

Thank you!

Jessica Mak

From: Jessica Mak
Sent: Wednesday, December 05, 2018 5:07 PM
To: Olga Cadaval
Subject: RE: Public Record Request - 2018-377 (Anderson)
Attachments: VC Village Clerk.pdf; PublicRecRequest-2018-377.pdf; M. Arocha - Salary History.pdf

Hi Olga:

The job description for Village Clerk is attached, no range is provided on the description since it's contract based. I have also attached a position/salary history with personal information redacted, which includes current salary, position changes over time and effective dates.

Kindly review and let me know if okay to forward along to Manager's office for second approval.

Thank you,

Jessica Mak, SHRM-CP
 HR & Communications Department
 Village of Palmetto Bay
 9705 East Hibiscus Street
 Palmetto Bay, Florida 33157
 (P) 305-259-1234 – (F) 305-259-1293

From: Olga Cadaval
Sent: Wednesday, December 05, 2018 2:01 PM
To: Jessica Mak
Subject: FW: Public Record Request - 2018-377 (Anderson)

Jessica- please respond ASAP for Village Clerk position since we do not have the deputy clerk position. Send job description which has the salary range and the applicable eden report showing years of service and salary for missy.

Sincerely,
 Olga Cadaval
 Deputy Manager
 Village of Palmetto Bay

*"Never let the things you can't do stop you from doing what you can."
 — Ronald Reagan*

From: Admin Temp
Sent: Friday, November 09, 2018 11:42 AM
To: Olga Cadaval
Cc: Missy Arocha; Melissa Dodge; Karla Morales-Maestre
Subject: FW: Public Record Request - 2018-377 (Anderson)

Good morning Olga,

Please see the attached request and forward the response to my attention and cc' Karla.

Inform Executive Assistant
 Office of the Village Manager
 Village of Palmetto Bay
 9705 East Hibiscus Street
 Palmetto Bay, Florida 33157
 (P) 305-259-1234
 (F) 305-259-1290

Subject: Public Record Request - 2018-377 (Anderson)
 Cc: Missy Arocha; Edward Silva
 To: Admin Temp; Olga Cadaval
 Sent: Wednesday, November 07, 2018 10:40 AM

Good Afternoon,

Attached is Public Record Request No. 2018-377 received from Mr. Erica Anderson. Please forward to the appropriate department.

Sincerely,

Melissa Dodge
 Administrative Assistant
 Office of the Village Clerk
 Village of Palmetto Bay
 9705 East Hibiscus Street
 Palmetto Bay, FL 33157
 (P) 305-259-1234
 (F) 305-259-1290

Subject: FW: Information Needed for Classification Study
 To: Melissa Dodge
 Sent: Wednesday, November 07, 2018 10:40 AM
 From: Missy Arocha

Please log, acknowledge, and process.



Missy Arocha
 Village Clerk
 MDC/MCA Secretary

Village of Palmetto Bay

Thank you!

Yanara Modroño
Interim Executive Assistant
Office of the Village Manager
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, Florida 33157
T: 305-259-1234
F: 305-259-1290

From: Melissa Dodge
Sent: Thursday, November 08, 2018 12:53 PM
To: Admin Temp; Olga Cadaval
Cc: Missy Arocha; Edward Silva
Subject: Public Record Request - 2018-377 (Anderson)

Good Afternoon,

Attached is Public Record Request No. 2018-377 received from Ms. Erica Anderson. Please forward to the appropriate department.

Sincerely,

Melissa Dodge
Administrative Assistant
Office of the Village Clerk
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, FL 33157
Ph: 305-259-1234
Fax: 305-259-1290

From: Missy Arocha
Sent: Wednesday, November 07, 2018 10:40 AM
To: Melissa Dodge
Subject: FW: Information Needed for Classification Study

Please log, acknowledge, and process.



Missy Arocha

Village Clerk
MDCMCA Secretary

Village of Palmetto Bay

9705 East Hibiscus Street
Palmetto Bay, FL 33157
Phone: (305) 259-1234
www.palmettobay-fl.gov

PLEASE NOTE: Florida has very broad public records laws. Most written communications to or from local officials regarding official business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.



Please save a tree. Don't print this e-mail unless it's really necessary.

From: Erica Anderson [<mailto:eanderson@hainescity.com>]

Sent: Wednesday, November 07, 2018 10:17 AM

To: Missy Arocha; Jennifer Nanek; crobinson@rivierabch.com; Cason, Deborah; Kelly Koos - Lakeland; Vanessa Castillo; Joy Townsend (City of Winter Haven); Mooney, Cheryl A.; bbarbour@cityofoviedo.net; ldebonis@cityofoviedo.net; cityclerkoffice@cohb.org; City Clerk Kerri Miller (kmiller@plantcitygov.com); aluaces@winterspringsfl.org; TAckroyd@clermontfl.org; Ckowley@ctsfl.us; elizabethroy@cityofcrestview.org; dgardner@casselberry.org; ksmith@cityofpuntagordafl.com

Subject: Information Needed for Classification Study

Good Morning Ladies,

If you could all be so kind to provide me with the following information for your City and Deputy or Assistant City Clerk;

- Current Pay for both positions
- Pay Range for both positions
- The number of years you and your deputy have been in your positions
- Whether you are CMC or MMC designated (both positions)
- Your City's population
- Job Description for both positions

Thank you for your help.

Sincerely,

Erica Anderson

Deputy City Clerk

HCFORWARD
one city. one vision.

City of Haines City
620 E Main Street
Haines City, FL 33844
Office (863) 421-9921 (Ext. 5518)
Fax (863) 421-3626
Email: EAnderson@hainescity.com
www.hainescity.com

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Our Mission

"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."

Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Haines City, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempt by the Public Records Law. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.



POSITION TITLE:	Village Clerk
FUNCTIONAL AREA:	Office of the Village Clerk
PAY GRADE & SALARY:	Based on Experience & Qualifications
CLASSIFICATION:	Full-Time; Exempt
APPROVED/UPDATED:	June 2016/ June 2016

General Summary

The Village Clerk is one of three chartered positions. This is a highly responsible administrative position recording the actions and maintaining the official records of the Village of Palmetto Bay and the Village Council. The Village Clerk provides support services to the Mayor and Council and various Council-appointed committees.

Supervision Received and Exercised

The Village Clerk is appointed and removed by a majority vote of the Village Council, in accordance with Section 3.6 of the Village Charter. Once appointed, the Village Clerk reports to the Mayor and Council. The Village Clerk supervises all employees assigned to the Office of the Village Clerk.

Essential Duties and Responsibilities

- Attends all Council meetings and records all motions, votes, and actions. Prepares minutes of each meeting along with summary of action and ensures that necessary follow-up on action items is taken; assembles and distributes Council meeting agendas in accordance with Council and Village policies.
- Provides for timely public notice of all meetings subject to the Sunshine Law and provides for legal advertising, publication and posting of notices, as necessary.
- Attests (authenticates by signature) the Mayor’s or Manager’s signature, as the case may be, on all Village documents as required.
- Maintains custody of municipal records, including ordinances, resolutions, and contracts, and promulgates procedures for the orderly management, maintenance, retention, and destruction of said records in accordance with State law. Serves as the State Records Management Liaison Officer.
- Serves as qualifying officer and Supervisor of Elections for all municipal elections. Coordinates with the Miami-Dade County Supervisor of Elections for conduct of municipal elections.
- Administers the publication, maintenance and distribution of the *Village Code of Ordinances*. Ensures the accuracy of this publication.
- Maintains records of all committee appointments. Ensures an individual’s eligibility to hold appointed office.
- Maintains custody of Village’s official seal. Affixes seal on official documents as necessary.
- Prepares the annual budget for the Office of the Village Clerk for review by the Village Manager and Village Council. Monitors expenditures for compliance with approved budget.
- Develops short and long range goals specific to the Office of the Village Clerk in furtherance of the Village’s mission, vision and strategic focus areas. Updates goals as necessary.



Village of Palmetto Bay

Position Description

- Serves as Financial Disclosure Coordinator for the municipality.
- Responds to public records and informational requests received from the public, staff, other agencies and interested parties as provided by Chapters 119 and 286 and other such applicable chapters and sections of the *Florida State Statutes*. Provides assistance and guidance to members of the Village Council, Village staff and the general public relative to departmental policies and procedures and sunshine & public records laws.
- Manages and supervises assigned staff; hires, trains, motivates, and evaluates staff performance; reviews personnel progress and directs changes as needed and administers discipline as required.
- Prepares correspondence, proclamations, and resolutions as necessary.
- Provides support to the Village Council, including scheduling for Village meetings and functions, correspondence, mail, telephone calls, e-mails, etc.
- Provides notary public services.
- Performs other related duties as prescribed by Council.

Minimum Qualifications

Education & Experience

- A Bachelor's degree from an accredited college in Public Administration or a related field.
- Demonstrated proficiency in Microsoft Word, Outlook, Excel, and Power Point. Familiar with navigating on the Internet.
- Knowledge of *Florida Statutes* related to public records and municipal government, including but not limited to FS Chapters 119 and 286.
- Prior work experience in a supervisory capacity.

Other Required Competencies

- Knowledge of standard office procedures, practices and equipment.
- Excellent written communication skills, ability to compose original material.
- Thorough knowledge of municipal legislative policies and procedures to include the development, writing, presentation and adoption of municipal ordinances and resolutions.
- Knowledge of legal requirements, rules and procedures for Council meetings (including rules of order related to public meetings).
- Knowledge of the organization, function and activities of municipal government.
- Knowledge of local community issues.
- Ability to establish and maintain effective working relationships with Village officials, employees, and the general public.

**The Village of Palmetto Bay reserves the right to update and/or change this job description at any time.
The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.**

pyEmpHst
12/05/2018 5:03PM

Employee History
VILLAGE OF PALMETTO BAY

Employee: 0123 AROCHA, MISSEL
Position: 0007 VILLAGE CLERK
Address: REDACTED

SSN: REDACTED
Birth Date: REDACTED

Salary History

Pos #	Title	Effective Date	Reason	S/H/D	Hourly Rate	Annual Salary	Pay Per Salary Code	Step
0007	VILLAGE CLERK	06/06/2016	Transferred by Council action on 6/6/16 from Exec. Asst. to	S	26.2545	54,609.36	2,100.36	VC A
0007	VILLAGE CLERK	06/16/2016	Salary increase and car/cell allowance benefit pursuant to t	S	36.0577	75,000.00	2,884.62	VC A
0007	VILLAGE CLERK	12/15/2017	Merit increase of 3% per Section 7.1 of Village Clerks Empl	S	37.1394	77,250.00	2,971.15	VC A
0007	VILLAGE CLERK	10/06/2018	COLA INCREASE 3%	S	38.2536	79,567.50	3,060.29	VC A
0018	EXECUTIVE ASSISTANT	04/01/2015	5% increase for TSOR assignment, which started on 3/27/15.	S	21.7400			07 A
0018	EXECUTIVE ASSISTANT	09/12/2015	Applied to and was hired for the position of Executive Assis	S	22.8300			20 A
0028	ADMINISTRATIVE ASST-VLG CLERK	08/31/2012	First History	S	15.3760	31,982.00	1,230.08	05 A
0028	ADMINISTRATIVE ASST-VLG CLERK	08/31/2012	Salary or Hourly Rate change	S	19.2300	31,982.00	1,230.08	05 A
0028	ADMINISTRATIVE ASST-VLG CLERK	08/20/2013	Merit increase of 2.5% pursuant to the employee's annual per	S	19.7100			05 A
0028	ADMINISTRATIVE ASST-VLG CLERK	08/20/2014	Merit increase of 3% based on employee's performance evaluat	S	20.3000			05 A
0028	ADMINISTRATIVE ASST-VLG CLERK	10/01/2014	COLA INCREASE 2%	S	20.7060			05 A

