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## UNIFIED PERSONNEL BOARD AGENDA

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Date: April 6, 2023

Time: 6:30 p.m.

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

Citizens to be Heard\*

Employees' Advisory Council (EAC) Representative

I. Consent Agenda

1. Request Approval of the Minutes of the Regular Personnel Board Meeting held March 2, 2023

*Approved*

II. New Business

1. Motion for Reconsideration – Lisa Carter v. Pinellas County Solid Waste  
*Denied*
2. HR Director Performance Evaluation Follow-up
3. HR Director Executive Assistant
4. 2023 HR Director Goals

III. Informational Items

1. Kimberly's 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@pinellas.gov](mailto: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.

**Unified Personnel Board  
Pinellas County  
March 2, 2023 Meeting Minutes**

The Unified Personnel Board (UPB) met in regular session at 6:32 PM on this date in the County Commission Assembly Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

**Present**

Joan Vecchioli, Chair  
Ricardo Davis, Vice-Chair  
Jeffery Kronschnabl  
Peggy O'Shea  
Kenneth Peluso  
Ralph Reid  
William Schulz

**Others Present**

Kimberly Crum, Director of Human Resources  
Jennifer Monrose 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 6:32 PM; whereupon, she led the Pledge of Allegiance.

**CITIZENS TO BE HEARD**

None.

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

EAC Representative Lisa Arispe presented information on the following topics:

- Employee Advocate Tammera Maloney's job promotion and subsequent resignation from the EAC
- Internal HR grievance process revisions update
- Upcoming EAC delegate meeting
- EAC SharePoint site

Ms. Arispe indicated that the County employees will now have June 19, Juneteenth, off, with the exception of the Clerk's Office employees, who will have July 3 off, based on the courts schedule.

## **CONSENT AGENDA**

### Minutes of the February 2, 2023 meeting

A motion was made by Mr. Reid to approve the February 2 meeting minutes. The motion was seconded by Mr. Davis and carried unanimously.

## **NEW BUSINESS**

### HR Director Performance Evaluation

The members indicated that their evaluations were based on feedback received from various stakeholders, including some Appointing Authorities, the EAC, and the HR department employees.

During discussion of the evaluation results, improvements in technology, customer service, recruitment, employee benefits and training, strengthening of the relationship with the Appointing Authorities, and other accomplishments were noted with regard to the *areas of growth and strength*, and the need to improve the HR Director's interpersonal relationship with the EAC and HR employees, and some other areas were noted as concerns with regard to the *areas needing improvement and further development*.

Following further discussion, Mr. Peluso made a motion to score the HR Director's performance as *meets expectations and needs improvement with interpersonal relationships*. The motion was seconded by Mr. Davis and carried unanimously.

### UPB/Appointing Authority Joint Meeting Agenda

Chair Vecchioli proposed that goal setting for HR Department be placed on the agenda for the upcoming meeting.

Ms. Crum indicated that some other items for discussion include the potential for a verbal warning to be removed from discipline types, a change in the rule regarding use of personal days on in-service days, and the possibility of allowing employees returning to the County after working elsewhere, regardless of length of absence, to keep the leave accrual rate that they had at the time they left.

### Career Ladder Request

With input from Attorney Moore, Ms. Crum explained that the department created new class specifications for Mosquito Technicians, to accommodate a career ladder request by a department of the County Administrator.

## **INFORMATIONAL ITEMS**

### Action Taken Under Authority Delegated by the Personnel Board

Ms. Crum related that a position title was changed from Risk Management Specialist 1 to Risk Management Specialist.

### HR Director Update

Ms. Crum referred to the HR Update document included in the agenda packet and provided information regarding the following items:

- Great tornado drill contest
- Upcoming UPB/Appointing Authority joint meeting
- Juneteenth holiday
- Diversity and Inclusion Committee
- Florida City and County Management Association's Winter Institute
- Newly-filled Wellness Technician position
- Wellness opportunities and events
- Disaster Assignment and Preparedness Assessment communications outreach
- Employee Communications survey
- Organizational development training opportunities
- Strike team for 911 dispatchers, Tax Collector, and Clerk of the Circuit Court
- Workforce strategy metrics
- Upcoming career fairs
- Implementation of new SharePoint forms

Responding to a query by Mr. Peluso, Ms. Crum indicated that the HR's Center of Excellence strike teams usually provide assistance in evaluating the County departments high turnover rates at the request of the pertinent Appointing Authority, but as it relates to the 911 dispatchers, the assistance was provided upon the HR department's initiative based on data regarding the 911's high turnover rate; whereupon, Mr. Reid offered accolades to the HR Officers present at the meeting.

In response to a query by Mr. Reid, Attorney Moore related that she would come back to the members with more information regarding the HR Director evaluation process going

forward, including a rule regarding awarding of salary increase; and that she will be soliciting feedback regarding the matter from the members individually.

Findings and Decisions – Lisa Carter Appeal

Attorney Moore indicated that a motion for reconsideration of the appeal decision by the appellant has been received; and that it will be brought before the Board for consideration at the next meeting.

**ADJOURNMENT**

Chair Vecchioli adjourned the meeting at 8:13 PM.

February 28, 2023

Director of Human Resources  
Pinellas County Florida  
Fourth Floor  
400 S. Ft. Harrison Avenue  
Clearwater, FL 33756

Subject: Motion for Reconsideration

Dear Director:

By the filing of this letter, I hereby move the Pinellas County Unified Personnel Board to reconsider the decision it reached on February 14, 2023, regarding my disciplinary action.

My request is based on the following grounds:

I will show based on the evidence and witness testimony, there was collusion by the Opposing Party to give false testimony to support their claims of progressive discipline, in fact, it is retaliation. I believe there was misrepresentation of the facts of the events at the appeal hearing by the Opposing Party and there is a strong showing that false testimony was given, and evidence submitted was misconstrued. There is no evidence to support any of the items charged. Mr. Sacco conducted interviews surrounding the events of May 26, 2022; however, he failed to interview people in the front of the building, where I was, and Mrs. Ward, whom Mrs. Hartman claimed that she her my voice and contacted her out of concern which Mrs. Hartman was at home at the time. No other incidents were cited at the informal grievance committee or during the appeal hearing of any disciplinary actions against me prior to Mrs. Hartman and Mr. Sacco. 16 years vs 3 years. I feel the board was misled and had no choice but to uphold the disciplinary action base on fraudulent testimony.

If the Honorable Board would allow me to include these witnesses, I believe we can get to the truth. Carlee Ward – contacted Mrs. Hartman out of concern, while Mrs. Hartman was at home. Deann Baker – worked with me and can testify how Mrs. Hartman treated me while she was at Solid Waste. Amanda Smith – Work with me and can testify how Mrs. Hartman treated me while she was at Solid Waste.

Thank you.  
Sincerely yours,

A handwritten signature in black ink, appearing to be the initials 'AS' or similar, written in a cursive style.

**THE PINELLAS COUNTY  
UNIFIED PERSONNEL SYSTEM BOARD**

IN RE:

Appeal of Three-Day Suspension,

Lisa Carter,

Appellant,

v.

Appeal No. 22-4

Pinellas County Solid Waste Department,

Appellee.

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**APPELLEE, PINELLAS COUNTY SOLID WASTE DEPARTMENT'S  
RESPONSE IN OPPOSITION TO APPELLANT'S MOTION FOR  
RECONSIDERATION**

COMES NOW, Appellee, Pinellas County Department of Solid Waste Department, by and through the undersigned counsel, and pursuant to Unified Personnel Procedure Section 11, hereby files its Response in Opposition to Appellant's Motion for Reconsideration, and in support thereof states as follows:

1. On February 13, 2023, the Unified Personnel Systems Board ("Board") issued its Findings & Decision upholding the 3-day suspension of Appellant, Lisa Carter, following the evidentiary hearing on February 2, 2023.

2. At the hearing on February 2, 2023, the Board granted Appellee, Solid Waste Department's Motion for Exceptions, to exclude the testimony of six witnesses included on Appellant's witness list who did not testify, and were not present, at the informal grievance hearing, pursuant to Unified Personnel Procedure 4-4, to wit:

i. Amanda Smith (Department of Workforce Relations);

- ii. Deann Baker (Parks & Conservation Resources);
- iii. Carlee Ward (Solid Waste Department);
- iv. Ben Panike (Solid Waste Department);
- v. Tonya Wright (Parks & Conservation Resources);
- vi. Katie Gaines-Reed (Parks & Conservation Resources).

3. On or about February 28, 2023, Appellant submitted her Motion for Reconsideration to the Director of Human Resources, again, seeking to introduce the testimony of two witnesses who do not work with Appellant: Deann Baker (Parks & Conservation Resources) and Amanda Smith (Department of Workforce Relations); and Carlee Ward (Solid Waste).

4. Appellant's Motion is an improper attempt to circumvent Unified Personnel Procedure 4-4, and relitigate the same issues that were exhaustively argued and addressed by the Board at the hearing on February 2, 2023.

5. Appellant's Motion asserts baseless and defamatory accusations against her employer and cites to speculative "evidence" that would have no bearing on the ultimate issue presented to the Board, which was whether her 3-day suspension should be modified or revoked.

WHEREFORE, the Appellee respectfully requests the Board deny Appellant's Motion for Reconsideration.

#### **CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a copy of the foregoing has been furnished by E-mail to **Kimberly Crum**, Director of Pinellas County Human Resources, at [kcrum@pinellas.gov](mailto:kcrum@pinellas.gov), **Jennifer Monroe Moore, Esq.**, Counsel for the Unified Personnel Board, at [jennifer.moore@ogletree.com](mailto:jennifer.moore@ogletree.com), and **Tami Maloney**, Appellant's Advocate, at [tjmaloney@pinellas.gov](mailto:tjmaloney@pinellas.gov), and **Lisa Carter**, Appellant, at [lcarter@pinellas.gov](mailto:lcarter@pinellas.gov), this 1st day of March, 2023.

*/s/ Kelly L. Vicari*  
Kelly L. Vicari, Esq.  
Senior Assistant County Attorney  
Pinellas County Attorney's Office  
Counsel for Appellee





### **Executive Assistant 3**

**Category:** Exempt  
**Pay Grade:** E19  
**Job Code:** 11142

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

#### **JOB SUMMARY**

Performs highly responsible advanced administrative support position working for an Appointing Authority or a Commissioner; performs a wide variety of complex administrative duties requiring initiative, independent judgment, and action on an extensive array of county organizations and programs; relieves the official of day-to-day administrative details; deals with confidential and sensitive issues requiring high degree of tact and ability to judge situations in order to make independent decisions for handling; performs extensive public contact, some media contact, and continual interdepartmental relations.

#### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Screens visitors and phone calls and makes decisions on answering, diverting, or prioritizing for the official;
- Prepares written responses to correspondence within established guidelines;
- Drafts and types memos, reports, and other documents as required;
- Schedules and coordinates appointments, meetings, and conferences, communicating with all levels of personnel and the public;
- Makes travel arrangements as necessary;
- Coordinates and directs office services, such as records and budget preparation, personnel, and housekeeping issues;
- Assists in the preparation of budgets, monitors, reviews, and approves expenditures;
- Prepares records and reports, such as recommendations for solutions of administrative problems and annual reports;
- Analyzes operating practices and procedures to create new, or to revise existing methods for getting the job done efficiently and economically;
- Interprets administrative and operating policies and procedures for other departmental employees;
- May supervise other clerical staff members;
- Controls workflow, managing time and workload independently and in an efficient manner;
- Organizes and maintains files and retrieves important documents, records, and reports;
- Attends meetings, takes notes, and reports back to the supervisor;
- Monitors and assigns parking spaces;
- Performs other related job duties as assigned.

#### **QUALIFICATIONS**

##### **Education and Experience:**

Six (6) years of administrative support or paraprofessional experience with heavy public or business environment; or an Associate's degree and four (4) years of experience as described above; or a Bachelor's degree and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

**Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Ability to type at 55 words per minute is required.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of administrative and clerical office procedures and systems such as word processing, spreadsheet applications, filing, and records management systems, official documents, and other office procedures and terminology;
- Knowledge of general office practices and procedures as well as an understanding of organizational/political setup and planning;
- Knowledge of the structure and content of business English including the meaning and spelling of words, rules of composition, and grammar;
- Knowledge of ordinances, official functions, and personnel procedures;
- Knowledge of numbers, their operations, and interrelationships including arithmetic, simple math, statistics, accounting procedures, and their applications;
- Skill in managing workflow and prioritizing assignments;
- Skill in communication with all levels of personnel and the public;
- Skill in operating and implementing applicable computer equipment, office machines, and software applications including word processing and spreadsheets;
- Ability to analyze complex reports, legal documents, and communications;
- Ability to solve problems independently and/or creatively;
- Ability to take accurate notes to transcribe into clear and concise format for correspondence, reports, documents, and other written material;
- Ability to keep and prepare complex fiscal and statistical records, ledgers, and files, providing information correctly and concisely, orally and in writing;
- Ability to independently prepare agendas, legal documents, resolutions, and related complex or confidential correspondence;
- Ability to act independently to set up conferences and meetings;
- Ability to prepare and process legal documents, official reports, and/or papers as required;
- Ability to work well under pressure with good organization skills;
- Ability to utilize office procedures and systems such as word processing, spreadsheet applications, filing, and records management systems, stenography, and transcription, legal document form design, and other office procedures and terminology.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

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**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

## Executive Assistant 3

<b>Working Title</b>	Executive Assistant
<b>Incumbent</b>	Peggy Sellards
<b>Date</b>	November 2020
<b>Reports to</b>	Kimberly Crum – Human Resources Director

*The intent of this position description is to document a clear and concise outline of the position. It is descriptive of the major goals of the position, but it is not construed to limit or modify the power of the appointing authority to assign work to employees. The primary uses of a position description include: recruitment, identification of training and development needs and performance management.*

*A position description does not list every task an employee must perform as part of their job. Tasks which are understood as necessary to accomplish the goals listed on a position description are required to be performed. In addition, tasks which are reasonably related to the classification but not on the position description can also be assigned. Employees may periodically receive work assignments of a temporary nature which are not on or related to tasks on their position description.*

### **Purpose**

Provides complex administrative duties assisting the Human Resources Director. The incumbent serves as the assist to the Human Resources Director by performing advanced, diversified and confidential administrative duties requiring broad and comprehensive experience, competencies and knowledge of organization policies and practices while exercising discretion in handling confidential, sensitive and timely information.

### **Position Specific Responsibilities (not intended to be all inclusive)**

- Performs a variety of administrative duties with wide latitude for exercising discretion and judgment;
- Receives and answers correspondence in the name of the Human Resources Director;
- Researches, gathers and provides information to internal and external customers;
- Serves as the subject matter expert on public records requests by providing guidance to other HR employees on documentation, timeframes and policies;
- Arranges for and schedules appointments for the Human Resources Director;
- Makes all necessary arrangements for travel and performs necessary follow-up for expense reports and reimbursements;
- Maintains a variety of records, such as inventories of supplies and materials;
- Prepares correspondence, forms and reports for the Unified Personnel Board and HR Director;
- Coordinates Director's calendar including scheduling and coordinating meetings and/or conferences, and attending meetings for purpose of recording, preparing and distributing minutes and reports; processing a considerable amount of confidential and sensitive information in support of administrative activities;
- Coordinates and facilitates the executive's calendar to schedule appointments and engagements; arrange conferences, meetings and hearings for boards;
- Organizes and maintains confidential records and files for the HR Director; ensures the security of privileged information in accordance with State and federal laws and regulations; authorize access to information as appropriate;
- Orders supplies and equipment and may oversee equipment maintenance;

### **Position Specific Knowledge, Skills and Abilities**

- Knowledge of organization policies and practices;
- Knowledge of administrative processes and procedures;
- Knowledge of and skill in the use of word processing, database, and spreadsheet software to produce documents and maintain information;
- Skill in composing a variety of correspondence;
- Skill in interacting with public officials and staff at all levels in a courteous and efficient manner;
- Ability to handle confidential and sensitive information with discretion and tact;

- Ability to communicate effectively both orally and in writing; to understand and follow oral and written instructions; to project a professional and positive image of the organization;

**Preferred Qualifications (these do not replace the requirements listed on the class spec)**

- Prior knowledge of government entities
- Bachelor's degree

**Competencies (highly interrelated knowledge, skills, abilities and other characteristics (KSAOs) that give rise to the behaviors needed to perform a given job effectively)**

- Customer focus
- Action oriented
- Communicates effectively
- Manages complexity

## HR Director Goals for 2022

### Relationships

- HR Team and AA's
- HR Team and EAC
- Initiate field visits
- HR Staff Teambuilding

### Finalize HR Strategic Plan

### Customer Service

- Continue to work with BTS to develop tracking for customer service metrics

### Employee Relations & Performance and Planning

- Assist Appointing Authorities (AA's) in developing their performance management system that is capable of incentivizing & rewarding top performers
- Assist AA's with policy development for hybrid work, supervisor training & recruitment
- Assist departments with analysis and action planning to resolve Employee Voice items
- Assist with development of recognition programs that are consistent & fair

### Workforce Strategy & HRMS

- Measure and improve eligible candidate flow using creative paths for candidates
  - Internal career fairs
  - External career fairs
  - Community & non-profit relationships
  - Internships
- Leverage the Oracle upgrade to include full integration and updates to core HR processes, as well as robust metrics available by AA, including but not limited to turnover reporting
- Measure and improve time to fill open positions

### Benefits, Retirement & Wellness

- Continue Benefits Valuation Survey communications showing Pinellas County UPS is #1. Using the Benefits Valuation Survey, along with the Benefits Advisory Committee (BAC), develop benefits offering package with something for everyone, enhancing recruitment and retention
- Continue to refine benefits via BAC sub-committees to include something for all generations of employees
- Improve medical plan design to differentiate the Open Access Plus plan (previously called Point of Service) from the Choice Fund Open Access Plus HSA plan
- Improve biometric screening and tobacco designation process to avoid multiple HR and Payroll touch points/re-work

- Investigate additional voluntary benefits
- Streamline deferred compensation, ensuring value for our employees
- Provide a robust slate of wellness offerings, that support physical, emotional, social and financial aspects

### **Compensation & Classification**

- Reinstigate a cyclic review schedule to ensure that UPS positions are correctly classified
- Collaborate with AA's to develop a compensation philosophy in order to effectively link pay to performance
- Develop plan for ongoing market analysis of County positions

### **Organizational & Talent Development**

- Drive a "learning culture" that supports employee development and supervisory success
- Provide an exceptional onboarding experience for new hires
- Design a cultural platform that includes required basic training for all employees and leverages ULearnIT
- Re-invigorate Supervisor Boot Camp, meeting the needs of AA's
- Provide competency-based training that meets the needs of the organization

### **Communication & Outreach**

- Continue to ensure that all HR initiatives are well-coordinated and communicated accurately, timely and effectively utilizing cascading messaging and appropriate change management practices
- Continue to monitor feedback via customer satisfaction survey instruments and act accordingly
- Continue to provide superior support for all COVID-related issues via the Cross-Functional Team
- Implement volunteer software that improves the experience for our volunteers and their department coordinators

### **UPB Rules Review & Recommendations**

- Removal of UPB oversight language for exempt employees – AA's
- Adjustments to Rule 3 - General Increase – AA/EAC
- Adjustments to Rules 6 & 7 – Discipline & Grievance – EAC

## Performance Standards – Director of Human Resources

Per the Personnel Act (Chapter 77-642 – Laws of Florida):

***Duties of the Director of Personnel.*** The Director of Personnel shall be the **executive head of the Personnel Department** and shall direct all of its administrative and technical activities and appoint its employees. The Director shall **foster and develop programs for the improvement of employee effectiveness** including training, communications, insurance, safety, health, counseling and welfare. Such programs shall be implemented only upon the approval of the Personnel Board.

### **EXECUTIVE HEAD OF THE PERSONNEL DEPARTMENT**

**\*\*Measurements:** Performance against established budget; Accomplishment of established goals for contract renewals; Annual evaluation of vendors against established performance metrics; Bi-annual UPS Employee Survey

1. Stewardship of financial resources
  - a. Budget management
  - b. Contract management
  - c. Vendor relationship management
  
2. Stewardship of human resources – Design and develop an HR department that is capable of meeting the needs of Appointing Authorities, aligned with the strategic direction and culture of the organization
  - a. Employee engagement within the HR department
  - b. Clear strategic direction
  - c. Role clarity, performance standards, professional development, accountability and rewarding of behaviors and performance that facilitates HR and UPS goals

### **FOSTER AND DEVELOP PROGRAMS FOR THE IMPROVEMENT OF EMPLOYEE EFFECTIVENESS**

**\*\*Measurements:** Annual survey of Appointing Authorities; Bi-annual UPS Employee Survey

1. Benefits and Wellness
  - a. Deliver benefits programs that meet the needs of Appointing Authorities and their employees
  - b. Provide benefits programs that lead to the attraction, retention, and motivation of employees
  - c. Educate employees about benefits processes, plans, and annual enrollment information in a clear and timely manner



2. Communications and Outreach
  - a. Collect, understand, and respond to employee feedback in a timely manner to enhance trust and commitment to the organization
  - b. Deliver reward and recognition programs that ensure the attraction, retention and motivation of employees
3. HR Business Partners and Employee Relations
  - a. Promote the benefits of a diverse and inclusive workforce
  - b. Administer a performance management system that facilitates a fair evaluation of the workforce
  - c. Deliver training, resources and guidance to support the performance management process
  - d. Identify and develop internal talent to meet the short and long-term strategic objectives of the organization
  - e. Actively partner with Appointing Authorities to project future hiring needs
4. HRIS and Records Administration
  - a. Leverage technology to enhance the effectiveness and efficiency of HR services and solutions
  - b. Prepare employees to use HR technology solutions
5. Training and Development
  - a. Understand the critical competencies for each role at the organization to support employee development
  - b. Deliver training and development programs that support the short and long-term strategic objectives of the organization
  - c. Prepare employees to work with diverse cultures and populations
  - d. Deliver high quality training and development programs
6. Workforce Strategy
  - a. Collaborate with Appointing Authorities to fill vacant positions in a timely manner
  - b. Apply an understanding of open positions in order to recruit qualified candidates
  - c. Recruit high quality candidates who have the required skills, experience, and capabilities to succeed in the organization
  - d. Support managers during the onboarding process to help new employees quickly become active contributors to the department
  - e. Develop and administer compensation programs that support the short and long-term strategic objectives of the organization
  - f. Provide compensation plans that support the attraction, retention, and motivation of employees
  - g. Educate employees on the way classification and compensation programs work in the Unified Personnel System



## **Strategic Plan: Priority Goals for 2023**

- Provide an expanded onboarding and orientation experience for new hires
- Assist Appointing Authorities with the development of recognition programs
- Assist in behavioral interviewing tools and interview scheduling
- Provide a robust metric package for Cross-Functional Team
- Develop and encourage more internships provided with career pathing
- Provide and encourage a robust slate of wellness offerings that support physical, emotional, social and financial well-being
- Collaborate with Appointing Authorities to develop a compensation philosophy to effectively link pay to performance
- Continue to expand our service award program to ensure our employees and volunteers are appreciated and recognized for their service
- Develop a CPM Alumni Program



## Unified Personnel Board – HR Update for April 2023 (March 2023 updates)

### Scorecard (February – 13 responses)

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

February: 100%

Goal: 92.5%

YTD 2023: 100%

After interaction with HR personnel:

The representative was professional & courteous

February: 100%

Goal: 100%

YTD 2023: 100%

The representative was helpful:

February: 100%

Goal: 100%

YTD 2023: 100%

Receive the requested information in a timely manner:

February: 100%

Goal: 95%

YTD 2023: 100%

### Benefits & Wellness

April events:

- **Jet Dental Clinic:** We are excited to partner with Jet Dental to bring pop-up dental clinics to multiple worksites across Pinellas County, making getting a dental checkup more convenient.
- **Mammogram Bus:** We are partnering with AdventHealth to bring back their mammogram bus to multiple worksites throughout the County.
- **OnSpot Dermatology Bus:** In partnership with OnSpot Dermatology, we are bringing a dermatology bus to multiple worksites across Pinellas County, making getting a skin checkup more convenient.
- **Biometric Screening in 2023:** The deadline to complete the biometric screening and health assessment is November 30, 2023, due to Quest's reporting schedule and year-end processing requirements. Employees are reminded to schedule their biometric screening early this year. Letters have gone out to those who haven't completed the 2022 biometric screening and/or health assessment.
- **Onsite Gardening Events:** *Forest Bathing* – a mindful nature walk at Walsingham Park and a *Spring Harvest Tour* at Chester Ochs Community Garden.
- **Wellness Webinars:** Four-week *Living Paycheck to Purpose Financial Empowerment Series*, an FRS webinar on *Social Security and Retirement*, *Eating with the Seasons* cooking demo, Gardening – *Attracting Wildlife to Your Yard*, and *Stress Less*.

## Juneteenth:

- Juneteenth was officially declared a federal holiday last year which was a major milestone for our nation and the Black American community.
- Pinellas County will recognize the celebration of Juneteenth by providing 8 hours of administrative leave to employees on June 19, 2023. The Clerk of the Circuit Court must handle that day differently due to court obligations.

## Communications & Outreach

- Kicked off an Employee Communications survey to analyze how employees would like to receive important information from HR. This is a useful data point as we head into many important initiatives this year. The survey closes on March 31.

## Internal Happenings

- Welcomed Cole Martin, Wellness Technician who will focus on wellness challenges, activities, the Wellness Center, teaching group fitness classes, as well as providing administrative support to Wellness and Benefits.

## Organizational & Talent Development (OTD)

- Completed Cohort 2 of Boot Camp: Leadership Essentials. Participant selections began for the next three cohorts of 2023.
- Plans begin for our first-ever in-person *Learning Hero Event*. A Learning Hero promotes learning within their sphere of influence. They embrace their own learning journey and inspire others to do the same. A Learning Hero promotes internal learning opportunities and participation in educational goals.
- The Certified Public Manager (CPM) program continues in collaboration with Florida State University with three different, now in-person, ongoing program levels. The CPM program is a nationally recognized leadership program for developing public managers and supervisors. The primary goals of the program are to professionalize public management and improve organizational efficiency and effectiveness.

## Planning & Performance

- The new call center for HR is almost complete. We await implementation from BTS.
- Learning for Performance Management: How to Help Employees Succeed began for transitioning to a full cycle performance appraisal period for exempt employees of the Clerk of the Circuit Court to meet their strategic priority to Develop Their Team.

## Workforce Strategy – Recruitment / HRMS / Classification & Compensation

- The time-to-fill for February was 67.7 days.
- 33 new hires in February.
- 27 promotions made in February.
- February's annualized turnover was 13.75% with 39 separations.
  - In February, Classification & Compensation completed audit recommendations for five positions and BCC leadership made upward classification adjustments for three positions and upward grade changes for two positions.
  - In 2022, Classification & Compensation supported the Appointing Authorities in implementing 233 upward reallocations/reclassifications of positions.
- Classification & Compensation presented the annual market study at the Appointing Authority meeting. This study included some interesting data regarding classified salary increases over the last few fiscal years.

- During FY21 and FY22 classified employees on average received a 3.4% increase in base pay with nearly half receiving a greater than 3.5% increase.
- This most recent year, FY23, 97% of classified employees received a base pay increase of 4% or greater with the average increase being 6% or \$2,828 annually. This is not including the additional retention supplements.
  - 831 classified employees had a 6 to 6.99% increase
  - 627 classified employees had a 5 to 5.99% increase
  - 380 classified employees had a 7 to 7.99% increase
  - 328 classified employees had a 4 to 4.99% increase



## 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 **February 12 through March 25, 2023**.

### ADDITION

Spec No.	Title	EEO4 Code	OT Code	PG
18946	CCC Budget Analyst	Professionals	Exempt	150
18948	CCC Lead Budget Analyst	Professionals	Exempt	150
19492	CCC Director, Administration Division	Officials & Administrators	Exempt	150

### REVISION & REALLOCATION

Spec No.	Title	PG
16860	Coastal Management Coordinator	E25
16430	Floodplain Coordinator	E25

### PAY GRADE CHANGE

Spec No.	Title	Old PG	New PG
23228	Senior Manager, Tax Collector	TCE-25	TCE-26