



UNIFIED PERSONNEL BOARD AGENDA

Date: January 5, 2023

Time: 6:30 p.m.

Location: BCC Assembly Room, Fifth Floor, Pinellas County Courthouse
315 Court Street, Clearwater, Florida

- I. Election of Chair and Vice Chair
Joan M. Vecchioli elected Chair
Dr. Ricardo Davis elected Vice Chair
- II. Citizens to be Heard*
- III. Employees' Advisory Council (EAC) Representative
- IV. Consent Agenda
 1. Request Approval of the Minutes of the Special Personnel Board Meeting held September 12, 2022
Approved
 2. Request Approval of the Minutes of the Regular Personnel Board Meeting held November 3, 2022
Approved
- V. New Business
 1. HR Director Performance Evaluation Forms and Process
- VI. Informational Items
 1. Reappointment of the Following Personnel Board Member for 2023-2024:
Jeff Kronschnabl by the Board of County Commissioners
 2. Kimberly's Update
 3. Action Taken Under Authority Delegated by the Personnel Board
 4. 2022 Exit Interviews from the HR Department
 5. Unified Personnel Board Schedule for 2023

* 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@pinellas.gov at least three (3) business days in advance of the need for reasonable accommodation. You may also call (727) 464-4882. View more information about the [Americans with Disabilities Act and requests for reasonable accommodation](#).

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.

Joint Unified Personnel Board/Appointing Authorities
Pinellas County
September 12, 2022 Meeting Minutes

The Unified Personnel Board (UPB) and the Appointing Authorities met for a joint meeting at 2:00 PM on this date in the Clerk's Fourth Floor Conference Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Unified Personnel Board

Joan M. Vecchioli, Chair
Ricardo Davis, Vice-Chair
Jeffery Kronschnabl
Peggy O'Shea (late arrival)
Kenneth Peluso
Ralph Reid

Appointing Authorities

Whit Blanton, Executive Director, Forward Pinellas
Barry A. Burton, County Administrator
Kimberly Crum, Human Resources (HR) Director
Jeffery Lorick, Office of Human Rights Director
Julie Marcus, Supervisor of Elections
Angie Oxley, proxy for Ken Burke, Clerk of the Circuit Court
Jeff Rohrs, Chief Information Officer, Business Technology Services
Catherine Bailey Noble, proxy for Charles W. Thomas, Tax Collector
Mike Twitty, Property Appraiser
Jewel White, County Attorney

Not Present

William A. Schulz II, Unified Personnel Board
Ken Burke, Clerk of the Circuit Court and Comptroller
Charles W. Thomas, Tax Collector

Others Present

Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Sarah Rathke, Board Reporter, Deputy Clerk
Other interested individuals

CALL TO ORDER

Chair Vecchioli called the meeting to order at 2:00 PM and led the Pledge of Allegiance.

INTRODUCTIONS

At the Chair's request, those in attendance introduced themselves.

PERSONNEL RULE 3 (COMPENSATION) UPDATE

Chair Vecchioli presented a revised version of Rule 3.C.1.e, General Increase section, noting that it was approved by the UPB. She indicated that the matter originated through an appeal case relating to the interpretation of circumstances under which a general increase may be withheld; and that the revisions were made based on feedback from the Appointing Authorities and the Employee Advisory Council (EAC) which included clarification of the general increase eligibility criteria and addition of language reflecting discretion in deferral or denial of the general increase in certain cases of active discipline, noting that the latter was based on a request from the Appointing Authorities.

Chair Vecchioli indicated that verbal or written warnings could be included within the parameters of the discretion; and that an updated disciplinary form of possible withholding of the general increase was provided by HR. She invited the members to offer feedback regarding the revisions and the form; whereupon, Mr. Burton expressed his approval of the revisions and acknowledged that they are a good compromise between the requests of the Appointing Authorities and employees.

GRIEVANCE & APPEAL PROCEDURES

Chair Vecchioli conveyed the concerns expressed by the EAC with regard to due process and fair notice to employees that certain disciplinary actions could result in a reduction in pay, and a lengthy discussion ensued regarding the following and other topics:

- Whether withholding of the general increase can be grieved or appealed, to whom, and at what point
- Whether denial of the general increase is considered a reduction in pay
- The Appointing Authorities' discretion under Rule 3
- UPB appeals: The Board's responsibilities pursuant to the Special Act, the process, and evidentiary supporting documentation

- The importance of management following appropriate discipline procedures

Mr. Reid noted that there could be variances in impacts on employees based on when in the calendar year an Appointing Authority decides to withhold the general increase. In response, Mr. Burton and Ms. Marcus stated their concerns based on the discretionary component of Rule 3 and other relevant matters, and Ms. Marcus noted the importance of keeping the numbers of the impacted employees in perspective.

During discussion and responding to remarks by Mr. Peluso, Chair Vecchioli indicated that based on a current rule, reduction in pay is appealable to the UPB; whereupon, she asked the members whether they consider withholding the general increase to be a reduction in pay, and if not, should the pertinent rule be clarified to that effect, and Ms. Marcus and Mr. Peluso indicated that they do not view withholding of the general increase as a reduction in pay.

In response to comments by the members, Attorney Moore indicated that Rule 7, Employee Grievances, can be clarified under the exceptions section to say that reduction in pay is not a deferral or denial of the general increase. Ms. Marcus expressed support for drafting the clarification, and Mr. Davis cautioned against further reforms to the rules in an attempt to anticipate every grievance based on a discretionary decision of management.

Chair Vecchioli clarified that, based on previous discussions by the members, upon inactivation of all qualifying discipline, the general increase would be prospectively awarded to the employee, and Ms. Marcus agreed.

Responding to concerns by Mr. Reid, Senior Assistant County Attorney Carole Sanzeri indicated that there is due process for all types of disciplinary measures, and Attorney Moore confirmed that there is not a lack of remedy for employees who are denied a discretionary increase, noting that grievance to a department manager is an option, and discussion continued.

EXIT INTERVIEW PROCEDURES

Chair Vecchioli related that, in reviewing employee retention rates, the Board wanted to bring forward for discussion the topic of exit interviews. Mr. Kronschnabl indicated that there may be a need for more consistency in the process within the County in order to better identify the reasons for employees resigning.

Mr. Burton explained that there is a process in place that provides an exit interview to anyone who leaves a BCC department; and that it is the department manager's

responsibility to identify potential issues and correct them in a timely manner. He suggested that the County should keep developing programs, like the referral bonus, to help retain employees; whereupon, discussion ensued as to whether it would be helpful for the Appointing Authorities to coordinate or consolidate with HR in conducting the exit interviews.

Ms. Marcus indicated that she would prefer to keep the exit interview process within the Supervisor of Elections Office, since it is a smaller organization. Mr. Twitty noted that the Property Appraiser's Office also has an internal process for exit interviews; and that by the time an employee leaves, the reason is usually already known. In response to his query, Ms. Crum related that the current HR exit interview online survey links are only sent to those who have resigned, noting that the response rate has been low.

Mr. Reid stated that the UPB is not getting a clear picture of what is driving the employee turnover, and Ms. Crum indicated that an upcoming Oracle system update would allow HR to conduct a data analysis of the reasons for leaving the County, which could be useful for the Appointing Authorities; whereupon, Mr. Burton added that the implementation of new technologies and updates to the County's website may also benefit recruitment. Human Resources Assistant Director of Planning and Performance Maria Ciro explained the anticipated additions to the Taleo website, and discussion continued.

Responding to a query by Chair Vecchioli, the Appointing Authorities discussed the usefulness of the current HR exit survey, the importance of information regarding turnover trends, and other related matters.

PERFORMANCE MANAGEMENT PROGRAM

Chair Vecchioli and Ms. Crum provided background information on the item, and Ms. Crum indicated that staff will be providing a performance management program demonstration for the Oracle model; and that the Oracle module is flexible and is still a work in progress; whereupon, she invited Ms. Ciro to begin the presentation.

Ms. Ciro conducted a PowerPoint presentation, discussing various program capabilities, as compared to the current system, and the following topics:

- Step-by-step review process
- Self-appraisal capabilities
- Information contained in the performance review form
- Customizability of the template form per Appointing Authority

Discussion ensued regarding the system rating, importance of training on the new program, uniformity and consistency among the departments, and related matters.

Ms. Ciro indicated that the frequency and schedule of performance reviews are at the discretion of each Appointing Authority. Ms. Crum related that the onboarding of this program for the departments that are ready is projected for October 1, with the goal of finalizing everything by January 1, as there is still some work to be done to meet the needs of the Appointing Authorities; and that the system will provide consistency while allowing for unique business needs.

Ms. Crum provided information regarding the employee referral award program, and responding to her query, Mr. Burton suggested that the program be implemented as soon as possible.

ADJOURNMENT

The meeting was adjourned at 4:34 PM.

Unified Personnel Board
Pinellas County
November 3, 2022 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:31 PM on this date in the County Commission Assembly Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Joan Vecchioli, Chair
Jeffery Kronschnabl
Peggy O'Shea
Ken Peluso
Ralph Reid
William Schulz II

Not Present

Ricardo Davis, Vice Chair

Others Present

Kimberly Crum, Director of Human Resources
Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Sarah Rathke, 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 6:31 PM; whereupon, she led the Pledge of Allegiance.

CITIZENS TO BE HEARD

None.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Representative Lisa Arispe wished the Board a Happy Thanksgiving and indicated that the EAC has a meeting with the Appointing Authorities on December 5 at 2:00 PM

regarding revisions to Personnel Rule 6. Ms. Crum related that the meeting will likely be held in the Clerk's 4th Floor Conference Room, but that she would confirm at a later time.

CONSENT AGENDA

Ms. O'Shea moved that the minutes of the regular meeting held on October 6, 2022 be approved. The motion was seconded by Mr. Peluso and carried unanimously.

NEW BUSINESS

Proposed Changes to Personnel Rules 6 and 7

Attorney Moore indicated that she is requesting approval of the corrections of a scrivener's error pertaining to both rules, as listed in the agenda packet's memorandum.

Mr. Peluso moved to approve the changes as presented. The motion was seconded by Ms. O'Shea and passed unanimously.

Brian Adkison Appeal: Appellee's Motion for Reconsideration – Notice of Withdrawal

Attorney Moore related that the motion has been withdrawn, and no action is needed by the Board.

Responding to a query by Mr. Kronschnabl, Attorney Moore explained that she is unaware of the terms of the agreement reached between the parties; but that it would be public information shortly.

INFORMATIONAL ITEMS

HR Update

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

- Newly filled HR Benefits Technician position and other internal happenings
- HR customer service scorecard satisfaction results
- Annual benefits enrollment, updates to dental plans, voluntary supplemental benefit options, healthcare premium costs, and benefits evaluation survey
- October/November Wellness activities

- Completed implementation of the general increase
- Implementation of the mobile-friendly HR website
- Bootcamp leadership essentials course
- Workforce strategy metrics regarding time to fill positions and turnover, and impacts from Hurricane Ian
- Employee referral program

Responding to queries by the members, Ms. Crum related that there were 24 responses included in the HR scorecard results for September, and Mr. Kronschnabl invited HR to work with St. Petersburg College on the County recruitment initiatives.

Action Taken Under Authority Delegated by the Personnel Board

Deviating from the agenda, Ms. Crum indicated that there has been a variety of position classification changes; and that a study was done on some Tax Collector's Office supervisory positions.

Reappointment of the Following Personnel Board Members for 2023-2024

- William Schulz by the Employees' Advisory Council
- Peggy O'Shea by the Constitutional Officers

Chair Vecchioli stated that William Schulz and Peggy O'Shea have been reappointed to the Board.

Unified Personnel Board Meeting Schedule for 2023

Chair Vecchioli indicated that the Board meeting schedule has been compiled by staff and suggested that the members put the dates on their calendars.

Discussion

Chair Vecchioli opened the meeting up for further discussion, and Mr. Kronschnabl requested to see HR department exit interview responses in order to offer feedback to Ms. Crum. Chair Vecchioli expressed concern over the confidentiality of the exit interviews and suggested that names be redacted.

In response to concerns by the members, Attorney Moore noted that the Board can submit a public records request for the exit interviews, or they can request the information as a Board or individually. Mr. Peluso specified that the purpose of the exit interview request

is only to assist the members in the HR Director annual evaluation, and Mr. Reid agreed with the usefulness of the information.

Ms. Crum related that she is concerned with upholding respect for employees who are leaving due to a corrective action or performance issues, and discussion continued.

Responding to a query by Chair Vecchioli, Attorney Moore indicated that the information can be disseminated to the members or it can be made an item for discussion on the next meeting agenda; whereupon, Chair Vecchioli remarked that she would prefer the information be disseminated to the members, as it is not necessary to have it on the agenda, unless a member requests to include it.

ADJOURNMENT

Chair Vecchioli adjourned the meeting at 7:07 PM.



Appointing Authority Feedback
Annual Performance Review of
Human Resources Director Kimberly R. Crum

Feedback period: January 1, 2022 to December 31, 2022

Appointing Authority Name:

Appointing Authority Title:

Date:

What We Believe

VISION: To achieve an organizational community where all people thrive, partnerships flourish and performance excels.

MISSION: As a trusted solutions partner, enhance and support the unique missions of our customers by providing expertise and outstanding customer service, promoting health and well-being, and cultivating a diverse, inclusive and engaged workforce.

GUIDING PRINCIPLES: Customer focused, respectful, credible, innovative, inclusive and positive

Instructions

The Unified Personnel Board invites feedback from the Appointing Authorities regarding the effectiveness of the Human Resources Director. A copy of the Human Resources Annual Report has been provided as a resource. Feedback will be collected by the Human Resources Department and shared with each Board member.

Section 1 of this feedback form provides customer service metric goal achievement agreed upon by the Appointing Authorities and approved by the Unified Personnel Board. Section 2 outlines goals of the department previously agreed upon by Appointing Authorities and approved by the Unified Personnel Board. Staff collaborated to add action steps to support those goals and they were organized by topic into the [2022-2024 Human Resources Strategic Plan](#). Section 3 provides key behavioral competencies for your review and evaluation, as well as an overall rating for the year.

For each area, please use the scale below to indicate your feedback regarding the Director's level of effectiveness. The form also contains the option of entering comments along with each rating. These comments may include any pertinent observations you would like to share with the Board.

5 = *Exceptional*

4 = *Commendable*

3 = *Satisfactory*

2 = *Needs Development*

1 = *Unsatisfactory*

N/A = *Not Applicable or Unsure*

Please submit the form electronically by February 8, 2023. The results will be provided to the Board members prior to their March meeting. The individual forms, accompanying summary and other agenda materials will be included in the public record.

Rating Scale: 5 = Exceptional, 4 = Commendable, 3 = Satisfactory, 2 = Needs Development, 1 = Unsatisfactory, N/A = Not Applicable or Unsure

For the rater's convenience, the rating scale appears in the header on the following pages.

SECTION 1: Customer Service Metrics

Rating:

Source	Measure	Goal	2022 Data
Customer Satisfaction Survey	Based on today's experience, how satisfied are you with HR?	92.5%	
Customer Satisfaction Survey	The HR representative was professional and courteous.	100%	
Customer Satisfaction Survey	The HR representative was helpful.	100%	
Customer Satisfaction Survey	I received the requested information in a timely manner.	100%	
Employee Voice Biennial Survey	I receive competitive benefits overall.	80%	
New Employee Orientation Survey	I was well engaged with what was going on in the event.	90%	
Employment data	Time to fill positions	70 days	

Comments:

SECTION 2: Goals

This team worked closely with HR officers and each member of the HR team to revise the department's mission and vision statements, set forth guiding principles that better align with today's objectives, and finalize strategies to address current and future workforce needs. This Strategic Plan now includes five goals – appropriately titled C.A.R.E.S. – as this team cares deeply about embracing the future of our department and meeting the needs of our stakeholders.

Please refer to the [Strategic Plan](#) for the strategies and to the appropriate page of the [Annual Report](#) (see links below) for the accomplishments related to each goal.

C = Cultivate a diverse, talented and resilient workforce
([Click here to see the accomplishments for this goal](#))

Rating:

Comments:

Rating Scale: 5 = Exceptional, 4 = Commendable, 3 = Satisfactory, 2 = Needs Development,
1 = Unsatisfactory, N/A = Not Applicable or Unsure

A = Attract a diverse and talented candidate pool

[\(Click here to see the accomplishments for this goal\)](#)

Rating:

Comments:

R = Relationship building

[\(Click here to see the accomplishments for this goal\)](#)

Rating:

Comments:

E = Evolve and leverage technology

[\(Click here to see the accomplishments for this goal\)](#)

Rating:

Comments:

S = Serve and support customers

[\(Click here to see the accomplishments for this goal\)](#)

Rating:

Comments:

SECTION 3. Key Behavioral Competencies

1. Leadership

Rating:

- a. Leadership and navigation – Navigates the organization and accomplishes HR goals; creates a compelling vision and mission for HR that aligns with the strategic direction and culture of the organization; leads and promotes organizational change; manages the implementation and execution of HR initiatives; and promotes the role of HR as a key business partner.
- b. Ethical practice – Maintains high levels of personal and professional integrity; acts as an ethical agent who promotes core values, integrity and accountability throughout the organization.

Comments:

2. Interpersonal

Rating:

- a. Relationship management – Creates and maintains a network of professional contacts within and outside of the organization; builds and maintains relationships; works as an effective team member; and manages conflict while supporting the organization.
- b. Communication – Effectively crafts and delivers concise and informative communications; and listens to and addresses the concerns of others.
- c. Cultural effectiveness – Values and considers the perspectives and backgrounds of all parties and promotes a diverse and inclusive workplace.

Comments:

Rating Scale: 5 = Exceptional, 4 = Commendable, 3 = Satisfactory, 2 = Needs Development, 1 = Unsatisfactory, N/A = Not Applicable or Unsure

3. Organization

Rating:

- a. Business acumen – Understands the organization’s operations, functions and external environment; applies business tools and analyses that inform HR initiatives and operations consistent with the overall strategic direction of the organization.
- b. Consultation – Works with organizational stakeholders in evaluating business challenges and identifies opportunities for the design, implementation and evaluation of change initiatives; builds ongoing support for HR solutions that meet the changing needs of customers and the organization.
- c. Critical evaluation – Collects and analyzes qualitative and quantitative data; and interprets and promotes findings that evaluate HR initiatives and informs business decisions and recommendations.

Comments:

OVERALL RATING

Rating:

Comments:

Thank you for providing feedback. Please print a copy for your records, then click the button below to submit your form electronically.

SUBMIT

HR Director Annual Performance Review

Evaluation period: **September 21, 2020 to December 31, 2021**

Evaluator's Name

PINELLAS COUNTY HUMAN RESOURCES

VISION: To position Pinellas County Government as a top-choice employer in the Tampa Bay region.

MISSION: Cultivate a diverse, talented, and engaged workforce prepared to effectively serve the citizens of Pinellas County.

VALUES: Earn a reputation as a trusted solution partner through every interaction by demonstrating credibility, fairness, respect, and service.

INSTRUCTIONS

Each member of the Unified Personnel Board is asked to comment on the performance of the Director of Human Resources. Several resources are being provided in order to assist with this process, including:

- The Department of Human Resources Annual Report
- Feedback from Appointing Authorities regarding the HR Director's performance
- Results from the most recent Biennial Employee Survey

On the following page, please document your assessment of the HR Director's strengths and suggested areas for improvement. You are also asked to provide an overall rating as follows:

Needs Improvement:

The incumbent does not consistently meet the performance expectations and/or demonstrates only a moderate level of proficiency in the required competency. Additional training or commitment is required.

Meets Expectations:

The incumbent consistently meets and may occasionally exceed performance expectations while demonstrating proficiency in the required competency.

Exceeds Expectations:

The incumbent consistently exceeds performance expectations while demonstrating a high level of proficiency in the required competency.

Please sign and date the form and forward it to Jennifer Monroe Moore at jennifer.moore@ogletree.com by February 23, 2022. The results will be summarized and placed on the agenda for the March 3, 2022 meeting. The individual forms, accompanying summary, and other agenda materials will be included in the public record.

HR Director Annual Performance Review

Areas of Strength

Suggested Areas for Improvement

Additional Comments for the HR Director

Overall Level of Performance

☐

Needs Improvement

☐

Meets Expectations

☐

Exceeds Expectations

Evaluator's Signature

Date



Human Resources

Helping U Succeed

Unified Personnel Board – HR Update for January 2023 (November and December 2022 updates)

Internal Happenings

- Our new Benefits Technician, Christine Gauger, joined us on November 7.
- The Workforce Strategy team participated in the Great American Teach-In, with a focus on high school students who may be likely employees upon graduation, to share information about employment with Pinellas County Government.
- The HR Connections Committee was created to plan and execute events that build connection, teamwork and support department morale. Their inaugural event was a November Gratitude Gathering luncheon for the entire HR team, including a Gratitude Tree where team members could display what they are grateful for. The idea was very popular with some members remarking they planned to use the idea with their friends and family. In December the committee held a hotly contested Winter Door Decorating Contest by COE. Team members remarked this project was an excellent opportunity to get to know one another personally while achieving a common goal. The creativity employed was super and outside judges chose Communications and Outreach as the winner. A Winter Breakfast was held, including a New Year Snowflake Tree where team members can display personal or professional goals for 2023. More events are planned in the new year.
- Partnered with the Pinellas County Family Housing Assistance Program to help three low-income families who just moved into a new home or are waiting to be placed. Team members provided gifts on the families' wish lists.
- Team members donated \$180 to the Countywide Bike Drive.

Scorecard (November – 40 responses)

Based on today's experience, how satisfied are you with HR?

November: 95%

Goal: 92.5%

YTD 2022: 92%

After interaction with HR personnel:

The representative was professional & courteous

November: 100%

Goal: 100%

YTD 2022: 100%

The representative was helpful:

November: 100%

Goal: 100%

YTD 2022: 100%

Receive the requested information in a timely manner:

November: 100%

Goal: 95%

YTD 2022: 100%

Benefits & Wellness

- Annual Enrollment concluded on November 15. Our team hosted 32 information sessions that garnered close to 500 attendees.
- The countywide Maintain Campaign employee challenge began on November 14.
- Wellness offered many well-being activities from which to choose including the financial well-being webinars on Investment Fundamentals, Holiday Financial Planning, and Social Security and Medicare; an onsite gardening workshop at the Botanical Gardens; Healthy Life Tips for Women; a cooking demo; and more.
- In partnership with BayCare, Wellness offered Employee VIP Mammography Days at their Morton Plant and Carillon locations and added another date in December due to demand. The December date is now full, so an additional date was added in January.
- The biometric screening and health assessment deadline was December 20. Our team sent individualized letters in October and completed robocalls to those who had not completed the necessary steps.
- Robust voluntary benefits enrollment numbers continued (see below).

Voluntary Benefit	2022 Enrollment	2023 Enrollment	Increase from 2022 to 2023
Accident (Aflac)	1,181	1,287	106
Hospital Indemnity (Aflac)	911	1,005	94
Critical Illness (Aflac)	690	738	48
Legal Assistance (ARAG)	0	576	576
Identity Protection (AIP)	0	431	431
Total Unique Employees	1,319	1,646	327

Classification & Compensation

- Partnered with the Office of Management & Budget to develop a series of new Budget Analyst job classifications.
- Partnered with the Clerk's Finance Division to develop a series of new finance-related class specifications.
- Collaborating with BTS staff in order to streamline and automate position maintenance requests.
- Partnering with the Public Works Department to develop a series of new engineering-related job classifications.
- Presented information to the Clerk's Employee Communications Committee regarding pay rates and movement through the pay range.
- Completed the final set of recommendations for the BCC position audit project.

Communications & Outreach

- The 2022 Colors of Pinellas Art Show has concluded and over 222 art pieces are available online for viewing.
- Our Communications team assisted the Bike Drive Committee with outreach. Employees from over 25 departments collected \$10,000 to purchase 110 bikes and 79 locks for families in need in Pinellas County. Recipients were identified by the Human Services Department.

Organizational & Talent Development (OTD)

- Two members of OTD spoke at the Learning 2022 Conference held in Orlando. The presentation was titled, *Unleash Potential: A Leadership Development Journey*. Highlights included obtaining buy-in from executive leadership, identifying competencies, developing

program content, providing resources, and establishing measurable benchmarks. OTD HR Officer Audrey Savas also spoke in a panel on examining the evolving relationship between Learning & Development and Human Resources.

- A second Business Writing vendor-driven workshop was held based on high demand. All individuals benefit from strong business writing. By following some simple steps and understanding the audience, anyone can boost their business writing abilities.
- November 30 was the kickoff of the Leadership Development program for Human Services based on the core competencies for the Section Managers in the Community Connections Division of Human Services.
- The pilot for Boot Camp: Leadership Essentials ended on December 15 with dedicated time for program reflection and advice for the next group of leaders attending the series. The next session is tentatively scheduled for January 24 and we are coordinating the next class selections.
- The third cohort of the Discover the Leader in Utilities leadership program ended with a celebration on December 14 for 17 graduates.
- Held the Custom Generational Differences session for 25 participants of the Clerk of the Circuit Court.

Planning & Performance

- As discussed, HR strike teams have been assigned to look at job titles within 911, Public Works, Clerk's Office, Property Appraiser, and Tax Collector. Each strike team is comprised of a Business Partner, Recruiter and Learning Consultant or Compensation Analyst. Currently, the strike team for the Public Safety Telecommunicator position has met internally, reviewed data provided by 911 management, completed shadowing of several employees in various stages of training and met with instructors. They will be meeting with 911 management soon to begin development of the action plan based on results.
- The other strike teams have begun or have scheduled meetings with the departments to engage them in the process and gather their needs and required data.
- The performance management progress continues. All Appointing Authority leadership have met with HR, BTS and Bourntec to develop their performance review criteria and have been provided individual demonstrations. Some are still in development of templates while others are complete and in the testing phase.

Workforce Strategy/HRMS

- The team hired 551 new employees to date in 2022.
- The time to fill a position for November was 70.07 days and the overall average for the year is 65.4 days. We have established a time-to-fill goal of 70 days for 2022.
- Annualized turnover through November was 17.5%, down from the high in January of 21.7%.
- During the month of November, there were 12 resignations and 4 retirements. For the calendar year 2022 through November, there have been 330 resignations (external departures) and 93 retirements.
- It was an exciting year for Workforce Strategy as the team was able to return to attending and holding in-person recruitment and community events to foster individual candidate connections and real-time hiring to occur. Workforce team attended a total of 45 recruitment and community events year-to-date versus 9 in 2021. With over **47 career fair hires** made this year and almost half of them occurring during a Pinellas County hosted "on-the-spot" hiring event, there is no doubt that these creative and innovative recruitment efforts are paying off.
- Team is preparing to host another Pinellas County Career Fair on January 27.



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 **October 9, 2022, through December 17, 2022.**

ADDITIONS

Spec No.	Title	EEO4 Code	OT Code	PG
02351	Budget & Financial Management Analyst 1	Professionals	Exempt	E23
02353	Budget & Financial Management Analyst 3	Professionals	Exempt	E25
18941	Assistant Manager, Finance Division	Officials & Managers	Exempt	150
18942	Manager, Finance Division	Officials & Managers	Exempt	150
18943	Senior Manager, Finance Division	Officials & Managers	Exempt	150
18944	Senior Manager, CCC	Officials & Managers	Exempt	150

REVISION & TITLE CHANGE

Spec No.	Old Title	New Title	PG
02350	Budget & Financial Management Analyst	Budget & Financial Management Analyst 2	E24

REVISIONS

Spec No.	Title	PG
16960	Solid Waste Program Assistant	C19
16962	Solid Waste Technician	C21

REVISION & REALLOCATION

Spec No.	Title	PG
16799	Engineer 1	E23

BCC PRIORITY AUDIT GROUPS 5-12

1	Downward Reclassification
4	Upward Reallocations
5	No Change
10	Total

DOWNWARD RECLASSIFICATION

Position	Old Classification	Old PG	New Classification	New PG
BCC/E641	Animal Services Program Coordinator	E14	Business Support Specialist 2	C22

UPWARD REALLOCATIONS

Position	Classification	Old PG	New PG
BCC/E639	Animal Services Program Coordinator	E14	E16
BCC/E870	Animal Services Program Coordinator	E14	E16
BCC/C3569	911 Database Analyst	C21	C23

Position	Classification	Old PG	New PG
BCC/C63	911 Geographic Base Analyst	C21	C23

NO CHANGE

Position	Classification	PG
BCC/C3815	Operations Supervisor	C22
BCC/C4399	Code Enforcement Officer 2	C23
BCC/C3389	Code Enforcement Officer 2	C23
BCC/C3751	Code Enforcement Officer 2	C23
BCC/C4398	Code Enforcement Officer 2	C23

#443

COMPLETE

Collector: Web Link (Web Link)
Started: Monday, April 18, 2022 3:59:30 PM
Last Modified: Monday, April 18, 2022 4:07:48 PM
Time Spent: 00:08:18
IP Address: 72.184.179.206

Page 1

Q1**Human Resources**

Which appointing authority/department did you most recently work for within the Unified Personnel System?

Q2

Please rate the following aspects of the job you are vacating:

Type of work performed	Excellent
Fairness of workload	Excellent
Salary	Average
Working conditions	Average
Tools and equipment provided	Excellent
Training received	Excellent
Co-workers	Excellent
Supervision received	(no label)
Commute	(no label)
Level of input in decisions that affected you	Poor

Q3

Please rate your supervisor on the following factors:

Recognized accomplishments	Often
Clearly communicated expectations	Often
Treated you fairly and respectfully	Always
Listened to suggestions and feedback	Usually
Kept employees informed	Seldom
Supported work-life balance	Usually

Q4

Please rate the following aspects of the organization overall:

Career development opportunities	(no label)
Employee morale	Poor
Fair treatment of employees	(no label)
Recognition for a job well done	Average
Support of work-life balance	(no label)
Communication between management and employees	Poor
Performance management	(no label)
Concern with quality and excellence	Average
Use of your talent and skills appropriately	Poor

Q5

Please describe the primary reason(s) you are leaving your current position?

Opportunity for growth that was not present if I stayed.

Q6

What did you like most about working for Pinellas County?

Benefits.

Q7

What did you like least about working for Pinellas County?

Politics.

Q8

What do you consider to be the biggest challenge that Pinellas County as an employer now faces and needs to overcome?

Holding people accountable from the top down.

Q9

What actions can Pinellas County take to build a better workplace?

Get the right people in the right positions. Increase retention.

Q10

What, if anything, could have been done to prevent you from leaving?

Asked me to stay and made me feel like I was valued.

Q11

Would you recommend working for this organization to your family and friends? Why or why not?

It depends. I'd recommend some departments/AAs and not others.

Q12

Respondent skipped this question

Do you have any other comments or suggestions?

Q13

Exempt

What was your employment status?

#444

COMPLETE

Collector: Web Link (Web Link)
Started: Tuesday, April 19, 2022 3:08:01 PM
Last Modified: Tuesday, April 19, 2022 3:34:27 PM
Time Spent: 00:26:26
IP Address: 24.164.2.136

Page 1

Q1**Human Resources**

Which appointing authority/department did you most recently work for within the Unified Personnel System?

Q2

Please rate the following aspects of the job you are vacating:

Type of work performed	Excellent
Fairness of workload	(no label)
Salary	(no label)
Working conditions	Excellent
Tools and equipment provided	Excellent
Training received	(no label)
Co-workers	Excellent
Supervision received	Excellent
Commute	Excellent
Level of input in decisions that affected you	Average

Q3

Please rate your supervisor on the following factors:

Recognized accomplishments	Usually
Clearly communicated expectations	Always
Treated you fairly and respectfully	Usually
Listened to suggestions and feedback	Usually
Kept employees informed	Always
Supported work-life balance	Usually

Q4

Please rate the following aspects of the organization overall:

Career development opportunities	Excellent
Employee morale	(no label)
Fair treatment of employees	(no label)
Recognition for a job well done	(no label)
Support of work-life balance	(no label)
Communication between management and employees	Excellent
Performance management	(no label)
Concern with quality and excellence	(no label)
Use of your talent and skills appropriately	(no label)

Q5

Please describe the primary reason(s) you are leaving your current position?

Family priorities.

Q6

What did you like most about working for Pinellas County?

Colleagues I worked with.

Q7

What did you like least about working for Pinellas County?

No down time to be able to catchup on workload.

Q8

What do you consider to be the biggest challenge that Pinellas County as an employer now faces and needs to overcome?

Retaining employees.

Q9

What actions can Pinellas County take to build a better workplace?

Comparable salary.

Q10

What, if anything, could have been done to prevent you from leaving?

Replace colleague's position without delay since it was included in the budget for the 2021 Fiscal Year.

Q11

Would you recommend working for this organization to your family and friends? Why or why not?

Greatly will recommend working for PCG, we make our workplace what we want it to be.

Q12

Do you have any other comments or suggestions?

Miss you all and BEST to everyone during the challenges to come. . .

Q13

Classified

What was your employment status?

#490

COMPLETE

Collector: Web Link (Web Link)
Started: Thursday, December 08, 2022 9:04:21 AM
Last Modified: Thursday, December 08, 2022 9:14:00 AM
Time Spent: 00:09:39
IP Address: 136.174.187.5

Page 1

Q1**Human Resources**

Which appointing authority/department did you most recently work for within the Unified Personnel System?

Q2

Please rate the following aspects of the job you are vacating:

Type of work performed	(no label)
Fairness of workload	Average
Salary	(no label)
Working conditions	(no label)
Tools and equipment provided	Average
Training received	(no label)
Co-workers	(no label)
Supervision received	(no label)
Commute	Average
Level of input in decisions that affected you	Average

Q3

Please rate your supervisor on the following factors:

Recognized accomplishments	Always
Clearly communicated expectations	Usually
Treated you fairly and respectfully	Always
Listened to suggestions and feedback	Always
Kept employees informed	Often
Supported work-life balance	Always

Q4

Please rate the following aspects of the organization overall:

Career development opportunities	(no label)
Employee morale	Average
Fair treatment of employees	Average
Recognition for a job well done	(no label)
Support of work-life balance	(no label)
Communication between management and employees	Average
Performance management	Average
Concern with quality and excellence	Average
Use of your talent and skills appropriately	Average

Q5

Please describe the primary reason(s) you are leaving your current position?

pursuing a teaching position that provides more stability for my family.

Q6

What did you like most about working for Pinellas County?

Everyone was very nice! I think overall it is a great place to work.

Q7

What did you like least about working for Pinellas County?

There are many times that you run into walls and it seemed slightly hypocritical to want innovation but be told no because thats the way its always been done. There is also truly no excuse nowadays to keep using techniques, supplies from years ago when technology can provide not only ease of access, but economic and environmental ease. It's also strange that everyone needs to have "coverage" in the office til 5pm everyday. This should be looked at individually by department.

Q8

What do you consider to be the biggest challenge that Pinellas County as an employer now faces and needs to overcome?

Understanding that innovation is not a huge thing. It's the little things. Transparency is also key. It feels quite "hush hush" at times and there seems to be a push for quantity over quality at times.

Q9

What actions can Pinellas County take to build a better workplace?

I think, in general, understanding that in this world, being in government is not an excuse. If you want to recruit people who can help move everyone forward, you have to allow them to do that.

Q10

What, if anything, could have been done to prevent you from leaving?

My case is unique, but I believe that the following were hindrances when it came to me and my family's needs:
coverage til 5pm in the office when no one comes to our center
when you teach a class, having to come back to the office just to be a body in the office, rather than being remote if needed
teaching classes that are repetitive of each other just to have "a lot" to choose from. Quality over quantity is needed here to truly impact learning.
The use of paper. It is kind of maddening to see how much waste is produced because government is "slow" to change. Then being told that people cannot use their personal phones, yet you require them to use OKTA through their personal devices. Make surveys, worksheets, etc digital and save not only money but waste.

Q11

Would you recommend working for this organization to your family and friends? Why or why not?

I would! It just isn't right for me full time now:) My family has had a rough year and I've realized certain values that need to align. I have learned so much in the 4 months I've been here.

Q12

Do you have any other comments or suggestions?

I will say that Audrey is a great leader. Totally empathetic and understanding. She has TOO MUCH on her plate, which causes breakdowns in other areas. Allow her to lead this team and innovate and you will reap the benefits in learning. I also hope you replace my position as OTD truly needs another person. If it's not a FT person, I would advise you to look into contractors that can come in and help teach some PD.

Q13

Exempt

What was your employment status?

#493

COMPLETE

Collector: Web Link (Web Link)
Started: Tuesday, December 13, 2022 11:52:33 AM
Last Modified: Tuesday, December 13, 2022 11:57:47 AM
Time Spent: 00:05:14
IP Address: 35.140.239.1

Page 1

Q1**Human Resources**

Which appointing authority/department did you most recently work for within the Unified Personnel System?

Q2

Please rate the following aspects of the job you are vacating:

Type of work performed	(no label)
Fairness of workload	Excellent
Salary	Excellent
Working conditions	Excellent
Tools and equipment provided	Average
Training received	Average
Co-workers	Excellent
Supervision received	(no label)
Commute	(no label)
Level of input in decisions that affected you	Average

Q3

Please rate your supervisor on the following factors:

Recognized accomplishments	Always
Clearly communicated expectations	Usually
Treated you fairly and respectfully	Always
Listened to suggestions and feedback	Always
Kept employees informed	Always
Supported work-life balance	Always

Q4

Please rate the following aspects of the organization overall:

Career development opportunities	Average
Employee morale	Average
Fair treatment of employees	(no label)
Support of work-life balance	Average
Communication between management and employees	(no label)
Performance management	Average
Concern with quality and excellence	(no label)
Use of your talent and skills appropriately	(no label)

Q5

Please describe the primary reason(s) you are leaving your current position?

Life event

Q6

Respondent skipped this question

What did you like most about working for Pinellas County?

Q7

Respondent skipped this question

What did you like least about working for Pinellas County?

Q8

Respondent skipped this question

What do you consider to be the biggest challenge that Pinellas County as an employer now faces and needs to overcome?

Q9

Respondent skipped this question

What actions can Pinellas County take to build a better workplace?

Q10

What, if anything, could have been done to prevent you from leaving?

Nothing in particular. Enjoyed my position, enviroment, and coworkers at the county. Just needed to take longer leave time.

Q11

Would you recommend working for this organization to your family and friends? Why or why not?

Yes

Q12

Respondent skipped this question

Do you have any other comments or suggestions?

Q13

Classified

What was your employment status?



Unified Personnel Board Meetings 2023

January 5

February 2

March 2

April 6

May 4

June 1

July 6

August 3

September 7

October 5

November 2

December 7

UPB/AA Workshop March 22, 2023

2:00-5:00

Clerk's Conference Room

UPB/AA Workshop September 20, 2023

2:00-5:00

Clerk's Conference Room