



**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM**

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 5/30/2019 Meeting Date: 6/20/2019

Name: Troy Crews and David Kraus Department: Building And Zoning

Division Manager's Signature:

1. Nature and purpose of agenda item:

Building and Zoning Department Reorganization and Job Description revisions

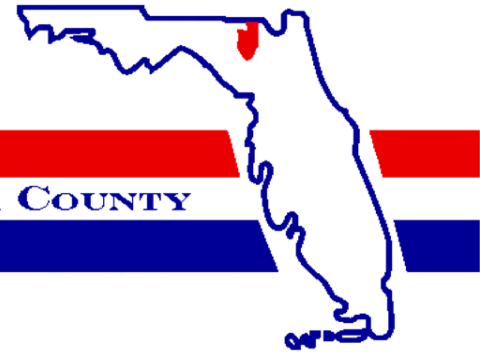
2. Recommended Motion/Action:

Motion to approve the reorganization, including the amended job descriptions and amended Pay Scale and waiving the advertising requirement for the Building & Zoning Director. .

3. Fiscal impact on current budget.

This item has no effect on the current budget.

District No. 1 - Ronald Williams
District No. 2 - Rocky Ford
District No. 3 - Bucky Nash
District No. 4 - Toby Witt
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: Columbia County Board of County Commissioners

FR: Troy Crews Assistant Building and Zoning Coordinator.
David Kraus, Assistant County Manager

DATE: June 13, 2019

RE: Building and Zoning Department Reorganization

Over the past few months, the Building and Zoning Department has experienced personnel turnover that included the retirement of the Coordinator, Randy Jones. In addition, the Department currently has two additional vacancies: a Planning Technician and an Administrative Secretary. With this turnover, the Department requests to reorganize and reassign some critical duties:

- 1) The reorganization will retitle the Building and Zoning Coordinator's position into the Building and Zoning Director to match the County's Administrative Code. Mr. Troy Crews, who currently serves as the Assistant Building & Zoning Coordinator, has been serving as the acting Department Director and is the County's Building Official. The County is required by Florida Statutes to have a Building Official. Troy Crews is the only employee holding the required credentials as required by Florida Statutes and currently serves in this capacity. Because he is serving in this capacity, we are requesting the Board waive the advertising process on this position and approve moving Mr. Crews into the Director position. A salary adjustment of 10%, the maximum allowed by County policy, is requested.
- 2) The proposal eliminates the Assistant Building and Zoning Coordinator position, replacing it with Building Official III. This position would have responsibility for commercial and industrial building inspection services and requires a Standard One and Two Family Dwelling Inspector certificate and the ability obtain provisional certificates in all Commercial Inspector categories. The position would have a pay grade of 134 and, depending on qualifications, receive pay Supplements as spelled out in the attached revised Pay Grade Schedules. The salary budgeted for the position would be reduced 7%, however, actual pay may be less depending on qualifications.

BOARD MEETS FIRST AND THIRD THURSDAY AT 5:30 P.M.

- 3) The Department is requesting a title change from County Planner to Community Development Coordinator to more accurately reflect the position's duties. There is no proposed salary adjustment.
- 4) The proposed plan would reclassify the Officer Manager as an Administrative Supervisor to reflect the position assuming additional responsibilities for the oversight/management of the permitting process in addition to the supervision of employees. This position will be responsible for streamlining the permitting process and developing on-line permitting. The Department is requesting revisions to the County's existing job description to reflect the technical nature of the Building & Zoning Department. The current employee, Laurie Hodson, would receive a pay increase to the minimum of the position's pay grade, a 15% increase, in accordance with the County's Personnel Policy.
- 5) The existing vacant Administrative Secretary and Planning Technician salaries will be reduced to the minimum of each position's pay grade in accordance with the County's Personnel Policy.

In the current 2019 budget, the Department has a budget of \$380,869.00 for salaries. Budgeted salaries would fall to \$377,064 under the reorganization:

Building and Zoning Director	\$ 67,505
Building Official III (Vacant)	\$ 60,000 *may be less depending on qualifications
Building Official I	\$ 45,626
Community Development Coord.	\$ 61,580
Planning Technician (Vacant)	\$ 35,800
Administrative Supervisor	\$ 43,056
Administrative Secretary	\$ 36,497
Administrative Secretary (Vacant)	\$ 27,000

Four of the five current employees are eligible for retirement in the next seven years. The Department provides the public with rules that must include historical data and interpretations of the regulations. The reorganization will include on-the-job mentoring of the newer employees. . In addition, permits have increased 65% from 2010 to 2018 and technology and regulations have changed in the building industry

We have attached the revised job descriptions for your review. By modernizing job titles, adding specific industry job descriptions and changing some pay grades, the Department hopes to attract more applicants that are qualified. Staff requests the Columbia County Board of County Commissioners approve the reorganization and the amended job descriptions and Pay Grade Schedule.

BUILDING & ZONING ~~COORDINATOR~~DIRECTOR** ~~COORDINATOR~~**

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MAJOR FUNCTIONS:

This position involves a highly responsible administrative, managerial and technical position providing direct oversight of the Building Code/Inspection and the Planning/Land Use Regulation offices of the County as well as serving as the Building Official for the County. This position involves responsible work in the administration, direction and supervision of the several divisions within the department. work in the administration, direction and supervision of the several divisions within the department.

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This is advanced skilled work management in the enforcement of building codes, ordinances, and related regulations for the safety and welfare of the public including the issuing of permits, review of plans and inspection of property. An employee assigned to this classification is responsible for assisting in the development of data, policies and procedures necessary for the operations of the Building and Zoning Department. and reports to the Administrative Manager.

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The Building & Zoning Coordinator may also serve as the Chief Building Official and reports to the Administrative Manager.

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ESSENTIAL FUNCTIONS:

Supervises the activities of the various divisions of the department which include: the Building Department which regulates County growth through enforcement of building construction and related ordinances, planning department which provides growth management through long-range planning
Participates in the selection, orientation, training, supervision and evaluation of employees
Prepares the fiscal departmental budgets and approves and monitors departmental expenditures
Develops and monitors performance measures for all departmental activities; prepares departmental performance reports.
Conduct and/or review inspections, review and approval of plans and enforcement of Florida Building Codes.

Communicates effectively in both oral and written forms
Operates a motor vehicle in a safe and efficient manner
Ability to speak and hear clearly to obtain and provide information for the staff and the public, both in person and telephonically
Routinely required to use both hands while in various positions of walking, standing, and stooping when performing essential job functions
Required to sit for extended periods of time while performing essential office duties
Manual dexterity is required to operate copy machine, calculator, personal computer, maintain office files and records

Must possess considerable knowledge of County road locations geographically, all unincorporated areas and the general roadway system of the County.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

BUILDING & ZONING COORDINATOR/DIRECTOR
PAGE TWO OF THREE

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NON-ESSENTIAL FUNCTIONS:

Performs other tasks as required

WORK ENVIRONMENT:

Works is performed inside an office but also outdoors, frequently in extreme weather conditions.

TRAINING AND EXPERIENCE:

Minimum requirements: Graduation from an accredited high school or vocational school required.

Must meet the minimum requirements of Florida Statute, Chapter 468, Building Code Administrators and Inspectors

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of planning, land use, building construction and inspection
Extensive knowledge of the principles and practices of public administration and local governmental operations
Knowledge of modern office practices and procedures
Ability to present concise written and oral reports and recommendations
Ability to understand and follow oral and written instructions
Ability to establish and maintain effective working relationships with county officials, employees and the general public
Ability to establish priorities, set schedules and meet deadlines
Ability to work effectively as a team player
Ability to work without close supervision

Ability to exercise tact, courtesy and firmness in frequent contact with the public
Ability to communicate effectively in oral and written form
Ability to operate a motor vehicle in a safe and efficient manner
Ability to speak and hear clearly to obtain and provide information for the staff and the public, both in person and telephonically
Ability to present written and oral reports and recommendations concisely
Ability to establish priorities, set schedules and meet deadlines

BUILDING & ZONING COORDINATOR/DIRECTOR
PAGE THREE OF THREE

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ESSENTIAL PHYSICAL SKILLS/DEMANDS:

Acceptable eyesight (with or without correction)
Acceptable hearing (with or without correction)
Ability to communicate effectively both orally and in writing
Extended sitting and standing and intermittent walking, bending, crawling, stooping and kneeling
Ability to lift and carry up to 50 pounds
Manual dexterity while standing, sitting, bending or twisting

PROFESSIONAL LICENSE:

Possession of a valid Florida Driver's license required

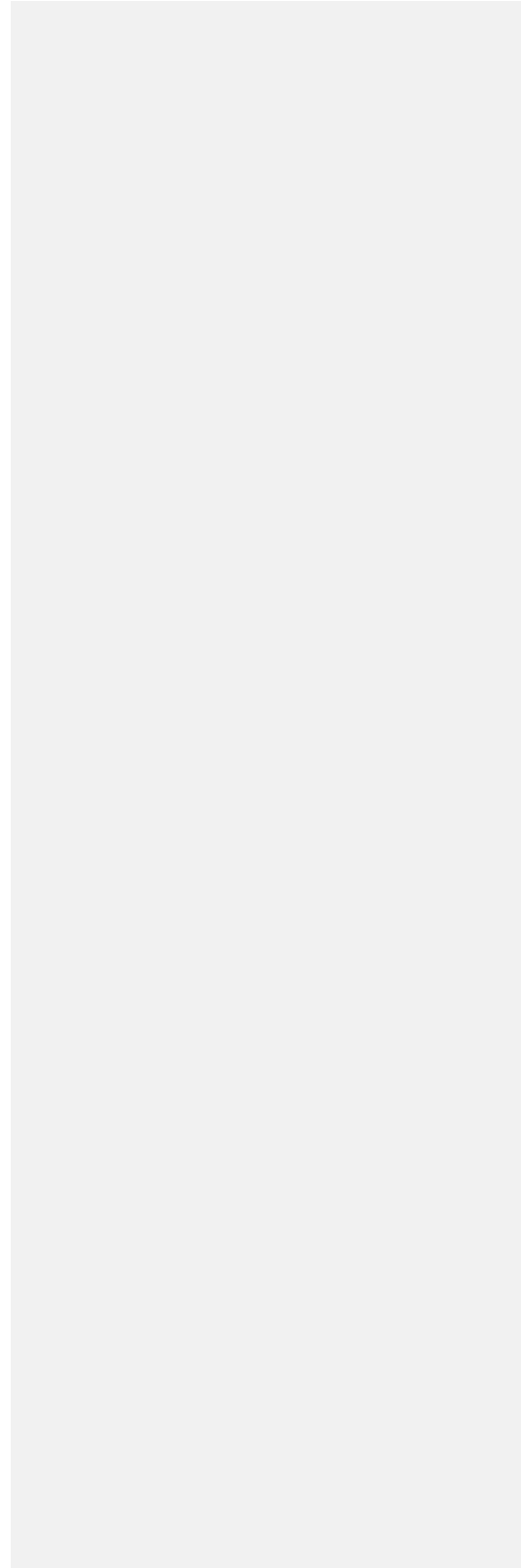
[Possession of a valid Florida Department of Business and Professional Regulation - Standard Building Code Administrator license required.](#)

Columbia County residency required within six (6) months of date of employment.

Pay Grade: ~~35,122-~~144

Exempt – ~~Administrative~~; Executive

BCC APPROVED: 02/19/04, 08/02/2006; Revised 06/07/2012; 09/15/2016



BUILDING OFFICIAL III

MAJOR FUNCTIONS:

Under direction, supervises, assigns, reviews and participates in the work of staff responsibility for providing residential, commercial, and industrial building inspection services; coordinates assigned activities with other divisions, departments, outside agencies and the public; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks related to assigned area of responsibility. Under general supervision, performs responsible inspection work in connection with enforcing codes of the County, laws, and ordinances regulating commercial and other building construction, and related activities. Inspection duties are performed in all of the building trades, such as building, electrical, plumbing, and mechanical fields.

ESSENTIAL FUNCTIONS:

Inspects the plumbing, electrical, heating, air conditioning, and mechanical installations in commercial and other buildings in the process of construction, alteration, or removal and upon completion for compliance with building, plumbing, and mechanical or electrical codes and approved plans. Inspects mobile homes for correct tie down, blocks placement and electrical service. Advises and confers with building contractors, engineers, architects, and others regarding building construction and applicable codes. Investigates violations and enforces correction of defects. Maintains records and makes reports. Uses computers and programs as needed. Attends hearings, meetings and conferences as needed; in emergency conditions will conduct building damage assessment inspections.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

NON-ESSENTIAL FUNCTIONS:

Performs other tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to gain knowledge of the building and commercial building codes in operation in the County; Ability to gain knowledge of ordinances relating to construction and inspections of all buildings including commercial buildings; Knowledge of building construction methods and materials; Knowledge of mechanical, plumbing, and electrical trade procedures, materials, and practices, and commercial applications; Knowledge of all aspects of construction; Knowledge of possible building construction defects or mechanical malfunctions; Ability to be firm in requiring remedy of these defects; Ability to read and interpret construction plans and blueprints; Ability to prepare and maintain accurate records and to make necessary reports in writing and using a computer and the ability to learn the necessary computer programs and software for the job; Ability to establish and maintain effective working relationships with contractors and others in the construction trade; Ability to operate a motor vehicle in a safe manner; ability to work under pressure with interruptions and meet challenging deadlines; ability to organize and prioritize work assignments.

Building Official II
(Page Two of Two)

TRAINING AND EXPERIENCE:

Graduation from an accredited high school or possession of an acceptable equivalency diploma. Five (5) years experience in the trades **or** as a building inspector, builder, engineer, architect, superintendent, foreman, or competent mechanic in charge of construction with experience inspecting commercial buildings **or** post-secondary education and experience which totals four (4) years, with one (1) year of such experience in construction building experience.

ESSENTIAL PHYSICAL SKILLS/DEMANDS:

Acceptable eyesight (with or without correction)
Acceptable hearing (with or without correction)
Ability to communicate effectively both orally and in writing
Extended sitting and standing and intermittent walking, bending, crawling, stooping and kneeling
Ability to lift and carry up to 50 pounds
Manual dexterity while standing, sitting, bending or twisting

WORK ENVIRONMENT:

Works inside and outside in varying weather conditions with noise, slippery and uneven surfaces, and heights up to 50 feet. Must be available to work overtime as necessary.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability or disabilities.)

PROFESSIONAL LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess a valid operator's license issued by the State [of Florida](#) Department of Motor Vehicles; ~~hold a Standard certificate in Building, Electrical, Mechanical and Plumbing or~~ must possess a Standard One and Two Family Dwelling Inspector certificate **and** ~~must be able to~~ qualify for **and** obtain ~~the~~ provisional certificates in all Commercial Inspector Categories (Building, Electrical, Mechanical, and Plumbing) ~~within 6 months and must obtain Standard certificates in all trades~~ within the time period stipulated ~~allocated~~ by the State as provided in Florida Statute, Chapter 468.

Pay Grade: 418-~~130~~, 134

Non-Exempt

BCC Approved: 3/4/2010; 09/15/2016; 06/20/2019

Certification Categories

Below are Code Council national certification categories currently available, required examinations, and corresponding exam IDs.

Residential Inspector Categories

Exam ID	Certification/Examination	Page
1B	Residential Building Inspector	20
1E	Residential Electrical Inspector	20
1M	Residential Mechanical Inspector	20
1P	Residential Plumbing Inspector	21

Commercial Inspector Categories

Exam ID	Certification/Examination	Page
2B	Commercial Building Inspector	21
2E	Commercial Electrical Inspector	21
2M	Commercial Mechanical Inspector	22
2P	Commercial Plumbing Inspector	22
FR	Florida Roofing Inspector	22

General Plans Examiner Categories

Exam ID	Certification/Examination	Page
3B	Building Plans Examiner	23
3E	Electrical Plans Examiner	23
3M	Mechanical Plans Examiner	23
3P	Plumbing Plans Examiner	24

Code Enforcement Category

Exam ID	Certification/Examination	Page
1C	Coastal and Floodplain Construction Inspector ***	24

Certified Building Official (CBO) Categories

Exam ID	Certification/Examination	Page
MN	Management	25
ME	Legal	25
FB	Building Codes and Standards	26

Modular Building Categories

Exam ID	Certification/Examination	Page
FL	Florida Modular Building Inspector	27
FP	Florida Modular Building Plans Examiner	27

*** This examination has prerequisites or additional requirements to achieve certification. Please refer to the page noted above for more information.

MAJOR FUNCTION:

This is a highly responsible, professional, administrative and supervisory position in the Planning Department. This position is under limited supervision from the Director of Building and Zoning. Required to direct the activities of the Planning Department to ensure the orderly growth and efficient development of the County. Will provide assistance to the general public with regards to planning, growth management, and concurrency management issues and function as the Land Development Regulations Administrator for the County.

ESSENTIAL FUNCTIONS:

Coordinates, prepares, maintains and implements the County's current planning and comprehensive planning activities in accordance to all applicable County, State and Federal regulations.

Prepares, develops and analyzes data, and updates comprehensive plan elements and maps.

Coordinates with all State and local agencies as relating to the County's current planning and comprehensive planning

Assists the planning commission (LPA)

Make presentations to other members of the Department, Administration, and to elected and appointed officials and citizens dealing with factual information and predetermined policy recommendations.

Operates, as required, motor vehicles (including departmental motor vehicles) in order to conduct field tests, inspections, and investigations to obtain data for use in determining code compliance

Confers with the public on matters concerning planning, both in individual and group settings, including making formal presentations to groups of citizens.

Reviews site development plans, subdivision plats and monitors development.

Reviews plans and counsels with developers and property owners to ensure compliance with County subdivision, zoning, and land development laws, codes, ordinances and regulation

Represents the County at local, regional, and state levels on planning policy matters

Attends, participates in and/or conducts meeting public hearings and seminars relating to planning and zoning matters.

Administers and enforces the County and Comprehensive Plan and Land Development Regulations, as the County Land Development Regulations Administrator.

Directs collection of fees and issuance of zoning certificates and concurrency certificates

Reviews application for beverage licenses, zoning exception/variance, and land rezoning

Exercises discretion in making independent judgment decisions governed by policies, principles and professional standards in order to carry out policies and objectives.

Develops and recommends, with justification, to the Director of Building and Zoning: new and/or changed policies affecting the operations of the Department, laws, codes, ordinances and regulations that will improve the effectiveness of achieving Departmental responsibilities.

ESSENTIAL FUNCTIONS: (Continued)

Develops and maintains systems and standard operating procedures in areas of control to promote operational efficiency; conducts periodic inspections of work activities to ensure compliance with approved systems and procedures.

Assists in the preparation, justification, monitoring and accomplishment of the Department annual operating budgets

Provides the public with assistance in completing concurrency applications, comp plan amendment applications; understanding zoning ordinance, sign ordinance, land development regulations, comprehensive plan, future land use map and other laws and ordinances in conjunction with the Planning Department

Provides assistance in permit approval review, plan review, field inspections, enforcement and interpretations of the County's zoning ordinance, sign ordinance, and subdivision ordinance, land development regulations, etc.

Provides assistance to contractual consultants providing professional assistance to the County relative to Comprehensive Planning

Assists in the monitoring and administration of consultant contracts

Compile and review detailed reports, ordinances and plan amendments relating to growth management issues for the County.

Reviews development requests for conformance with County comprehensive plans and development rules.

Maintain good working relationships with public officials, the general public, other government agencies, and with planning department staff.

Attends meetings on planning related issues

Performs land use calculations for development review.

Researches development files.

NON-ESSENTIAL FUNCTIONS:

Performs other reasonably related duties as assigned by the immediate supervisor and Department Director

WORK ENVIRONMENT:

Works inside and closely with others, also works outside.

TRAINING AND EXPERIENCE:

Minimum Experience: Graduation from an accredited college or university with a Bachelor's Degree (Master's Degree preferred) in Planning (Urban/Regional Community Planning) or a related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of rural and urban planning and the environment and socioeconomic implications of the planning process

Knowledge of Federal laws and ability to gain knowledge of State and/or Local laws governing zoning, planning and development regulations

Knowledge of laws governing zoning enforcement and governmental programs, laws and services related to the planning process.

Knowledge of County/Municipal zoning ordinances and land use regulations

Knowledge of research methods/techniques

Ability to make impartial judgments

Ability to coordinate workload of subordinates

Ability to gain knowledge of County

Ability to gain knowledge of government procedures and policies

Knowledge of the current literature, trends, and developments in the fields of planning and zoning

Knowledge and understanding of Florida Growth Management Act, 9J Administrative Rules and land use law.

Ability to communicate ideas and findings clearly and concisely, utilizing oral, written and graphic techniques.

Ability to prepare and present complex analyses, plans and reports.

Knowledge of modern public administration practices and procedures

Ability to plan and direct the work of a complex Department including professional, technical, administrative and clerical personnel

Ability to establish and maintain effective working relationships with supervisors, other Department employees, County Departments, developers, consultants, governmental agencies, and the general public and exercise tact and discretion.

Knowledge of the theories and principals of management and administration, ability to identify and analyze problems and render advice and assistance in this area

Ability to gather and analyze data and draw logical conclusions

Ability to prepare detailed reports and related memoranda

Ability to operate a motor vehicle and must possess a valid FL Driver's License.

Knowledge of computers, programming and associated equipment

Ability in establishing and maintaining effective relationships with subordinates, other agencies and the public.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction)
Acceptable hearing (with or without correction)
Ability to communicate both orally and in writing
Light (up to fifty (50) pounds) lifting
Walking, standing, bending, stooping, climbing
Sitting and manual dexterity

PROFESSIONAL LICENSES:

Possession of a valid Florida Driver's License
Membership in the American Planning Association and American Institute of Certified Planners or The Florida Planning and Zoning Association is desirable.

Pay Grade: ~~37,127,~~ 142
Exempt - Administrative
BCC Approved: 02/17/2000, 08/02/2006; 09/15/2016

ADMINISTRATIVE SUPERVISOR
(Building & Zoning Department)

MAJOR FUNCTION:

This is a managerial position working under the general direction of the [Building & Zoning Director](#) ~~Operations Manager~~. Responsible for planning, assigning, directing, instructing, implementing, overseeing and performing administrative work in the ~~Public Works~~ Department. Work requires exercise of considerable professional judgment and initiative within the framework of established regulations and policies. Directly supervises clerical positions ~~including customer service representatives.~~ and ~~indirectly supervises the entire department~~ as assigned by the Director. This position requires initiative, decisive leadership, and ability to be creative in addressing issues to ensure effective customer service.

ESSENTIAL FUNCTIONS:

Develops, recommends, revises and enforces departmental standard operating procedures, policies, rules and regulations.

Recommends and assists with the preparation and implementation of the department's budget.

Supervise and coordinate the provision of efficient and effective service delivery to customers; ensure timely processing of plans, permits and all applications; provide case management of complex construction applications; confer with project owners and design professionals regarding state and local code requirements and obtaining multi agency application approvals.

Suggest and/or designs departmental record keeping procedures to efficiently manage department records and utilize computer information system to maintain ~~and exploit department databases.~~ computer applications and tracking systems; coordinate improvement and upkeep of information systems, databases, scanning and imaging systems. Develop, update and maintain information and data provided to the public at the front counter and online and related permitting software applications and to aid in developing custom software to use the latest technology to streamline the building and land use permitting process.

Attend and participate in professional group meetings or Board meetings; stay abreast of new trends, innovations and laws affecting building plans and development applications submittal and approval process.

Responsible for personnel management including departmental worker's compensation and payroll preparation.

~~Responsible for ensuring the department's fuel accounting system and fleet management system are accurately maintained.~~

Responsible for ensuring purchasing and accounting issues are performed in accordance with established rules, regulations, policies and procedures.

Develop records management practices and responsible for formulating reports required by local and state agencies for building construction, special flood hazard areas, state surcharge reports and development permits.

Assists and makes recommendations with regard to personnel matters including, but not limited to, interviewing, selecting and training of employees; appraising productivity and efficiency of employees over which direct supervision is exercised; ~~reviewing performance evaluations completed by supervisors of their subordinates and offering advice and assistance when necessary;~~ and handling employee complaints and grievances and recommending discipline when necessary.

Assists with the establishment of departmental priorities and the assignment of work to the appropriate supervisor.

ADMINISTRATIVE SUPERVISOR
(Building & Zoning Department)

ADMINISTRATIVE SUPERVISOR

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ESSENTIAL FUNCTIONS - continued

Keeps abreast of existing work environment and anticipates potential problems, circumstances, activities or events which may/will affect the department and keeps the Director apprised of same.

Reviews and responds to questions, comments, complaints and requests for service lodged by the general public and recommends, establishes and implements revisions to department rules, regulations, policies and procedures where deemed appropriate.

Assists in the determination of resources to be devoted to various needs on a short and long-term basis.

Advises subordinates and supervisors of non-routine matters requiring special knowledge and/or expertise.

Coordinates a comprehensive departmental-wide program of mandatory, random drug/alcohol testing, post accident testing and other related activities.

Builds and maintains positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Promotes a positive attitude, team concept, mutual respect and good work ethic among workers.

NON-ESSENTIAL FUNCTIONS

Willingly and cooperatively accepts other related duties and responsibilities as assigned.

WORK ENVIRONMENT:

Usual office type working conditions and general field work with outdoor exposure.

TRAINING AND EXPERIENCE

High school graduation, five (5) years experience in business administration and management duties, two (2) years shall be in a supervisory/management capacity; or any equivalent combination of training and experience.

KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles of personnel management, management information and data processing systems, accounting and budgeting.

Knowledge of Building-related codes and ordinances enforced by the County, including the Florida Building Code (FBC) and/or International Code Council (ICC) building, electrical, plumbing and mechanical codes.

Knowledge of County land use action-related codes and ordinances enforced by the County, including Land Development Regulations (LDR's), including related-County Ordinances and state statutes.

ADMINISTRATIVE SUPERVISOR
(Building & Zoning Department)

ADMINISTRATIVE SUPERVISOR

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KNOWLEDGE, ABILITIES AND SKILLS - continued

Knowledge of pertinent federal, state and local laws, codes and regulations. Including methods and practices of all phases of commercial and residential construction including code regulations.

Ability to explain building, land use, including application procedures and regulatory codes to the public, both verbally and in writing.

Ability to supervise, plan, organize, assign, direct and evaluate the work of subordinates and other employees in the Department.

Ability to understand and transmit written and oral instructions and to prepare comprehensive reports; ~~Ability and~~ to effectively and accurately communicate both orally and in writing.

Ability to read and interpret building plans and specifications and apply regulatory codes and regulations.

Ability to establish and maintain effective working relations with the Director, supervisors, subordinates, employees within and outside of the ~~Public Works~~ Department.

Ability to research independently and create well-written, comprehensive and thorough administrative reports.

Ability to work non-standard hours and to respond effectively to emergency situations.

Ability to develop, implement and evaluate new and revised methods, ~~procedures and performance measures/standards.~~ to oversee the building construction application approval process, issuance of permits, plan submittals, plan processing, and fee assessment and payment processing.

ESSENTIAL PHYSICAL SKILLS/DEMANDS

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without correction)

Ability to communicate both orally and in writing

Light (up to 50 pounds) lifting and carrying

Walking, standing, bending, stooping, climbing

Sitting and manual dexterity

PROFESSIONAL LICENSE:

Possession of a valid Florida driver's license required.

Columbia County residency required within six months of date of employment.

Pay Grade: 134

Exempt – Administrative

BCC Approved: 01/21/10, Revised 02/03/2011; Revised 06/07/2012, Revised 9/15/2016,
Revised 6/20/2019

A. PAY GRADE SCHEDULES

COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
GENERAL PAY GRADE SCHEDULE
Revised & Approved 06/20/2019

POSITION TITLE	EXEMPT STATUS	PAY GRADE	MINIMUM	MIDPOINT	MAXIMUM
LABORER	N	101	10.00	12.10	14.35
MOSQUITO CONTROL OPERATOR	N	101	20,800.00	25,168.00	29,848.00
MAINTENANCE WORKER - LANDSCAPE & PARKS	N	101			
RECREATION AIDE	N	101			
		102	10.06	12.17	14.44
			20,924.80	25,319.01	30,027.09
ASSISTANT FACILITY FIELD SUPERVISOR	N	103	10.45	12.64	15.00
			21,736.00	26,300.56	31,191.16
TELECOMMUNICATIONS SPECIALIST	N	105	10.51	12.71	15.08
VETERANS COUNSELOR	N	105	21,860.80	26,436.80	31,370.25
SECRETARY I	N	106	10.58	12.80	15.18
			22,000.00	26,627.74	31,579.18
4-H PROGRAM ASSISTANT P/T	N	108	10.98	13.29	15.76
MAINTENANCE TECHNICIAN - LANDSCAPE & PARKS	N	108	22,838.40	27,634.46	32,773.10
SECRETARY II	N	109	11.48	13.89	16.47
			23,878.40	28,892.86	34,265.50
SECRETARY SPECIALIST	N	112	12.50	15.13	17.94
			26,000.00	31,460.00	37,310.00
CODE ENFORCEMENT OFFICER I	N	113	12.55	15.19	18.01
CONSTRUCTION HELPER	N	113	26,104.00	31,585.84	37,459.24
COUNTY COURT SECRETARY	N	113			
ADMINISTRATIVE SECRETARY	N	114	12.98	15.71	18.63
			27,000.00	32,668.06	38,742.70

FLEET/PROCUREMENT COORDINATOR	N	115	13.12	15.88	18.83
			27,289.60	33,020.42	39,160.58
CREW LEADER - LANDSCAPE & PARKS	N	116	13.46	16.29	19.32
			28,000.00	33,876.13	40,175.41
EMERGENCY MANAGER. COORDINATOR	N	117	13.72	16.60	19.69
			28,537.60	34,530.50	40,951.46
OFFICE MANAGER	N	119	14.35	17.36	20.59
			29,848.00	36,116.08	42,831.88
CODE ENFORCEMENT OFFICER II	N	120	14.42	17.45	20.69
			30,000.00	36,292.26	43,040.82
		121	15.01	18.16	21.54
			31,220.80	37,777.17	44,801.85
TOURIST PROJECT MARKETING MANAGER	N	122	15.38	18.61	22.07
			32,000.00	38,708.38	45,906.22
CARPENTER FOREMAN	N	123	15.63	18.91	22.43
			32,500.00	39,337.58	46,652.42
ELECTRICIAN	N	124	15.71	19.01	22.54
HVAC ENERGY SPECIALIST	N	124	32,680.00	39,538.93	46,891.21
IT DESKTOP SUPPORT SPECIALIST	N	124			
VETERANS SERVICE OFFICER	EA	124			
MAINTENANCE SUPERVISOR- LANDSCAPE & PARKS	N	125	15.87	19.20	22.77
PAINTER/MAINTENANCE	N	125	33,000.00	39,941.62	47,368.78
CODE ENFORCEMENT DIRECTOR	EA	125			
MECHANIC SHOP FOREMAN	EA	127	16.44	19.89	23.59
			34,195.20	41,376.19	49,070.11
ASSISTANT SOLID WASTE DIRECTOR/OPS MANAGER	EA	128	17.21	20.82	24.70
PLANNING TECHNICIAN	N	128	35,800.00	43,314.13	51,368.41
BUILDING OFFICIAL I - 1 & 2 FAMILY DWELLING INSPECTOR *	N	129	17.79	21.53	25.53
			37,000.00	44,773.87	53,099.59

BUILDING OFFICIAL II*	N	130	18.02	21.80	25.86
PERMITS APPLICATION COORDINATOR	N	130	37,481.60	45,352.74	53,786.10
PLANS EXAMINER	N	130			
		131	18.87	22.83	27.08
			39,249.60	47,492.02	56,323.18
911 ADDRESSING TECHNICIAN	N	132	19.23	23.27	27.60
			40,000.00	48,398.06	57,397.70
PUBLIC WORKS ROAD SUPERINTENDENT	EA	133	19.76	23.91	28.36
DATABASE APPLICATION/WEB DESIGNER	N	133	41,100.80	49,731.97	58,979.65
NETWORKING SPECIALIST	N	133			
FOREMAN/FOREMAN DRAINAGE/FOREMAN STORMWATER	EA	133			
ADMINISTRATIVE SUPERVISOR PUBLIC WORKS/ BUILDING & ZONING	EA	134	20.70	25.05	29.70
BUILDING OFFICIAL III*	N	134	20.70	25.05	29.70
911 ADDRESSING/GIS COORDINATOR	EA	134	43,056.00	52,097.76	61,785.36
MAINTENANCE FIELD SUPERVISOR	N	134			
PURCHASING DIRECTOR	EA	135	21.68	26.23	31.11
SAFETY DIRECTOR	EA	135	45,094.40	54,564.22	64,710.46
ASSISTANT PUBLIC WORKS DIRECTOR	N	136	23.31	28.21	33.45
ASSISTANT ROAD CONSTRUCTION SUPERVISOR	N	136	48,484.80	58,666.61	69,575.69
PROJECTS SUPERINTENDENT	EA	136			
UTILITIES/DRAINAGE SUPERINTENDENT	N	136			
ASSISTANT BUILDING & ZONING COORDINATOR DIRECTOR	EA	137	24.04	29.09	34.50
			50,000.00	60,503.87	71,754.59
DIRECTOR OF FINANCIAL MANAGEMENT	EA	138	24.45	29.58	35.09
ROAD CONSTRUCTION SUPERVISOR	N	138	50,856.00	61,535.76	72,978.36
DIRECTOR EMERGENCY MANAGEMENT	EA	139	24.52	29.67	35.19
			51,000.00	61,711.94	73,187.30
		140	26.12	31.61	37.48
			54,329.60	65,738.82	77,962.98
RECREATION DIRECTOR	EE	141	26.44	31.99	37.94
			55,000.00	66,544.19	78,918.11

<u>COUNTY PLANNER COMMUNITY DEVELOPMENT COORDINATOR</u>	EA	142	27.37	33.12	39.28
RADIO/COMMUNICATIONS SPECIALIST	N	142	56,932.80	68,884.82	81,693.98
SENIOR STAFF ASSISTANT	EA	142			
DIRECTOR OF FACILITIES MAINTENANCE	EE	143	27.40	33.15	39.32
			57,000.00	68,960.32	81,783.52
<u>BUILDING & ZONING COORDINATOR DIRECTOR</u>	EE	144	27.88	33.73	40.001
			58,000.00	70,168.38	83,216.22
ADMINISTRATIVE MANAGER	EE	145	28.21	34.13	40.48
			58,676.80	70,998.93	84,201.21
DIRECTOR HR/COMMUNITY SERVICES	EA	146	28.85	34.91	41.40
DIRECTOR LANDSCAPING AND PARKS DEPARTMENT	EE	146	60,000.00	72,609.68	86,111.48
OPERATIONS SUPERINTENDENT	EA	146			
RISK MANAGER	EA	146			
SOLID WASTE DIRECTOR	EE	146			
TOURISM DEVELOPMENT EXECUTIVE DIRECTOR	EA	146			
COUNTY ENGINEER	EP	147	33.04	39.98	47.41
			68,723.20	83,155.07	98,617.79
SPORTS MARKETING DIRECTOR	EA		NEGOTIABLE		
PUBLIC WORKS DIRECTOR	EE		NEGOTIABLE		
DIRECTOR ECONOMIC DEVELOPMENT	EA		NEGOTIABLE		
OPERATIONS MANAGER	EE		NEGOTIABLE		
ASSISTANT COUNTY MANAGER	EA		NEGOTIABLE		
COUNTY MANAGER	EE		NEGOTIABLE		

SUPPLEMENTS:

FIXED ASSET MANAGER \$1500 ANNUALLY

MOWING CONTRACTOR SUPERVISOR \$2500 ANNUALLY

TEMPORARY ADMINISTRATIVE TRAINING \$1500 ANNUALLY

911 Addressing/GIS Coordinator

\$8,600 ANNUALLY

ANNUAL SUPPLEMENT PAID BY CITY OF LAKE CITY – PAYMENT OF SUPPLEMENT WILL CEASE UPON CITY DISCONTINUING PAYMENT TO COUNTY FOR SERVICES.

*BUILDING OFFICIAL I - 1 & 2 FAMILY DWELLING INSPECTOR INCENTIVE INCREASE 5% FOR EACH RESIDENTIAL STANDARD CERTIFICATION OBTAINED. BASE PAY GRADE 129 - RESIDENTIAL BUILDING INSPECTOR 5%. RESIDENTIAL MECHANICAL INSPECTOR 5%. RESIDENTIAL ELECTRICAL INSPECTOR 5%. RESIDENTIAL PLUMBING INSPECTOR 5%. A STANDARD CERTIFICATION IS A PRE-REQUISITE TO OBTAIN INCENTIVE PAY FOR EACH OF THESE CATEGORIES. HOWEVER IF THE APPLICANT POSSESSES A STANDARD CERTIFICATE IN ALL RESIDENTIAL 1 & 2 FAMILY DWELLING INSPECTOR CATEGORIES, THE RATE OF PAY WILL START AT \$44,400.00. NO COST OF LIVING INCREASE WILL BE GIVEN UNTIL STANDARD CERTIFICATION IS OBTAINED IN ALL FOUR CATEGORIES.

*BUILDING OFFICIAL II - INCENTIVE INCREASE 5% FOR EACH STANDARD COMMERCIAL INSPECTOR CERTIFICATE OBTAINED. BASE PAY GRADE 130 - STANDARD BUILDING INSPECTOR CERTIFICATE 5%. STANDARD ELECTRICAL INSPECTOR CERTIFICATE 5%. STANDARD MECHANICAL INSPECTOR CERTIFICATE 5%. STANDARD PLUMBING INSPECTOR CERTIFICATE - 5%. A STANDARD CERTIFICATION IS A PRE-REQUISITE TO OBTAIN INCENTIVE PAY FOR EACH OF THESE CATEGORIES. HOWEVER IF THE APPLICANT POSSESSES ~~A ONE~~ STANDARD COMMERCIAL INSPECTOR CERTIFICATE IN ~~ALL ANY OF THESE~~ CATEGORIES ~~AND HOLDS A STANDARD CERTIFICATE IN ANY CATEGORY OF PLANS EXAMINER~~ THE RATE OF PAY WILL START AT \$44,977.92

*BUILDING OFFICIAL III - INCENTIVE INCREASE 5% FOR EACH STANDARD PLANS EXAMINER CERTIFICATE OBTAINED. BASE PAY GRADE 134 - STANDARD BUILDING PLANS EXAMINER CERTIFICATE 5%. STANDARD ELECTRICAL PLANS EXAMINER CERTIFICATE 5%. STANDARD MECHANICAL PLANS EXAMINER CERTIFICATE 5%. STANDARD PLUMBING PLANS EXAMINER CERTIFICATE - 5%. A STANDARD CERTIFICATION IS A PRE-REQUISITE TO OBTAIN INCENTIVE PAY FOR EACH OF THESE CATEGORIES. HOWEVER IF THE APPLICANT POSSESSES STANDARD INSPECTOR CERTIFICATES IN ALL CATEGORIES LISTED FOR BUILDING OFFICIAL II AND HOLDS A STANDARD CERTIFICATE IN ANY CATEGORY OF PLANS EXAMINER THE RATE OF PAY WILL START AT \$51,667.20.

NO COST OF LIVING INCREASE WILL BE GIVEN UNTIL STANDARD CERTIFICATION IS OBTAINED IN ALL CATEGORIES.

VERIFICATION OF LICENSING WILL BE CONDUCTED VIA FLORIDA D.B.P.R. WEB SITE OR HAND CARD LICENSES

BCC Approved 08/02/2006

EXEMPT STATUS: N=NONEXEMPT; EA=EXEMPT ADMINISTRATIVE; EP=EXEMPT PROFESSIONAL; EE=EXEMPT EXECUTIVE

COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
COLLECTIVE BARGAINING PAY GRADE SCHEDULE

POSITION TITLE	EXCEPT STATUS	NEW PAY GRADE	MINIMUM		MIDPOINT	MAXIMUM
MAINTENANCE WORKER I	N	101	10.00		12.10	14.35
SIGN SHOP TECHNICIAN I	N	101	20,800.00		25,168.00	29,848.00
CUSTODIAN MAINT/PUBLIC LIBRARY	N	101				
GENERAL LABORER PUBLIC WORKS	N	101				
LANDFILL SPOTTER	N	101				
BRUSH CHIPPER OPERATOR PUBLIC WORKS	N	102	10.06		12.17	14.44
MAINTENANCE WORKER II	N	102	20,924.80		25,319.01	30,027.09
STOCKROOM CLERK	N	102				
		105	10.51		12.72	15.08
			21,864.00		26,451.57	31,370.25
SECRETARY I LANDFILL	N	106	10.58		12.80	15.18
			22,000.00		26,627.74	31,579.18
EQUIPMENT OPERATOR I LANDFILL & PUBLIC WORKS	N	107	10.82		13.09	15.53
			22,500.00		27,231.78	32,295.54
MAINTENANCE TECHNICIAN	N	108	10.98		13.29	15.76
MECHANIC HELPER PUBLIC WORKS	N	108	22,838.40		27,634.46	32,773.10
TIRE REPAIRMAN PUBLIC WORKS	N	108				
TRACTOR & MOWER OPERATOR PUBLIC WORKS	N	108				
WASH RACK OPERATOR/SERVICE TECHNICIAN PUBLIC WORKS	N	108				
LITTER CONTROL OPERATOR LANDFILL						
SECRETARY II LANDFILL & PUBLIC WORKS	N	109	11.48	13.89	16.47	
			23,878.40	28,892.86	34,265.50	
SIGN SHOP TECHNICIAN II	N	110	11.54	13.96	16.56	
SMALL EQUIPMENT OPERATOR	N	110	24,000.00	29,043.87	34,444.59	
EQUIPMENT OPERATOR II LANDFILL & PUBLIC WORKS	N	110				

CUSTOMER SERVICE REPRESENTATIVE I PUBLIC WORKS	N	111	12.00	14.52	17.22
TRACTOR MOUNTED BRUSHCUTTER OPR TREE TRIMMER BUCKET TRUCK OPERATOR PUBLIC WORKS	N	111	24,960.00	30,201.60	35,817.60
	N	111			
	N	111			
SECRETARY SPECIALIST	N	112	12.50	15.13	17.94
EQUIPMENT OPERATOR III LANDFILL & PUBLIC WORKS	N	112	26,000.00	31,460.00	37,310.00
MOTOR GRADER OPERATOR PUBLIC WORKS	N	112			
CUSTOMER SERVICE REPRESENTATIVE II PUBLIC WORKS	N	113	12.55	15.19	18.01
FINISH MOTOR GRADER OPERATOR	N	113	26,104.00	31,585.84	37,459.24
FLEET PROCUREMENT	N	115	13.12	15.88	18.83
			27,289.60	32,668.06	38,742.70
CREW LEADER PUBLIC WORKS	N	116	13.46	16.29	19.32
MAINTENANCE TECHNICIAN III	N	116	28,000.00	33,876.13	40,175.41
FIELD SERVICE MECHANIC MECHANIC II LANDFILL & PUBLIC WORKS	N	116			
		117	13.72	16.60	19.69
			28,540.80	34,530.50	40,951.46
MECHANIC CL	N	118	13.94	16.87	20.00
EQUIPMENT OPERATOR IV LANDFILL & PUBLIC WORKS	N	118	29,000.00	35,084.19	41,608.11
MAINTENANCE SUPERVISOR	N	121	15.01	18.16	21.79
			31,220.80	37,777.17	44,801.85
TRAFFIC SIGNAL TECHNICIAN PUBLIC WORKS	N	124	15.71	19.01	22.54
			32,676.80	39,538.93	46,891.21
WELDER	N	126	16.35	19.78	23.46
			34,000.00	41,149.68	48,801.48
SIGN SHOP FOREMAN	N	135	21.68	26.23	31.11
			45,094.40	54,564.22	64,710.46

BCC Approved 10/19/2006

Revisions Board Approved ~~09/15/2016,~~
~~08/17/2017, 09/21/2017, 9/20/2018,~~
12/20/2018

COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
Public Library Pay Grade Schedule

POSITION TITLE	EXEMPT STATUS	NEW PAY GRADE	MINIMUM	MIDPOINT	MAXIMUM
LIBRARY SHELVER P/T	N	101	10.00	12.10	14.35
LIBRARY CLERK I	N	101	20,800.00	25,168.00	29,848.00
CUSTODIAN	N	101			
CUSTODIAN II	N	102	10.06	12.37	14.60
LIBRARY CLERK II	N	102	20,924.80	25,737.50	30,370.25
LIBRARY SECRETARY II	N	102			
LIBRARY ASSISTANT I	N	104	10.48	12.68	15.04
			21,800.00	26,376.06	31,280.70
LIBRARY ASSISTANT II	N	108	10.98	13.29	15.76
			22,838.40	27,634.46	32,773.10
LIBRARY ADMINISTRATIVE SECRETARY/STAFF ASSISTANT	N	109	11.48	13.89	16.47
			23,878.40	28,892.86	34,265.50
LIBRARY ASSISTANT III	N	111	12.00	14.52	17.22
LIBRARY PROG TECH	N	111	24,960.00	30,201.60	35,817.60
LIBRARY SERVICES SUPERVISOR	N	116	13.46	16.29	19.32
			28,000.00	33,876.13	40,175.41
LIBRARIAN I	EA	117	13.72	16.60	19.69
LIBRARY BRANCH MANAGER I	EA	117	28,537.60	34,530.50	40,951.46
LITERACY COORDINATOR	EA	117			
PROGRAM SPECIALIST	EA	117			
LIBRARY OFFICE MANAGER	EA	119	14.35	17.36	20.59
LIBRARIAN II	EA	119	29,848.00	36,116.08	42,831.88
LIBRARY BRANCH MANAGER II	EA	119			
LIBRARIAN III	EA	127	16.44	19.89	23.59
BRANCH MANAGER III	EA	127	34,195.20	41,376.19	49,070.11

ASSISTANT DIRECTOR	EA	133	19.76	23.91	28.36
NETWORKING SPEC	N	133	41,100.80	49,731.97	58,979.65
LIBRARY DIRECTOR	EE	144	27.88	33.73	40.01
			58,000.00	70,168.38	83,216.22

BCC Approved 08/02/2006

EXEMPT STATUS: N=NONEXEMPT; EA=EXEMPT ADMINISTRATIVE; EP=EXEMPT PROFESSIONAL; EE=EXEMPT EXECUTIVE

COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
FIRE DEPARTMENT PAY GRADE SCHEDULE

POSITION TITLE	EXEMPT STATUS	PAY GRADE	MINIMUM / OVERTIME	MAXIMUM / OVERTIME
PRN FIREFIGHTER	N	2	12.77	
		15	10.45/15.675	15.89/23.835
			31,590.00	48,035.00
FIREFIGHTER	N	16	10.76 /16.14	15.44/23.16
			32,527.00	46,675.12
FIRE DRIVER/ENGINEER	N	17	12.05/18.08	16.98/25.47
			35,000.00	51,330.00
	N	18	13.35/20.02	18.80/28.20
			41,264.00	57,739.00
LIEUTENANT	N	19	13.7285/20.59	19.70/29.55
			41,500.00	52,553.10
SHIFT COMMANDER	N	20	15.17/22.755	21.34/32.01
			45,858.00	64,511.00
HOURLY RATES FOR PAY GRADES 15, 16, 17 & 18 CALCULATED ON 2666 REGULAR HOURS AND 238 OVERTIME HOURS ANNUALLY				
OFFICE MANAGER	EA	119	14.35	21.04
			29,848.00	43,763.00
FLEET MAINTENANCE SUPERVISOR	N	F21	18.27	24.52
			38,000.00	51,000.00
DIVISION CHIEF/INSPECTIONS/PIO	N	21	43,000.00	61,705.00
ASSISTANT CHIEF	EA	22	55,000.00	75,000.00
CHIEF	EE	23	64,000.00	89,000.00
SUPPLEMENTS	HAZMAT (Division of State Fire Marshall Bureau of Fire Standards & Training Certificate of Competency Required)	EMT State of Florida Department of Health Division of Medical Quality Assurance Certification Required		
Employee will only be eligible for supplements at the time, and not prior to, the County Board of County Commissioners Human Resources Department receiving required State certifications as stipulated. It is the employee's responsibility to provide the required state certifications. No retro-activity pay will be paid relative to the payment of supplements.				
(ANNUAL/HOURLY)	750.00/.25		750.00/.25	
STIPENDS:	ALS REPORTING OFFICER:		5,000.00 ANNUALLY/1.65	
	PARAMEDIC:		5,000.00 ANNUALLY/1.65	
	INSPECTOR (9)		1,750.00 ANNUALLY/.58	

COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
CENTRAL COMMUNICATIONS PAY GRADE SCHEDULE

POSITION TITLE	EXEMPT STATUS	PAY GRADE	MINIMUM / OVERTIME	MAXIMUM / OVERTIME
PRN TELECOMMUNICATOR	N	201	12.77 W/CERTS	13.72/17.00
911 PUBLIC SAFETY TELECOMMUNICATOR	N	202	10.52/15.78	15.78/23.67
UPON COMPLETION OF PROBATION			.50	.50
DEPARTMENT OF HEALTH CERTIFICATION			.50	.50
EMD CERTIFICATION			.50	.50
EFD CERTIFICATION			.50	.50
APCO CERTIFICATION			.25	.25
CPR CERTIFICATION			.25	.25
FDLE CERTIFICATION			.25	.25
COMPLETE CERTIFICATION			13.27/19.91	18.53/27.80
ANNUAL SALARY			\$30,362	\$42,397
911 P.S. TELECOMMUNICATOR SUPERVISOR	N	205	14.00/21.00	19.50/29.25
ANNUAL SALARY			\$32,032	\$44,616
ANNUAL SALARIES FOR THE ABOVE PAY GRADES ARE CALCULATED ON 1976 REGULAR HOURS AND 208 OVERTIME HOURS ANNUALLY				
TRAINING QA COORDINATOR	EA	206	32,680	48,010
UPON COMPLETION OF PROBATION			.50	.50
DEPARTMENT OF HEALTH CERTIFICATION			.50	.50
EMD CERTIFICATION			.50	.50
EFD CERTIFICATION			.50	.50
APCO CERTIFICATION			.25	.25
CPR CERTIFICATION			.25	.25
FDLE CERTIFICATION			.25	.25
COMPLETE CERTIFICATION			38,396.80	53,726.40

ASSISTANT 911 COMMUNICATIONS CENTER MGR	EA	207	19.76 41,100	29.16 60,653
911 COMMUNICATIONS CENTER MANAGER	EE		NEGOTIABLE	
<p>Employee will only be eligible for increases at the time, and not prior to, the County Board of County Commissioners Human Resources Department receiving required State certifications as stipulated. It is the employee's responsibility to provide the required state certifications. No retro-activity pay will be paid relative to the payment of supplements.</p>				