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## UNIFIED PERSONNEL BOARD AGENDA

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Date: September 2, 2021

Time: 6:30 p.m.

Location: Parks and Conservation Resources – Magnolia Room  
12520 Ulmerton Road, Largo, Florida

- I. Citizens to be Heard\*
- II. Employees' Advisory Council (EAC) Representative
- III. Consent Agenda
  - 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held August 5, 2021  
*Approved*
- IV. New Business
  - 1. Continue Agenda Discussion for the Upcoming Workshop  
*Approved*
  - 2. Request Approval of the FY2022 Pay Plan Adjustments  
*Approved*
- V. Informational Items – Human Resources
  - 1. Kimberly's HR Update
  - 2. Action Taken Under Authority Delegated by the Personnel Board

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\* Persons with disabilities who need reasonable accommodations to effectively participate in this meeting are asked to contact Pinellas County's Office of Human Rights by emailing requests to [accommodations@pinellascounty.org](mailto:accommodations@pinellascounty.org) at least three (3) business days in advance of the need for reasonable accommodation. You may also call (727) 464-4882. More information about the ADA, and requests for reasonable accommodation, may be found at [www.pinellascounty.org/humanrights/ada](http://www.pinellascounty.org/humanrights/ada).

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a verbatim record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Unified Personnel Board  
Pinellas County  
August 5, 2021 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:32 PM on this date in the Magnolia Room at the Pinellas County Extension Office, 12520 Ulmerton Road, Largo, Florida.

Present

Joan M. Vecchioli, Chair  
Ricardo Davis, Vice-Chair  
Jeffery Kronschnabl  
Peggy O'Shea  
Kenneth Peluso  
Paul Rogers

Not Present

William A. Schulz II

Others Present

Kimberly Crum, Director of Human Resources (HR)  
Jennifer Monroe Moore, Ogletree, Deakins, et. al, P.C., Board Counsel  
Shirley Westfall, Board Reporter, Deputy Clerk  
Other interested individuals

*All documents provided to the Clerk's Office have been made a part of the record.*

**CALL TO ORDER**

Chair Vecchioli called the meeting to order at 6:32 PM; whereupon, she led the Pledge of Allegiance.

**CITIZENS TO BE HEARD**

There were no citizens to be heard.

**EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE**

EAC Chair Lisa Arispe presented the following updates:

- An EAC meeting with the Appointing Authorities was held.
- An EAC Delegate meeting was held; it included a discussion on the importance of the Employee Voice Survey and its anonymity, as well as the goal of 85% participation.
- A committee has been formed to discuss Personnel Rule 6 on discipline.

Responding to query by Mr. Peluso, Ms. Crum indicated that in the last survey employee participation was 84%.

Ms. Arispe thanked Chair Vecchioli for attending the joint EAC and Appointing Authorities meeting, and Chair Vecchioli invited the Board to observe the joint meetings, indicating that topics discussed at the last one included benefits, remote work, paid parental leave, merit raises, pay increases, and the advocate program; and that staff seems to appreciate the UPB and its process.

## **CONSENT AGENDA**

Upon motion by Mr. Peluso, seconded by Ms. O'Shea and carried unanimously, the minutes of the regular meeting held on June 3, 2021 were approved.

## **NEW BUSINESS**

Chair Vecchioli discussed the schedule and goals for the upcoming UPB workshop with the Appointing Authorities and requested input from the Board on the agenda items. Following discussion, it was the consensus of the members that the workshop will be held on September 22, 2021, 2:00 – 5:00 PM, in the Clerk's Conference Room, 315 Court Street, 4th Floor, Clearwater; and that the agenda will include the following items:

- Introduction of the attendees (30 minutes)
- Appointing Authorities expectations of the Board
- Evaluation process of the HR Director (45 minutes)
- Goals for the HR Director and the HR Department (45 minutes)
- Personnel rules for exempt employees (30 minutes)

During discussion and in response to queries and concerns by the members, Attorney Moore related that the decision-making process for hiring an Interim HR Director is governed by the Special Act, noting that the members could develop procedures for further guidance on the matter, and Chair Vecchioli recommended that the topic be added under the exempt agenda item or possibly be discussed at a later date. The Chair also indicated that the current guidelines for the HR Director evaluation will be used as a

baseline for the discussion at the workshop, and Ms. Arispe responded to the Chair's queries regarding the EAC evaluation process.

Referring to the agenda packet, Chair Vecchioli indicated that Ms. Crum has developed a list of proposed HR Director goals, stating that they were based on current projects and requests made by the Appointing Authorities and the EAC; and that she feels confident that they outline the desired directives.

Chair Vecchioli related that the 2019 HR Director goals were also included in the agenda packet; that the Board may review the documents and provide recommendations at the next meeting; and that those HR goals approved at the next meeting will be presented at the workshop for discussion; whereupon, she responded to queries by Mr. Peluso.

## **INFORMATIONAL ITEMS**

### Human Resources Update

Ms. Crum referred to the HR update document provided in the agenda packet and highlighted the following items:

- The Oracle EBS 12.2 upgrade was successfully launched on July 26, setting a platform for building an integrated system, which will provide customer support to employees from hire to retire.
- Recruiting for three positions in the HR Department:
  - HR Officer for Workforce Strategy and HR Information Systems and Records Administration Centers of Excellence
  - Wellness Technician
  - HR Ambassador
- The Four Pillars of Wellness classes participation has increased, and recent employee offerings include seminars and mobile mammography.
- Employee Voice Survey has been dispersed and an excellent job has been done in regard to communication to drive participation, but there is concern that the results may be impacted by the effects of the COVID-19 pandemic.
- Virtual Education Fair was conducted with ten colleges, and 38 individuals were interested in the tuition reimbursement program.

Action Taken Under Authority Delegated by the Personnel Board

Ms. Crum indicated that the document titled *Action Taken Under Authority Delegated by the Unified Personnel Board* has been made a part of the record.

Responding to a query by Mr. Peluso, Ms. Crum noted that prior to her arrival and at the start of the pandemic, the decision was made that HR would not track employee COVID cases.

Reduction in Force – Safety and Emergency Services

Referring to a notice of July 12, 2021, included in the agenda packet, Ms. Crum indicated that the Director of Safety and Emergency Services James Fogarty is in attendance to answer any questions.

Findings and Decision – Derrick Clark and Dieldra Gardner

Ms. Crum indicated that the agenda packet includes the signed copies of the appeals documents titled *Findings and Decision* in the matters of Derrick Clark and Dieldra Gardner.

Other Informational Items

Ms. Crum indicated that the agenda packet includes the EAC Representative meeting minutes of April 21 and May 19, 2021, and the EAC Delegate meeting minutes of May 27, 2021.

**ADJOURNMENT**

There being no further business, Chair Vecchioli adjourned the meeting at 7:18 PM.



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## **Unified Personnel Board/Appointing Authorities Workshop Agenda**

### **DRAFT**

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Date: September 22, 2021

Time: 2:00 – 5:00 p.m.

Location: 315 Court Street, 4<sup>th</sup> Floor Clerk's Conference Room  
Clearwater, Florida

- I. Introductions by Board Members and Appointing Authorities
- II. Overview of Special Act and Role of Personnel Board
- III. Discussion of Process for Evaluation of HR Director
- IV. Discussion of Annual Goals for HR Director
- V. Discussion of Personnel Rules for Exempt Employees
- VI. Open Issues for Discussion

**UNIFIED PERSONNEL SYSTEM**

Annex Building  
 400 S. Fort Harrison Ave., 4th Floor  
 Clearwater, Florida 33756  
 Phone: (727) 464-3367  
 FAX: (727) 464-3949  
[www.pinellascounty.org/hr](http://www.pinellascounty.org/hr)



Kimberly R. Crum  
 Director

**To:** The Honorable Chair and Members of the Unified Personnel Board

**From:** Kimberly R. Crum, Director of Human Resources *KRC*

**Date:** September 2, 2021

**Subject:** FY2022 Pay Plan Adjustments

**Recommendation:**

I recommend a two percent (2%) increase to the minimum and maximum pay rates of the following pay plans effective October 10, 2021:

- Classified Pay Plan
- Firefighter Personnel Pay Plan

**Background:**

The last adjustments to the pay rates occurred in 2020 when the minimum and maximum pay rates for the above pay plans were increased by two percent (2%).

One of the strategic goals of Pinellas County is to “Create a Quality Workforce in a Positive, Supportive Organization.” In addition, it is the mission of Human Resources to “Cultivate a diverse, talented, and engaged workforce prepared to effectively serve the citizens of Pinellas County.” To fulfill these objectives, it’s important to provide a competitive pay plan that is based upon market values commensurate with the skill sets needed for success. The proposed budget for FY22 includes a three percent (3%) general increase for County employees.

If general increases are approved for FY22, those increases will be awarded the pay period beginning October 10, 2021. Implementing the pay plan adjustments in conjunction with the general increase will allow us to (a) provide employees currently paid at the maximum of their pay grade with a general increase that includes an increase to base pay, and (b) award general increases based on an adjusted (higher) midpoint. The adjustments to the ranges are contingent upon the approval of the general increase.

**Adjustment of Pay Grade Maximums:** Adjusting pay grade maximums prior to a general increase will allow for some increase to base pay for employees who are currently at the maximum of their pay grades. Otherwise, the general increase for those employees would be all as a lump sum payment with no increase to base pay.

***Adjustment of Pay Grade Midpoints:*** If a general increase is approved, increases will be calculated as three percent (3%) of the midpoint of the employee's pay grade in accordance with the Personnel Rules. Adjusting the pay grade midpoints prior to a general increase, therefore, will provide all employees with a slightly higher general increase than what they would have received if there were no adjustment to the pay grades.

***Adjustment of Pay Grade Minimums:*** It is our intention to implement the timing of the pay grade adjustment with the general increase so that those employees at the minimum of the pay grade will receive a general increase, valued at three percent the (3%) of the midpoint, to bring their compensation slightly above the newly adjusted minimum. Note that employees will not receive a two percent (2%) pay increase to the new pay grade minimum, followed by the general increase; this would result in an increase of over five percent.

I appreciate your consideration of this request.

Attachment:

- Proposed Classified and Firefighter Pay Plans



## FY '22 Draft Classified and Firefighter Pay Plans

**FY '22 Draft Classified Pay Plan - Hourly and Annually**

Grade	Hourly Minimum	Hourly Midpoint	Hourly Maximum	Annual Minimum	Annual Midpoint	Annual Maximum
C10	\$12.47	\$16.21	\$19.95	\$25,937.60	\$33,716.80	\$41,496.00
C11	\$13.03	\$16.94	\$20.85	\$27,102.40	\$35,235.20	\$43,368.00
C12	\$13.61	\$17.70	\$21.78	\$28,308.80	\$36,816.00	\$45,302.40
C13	\$14.22	\$18.49	\$22.76	\$29,577.60	\$38,459.20	\$47,340.80
C14	\$14.87	\$19.33	\$23.79	\$30,929.60	\$40,206.40	\$49,483.20
C15	\$15.54	\$20.20	\$24.87	\$32,323.20	\$42,016.00	\$51,729.60
C16	\$16.23	\$21.10	\$25.98	\$33,758.40	\$43,888.00	\$54,038.40
C17	\$16.97	\$22.06	\$27.15	\$35,297.60	\$45,884.80	\$56,472.00
C18	\$17.73	\$23.05	\$28.38	\$36,878.40	\$47,944.00	\$59,030.40
C19	\$18.53	\$24.09	\$29.65	\$38,542.40	\$50,107.20	\$61,672.00
C20	\$19.38	\$25.19	\$31.00	\$40,310.40	\$52,395.20	\$64,480.00
C21	\$20.24	\$26.32	\$32.39	\$42,099.20	\$54,745.60	\$67,371.20
C22	\$21.15	\$27.5	\$33.84	\$43,992.00	\$57,200.00	\$70,387.20
C23	\$22.10	\$28.73	\$35.36	\$45,968.00	\$59,758.40	\$73,548.80
C24	\$23.10	\$30.03	\$36.96	\$48,048.00	\$62,462.40	\$76,876.80
C25	\$24.14	\$31.38	\$38.62	\$50,211.20	\$65,270.40	\$80,329.60
C26	\$25.23	\$32.80	\$40.37	\$52,478.40	\$68,224.00	\$83,969.60
C27	\$26.36	\$34.27	\$42.18	\$54,828.80	\$71,281.60	\$87,734.40
C28	\$27.55	\$35.81	\$44.08	\$57,304.00	\$74,484.80	\$91,686.40
C29	\$28.79	\$37.43	\$46.07	\$59,883.20	\$77,854.40	\$95,825.60
C30	\$30.09	\$39.11	\$48.14	\$62,587.20	\$81,348.80	\$100,131.20
C31	\$31.44	\$40.88	\$50.31	\$65,395.20	\$85,030.40	\$104,644.80
C32	\$32.86	\$42.72	\$52.58	\$68,348.80	\$88,857.60	\$109,366.40
C55	\$10.00	\$33.43	\$56.86	\$20,800.00	\$69,534.40	\$118,268.80

**FY '22 Draft Firefighter Pay Plan - 48 Hour Work Week – Hourly**

Grade	Minimum	Midpoint	Maximum
F21	\$16.86	\$21.91	\$26.97
F25	\$20.11	\$26.14	\$32.18

**FY '22 Draft Firefighter Pay Plan - 48 Hour Work Week – Annual**

Grade	Minimum	Midpoint	Maximum
F21	\$42,082.56	\$54,687.36	\$67,317.12
F25	\$50,194.56	\$65,245.44	\$80,321.28



## Human Resources

— Helping U Succeed

### Unified Personnel Board – HR Update September 2021 (August 2021 updates)

#### Internal Recruitments

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- Brennan Atwood, Compensation and Classification Consultant has been promoted to HR Officer for Workforce Strategy, Human Resources Information Systems (HRIS) & Records Administration Centers of Excellence, effective August 30.
- Our new Wellness Technician, Nicki Lanauze, starts on September 7.
- Finalizing the selection for the newly created HR Ambassador position which will provide red carpet service to employees, retirees, new hires and applicants.

#### Benefits & Wellness

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- Benefits Advisory Committee (BAC) meeting was held on August 27 to go over the results of the Benefits Valuation Survey and the results of the Voluntary Benefits RFP.
- The contract phase for Medical/EAP/Behavioral Health, Dental, Pharmacy and Medicare Advantage is ongoing and expected to be completed on schedule.
- Wellness offered many virtual opportunities in July and August including COVID-19: Preparing for Return to School, COVID-19 Employees in a Heightened Emotional State, Building Immunity, Dementia Awareness, Cooking – Foods That Improve Immunity, Financially Fit Kids, Garden4Life: Pollinator Gardening, and Healthy Lifestyles presented by Moffitt Cancer Center.
- The County hosted 7 mammogram bus events with over 100 screenings.
- We continue to remind employees of the new process for biometric screening in 2021. We provide helpful resources on the website with step-by-step instructions including a video demo, help guides, and FAQs. Additionally, supervisors will receive guidance on encouraging and assisting their staff. In September, employees will be able to attend live information sessions.
- In partnership with Wellness Champions, Wellness is coordinating onsite flu shot clinics at 8 County locations in late September and early October. Vaccinations will be at no cost to employees on the County plan. Employees not on the County plan may take advantage of the clinics as well.
- Five County locations hosted OneBlood Blood Drives in August, which are shared in *The Pen* and *To Your Health* newsletters.
- To provide as many opportunities as possible for employees who attest to tobacco use at Annual Enrollment, both virtual and onsite tobacco cessation programs are currently available.

#### Classification & Compensation

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- Preparing for pay range adjustments and implementation of the Fiscal Year '22 general increase.
- Conducting positions audits as part of our project to examine over 300 BCC priority position audit requests.

#### Communications

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- The Employee Voice survey closed on August 26. The participation rate as of August 20 was 74%. Next steps: The vendor (Empact Solutions) will report results for each of the Appointing Authorities in October and then Appointing Authorities will share information with employees and begin making action plans.
- Partnered with the Pinellas County Schools and hosted 4 high school student interns through the School's Summer Acceleration Program. The students contributed 560 hours in 7 weeks at South Cross Bayou Advanced Water Reclamation Facility.

## **Human Resources Information System (HRIS) and Records Administration**

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- Ongoing participation as key stakeholders in the Oracle (OPUS) EBS 12.2 Upgrade Project, along with Communications staff.
  - The first upgrade has been rolled out, and there have been no major problems encountered.
  - There is a dedicated SharePoint site with FAQs, user guides, videos and contact information for Change Champions who are available to answer questions.

## **Organizational & Talent Development (OTD)**

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- Business Writing is back on August 26th and September 14th (virtual instructor-led) to explore the golden rules of writing.
- A CityWorks iPad Essentials learning opportunity began in August which will touch up to 300 employees.
- Learning Heroes interest in OTD services and products has increased by the introduction of 20-minute learning bursts. Invitations to staff meetings and lunch & learns are on the rise.

## **Workforce Strategy**

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- Continued to assist hiring managers with recruitment plans, designing job specific postings, and posting positions to the website and other recruitment outlets.
  - 325 hires in 2021 to date (99 hires, July - August)
- Workforce Strategy team offers interview scheduling service to hiring managers upon request. In July alone, the team scheduled 212 interviews showing an increase in hiring.

## **Human Resources Director Action Taken Under Authority Delegated by the Unified Personnel Board**

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **July 18, 2021 through August 14, 2021**.

### **REVISION**

<b>Spec No.</b>	<b>Title</b>	<b>PG</b>
10234	DRS Plans Coordinator	C22