

FILED FOR RECORD
R. B. SHORE

2008 FEB 15 AM 10:36

CLERK OF THE CIRCUIT COURT
MANATEE CO. FLORIDA

ORDINANCE 08-25

2008 FEB 11 AM 10:10
DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA

FILED

AN ORDINANCE OF MANATEE COUNTY, FLORIDA, REPEALING SECTION 2-2-271 OF THE MANATEE COUNTY CODE; CREATING A NEW SECTION 2-2-271 OF THE CODE; AMENDING SECTION 2-2-274; ESTABLISHING REQUIREMENT AND PROCEDURES FOR FINGERPRINTING AND BACKGROUND SECURITY SCREENING OF CERTAIN APPLICANTS, EMPLOYEES OR APPOINTEES CRITICAL TO SECURITY OR PUBLIC SAFETY; MAKING RELATED FINDINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, events of terrorism, crimes against children and other vulnerable persons, and major computer crime in recent years have caused governments to place a higher emphasis on infrastructure and personal security and terrorism prevention and response; and

WHEREAS, by adopting Florida Statute § 125.5801, the Florida Legislature has attempted to assist county governments in their efforts to ensure that county applicants, personnel and other appointees to positions it deems critical to security or public safety have appropriate backgrounds to work in those positions; and

WHEREAS, this statute provides that the determination of which positions are critical to security or public safety and thus to be subject to enhanced background checks must be made by the governing body in an ordinance; and

WHEREAS, the Manatee County Commission adopted Ordinance 04-48 establishing an initial list of employees it determined to be critical to the security or public safety of Manatee County and therefore subject to enhanced criminal background screening; and

WHEREAS, given 1) actual experience with the initial list of positions, 2) recent reorganization of the structure of county administration, and 3) a new survey of each department within the Administration and of the County Attorney's Office concerning the need for enhanced criminal background checks, certain positions have been deemed to be deleted from the initial

list while other positions have been determined to require being added to the list or otherwise reclassified on the list; and

WHEREAS, the County Commission hereby adopts the recommended changes and hereby finds that the duties performed by the persons who will hold the positions listed in this Ordinance are critical to the security or public safety of Manatee County; and

WHEREAS, the Board of County Commissioners of Manatee County finds that it is in the County's best interest to require applicants, employees or appointees to these positions to be criminally screened on both a state and federal level as provided in Florida Statute § 125.5801.

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Manatee County, Florida, that:

SECTION 1. Section 2-2-271 of the Manatee County Code is hereby repealed in its entirety and a new Section 2-2-271 is hereby created to read:

Sec. 2-2-271. Criminal background screening for safety and security critical positions.

Successful applicants, employees or appointees to the positions listed below must be subjected to an employment screening which shall include being fingerprinted and having said fingerprints forwarded to the Florida Department of Law Enforcement (or successor agency), and the Federal Bureau of Investigation (or successor agency) for purposes of obtaining respective state and federal criminal history record checks:

AGRICULTURE & NATURAL RESOURCES

Extension Agent
Program Assistant
Office Assistant IV

BUILDING DEPARTMENT

Director
Building Official
Construction Inspections Manager
Construction Inspections Coordinator
Construction Inspections Investigator
Construction Review Manager
Floodplain Investigator
Inspections Officer I
Inspections Officer II
Licensing Construction Investigator
Permitting Services Manager
Permitting Services Coordinator
Plans Examiner
Senior Inspections Officer
Senior Plans Examiner

COMMUNITY SERVICES

Benefits Coordinator
Client Services Coordinator
Human Services Coordinator
Human Services Manager
Children's Services Coordinator
Whole Child Project Coordinator
Case Manager I
Case Manager II
Case Aide
Veterans Services Counselor
Veterans Services Officer
Transit Safety/Training Coordinator
Transit Attendant
Transit Division Manager
Transit Operation Superintendent
Transit Information Clerk
Transit Operator
Senior Transit Attendant
Transit Supervisor
Transit Mobility Coordinator
Office Assistant II Receptionists
Probation Officer
Senior Probation Officer
Probation Assistant
Jail Population Manager
Chief Probation Officer
Probation Division Manager
Probation Services Manager

CONSERVATION LANDS MANAGEMENT

Park Attendant
Park Ranger I
Park Ranger II
Conservation Lands Supervisor
Conservation Lands Administrator
Volunteer/ Education Coordinator
Greenways and Trails Coordinator

CONVENTION & VISITORS BUREAU

None

COUNTY ADMINISTRATOR'S OFFICE

County Administrator
Deputy County Administrator

COUNTY ATTORNEY'S OFFICE

Risk Manager
Safety Training and Compliance Officer

ENVIRONMENTAL MANAGEMENT

None

FINANCIAL MANAGEMENT

None

HUMAN RESOURCES

Human Resources Director
Human Resources Program Specialist
(Drug Free Workplace Program Coordinator)

INFORMATION SERVICES

Applications Manager
Computer Operations Coordinator
Computer Operations Manager
Database Manager
Director, Information Services
IT Systems Security Manager
IT Project Manager
LIS Applications Manager
Network Analyst

Network Manager (Network Infrastructure Mgr.)
Radio Division Manager
Sys/Dev Technical Coordinator
Sr. Systems Analyst (Sys/Dev)
Telecom Analyst
Network & Telecom Services Mgr.
Telecom Supervisor

NEIGHBORHOOD SERVICES

Code Enforcement Chief
Code Enforcement Field Supervisor
Code Enforcement Officer I
Code Enforcement Officer II

PARKS & RECREATION

Director
Parks Operations Administrator
Recreation & Services Administrator
Administrative Coordinator I
Administrative Coordinator II
Administrative Assistant
Administrative Support Coordinator
Office Assistant IV
Parks Designer
Parks Planning Coordinator
Fiscal Specialist I
Fiscal Mgmt. Analyst I
Recreation Division Manager
Marketing Coordinator
Center Director
Recreation Assistant
Recreation Supervisor
Recreation Aide
Recreation Coordinator
Senior Pool Guard
Youth Group Leader I
Youth Group Leader II
Parks Maintenance Division Manager
Operations Supervisor
Parks Maintenance Supervisor
Chief Equipment Operator
Equipment Operator
Chemical Application Technician
Irrigation Technician
Parks Maintenance Worker
Senior Parks Maintenance Worker
Parks Maintenance Groundskeeper

Senior Parks Maintenance Groundskeeper
Custodian II
Small Engine Repair Technician
Parks Maintenance Irrigation Technician
Golf Course Division Manager
Golf Course Irrigation Technician
Greenskeeper
Golf Course Superintendent
Mechanic – Golf Course
Clubhouse Manager
Golf Attendant

PLANNING

None

PROPERTY MANAGEMENT

Building Services Division Manager
Construction Services Division Manager
Construction Services Project Manager
Facilities Project Manager
Facilities Services Manager
Project Manager
Construction Services Support Coordinator
Construction Services Inspection Officer II
Construction Coordinator
Building Supervisor
Building Trade Worker
Senior Building Trade Worker
Electrical Services Supervisor
Commercial Electrician
Custodian II

PUBLIC SAFETY

Public Safety Director
Fiscal Mgmt. Analyst II
Emer. Comm. Center Chief
ECC Dispatcher I (and OPS)
ECC Dispatcher II (and OPS)
ECC Dispatcher III
ECC Captain
ECC Quality Assurance
ECC Training Coordinator
ECC CAD Coordinator
ECC Division Manager
Emergency Management Chief
Emergency Mgmt. Planner

Emergency Mgmt. Operations Officer
EMS Chief
EMS Captain/Paramedic
EMS Lieutenant/Paramedic
EMS Emergency Medical Technician
EMS Paramedic
EMS Charge Paramedic
EMS Paramedic
EMS Charge Paramedic/Firefighter
EMS Maintenance and Supply Technician
Marine Rescue Chief
Marine Rescue Captain
Marine Rescue Lieutenant
Beach Lifeguard I (and OPS)
Beach Lifeguard II (and OPS)
Beach Lifeguard Training Officer
Logistic/Supply Officer
Animal Services Chief
Animal Services Supervisor
Animal Services Officer I
Animal Services Officer II
Animal Services Vet Technician
Animal Care Supervisor
Animal Care Specialist I
Animal Care Specialist II
Office Assistant III
Office Assistant IV
Administrative Assistant

PUBLIC WORKS

Inspections Services Division Manager
Infrastructure Inspection Supervisor
Senior Infrastructure Inspection Officer
Infrastructure Inspection Officer II

UTILITY OPERATIONS

Director
Algal Control Specialist/Laboratory Control Specialist
Chief Equipment Operator
Laboratory Sample & Data Coordinator
Building Trades Worker
Chemist
Senior Chemist
Industrial Electrician
Senior Industrial Electrician
Industrial Inspector II
Instrument Technician

Laboratory QA/QC Officer
Laboratory Supervisor
Laboratory Technician
Office Assistant IV
Officer Manager
Utilities Communications/Safety Support Coord.
Utilities Plant Maintenance Supervisor
Utilities Maintenance Superintendent
Utilities Maintenance Supervisor
Utilities Maintenance Division Manager
Utilities Maintenance Tech I
Utilities Maintenance Tech II
Utilities Maintenance Tech III
Utilities Maintenance Tech Trainee
Utilities Support Technician
Utility Security/Emergency Response/Safety Mgr.
W/WW Chief Operator
W/WW Maintenance Superintendent
W/WW Plant Operator I
W/WW Plant Operator II
W/WW Plant Operator III
W/WW Plant Operator Trainee
W/WW Plant Superintendent
Wastewater Division Manager
Wastewater Residuals Operator
Water Division Manager
Water Quality Compliance Supervisor
Compliance Specialist
Utilities Superintendence – LS/SC
Utilities Service Coordinator

SECTION 2. Section 2-2-274 of the Manatee County Code is hereby amended as follows:

Sec. 2-2-274. Reclassifications, reorganizations and additions to list.

Should the County Administrator exercise his/her authority to reassign to a different department, re-classify or re-title the listed positions without substantially altering the underlying job duties, such ~~new~~ reassigned, re-classified or re-titled position title shall remain subject to the requirements of this article. However, should the County Administrator desire to place any new

or substantially-altered positions within the group of listed positions, a new ~~article~~ ordinance making the finding required by Florida Statute § 125.5801 is required.

SECTION 3. For purposes of codification of any section of the Manatee County Code herein amended, words underlined represent additions to original text, and words ~~stricken~~ are deletions from the original text.

SECTION 4. If any section, subsection, sentence, clause or provision of this Ordinance is held invalid, the remainder of this Ordinance shall not be affected by such invalidity.

SECTION 5. This Ordinance shall take effect immediately upon filing with the Department of State.

PASSED AND DULY ADOPTED in open session, with a quorum present and voting this 29th day of January, 2008.

ATTEST: R. B. SHORE
Clerk of the Circuit Court



BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA

By: Susan P. Roman

By: Gwendolyn Y. Brown

Gwendolyn Y. Brown, First Vice-Chairman



STATE OF FLORIDA, COUNTY OF MANATEE
This is to certify that the foregoing is a true and correct copy of the documents on file in my office.
Witness my hand and official seal this 29th day of February, 2008
R. B. SHORE
Clerk of Circuit Court
By: R. B. Shore D.C.

FILED FOR RECORD
R. B. SHORE

2008 FEB 15 AM 10:36

CLERK OF THE CIRCUIT COURT
MANATEE CO. FLORIDA

CHARLIE CRIST
Governor



FLORIDA DEPARTMENT OF STATE

STATE LIBRARY AND ARCHIVES OF FLORIDA

KURT S. BROWNING
Secretary of State

February 11, 2008

Honorable R. B. "Chips" Shore
Clerk of Circuit Court
Manatee County
Post Office Box 25400
Bradenton, Florida 34206

Attention: Quantana Acevedo, Deputy Clerk

Dear Mr. Shore:

Pursuant to the provisions of Section 125.66, Florida Statutes, this will acknowledge receipt of your letter dated February 7, 2008 and certified copy of Manatee County Ordinance No. 08-25, which was filed in this office on February 11, 2008.

As requested, one date stamped copy of each is being returned for your records.

Sincerely,

A handwritten signature in cursive that reads "Liz Cloud". To the right of the signature is a circular stamp containing the initials "AF".

Liz Cloud
Program Administrator

LC/jru
Enclosure

DIRECTOR'S OFFICE

R.A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399-0250
850.245.6600 • FAX: 850.245.6735 • TDD: 850.922.4085 • <http://dlis.dos.state.fl.us>

COMMUNITY DEVELOPMENT
850.245.6600 • FAX: 850.245.6643

STATE LIBRARY OF FLORIDA
850.245.6600 • FAX: 850.245.6744

STATE ARCHIVES OF FLORIDA
850.245.6700 • FAX: 850.488.4894

LEGISLATIVE LIBRARY SERVICE
850.488.2812 • FAX: 850.488.9879

RECORDS MANAGEMENT SERVICES
850.245.6750 • FAX: 850.245.6795

ADMINISTRATIVE CODE AND WEEKLY
850.245.6270 • FAX: 850.245.6282