation planning. Substantial knowledge of Florida growth management experience is required, including; regional planning practices, comprehensive planning, economic development, land development regulations with familiarity with development of regional impact (DRI). Serves as advocate for the region and as a professional staff manager for the Council. Position exercises discretion and independent judgment with respect to matters of significance. Reports directly to the Executive Director.

Essential Duties:

Assists Executive Director in preparation and administration of Council's work program.
Assists Executive Director in development of annual budget and fiscal allocation.
Directs programs and services of Council; assumes all transportation related services.
Coordinates Community inter-relations.
Implements Council's Strategic Plan.
Serves as the Council's Legislative affairs liaison.
Prepares items for monthly agenda and the Council meeting.
Oversees staff development, makes recommendations regarding hiring, discipline, and promotion of subordinates; evaluates and rates employee performances.
Represents the Council before various agencies, boards, media, and the public.
Grant writing.
Attends Technical Advisory Committees of the MPO.
Performs local government site impact & concurrency reviews.
Required to attend meetings, travel may be required outside of normal working hours.
All other duties as assigned by Executive Director and the Council.

Qualifications:

Masters Degree in Regional or Urban Planning, Public Administration, Public Policy or related field, or an equivalent combination of education, training and experience that provide the knowledge, skills and abilities. Applicant must be a highly motivated professional planner with a minimum of eight (8) years planning, with at least three (3) years having been in a successful, progressively responsible supervisory, managerial capacity.
Proficiency with Microsoft Office programs.
A valid Florida Drivers License is required.

Southwest Florida Regional Planning Council

Position Title: Planning Manager

Salary Range:
\$27.53 - \$44.04

Job Description:

The Planning Manager is responsible for the management and coordination of the Development of Regional Impact review process and manages areas of Emergency Management, such as Hurricane Evacuation and Sea Level Rise planning; in addition to statewide and regional planning projects. Substantial knowledge of Florida growth management experience is required, including; regional planning practices, comprehensive planning, economic development, land development regulations with familiarity with development of regional impact (DRI).

This position exercises discretion and independent judgment with respect to matters of significance, under the direct supervision of the Planning Director.

Essential Duties:

Ensures the timely and comprehensive review of all DRI applications.

Provides technical assistance to other departments, divisions, outside agencies, and the public, relative to the Development of Regional Impact issues, as well as statewide and regional planning projects.

Involves communication with developers, engineers, design professionals, city administrators, elected officials, regulatory agencies, media, and the public.

Presents analyses and recommendations to the Council regarding the DRI and planning review process.

Conducts research, analyzes information, and reports for decision making regarding all projects managed.

Manages projects objectives and time lines, for, timely completion within allocated budget.

Researches applications and grant opportunities.

Supervises and directs staff, including review and approval of staff recommendations and work products.

Performs miscellaneous administrative activities, including, budget preparation and review, and other general administrative functions.

Conducts and attends meetings as required. Travel may be required after normal working hours.

Qualifications:

Masters Degree in Urban and Regional Planning, Public Administration, Public Policy or related field, or an equivalent combination of education, training and experience that provide the knowledge, skills and abilities. Applicant must be a highly motivated professional planner with a minimum of seven (7) years in planning, with at least two (2) years having been in a successful, progressively responsible supervisory, managerial capacity.

Proficient in Microsoft Office programs.

A valid Florida Drivers License is required.

Southwest Florida Regional Planning Council

Position Title: Principal Planner

Salary Range:

\$23.29 – \$38.68

Job Description:

Under the general direction of the Planning Director, the Principal Planner performs at an administrative level, responsible for the administration and development within their particular area of specialization. Employees in this class specialize in identification of issues/problems, research and data gathering, analysis of alternatives, and implementation of regulations. Employees in this position serve as a principal staff resource, and exercises independent judgment.

Essential Duties:

Plans, organizes and directs program according to the requirements of all applicable federal, state and local laws.

Provides technical assistance to other departments, divisions, outside agencies and the public.

Researches, compiles, analyzes and prepares data for problem solving and official publication regarding area of specialization.

Coordinates the completion of special projects including research and data analysis, preparation of technical reports, resolutions and oral presentations.

Assist staff in analyzing and developing recommendations.

Prepares and/or supervises the preparation of reports and applications relative to area of specialization.

Presents analysis and recommendations, both oral and written.

Exercises sound judgment in accordance with established departmental policies and procedures.

Attends and participates in various meetings. Travel may be required outside of normal working hours.

Coordinates activities of Interns/Planning Technicians.

Researches grant opportunities related to area of specialization.

Qualifications:

Masters Degree in Urban and Regional Planning, Public Administration, or related field, or an equivalent combination of education and experience that provide the knowledge, skills and abilities, plus seven (7) years in a progressively, responsible capacity.

Proficient in Microsoft Office programs.

A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Senior Planner

Salary Range:

\$20.26 – \$32.99

Job Description:

Under the general direction of the Planning Manager, the Senior Planner performs designing, drafting, implementation and monitoring of the Council's Strategic Regional Policy Plan (SSRP). Employees in this class identify issues/problems, research and gather data, analyze alternatives and implement plans with their particular area of specialization. Such areas include transportation, land use, natural resources, economic development, and emergency preparedness planning. Employees in this position has considerable communication with developers, engineers, design professional, city and county administrators, regulatory agencies and the public.

Essential Duties:

Reviews and analyzes various reports, studies, and other forms of documentation to gain information, determine compliance, and apply to assigned planning tasks.
Develops elements of the Council's strategic regional policy plans in area of specialization, i.e., transportation, land use, natural resources, economic development and emergency preparedness. Provides technical assistance to communities within the six county regions.
Researches, compiles, analyze and display data for problem solving and official publication regarding assigned area of specialization.
Analyzes demographic, statistical, and other forms of data relevant to area of specialization for incorporating into planning tasks.
Compiles data and assimilates such into various reports for documentation purpose, accountability, and future reference, i.e., impact studies, population data and analysis, maps and diagrams.
Presents information in various forums concerning planning projects and their relation to area of specialization.
Attends and participates in various meetings. Travel may be required after normal working hours.
Responds to public inquires.
Performs related work as required.
Researches grant opportunities related to area of specialization.

Qualifications:

Bachelors Degree in Urban and Regional Planning, Public Administration, Transportation, Engineering and/or a closely related field, or an equivalent combination of education plus five (5) years experience that provide the required knowledge, skills and abilities.
Proficient in Microsoft Office programs.
A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Senior Environmental Planner

Salary Range
\$20.26 – \$32.99

Job Description:

Under the direction of the Project Manager for Environmental Grants, the Senior Environmental Planner will assist with field work at wetland and upland sites, performing the assessments of sites, and reviewing wetland and environmental impact permits. The areas of study will range from regional climate change to specific scientific issues. This position requires the ability to work on small boat and in estuarine and fresh water. Based on the needs of the project, this position may require hours to include weekends, related to weather and tide conditions.

Essential Duties:

Identify and evaluate available digital and hard copy data sets.
Compile digital data for, and/or copies of information on study sites.
Tabulate and generally describe study sites.
Tabulate field collected and office collected data.
Map all sites within the study area.
Tabulate, map, and compare coastal wetlands and other study sites.
Evaluate the apparent success of various avoidance, minimization mitigation and adaptation actions.
Visit and evaluate the project sites.
Provides technical assistance to Council Subcommittees
Compiles data and assimilates such into various reports for documentation purpose, accountability, and future reference, i.e., impact studies, population data and analysis, maps and diagrams.
Presents information in various forums concerning planning projects and their relation to the areas of specialization.
Attends and participates in various meetings. Travel may be required outside of normal working hours.
Take to lead on specific projects within the skill set of employee.
Responds to public inquires.
Performs related work as required.

Qualifications:

Bachelors degree in Environmental Management, Wetland Science, Ecology, and/or a closely related field, plus three years experience that provide the required knowledge, skills and abilities.
Proficient in Microsoft Office programs
Basic GIS knowledge with ESRI Arc-View and Arc-Info
A valid Florida Driver's License is required

Southwest Florida Regional Planning Council

Position Title: Regional Planner

Salary Range:

\$18.90 – \$30.47

Job Description:

Under the general direction of the Planning Director, the Regional Planner performs designing, drafting, implementation and monitoring of the Council's Strategic Regional Policy Plan (SSRP). Employees in this class identify issues/problems, research and gather data, analyze alternatives and implement plans with their particular area of specialization. Such areas include transportation, land use, natural resources, economic development, and emergency preparedness planning. Employees in this position has considerable communication with developers, engineers, design professional, city and county administrators, regulatory agencies and the public.

Essential Duties:

Reviews and analyzes various reports, studies, and other forms of documentation to gain information, determine compliance, and apply to assigned planning tasks.
Develops elements of the Council's strategic regional policy plans in area of specialization, i.e., transportation, land use, natural resources, economic development and emergency preparedness. Provides technical assistance to communities within the six county regions.
Researches, compiles, analyze and display data for problem solving and official publication regarding assigned area of specialization.
Analyzes demographic, statistical, and other forms of data relevant to area of specialization for incorporating into planning tasks.
Compiles data and assimilates such into various reports for documentation purpose, accountability, and future reference, i.e., impact studies, population data and analysis, maps and diagrams.
Presents information in various forums concerning planning projects and their relation to area of specialization.
Attends and participates in various meetings. Travel may be required outside of normal working hours.
Responds to public inquires.
Performs related work as required.
Researched grant opportunities related to area of specialization.

Qualifications:

Bachelors Degree in Urban and Regional Planning, Public Administration, Transportation, Engineering and/or a closely related field, or an equivalent combination of education and plus three (3) years experience that provide the required knowledge, skills and abilities.
Proficient in Microsoft Office programs.
A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Planning Technician

Salary Range:
\$14.31 - \$22.38

Job Description:

Under the general direction of the designated Planning Director, the Planning Technician performs technical and professional work involving gathering information, evaluating, and reporting data for planning purposes, within a particular area of specialization. This position is responsible for developing assigned studies with some independence and for correlating factual information useful in formulating details of planning.

Essential Duties:

Performs research and analysis to gain information, determines compliance and applies to assigned planning task.

Organizes and reviews work for efficient results and accuracy.

Compiles data and assimilates such into various reports.

Prepares monthly progress reports.

Maintains files.

Presents information in various forms concerning planning projects and their relation to area of specialization.

Attends and participates in various meetings. Acts as Committee Coordinator for assigned committees.

Responsible for posting agendas, prepares, assembles, and distributes agenda packets.

Produces minutes from tape recordings.

Updates planning information to ensure website is up to date.

Reviews work through periodic conference with Planning Director.

Performs responsible administrative office duties as well as routine office management functions as needed by Department Director.

Performs related work as required and assigned.

Qualifications:

High School diploma, or GED diploma, supplemented by related college level courses in Planning, GIS, or a combination of education, training and experience that provide the knowledge, skills and abilities.

Proficiency with Microsoft Office programs.

May be required to possess a State of Florida Notary Public certification.

A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Administrative Manager-Finance

Salary Range:
\$20.26 - \$32.99

Job Description:

The Finance manager coordinates, supervises, and directs financial functions of the Southwest Florida Regional Planning Council, including accounting, auditing, cash management, grant accounting and reporting, budget and analysis. Position exercises discretion and independent judgment with respect to matters of significance. Reports directly to the Executive Director.

Essential Duties:

Prepares various spreadsheets for auditing purposes and annual reports.
Directs annual Audit, including MD&A.
Analyzes and prepares budget for approval.
Analyzes various financial data for accuracy, provides approval and/or adjustments.
Prepares various monthly and annual financial records and reports.
Prepares monthly analysis of expenditures and revenues of Council budget.
Prepares monthly analysis of expenditures and revenues of projects/grant budgets.
Reconciliations of bank statements.
Processes and reviews Accounts Payable and Accounts Receivable.
Calculates fringe and indirect costs.
Researches, prepares and corrects accounting entries and adjusting journals.
Monitors cash balance to ensure adequate cash flow.
Prepares monthly and /or quarterly invoicing of grants and projects.
Maintains fixed assets records, calculates depreciation.
Submits direct deposit of payroll and electronic deposit of payroll taxes.
Assists project managers in project budget presentation.
Assists H/R-Operations and Administrative Service Managers, provides back up when out of office.
Assists Executive and Planning Director as needed.

Qualifications:

Associates Degree in Finance/Accounting or a related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Five (5) years of experience in government accounting and/or budgeting is required.
Proficient with Microsoft Office programs.
Knowledge of Peachtree Accounting Software preferred.
A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Administrative Manager-HR/ Operations

Salary Range:
\$20.26 - \$32.99

Job Description:

The H/R- Operation Manager plans, directs, and coordinates the operations of the SWFRPC. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diversified and general in nature to be classified in any one functional area of management or administration such as personnel, purchasing, or administrative services. Exercises discretion and independent judgment with respect to matters of significance. This position reports directly to the Executive Director.

Essential Duties:

Provides highly responsible, confidential, complex and specialized support.
Process weekly, monthly and annual Payroll, including 941's and all payroll associated taxes.
Manages employee benefits: retirement, health, life, disability, voluntary, deferred comp. and accrued leave.
Maintains Employee personnel files.
Responsible for all HR related issues; counseling; terminations, employee evaluations, interviewing, and orientation. Process all necessary documentation for compliance of new hires.
Creates and updates Job Descriptions.
Processes and reviews Accounts Payables for accuracy and complete documentation.
Manages company insurances, including risk management.
Responsible for daily revenue deposits, enters transactions into accounting software.
Formulates Policies and Procedures for the operations of the SWFRPC.
Assists in Budget preparation.
Assists with Audit.
Researches and responds to department/contract managers requests.
Researches and responds to Council inquiries as directed.
Works in conjunction with Finance Manager, back up when out of office.
Makes recommendations regarding hiring, discipline, and promotion of subordinates.
Evaluates and rates administrative staff employee performances.
Assists Executive Director and Planning Director as directed.

Qualifications:

Associates Degree in Public Administration, Business Management or related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Five (5) years of experience in municipal work/or a government service, with a minimum of three (3) years of supervisory experience.
Proficient in Microsoft Office programs.
Knowledge of Peachtree Accounting Software preferred.
A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Administrative Staff Specialist

Salary Range:

\$16.94 - \$27.31

Job Description:

The purpose of this position is provide highly responsible confidential, complex high profile and specialized administrative support to the Department Directors and Council Appointed Officials. Position functions in a staff capacity to perform multiple duties related to diverse agency-wide programs, projects and issues which cross agency operational and administrative lines. This class provides administrative, analytical and liaison support with greater independence of action than the Senior Administrative Staff. Due to the class's independence of duties, guidance is received only on issues requiring executive level approval. This position is under the general direction of the H/R-Operations Manager.

Essential Duties:

Provides direct assistance to the Department Directors and Council Appointed Officials as required on diverse matters related to the daily operations.

Position has frequent internal and external contact with a variety of levels of executive management in the public and private sectors on matters of importance to agency programs and services.

Coordinates, provides support and attends meetings, conferences and committees. Travel may be required outside normal working hours.

Composes, transcribes, types and compiles a variety of letters, documents, forms, and correspondence.

Prepares complex and/or special reports as directed.

Coordinates, establishes and maintains office filing systems and databases.

Ensures the accurate preparation of meeting notices, agendas, minutes, and executive summaries for SWFRPC'S board meetings.

Must be able to exercise independent judgment concerning assigned duties, including making administrative decisions in accordance with policies and procedures.

Researches and assists with preparation of any/all grant opportunities for the agency.

Acts as the agencies RMLO (Records Management Liaison Officer).

All other duties as assigned by the Executive or Planning Directors and the Council of the SWFRPC.

Qualifications:

Associates Degree in Business Administration or related field, or an equivalent of education, training and experience that provide the required skills and abilities, with a minimum of five (5) years in progressively responsible office support experience.

Proficient in Microsoft office programs.

A valid Florida drivers License is required.

Southwest Florida Regional Planning Council

Position Title: Senior Administrative Staff

Salary Range:

\$16.44 - \$26.25

Job Description

Under the general direction of the H/R-Operations Manager, employees in this position provide highly responsible, confidential, complex, and specialized administrative support to the Executive Director, Planning Director, and also CHNEP and MPO Director as needed. Employees in this classification are accountable for the accuracy of routine and non-routine administrative support duties. Employee often deals with sensitive data and is expected to perform at a high degree of accountability. Employee must be able to exercise judgment concerning assigned duties; requires the ability to function independently.

Essential Duties:

Assists the Executive/Planning Director or Council Appointed Officials in many aspects of daily operations. Responds to directives of the Executive/Planning Director and individual Council members.

Provides direct assistance to the Department Directors, as required on diverse matters related to the daily operations of the SWFRPC.

Coordinates, provides support and attends meetings, conferences, committees as directed. Displays professionalism as often first contact with public.

Composes, transcribes, and compiles a variety of documents, forms, correspondence, council agenda items, desk procedures, mailings and miscellaneous reports for Department Directors/Supervisors, Appointed Officials, and various staff as instructed.

Schedules, coordinates and maintains calendars and databases.

Coordinates workload with department/project managers. Accepts assignments and ensure deadlines are met.

Ensures the accurate preparation of daily/weekly/monthly/quarterly/annual reports and assignments are met.

Coordinates, establishes and maintains office filing system.

Cooperates with and assists in cross training for the purpose of improving efficiency, maximizing resources, and ensuring accuracy.

Must be able to exercise independent judgment concerning assigned duties, including making administrative decisions in accordance with policies and procedures.

Researches grant opportunities.

Other duties as assigned.

Qualifications:

High School diploma, with three (3) years experience that provide the knowledge, skills and abilities.

Proficient in Microsoft Office programs.

A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Account Clerk

Salary Range:

\$11.60 – \$18.16

Job Description:

Under the general direction of the Administrative Operations and Finance Managers, the Account Clerk is responsible for providing administrative and accounting support as required in the general office. Position holds primary responsibility for purchasing records management. Employee often deals with sensitive data and is expected to perform at a high degree of accountability. Employee must be able to exercise judgment concerning assigned duties; requires the ability to function independently.

Essential Job Duties:

- Responds to general customer service inquiries.
- Obtains quotes from various vendors for purchases.
- Travel coordinator, researches options for flights, secure hotels, and any additional cost associated for approved travel request.
- Processes Purchase Orders.
- Processes mail for vendor payments.
- Maintains Accounts Payable file.
- Prepares Check Request for vendor payments.
- Receives payments and prepares bank deposits.
- Maintains petty cash.
- Assists Finance, Operations and Administrative Support staff as directed.
- Answering of multi line telephones, receptionist duties as needed.
- All other general office duties as assigned.

Qualifications:

- High School diploma, supplemented by two (2) years related work experience, or an equivalent combination of training and experience that provides the necessary knowledge, skills, and abilities.
- Knowledge of Peachtree Accounting Software preferred.
- Proficient in Microsoft Office programs.
- A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Information/Records Clerk

Salary Range:

\$10.50 – \$16.44

Job Description: Information/Records Clerk

Under the general direction of the H/R-Operations Manager; employee in this classification performs general office, and clerical support. Primary duties involve preparing files for document imaging. Employee initially works under close supervision until essential knowledge is gained to perform tasks independently.

Principle Duties:

Prepares files for document imaging.
Answers multi line telephones.
Responds to general customer service inquiries.
Performs general receptionist duties.
Opens and distributes mail.
Operates office equipment; copier, fax, postage meter, etc.
Maintains various data files.
Prepares files for document imaging.
All other duties as assigned.

Qualifications:

High School diploma, with two years related work experience in customer service or clerical, or an equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.
Proficient in Microsoft Office programs.
A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Network Administrator

Salary Range:

\$21.94 – \$35.72

Job Description

Under the general direction of the Planning Director the Network Administrator provides specialized configuration, testing, implementation, support and maintenance of all servers, routers, interfaces, and applications for optimum performance and security levels of the Councils network. Maintains and provides 24/7 support for the above hardware and software. This includes: back-up systems, Network Performance Tools, troubleshooting tools, Email system, Internet, Remote and Local Access and Microsoft Network and User applications. Performs associated system management and procedures to ensure the availability, security, and integrity of the entire network and email systems. Work also involves network design and monitoring. In the role of Senior Planner, performs related work as required.

Essential Duties:

Maintains network applications such as Microsoft latest Server Software, Microsoft network and Application Software, Client Access, Network Management Products, Firewall and Internet Gateway.

Maintains and administers the Council's network and/or wide area network operating software and hardware, cable, routers, and hub installations, and other related network systems.

Maintains the operating system and security system and security software utilized on the network, including the addition/deletion of users.

Maintains performance tuning and capacity planning activities to enhance the performance of the network resources.

Coordinates network hardware and software installations.

Monitors the performance of routine backups and archival of files stored on the network.

Research and recommends the purchases of all IT hardware, software and licensing.

Develops and maintains Council's network disaster recovery plan.

Performs, installs, repairs or adjustments to Council's owned PC and related equipment.

Provides technical assistance and training to assist users on the use of standard applications.

Qualifications:

Bachelor's degree in Computer Information Systems, Computer Science or related field with significant course work in PC networking and hardware installations, or an equivalent experience and combination of formal training. Three (3) or more years of experience in local/ and or wide networks.

Proficient with Microsoft Office programs; Microsoft certifications preferred.

A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: GIS Manager

Salary Range:
\$20.26 – \$32.99

Job Description:

The GIS Manager coordinates and supervises the personnel involved in the design, development, implementation and maintenance of the Council's Geographic Information System (GIS). This employee has considerable knowledge of software, hardware, peripheral equipment and terminology related to GIS. The GIS Manger oversees the preparation of maps, programs, sketches, and related graphical media. Position is responsible for assuring that the Council's system is accurate, reliable, and comprehensive. Reports directly to Planning Director.

Essential Duties:

Coordinates GIS database development and maintenance, and system administration.
Oversees the conversion of various forms of data in maintaining geographical date, i.e., entering new data, changes and/or transfers into the GIS system.
Manages and supervises the GIS personnel issues and concerns.
Organizes and plans GIS activities.
Maintains geographical data retrieval system, ensuring the integrity and accessibility of data.
Assigns applicable projects and responsibilities to GIs staff.
Reviews and recommends approval of projects completed by GIS staff.
Coordinates the operation of all GIS hardware and software.
Answers public inquiries and inter departmental inquires pertaining to geographical information, i.e., hurricane surge data, land use data, census data, economic data, and environmental data.
Analyzes databases, libraries, reports, and maps to ensure accuracy in data management and processing.
Updates and maintains Arc IMS system for the RPC.
Coordinates relationships with public and private organization involved in GIS development and maintenance.
Makes recommendations regarding hiring, discipline, and promotion of subordinates; evaluates and rates employee performances.
Performs related work as required.

Qualifications:

Bachelors degree in Urban Planning, Public Administration, Computer Science or related field, or an equivalent combination of education, training and experience that provide the required knowledge , skills, and abilities. Five (5) years of experience that demonstrates skill, progression and working knowledge of modern GIS programs i.e. Arc/Info, ArcView, UNIX, Windows 3.11/95NT, with at least three (3) years having been in a successful, progressively responsible supervisory, managerial capacity.
Proficient with Microsoft Office programs.
A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: GIS Analyst

Salary Range:

\$16.94 –\$27.31

Job Description:

Under the general direction of the GIS Manager the GIS Analyst assists in developing and maintaining the Council's GIS system. Employees in this class must have knowledge of software, hardware, peripheral equipment, SQL Databases and terminology related to GIS. Employee has a high level of GIS skill exploiting the spatial capabilities of GIS oriented tools, database and other associated technology.

Essential Duties:

Assists the GIS Manager in the design and implementation of the Council's GIS system.
Administers hardware and software required for the operation of the council's GIS system. Hardware includes HP Plotters, printers, digitizers, and personal computer. Software includes Windows Operating System, ARC/Info, Arc/View, and windows.
Responsible for the implementation and maintenance of web products and related software.
Provides technical assistance to other departments, outside agencies and the public related issues.
Assists GIS Manager in the distribution and networking of GIS software and data throughout the departments.
Responds to GIS data, mapping, and other requests by the Council and public.
Creates and manages GIS data sets.
Performs related work as required.

Qualifications:

Bachelors Degree in Computer Science, Planning, or related field, or an equivalent combination of education, training and experience that provide the required knowledge, skills and abilities. Two (2) years of experience in the operation of Arc/Info-Arc/View GIS software preferred.
Proficient in Microsoft Office programs.
A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Public Information Specialist/Webmaster

Salary Range:

\$17.98 - \$28.70

Job Description:

Under the general direction of the GIS Manager the Public Information Specialist/Webmaster engages in promoting the Council by writing or selecting publicity material, and releasing it through various communications media. This position manages the in-house library of the Council and prepares publications including press releases, brochures and special reports to the general public, elected and appointed officials and staff. As Webmaster, this position maintains specific websites, used as resources that provide the general public, planning professional, elected and appointed officials and staff updated information.

Essential Duties:

Administers all aspects of library management for the Council's special collection library.
Selects, acquires, catalogues and process library materials.
Responds to requests for information, conducts research.
Participates actively in the Southwest Florida Library Network.
Designs and produces written material as requested.
Creates and updates various web pages that may include forms, menus, tables, frames, graphics and other elements.
Performs daily and weekly maintenance activities; updating current information, deleting outdated material, searches and resolves errors and broken links and correcting formatting.
Designs new facades periodically to keep site fresh.
Tracks and reports page hits to staff members as necessary.
Maintains internal Intranet, provides user and technical documentation for the Intranet.

Qualifications:

Bachelor's degree in Business Communications, Library Science, Information Systems, or related field, or an equivalent experience and combination of formal training, with three (3) years experience that provide the knowledge, skills and abilities.
Proficient in Microsoft Office, Adobe, and Corel applications.
Macromedia Dreamweaver, HTML experience required.
A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Charlotte Harbor National Estuary (CHNEP) Director

Salary Range:

Determined by CHNEP Board

Job Description:

The CHNEP Director is responsible for planning, organizing, supervising, and coordinating numerous activities of the CHNEP, within the study of Peace River Watershed, Myakka River Watershed, Charlotte Harbor (Proper), Lemon Bay/Gasparilla Sound/Cape Haze Complex/Pine Island Sound/Matlacha Pass, Tidal Caloosahatchee River and the Estero bay Watershed.

This program is directed by a Policy Committee composed of policy level representatives of the U.S. Environmental protection Agency (EPA), the Florida Department of Environmental protection (FDEP), the Southwest Florida Regional Planning Council (SWFRPC), the Central Florida Regional Planning Council (CFRPC), the Southwest Florida and South Florida Water Management Districts (SWFWMD and (SFWMD), the Florida Fish & Wildlife Conservation Commission, the Florida department of Community Affairs (DCA) and local governments and municipalities of Lee, Charlotte, Hardee, and Desoto Counties, and portion of Manatee, Polk, and Sarasota Counties.

This program is administered by the SWFRPC.

Essential Duties:

Coordinating and managing staff support for the Policy and Management Committees Technical and scientific reports

Quality control for contractor work

Oversight of data management system

Coordination of public participation and education initiatives

Analysis and evaluation of technical and scientific reports

Preparation of reports and documents

Coordination of contractual, budgetary, audit and personnel aspects of the program

Coordinating with relevant State, federal, regional and local projects

Liaison with the media, public, academic, and other interested parties.

Conduct and attend meetings and conferences, travel may be required outside of normal working hours.

Carry out complex responsibilities with general instructions, guidance, and supervision of the Management and policy direction of the Policy Committee.

Foster strong intergovernmental, interagency and interdisciplinary coordination cooperation and collaboration is essential.

Qualifications:

Masters Degree in Environmental Sciences, Environmental Engineering, Urban and Regional Planning, Policy Analysis, Public Administration or a related field. Applicant must be a highly motivated professional, with a minimum of eight (8) years in environmental science, with at least three years having been in a successful, progressively responsible supervisory, managerial capacity.

Proficient in Microsoft Office programs.

A valid Florida Drivers License is required.

Southwest Florida Regional Planning Council

Position Title: Deputy Director – CHNEP

Salary Range

\$31.08 - \$42.62

Job Description:

The Deputy Director of the Charlotte Harbor National Estuary Program (CHNEP) performs professional and administrative work to support the effective implementation of the CHNEP Comprehensive Conservation Management Plan (CCMP). This position handles special projects under the direction of the CHNEP Director, acts as liaison to the CHNEP partners as required, and in the absence of the CHNEP Director, acts in her stead. Responsible for providing guidance and advice to the CHNEP Management Conference and staff regarding statutory and regulatory issues affecting CCMP implementation and process. This position has direct interaction with EPA Project Managers at the Regional and Headquarter level.

Essential Duties:

Responsible for submitting annual EPA funding requests.

Identifies and pursues funding opportunities that are consistent with the CCMP.

Performs contract and grant reviews, revisions and ensuring compliance with applicable Federal and State statutes and regulations.

Provides guidance and advice to the CHNEP Management Conference, partners, public officials private industry representatives, citizens and staff regarding statutory and regulatory issues, legislation, and funding affecting CCMP implementation and process.

Provide contract and grant management to the CHNEP.

Assist with Workplan development and confers with Director in the preparation of budget.

Advises CHNEP staff and Management Conference on legal questions arising in the course of carrying out their duties, including proper legal interpretation and application of statutes, case law, ordinances, and other regulations.

Researches, prepares and review documents of legal significance before submission to the CHNEP Management Conference.

Negotiates terms of contracts and agreements as required.

Responsible for staff career developments.

Attends meetings and conferences, travel may be required outside of normal working hours.

Qualifications:

Masters Degree in Environmental Science, Biology, Natural Resources Management, Business, Public Administration or related field, or an equivalent combination and experience that provide the knowledge, skills and abilities. Applicant must be a highly motivated professional with a minimum of seven (7) years in environmental science with at least two (2) years having been in a successful, progressively responsible supervisory, managerial capacity.

Proficient in Microsoft Office Programs.

A valid Florida Drivers License is required.

Southwest Florida Regional Planning Council

Position Title: Program Scientist-CHNEP

Salary Range:

\$20.26 – \$32.99

Job Description:

The Program Scientist is an interdisciplinary specialist who works as part of a team to carry out the goals of the Program to implement the Management Plan and annual workplan. The position is primarily responsible for staffing the Technical Advisory Committee (TAC) and managing and implementing the Program's research, monitoring and restoration projects and data management activities.

Employee in this position work with a high degree of independence under the general direction of the CHNEP Director.

Essential Duties:

Develops, refines, and implements CCMP activities related to research, restoration, monitoring, and data management. Coordinates with CHNEP partners so that the study area has consistent and comparable data.

Manages CHNEP's technical projects including developing and refining projects through the Management Conference, advertising scopes of work, and managing projects.

Manages the inter-agency Coastal Charlotte Harbor Monitoring Network, including performing annual field audits.

Organizes technical workshops and conference. Ensures that proceedings are published.

Serves as staff the CHNEP Technical Advisory Committee, including developing agenda packets, minutes, and coordination with TAC chairs.

Aids with the management and Policy Committees as needed.

Researches, compiles, analyze and display data for problem solving and publication.

Presents information in various forums and formats.

Attends and participates in various meetings related to research, restoration, monitoring, and data management throughout the watershed and elsewhere. Travel may be required outside of normal work hours.

Works cooperatively and positively with a variety of disciplines including elected officials, scientists and citizens, including presenting scientific information in a meaningful ways.

Contributes to public outreach materials such as writing articles for the program newsletter and website, provide technical review of material that are produced for the public, and responding to inquiries from the public.

Contributes to grant and funding applications.

Performs related work as required.

Qualifications:

Bachelors Degree in Environmental Science, Marine/Freshwater Science, Biological Science Natural Resource Management, or related natural science field or an equivalent combination of education, training and three (3) years experience that provide the knowledge, skills and abilities.

Prefer proficiency in statistics, graphic representation, and GIS.

Proficient in Microsoft Office programs.

A valid Florida Drivers License is required.

Southwest Florida Regional Planning Council

Position Title: Communications Manager - CHNEP

Salary Range:

\$20.26 – \$32.99

Job Description:

The Communications Manager is responsible for developing, implementing and evaluating a strategic communication plan that implements the Charlotte Harbor National Estuary Program (CHNEP). The Communications Manager is responsible for staffing the Management Conference, especially the Citizens Advisory Committee (CAC). Employee in this position work with a high degree of independence under the general direction of the CHNEP Director.

Essential Duties:

Supports the Management Conference by encouraging participation in the CHNEP, communicating between and among members, developing meeting agendas, responding to requests as identified by members.

Plan, develop, coordinate and implement a comprehensive communications program that involves public information, internal information, marketing, media relations and community relations.

Work collaborative with a diverse team to create, manage and develop materials, including publications, videos and events.

Coordinate communications projects with vendors and contractors.

Provide writing and editing support, review for adherence to CHNEP guidelines of outbound communication.

Assist in developing new revenue sources through sponsorship, donations, etc.

Serve as liaison, represents CHNEP on various committees, agencies and projects. Travel may be required outside of normal work hours.

Publish quarterly newsletter about "happenings" in the CHNEP study area.

Develop and maintain website that provides all CHNEP produced items, promotions, events, materials, registrations and request forms. Ensures content and design are relevant, timely and engaging.

Manages public outreach grant programs, developing guidance, application procedures and review, correspondence and oversight of projects.

Qualifications:

Bachelor Degree in Marketing, Business, Communications or a related field, or an equivalent combination of education, training and three (3) years experience that provide the knowledge, skills and abilities.

Proficient in Microsoft Office, Adobe, and Macromedia Dreamweaver.

A Valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Metropolitan Planning Organization (MPO) Director

Salary Range:

\$36.08 - \$48.63

Job Description:

The MPO Director is responsible for planning, organizing, supervising, and coordinating transportation planning activities for the Lee County Metropolitan Planning Organization, an administrative entity of the SWFRPC. The Lee County MPO maintains a long-range transportation plan for the service area and participates in corridor location studies with Lee County Transportation Planning staff. The MPO Director will participate in projects related to transportation planning and engineering practice, development of regional impact review, community impact assessment, transportation modeling, and transit planning and related aspects of regional and metropolitan transportation planning.

This position reports to the Executive Director of the Southwest Florida Regional Planning Council (SWFRPC).

Essential Duties:

Assures that the functions of the MPO, as defined by Federal, State and rules adopted are conducted appropriately and successfully.

Provides leadership and works with the Board to assure comprehensive, cooperative and continuing policies, plans and process are developed that reflect the current and future transportation and growth management needs of defined study area.

Plans, assigns, directs and coordinates activities of the MPO staff; evaluates and rates employee performances.

Develops the work plan and budget for the MPO, ensures that the transportation planning process is performed in compliance with the current Unified Planning Work Program (UPWP) and applicable state and federal regulations.

Establishes and maintains effective working relationships with officials of a variety of public and private agencies.

Participates in monthly MPO and advisory committee meetings; directs the preparation of meeting agendas and support material.

Attends meetings, conferences, and seminars involving local, state, and national transportation issues related to the MPO. Travel may be required outside of normal working hours.

Acts as primary advocate within the community, including the media, on all MPO priorities.

Tracks state and federal legislation relevant to the organization and its members.

Qualifications:

Masters Degree in Planning, Transportation, Traffic Engineering, or related field, or an equivalent combination of education, training and experience that provide the knowledge, skills, and abilities. Applicant must be a highly motivated professional planner, with a minimum of eight (8) years in transportation planning, with at least three (3) years having been in a successful, progressively responsible supervisory, managerial capacity. Competency in transportation modeling; familiarity with FTUMTS demand simulation model desired.

Proficient in Microsoft Office programs.

A valid Florida Drivers License is required.

Southwest Florida Regional Planning Council

Position Title: Metropolitan Planning Organization (MPO) Deputy Director

Salary Range:

\$31.08 - \$42.62

Job Description:

The Deputy Director is responsible for assisting in planning, directing, and coordinating the long-range transportation planning functions. Responsibilities include assisting in implementing state and federal urban area transportation planning projects, providing staff support to the Metropolitan Planning Organization (MPO) Governing Board, managing state and federal transportation planning grants and assisting in preparing County Transportation Improvement Programs.

The position requires considerable knowledge of the theories, principles, and practices of transportation planning.

This position exercises considerable independent judgment, reports to the general direction of the MPO Director.

Essential Duties:

Coordinates programs with local governments.

Establish and maintain effective working relationships with officials of a variety of public and private agencies.

Monitors programs and funding opportunities.

Prepares and monitors consultant contracts.

Conducts research, analyzes information, and reports for decision making regarding MPO planning.

Prepares and provides presentations to the MPO Board and its advisory committees on projects and updates.

Assists in meeting State and Federal requirements in completing tasks.

Assists in the development of monthly MPO Board agendas.

Ensures that documentations are reviewed for quality assurance.

Ability to meet effectively with public, governmental representatives, consultants and other interested groups; express ideas clearly, concisely and effectively, both oral and written.

Attends meetings, conferences, and seminars involving local, state and national transportation issues related to the MPO. Travel may be required outside of normal working hours.

Qualifications:

Masters Degree in Urban and Regional Planning, Transportation, Traffic Engineering or related field, or an equivalent combination of education, training and experience that provide the knowledge, skills and abilities. Applicant must be a highly motivated professional planner with a minimum of seven (7) years in transportation planning, with at least two (2) years having been in a successful, progressively responsible supervisory, managerial capacity.

Proficient in Microsoft Office Programs.

A valid Florida Drivers License is required.

Southwest Florida Regional Planning Council

Position Title: Metropolitan Planning Organization (MPO) Senior Planner

Salary Range:
\$ 20.26 – \$32.99

Job Description:

Under the general direction of the MPO Director, the Senior Planner performs designing, drafting, implementation and monitoring of the Metropolitan Planning Organizations long range transportation plan. Employees in this class identify issues/problems, research and gather data, analyze alternatives and implement plans with their particular area of specialization. Such areas include transportation, land use, natural resources, economic development, and emergency preparedness planning. Employee in this position has considerable communication with city and county administrators, regulatory agencies and the public.

Essential Duties:

Reviews and analyzes various reports, studies, and other forms of documentation to gain information, determine compliance, and apply to assigned planning tasks.
Develops elements of MPO's long range transportation plan in area of specialization, i.e., transportation, land use, natural resources, economic development and emergency preparedness.
Provides technical assistance to communities within the region.
Researches, compiles, analyze and display data for problem solving and official publication regarding assigned area of specialization.
Analyzes demographic, statistical, and other forms of data relevant to area of specialization for incorporating into planning tasks.
Compiles data and assimilates such into various reports for documentation purpose, accountability, and future reference, i.e., impact studies, population data and analysis, maps and diagrams.
Presents information in various forums concerning planning projects and their relation to area of specialization.
Attends and participates in various meetings. Travel may be required after normal working hours.
Responds to public inquires.
Performs related work as required.

Qualifications:

Bachelors Degree in Urban and Regional Planning, Public Administration, Transportation, Engineering and/or a closely related field, or an equivalent combination of education plus five (5) years experience that provide the required knowledge, skills and abilities.
Proficient in Microsoft Office programs.
A valid Florida Driver's License is required.

Southwest Florida Regional Planning Council

Position Title: Metropolitan Planning Organization (MPO) Public Relations Specialist/Planner

Salary Range:

\$17.98 -\$28.70

Job Description:

Under the general direction of the MPO Director the Public relation Specialist/Planner performs professional work developing, coordinating, and implementing programs designed to increase public awareness of the functions and activities of the Lee County Metropolitan Planning Agency (MPO). Employees in this position identify issues/problems, research and gather data, analyze alternatives and implement plans with their particular area of transportation. Employee in this position has considerable communication with City and County Administrators, regulatory agencies and the public.

Essential Duties:

Develops and coordinates public awareness programs and marketing plans for the Lee County MPO.
Develops and maintains a county wide media relations policy that ensures good relations relationship with media, as well as consistent, timely and accurate release of information.
Responds to and arranges media request for interviews
Publicizes Lee County MPO projects and events through media advisories, press conference, direct media contact, MPO website and external publications.
Composes and prepares news releases; provides information effort during emergency situations.
Directs efforts of writing team to produce a community newsletter; develops brochures, pamphlets, and news letter for distribution.
Responds to information request via email, telephone or written correspondence.
Compiles data and assimilates such into various reports for documentation purposes, accountability, and futures references.
Prepares monthly progress reports for Florida department of Transportation (FDOT) and federal Highway Administration.
Coordinates regional joint planning meeting dates and agenda.
Attends and participates in various meetings. Travel may be required outside of normal working hours.
Presents information in various forums concerning planning projects.
Assists the Director and MPO staff with special projects, reports, policies, regulations, budget and record retention, and with other tasks as directed.

Qualifications:

Bachelor's Degree in Public Administration, Business Management, Communication, or related field, or an equivalent combination of education, training and experience that provide the required knowledge, skills and abilities.

Proficient in Microsoft Office Programs.

A valid Florida Driver's License is required.



Proposal for Compensation Consulting

City of Bonita Springs

August 10, 2011

Revised August 12, 2011

– increase in # of positions

Transmitted via email and mail to:

Meg Weiss, PHR
Deputy City Clerk - HR
City of Bonita Springs
9101 Bonita Beach Rd.
Bonita Springs, FL 34135
239-949-6262
239-949-6251 - Fax
www.cityofbonitasprings.org

COMPANY OVERVIEW:

HR Compensation Consultants, LLC (HRCC) is a multifaceted consulting firm, certified by the State of Florida as a Minority Business Enterprise, providing individualized human resources services and solutions in the areas of:

- Total Compensation Strategy
- Salary & Benefits Surveys
- Classification & Compensation Plan Development.

HRCC's founder, Katie Busch, typically serves as the Project Manager. We believe that success is best achieved by maximizing client communication and participation throughout the project. Our experience has demonstrated that successful projects incorporate the following characteristics:

- Clear understanding between the client and consultant regarding project goals, objectives, scope, process, schedule and products.
- Timely and responsive status updates.
- Review and understanding of client's needs before and during the course of the project.

OUR UNDERSTANDING OF YOUR PROJECT:

The City of Bonita Springs (Bonita Springs) has approximately 68 employees in 40 unique positions, *is anticipating another 15 positions*, and is seeking a consultant to assist in the following scope of work:

1. Conduct a classification study to align jobs based on job function.
2. Create and provide job descriptions for all approved positions, including a recommendation on FLSA status.
3. Conduct a compensation study to create a new pay plan.
4. Conduct an Employee Benefits market comparison to identify the total compensation of key City positions.
5. Create Compensation Administration Guidelines.

STUDY OBJECTIVES, TASKS & TIMELINE FOR PAY PLAN & JOB DESCRIPTIONS

Outlined below are the Major Tasks associated with various Study Objectives, along with a timeline to ensure that the project is completed in 12 weeks* (assuming a start date of 9/12/2011):

Project Objectives	Major Tasks Conducted by Bonita Springs	Support and Analysis Provided by HRCC	Timeline*
1. Review existing job information and create internal consistency of job classifications. OFF-SITE & ON-SITE	Gather Bonita Springs organizational charts, employee information, job descriptions (if available) Create job classification listing with HRCC Consultant for review by department heads. Meet with department heads to confirm classification role and level assignments.	Review Bonita Springs' information and get needed clarification. Provide Bonita with a Classification Guide, Role and Level Definitions, and Classification Review Process. Provide Position Questionnaire to gather job info and outline the Job Description Review Process. Conduct an initial job mapping.	9/12/2011 – 10/12/2011
2. Evaluate the current external market competitiveness of Bonita Springs' pay ranges and employee benefits plan. OFF-SITE	Work with HRCC Consultant to compare current Bonita Springs' actual pay to current job market survey data (for base pay & benefits) and internal classifications.	Identify several labor market survey sources and compile average pay. Compare current pay ranges and employee benefits plan to current job market survey data Work with Bonita Springs to compare current Bonita Springs' actual pay to survey pay & benefits data and internal classifications.	9/23/2011 – 10/29/2011
3. Make DRAFT recommendations for a new classification & compensation plan. ON-SITE	Work with HRCC Consultant to create a new pay plan for Bonita Springs' jobs to ensure internal equity and external marketplace competitiveness.	Work with Bonita Springs to create a new pay to ensure internal equity and external marketplace competitiveness. Provide final job descriptions.	10/29/2011 – 12/6//2011
4. Make recommendations for adjustment of Bonita Springs' actual employee pay and employee benefits plan. OFF-SITE	Based on new pay plan, identify appropriate adjustments for Bonita Springs' actual employee pay.	Work with Bonita Springs to provide guidance on typical implementation plans and appropriate adjustments for Bonita Springs' actual employee pay.	11/15/2011 – 1/26/2012
5. Provide Final Report. OFF-SITE & ON-SITE		HRCC documents study tasks and findings, and presents to Council.	1/26/2012

Job Description Review Process & Timeline

Well-written job descriptions help an employee to see where their job fits within the department and the entire company. They also serve as an integral piece in recruiting and are used during the performance management process.

- HRCC will provide a process and tools to Bonita Springs for the review of current job descriptions to identify necessary changes.
- The supervising manager (to whom the position reports) should take the lead in reviewing the job description, and employees who are performing the job should also contribute to the review and editing of job descriptions. This review process usually takes three (3) weeks.

Reviewed job descriptions should be returned to the Deputy City Clerk before sending to HRCC who will create the final job descriptions for Bonita Springs. *Note that jobs that have multiple incumbents in various departments will be streamlined to cover the basics of all work performed.* HRCC will return final job descriptions within four (4) weeks.

NEW CLASSIFICATION METHODOLOGY

To evaluate internal equity, HRCC recommends that the City of Bonita Springs use a simple classification model to support a new pay structure. This job framework provides a better understanding of reward and career development opportunities across the organization. The new classification model provides:

- An uncomplicated approach to defining and documenting the content of jobs
- A consistent way to determine the value of jobs within the client organization relative to the outside job market

Based on the list of job titles provided by Bonita Springs, it is likely that the City's jobs can be slotted into the following Roles:

1. **Associate** – Service or production-related work typically requires minimum skill. Previous experience is preferred, but not required.
2. **Technician** – Service-related work that focuses on technical or specialized individual contributor work; requires knowledge gained through technical certification and previous experience.
3. **Professional** – focus on higher level, technical or specialized individual contributor work; requires knowledge gained through formal education.
4. **Leader** – Technical or specialized work, requires knowledge gained through formal education, primary focus of job is people management (hiring, training, performance management, budgeting), highest levels include accountability for strategic direction of organization

Illustrated below is a **possible** classification model that Bonita Springs could use. This classification model is based on the role a job has, recognizes various levels of work (entry, intermediate, senior, etc.):

Grade	Leader Titles	Leader Level	Professional Level	Technician Level	Associate Level
9	City Manager	L5			
8	Assistant City Manager	L4			
7	Director	L3			
6	Manager	L2	P3		
5	Supervisor	L1	P2		
4			P1	T3	
3				T2	A3
2				T1	A2
1					A1

HRCC will review available job information to slot the City's jobs into the classification model:

- Organization Charts
- Revised Job Descriptions
- List of employees with job titles, pay, department and reporting relationships

BENEFITS COMPARISON & RECOMMENDATIONS

HRCC will create a profile of the City's benefit offerings for seven (7) key benchmark jobs and compare it to the benefit offerings of several local governmental entities, and other sources as deemed appropriate. A dependable source is **SHRM's 2011 Employee Benefits Survey Report**. This benchmark survey, which has been conducted every year for the last six years, is a great tool to use to help organizations identify changes to benefits programs that will enhance their competitiveness. The Report is composed of 10 benefits sections:

1. health care and welfare benefits
2. preventive health and wellness benefits
3. financial and compensation benefits
4. paid leave benefits
5. family-friendly benefits
6. flexible working benefits
7. personal services benefits
8. housing and relocation benefits
9. business travel benefits, and
10. other benefits.

HRCC will review the comparisons to Bonita Springs' benefits profile and make recommendations for changes for Bonita Springs to consider.

MARKET PRICING APPROACH TO PAY STRUCTURE DEVELOPMENT

For the review and analysis of pay information, HRCC will review pay data from up to five sources (public and private sector) and use the following market-pricing approach to pay structure development for each location.

1. Compile salary data to determine the market competitive pay rates for as many City jobs as are able to be matched
2. Develop a pay structure using the market pay rates for recruitment areas around Bonita Springs
3. Assign benchmark jobs to the pay structure, based on market data and the City's internal equity (see New Classification Methodology section)
4. Assign non-benchmark jobs to the pay structure (those jobs for which there is no data or limited market data) based on the City's internal equity

REPORT, RECOMMENDATIONS & PRESENTATION

HRCC will document the methodology used in developing our internal equity and pay recommendations to ensure that the City's new compensation plan is successful in attracting and retaining a qualified and productive workforce. The Report will also include an implementation plan and identify any associated costs for changes to employee's actual wages or salaries.

Draft recommendations will be reviewed with the City before providing a Final Report. The Final Report includes:

- the methodology employed, findings, and recommendations including a job listing
- an allocation list comparing the current job titles to the proposed job titles
- new pay structure
- Compensation Administration Guidelines

HRCC Project Manager, Katie Busch, will make a presentation to Council on the Final Report.

COMPANY SPECIFICS

Contact Information

HR Compensation Consultants, LLC
P.O. Box 7054 Delray Beach, Florida 33482
Principal: Katie M. Busch
Office: 561.734.3901
Cell: 561.573.1460
Fax: 561.491.5187
Email: katie@hrcompconsultants.com
Website: www.hrcompconsultants.com
EIN: 26-2390806
Florida Minority Business Enterprise #24790802

Description of Background and Experience

HRCC is a multifaceted consulting firm providing individualized human resources services and solutions in the areas of:

Performance & Talent Management

Management Coaching

New Supervisor Training

Salary & Benefit Surveys

Employee Engagement

Total Compensation Strategy

Merit Administration

Pay & Incentive Plan Development

Reward & Recognition Programs

Mergers & Acquisitions Integration

The founder of HRCC, Katie Miller Busch offers over 15 years of progressive compensation experience having worked in various industries, including high-tech, loyalty marketing, biopharmaceuticals, retail, manufacturing and logistics solutions. She started her career in governmental consulting working exclusively for cities, counties, and state agencies in Florida, California and the Southwestern United States. Her recent experience also includes implementing classification and pay plans for the US and Canada and for countries in Latin America and Europe. Her Bio is attached in the following pages.

KATIE MILLER BUSCH

SUMMARY

Accomplished HR professional with over 15 years of progressively responsible experience:

- Strong consensus building and consultative skills; self-confident and credible change agent.
- Excellent business partnering skills in developing solutions / alternatives to compensation, HR & business issues.
- Robust project-management, analysis, presentation, and verbal / written communication skills.
- Trusted leader with proven success in motivating individuals to excel while promoting team work.

ACCOMPLISHMENTS

Integrated business units into a single classification and pay structure following multiple acquisitions.

Lead the implementation of many new compensation and classification programs, including one for 15,000 US employees.

Developed a Job Mapping & Market Pricing Tool to merge a company's European jobs into one system.

Implemented new performance management processes and programs driving employee pay-for-performance.

Administered annual merit and bonus payouts, while educating managers on differentiating pay based on performance.

EDUCATION / PROFESSIONAL AFFILIATIONS

Bachelor's Degree in International Business
Florida Atlantic University 1993

Society of Human Resource Management (SHRM) Member since 1999 PHR Certification 1999 SPHR Certification 2002

Human Resource Association of Palm Beach County (HRPBC) Member since 2003

Human Resource Association of Broward County (HRABC) Member since 2008

2010 & 2011 Speaking Engagements: Pay Strategies for a New Economy"

World at Work Member since 2001:
Working towards CCP

South Florida Compensation & Benefits Association (SFCB) Board Member: 2007 to present; President 2011

Florida Public Personnel Association (FPPA)

2006: "Writing Better Performance Evaluations"; "Are Your Benefits Competitive in Today's Market?" and "Service Awards: Are Your Employees Rewarded for their Loyalty?"

2009: "Moving Towards a Pay-For-Performance System" and "Moving from a Point Factor System to a Market Pricing Approach"

COMPENSATION AND PERFORMANCE MANAGEMENT		
<ul style="list-style-type: none"> • Compensation, benefits, incentive, rewards and performance evaluation programs • FLSA determinations and ADA compliance 	<ul style="list-style-type: none"> • Annual merit, bonus and salary increase budget guidelines • Salary and benefits surveys • Sales plan design 	<ul style="list-style-type: none"> • Mergers and acquisitions work by assessing and integrating compensation programs • Job descriptions and class plan design
EMPLOYEE COMMUNICATIONS AND TRAINING		
<ul style="list-style-type: none"> • Formal and informal employee and manager communications (emails, brochures, newsletters and website) • Confidential employee exit interviews 	<ul style="list-style-type: none"> • Tools and training on compensation, benefits, incentive and rewards philosophies and programs • Successfully implement program changes 	<ul style="list-style-type: none"> • Employee engagement / opinion surveys • Action Plan objective setting and assessment
EMPLOYEE RELATIONS		
<ul style="list-style-type: none"> • Employee and Manager counseling sessions, related to work unit reorganization, job restructuring, and compensation and performance management issues 	<ul style="list-style-type: none"> • Coach line managers and HR managers in regard to pay decisions, policy and guideline interpretation, job evaluation, and creative solutions to staffing problems 	<ul style="list-style-type: none"> • Developed training for “Exiting” employees during a facility closing
HR INFORMATION SYSTEMS & COMPUTER SKILLS		
<ul style="list-style-type: none"> • Implementation, maintenance and upgrades <ul style="list-style-type: none"> ○ PeopleSoft ○ iVantage, WorkDay ○ SAP ○ ADP 	<ul style="list-style-type: none"> • Job evaluation systems <ul style="list-style-type: none"> ○ Hay ○ RCS ○ IPE • Global job posting system 	<ul style="list-style-type: none"> • Word • Excel • Access • Power Point • Outlook

HR Compensation Consultants, LLC is comprised of six (6) Consultants and Associate Consultants who provide project support as needed. Each member of the HRCC team contributes many years of outstanding expertise and experience in their fields of specialty, from general HR management to information technology. Assignments for project support work are made based on the client's needs.

Professional Fees: The professional fees for our services are based on a blended hourly rate which includes the work of a Project Manager, Consultant and administrative-support staff. The majority of the project work described herein is anticipated to be completed via email and conference calls.

Classification and Pay Plan & Job Descriptions:	Originally:	\$10,350
Fees with additional 15 positions:	Revised:	\$12,250

HRCC is pleased to offer billing on milestone completion:

- HRCC requires a 30% Retainer (~~\$3,105~~ **\$3,675**) to begin work – 9/12/2011
- A milestone payment of 30% (~~\$3,105~~ **\$3,675**) is due upon provision of the Draft Classification Plan – 11/12/2011
- A milestone payment of 30% (~~\$3,105~~ **\$3,675**) is due upon provision of the Draft Compensation Plan and Final Job Descriptions – 1/4/2012
- Remaining 10% (~~\$1,035~~ **\$1,225**) is due upon provision of the Final Report – 1/29/2012

Professional Fees and Estimated travel expenses for each two-day on-site visit are billed separately at a flat rate of \$1,450 per visit plus direct cost for hotel.

References

Services Provided

Lois Schlam, Director HR, Planning & OD
Community Partnership for Homeless
1550 North Miami Avenue
Miami, Florida 33136
Direct: 305.329.3037
lschlam@cphi.org

Compensation Survey
Classification Plan Design

Nicole Wilson, Human Resources Manager
Synergistix, Inc.
480 Sawgrass Corporate Parkway, Suite 200
Sunrise, Florida 33325
Direct: 954.707.4222
Nicole.Wilson@syncrm.com

Compensation Survey
Classification Plan Design
Job Description Review

Kimberly Gibbons, Human Resources Manager
Village of Wellington
12300 W. Forest Hill Blvd.
Wellington, Florida 33414
Direct: 561.791.4063
kgibbons@wellingtonfl.gov

Compensation Survey
Classification Plan Design
Performance Appraisal Design
Job Description Review

Kira Shropshire, VP of Human Resources
Rave Motion Pictures
2101 Cedar Springs, Suite 800
Dallas, Texas 75201
Office: 214.880.6300
kshropshire@ravemotionpictures.com

Compensation Survey
Classification Plan Design
Employee Engagement Survey
HR Mission & Annual Goals

Karen Morrison, Sr. Director of Human Resources
CSL Plasma, Inc.
5201 Congress Avenue, Suite 220
Boca Raton, Florida 33487
Direct: 561.912.3073
Karen.Morrison@csplasma.com

Compensation Support

Marilyn Hannan, Excursion Leader (HR Director)
Anne M. Gannon, Tax Collector Palm Beach County
301 North Olive Avenue, 3rd Floor
West Palm Beach, FL 33401
Direct: 561.355.3921
mhannan@pbcgov.org

Compensation Survey
Classification Plan Design