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## UNIFIED PERSONNEL BOARD AGENDA

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Date: March 7, 2024

Time: 5:30 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 January 10, 2024 - *Approved*
2. Request Approval of the Minutes of the Regular Personnel Board Meeting held February 1, 2024 - *Approved*

II. New Business

1. Human Resources Classifications & Reclassification Recommendation - *Approved*
2. Human Resources Budget – *Reviewed and Affirmed*
3. Board Meeting and Appeal on April 3, 2024 – *Approved*
4. Topics for Joint Workshop with Appointing Authorities on March 14, 2024
5. New Director's Performance Evaluations

III. Informational Items

1. Joint Workshop with Employees' Advisory Council on April 18, 2024
2. HR Update
3. HR Annual Report
4. 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  
January 10, 2024 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:30 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  
Ralph O. Reid IV  
William Schulz II

Not Present

Ricardo Davis, Vice-Chair

Others Present

Lisa Arispe, Employees' Advisory Council Representative  
Rodney Marion, Workforce Relations Director  
Brannon Marshall, Assistant County Attorney  
Peggy Rowe, Interim Director Human Resources (HR)  
Krista Johnson, 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 6:30 PM, led the Pledge of Allegiance, and confirmed the presence of a quorum; whereupon, she noted that the Board's vacant seat is expected to be appointed by the Board of County Commission at its meeting in late January.

**ELECTION OF CHAIR AND VICE-CHAIR**

Chair Vecchioli indicated that the first item on the agenda is the election of Chair and Vice-Chair; whereupon, she opened the floor for nominations or motions for the position of Chair.

Mr. Schulz nominated Mr. Davis to serve in the position of Chair; whereupon, Chair Vecchioli shared that Ms. Rowe indicated that Mr. Davis expressed a willingness to serve as Vice-Chair for the coming year, but that she is unsure about the role of Chair.

Mr. Reid provided brief comments related to the highest respect that he has for Chair Vecchioli, but that he feels that change brings fresh perspective to the Board and seconded the nomination of Mr. Davis to serve as Chair. At the suggestion of Ms. Rowe, the members agreed to move the item to later in the meeting, pending a response from Mr. Davis.

Chair Vecchioli was provided confirmation by the Board that it would be acceptable for her to continue conducting the meeting while awaiting a response from Mr. Davis.

Later in the meeting, Ms. Rowe confirmed the willingness of Mr. Davis to serve as Chair; whereupon, Chair Vecchioli indicated that a motion and a second had occurred related to Mr. Davis serving as Chair for the coming year. Following a vote by the members, the motion carried unanimously. Thereupon, Mr. Schulz moved that Mr. Reid be elected as Vice-Chair. Following a brief discussion, the motion was seconded by Mr. Kronschnabl and carried unanimously.

## **CITIZENS TO BE HEARD**

None.

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

EAC Representative Lisa Arispe provided an update regarding EAC elections, including that she was re-elected as Chair; and that the Council has five new members; whereupon, discussion ensued regarding a potential joint workshop of the EAC and the UPB.

## **CONSENT AGENDA**

### Minutes of the December 7, 2023 meeting

A motion was made by Ms. O'Shea to approve the minutes of the December 7 meeting. The motion was seconded by Ms. Vecchioli and carried unanimously.

## **NEW BUSINESS**

### Proposed Changes to the EAC Bylaws

Ms. Arispe briefly discussed the proposed revision to the EAC Bylaws, indicating that it is to assure that the election of the at-large position occurs prior to election of officers; whereupon, Ms. Rowe added that this is not a substantive change other than when the election takes place.

Ms. O'Shea made a motion to approve the proposed revision, which was seconded by Ms. Vecchioli and carried unanimously.

### Revisions to Personnel Rule 3, Compensation

Referring to a memorandum titled *Revisions to Personnel Rule 3, Compensation*, Ms. Rowe provided background information regarding the proposed revisions to language related to the manner by which exempt employees are compensated during a declared emergency, noting she would like to recommend an additional change to the Rule following a discussion with Attorney Marshall; whereupon, she referred to *Page 9, Letter f., Declared Emergencies and Other Emergency or Disaster Situations*, and indicated that she would like to insert that employees would receive one and one-half times their regular rate for any hours worked.

Ms. Vecchioli referred to a prior Board discussion during which there was interest in providing the Appointing Authorities with departmental discretion related to compensation, noting that she would like to add the words, "additionally compensate", if the Board agrees with allowing this flexibility; whereupon, Mr. Marion reminded the members of the Federal Emergency Management Agency's declared state of emergency reimbursement policy requirement.

Following a lengthy discussion regarding suggestions for revisions to the language in the above-referenced section, Attorney Brannon indicated that he would like for the Appointing Authorities to have an opportunity to review the proposed revisions, based upon the input received today, and suggested that the topic should be revisited at the next meeting of the UPB.

Ms. Rowe reviewed the additional proposed revisions to Personnel Rule 3, noting that none are substantive; whereupon, Ms. Vecchioli made a motion to approve the proposed changes, with the exception of the emergency pay section. The motion was seconded by Mr. Schulz and carried unanimously.

Joint Workshop with Employees' Advisory Council

Hearing no additional comments related to an earlier discussion regarding a potential joint workshop, Acting Chair Reid indicated that the meeting would move forward to the next item on the agenda.

**INFORMATIONAL ITEMS**

HR Update

Referring to a document titled *HR Update for January*, Ms. Rowe provided brief information regarding changes to new employee orientation and an improvement in the amount of time needed to fill positions.

Ms. Rowe provided information regarding the recruitment process and interview procedures related to the HR Director position, specifying that, following the Appointing Authorities' candidate interviews scheduled for January 31, the UPB will meet with the top two or three candidates selected by the Appointing Authorities, beginning at 4:00 PM on February 1; whereupon, discussion ensued, and Ms. Rowe indicated that additional information and guidance regarding the interview process will be provided to the members prior to February 1.

Action Taken Under Authority Delegated by the Personnel Board

The item was not addressed.

**ADJOURNMENT**

Acting Chair Reid expressed appreciation to Ms. Vecchioli for her years of service and leadership as Chair, as well as her dedication to the employees; whereupon, he adjourned the meeting at 7:12 PM.

Unified Personnel Board  
Pinellas County  
February 1, 2024 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 4:04 PM on this date in the Palm Room at the Pinellas County Communications Building, 333 Chestnut Street, Clearwater, Florida.

Present

Ricardo Davis, Chair  
Ralph O. Reid IV, Vice-Chair  
Jeffery Kronschnabl  
Peggy O'Shea  
William Schulz II  
Joan Vecchioli

Not Present

Kenneth Peluso

Others Present

Lisa Arispe, Employees' Advisory Council Representative  
Ken Burke, Clerk of the Circuit Court and Comptroller  
Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel  
Peggy Rowe, Interim Director of Human Resources  
Krista Johnson, 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 Davis called the meeting to order at 4:04 PM; whereupon, he led the Pledge of Allegiance.

**CITIZENS TO BE HEARD**

None.

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

EAC Representative Lisa Arispe introduced the EAC members in attendance.

### **NEW BUSINESS**

#### Revisions to Personnel Rule 3, Compensation

Referring to a memorandum titled *Revisions to Personnel Rule 3, Compensation*, Ms. Rowe recommended that the verbiage reflect the following language: "An Appointing Authority may elect to compensate exempt employees directed to report to work in any capacity during a declared local state of emergency after the Appointing Authority has closed his or her operations pursuant to the then current Appointing Authorities emergency pay policy".

Ms. O'Shea made a motion to approve the proposed change to Personnel Rule 3. The motion was seconded by Ms. Vecchioli and carried unanimously.

#### Revisions to Appeal Procedures of the Pinellas County Unified Personnel Board

Referring to a memorandum titled *Revisions to Appeal Procedures of the Pinellas County Unified Personnel Board*, Attorney Moore provided information regarding the proposed language revision to the Appeal Procedures, noting that the Board previously discussed the change regarding the timeframe associated with a request for a motion for reconsideration.

Mr. Reid made a motion to approve the proposed change to the Appeal Procedures. The motion was seconded by Ms. O'Shea and carried unanimously.

#### Human Resources (HR) Reclassification Recommendation

Ms. Rowe requested approval for an upward reclassification of an HR position, noting that the incumbent in this position is currently working beyond the pay grade.

Ms. Vecchioli made a motion to approve the reclassification. The motion was seconded by Ms. O'Shea and carried unanimously.

### **INFORMATIONAL ITEMS**

#### HR Update

Ms. Rowe referred to the document titled *HR Update for February*, which is included in the agenda packet, and commented that there are no items to highlight.

Action Taken Under Authority Delegated by the Personnel Board

Ms. Rowe referred to the document titled *Action Taken Under Authority Delegated by the Unified Personnel Board*, which is included in the agenda packet, and noted that there is nothing out of the ordinary in the report.

**HUMAN RESOURCES CHIEF OFFICER SELECTION PROCESS**

Mr. Burke provided an overview of the recruitment process for the HR Director position and discussed the following:

- A consultant was hired to assist with the recruitment process. Considerable emphasis was placed on revising the job description to reflect the unique nature of the position, including its reporting structure, building of relationships, and stakeholders involved.
- Efforts were made to ensure that the recommendation process was more inclusive beyond the Constitutional Officers', with the exception of the Pinellas County Sheriff, by inviting all of the Appointing Authorities, the County Attorney, and the Chair of the EAC to participate; and that doing so was above and beyond the requirements of the Special Act.
- The number of applications received was disappointing. Information available on social media regarding the history of the HR Department may have impacted the quality and number of candidates.
- Of the three candidates interviewed, one emerged above the others, received a unanimous vote from the Constitutional Officers and the Appointing Authorities, and is being recommended to interview with the UPB.

In conclusion, Mr. Burke emphasized the importance of an onboarding process that helps prepare the new HR Director for success and expressed appreciation to Ms. Rowe for her efforts throughout this process; whereupon, Mr. Burke requested, following the UPB's interview with Mr. Childress, a favorable vote to confirm Wade Childress as the new HR Director.

Mr. Reid thanked Mr. Burke for his leadership and queried if there is anything in particular that the UPB can do to assist the Appointing Authorities with onboarding a new HR Director; whereupon, Mr. Burke expressed that he believes it is important for members to attend the visioning session; and that the Appointing Authorities may need to attend UPB meetings more often and provide updates regarding methods being utilized to help make the new HR Director successful.



Chair Davis expressed gratitude to the Appointing Authorities for their work thus far to move this process forward; whereupon, a discussion ensued regarding the UPB's approach to interviewing the recommended candidate.

#### Interview of Candidate Wade Childress

The interview began at 4:38 PM; whereupon, the members took turns asking questions of the candidate, and the candidate responded accordingly.

The interview was concluded at 5:23 PM.

In response to queries by Mr. Schulz and Ms. Vecchioli, Ms. Rowe provided a historical perspective regarding the method through which the salary for an incoming candidate is negotiated.

Ms. Rowe recommended that the Board vote on whether to offer Mr. Childress the position; and that secondarily, a vote be taken to delegate the responsibility of negotiating the salary to Chair Davis; whereupon, Attorney Moore indicated that making an offer for appointment is consistent with the Board's first obligation under the Special Act.

Ms. Vecchioli expressed concern regarding Mr. Childress' lack of experience in the public sector and indicated that it would be incumbent upon the UPB and the Appointing Authorities to support him with continuing education; whereupon, she made a motion to approve the recommendation. The motion was seconded by Ms. O'Shea.

Mr. Reid echoed the concerns of Ms. Vecchioli regarding Mr. Childress' lack of experience in the public sector. Attorney Moore indicated that a representative from the County Attorney's Office will assist Mr. Childress through the transitions.

Upon call for the vote by Chair Davis, the motion carried unanimously.

Mr. Kronschnabl provided supportive comments regarding the applicability of Mr. Childress' experience in the non-profit sector. Thereupon, Ms. O'Shea provided brief remarks regarding Mr. Childress' strengths, noting that she feels that this was an improved interview process.

Mr. Reid made a motion to delegate negotiation to Chair Davis. The motion was seconded by Ms. Vecchioli and carried unanimously.

Responding to a query by Ms. Vecchioli, Ms. Rowe indicated that she will obtain Mr. Childress' start date availability and provide that information to the Board .

**ADJOURNMENT**

Chair Davis adjourned the meeting at 5:31 PM.

**UNIFIED PERSONNEL SYSTEM**

Annex Building  
 400 S. Fort Harrison Ave.  
 Clearwater, Florida 33756  
 Phone: (727) 464-3367  
 Fax: (727) 453-3638  
 www.pinellas.gov/hr



Peggy Rowe  
 Interim Director

TO: The Honorable Chair and Members of the Unified Personnel Board

FROM: Peggy Rowe, Interim Director of Human Resources *MRN*

DATE: March 7, 2024

SUBJECT: Human Resources Classifications & Reclassification Recommendations

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I recommend that the members of the Unified Personnel Board approve the following actions, effective March 7, 2024:

- Adopt the new Human Resources Specialist, Senior, C24 classification specification to bridge the four pay grade gap between the Human Resources Specialist, C22 and Human Resources Analyst, C26.
- Approve Human Resources Specialist, Senior, and Human Resources Specialist classifications as Fair Labor Standards Act (FLSA) non-exempt. Currently they are designated as classified excluded from FLSA. The County Attorney's Office has confirmed that the positions are non-exempt.
- Adopt changes to Human Resources classification titles and minor changes to the descriptions that include alignment of the minimum qualifications and ensure that equivalent years of experience are included, grammatical corrections, and the removal of outdated terminology and duties.
  - Human Resources Consultant Sr.: Title change to Human Resources Supervisor, E23
  - Human Resources Officer: Title change to Human Resources Manager, E26
  - Director, Human Resources: Title change to Chief Human Resources Officer, E40

As we began to develop career paths and ladders, we found a need to update some of the classifications within the Human Resources Department. The substantive changes are listed above and in the attached chart. Other changes are minor.

These actions by the Board are necessary since the Human Resources Director's delegated authority does not apply to actions within the Human Resources Department.

Attachments:

- Side-by-Side Comparison of Revised Minimum Qualifications
- Human Resources Classifications

## Side-by-Side Comparison of Revised Minimum Qualifications

Classification	Current Minimum Qualifications	Proposed Minimum Qualifications
<b>HR Analyst</b>	Seven (7) years of professional experience that includes <b>two (2) years of professional experience in the job's specialized field or assignment</b> (such as classification, recruitment and selection, benefits, employee relations, employee development, human resources information systems, or other specialized human resources area of assignment or; a Bachelor's degree in human resources management, personnel administration, business, public administration, or related field; and three (3) years of experience as described above; or an equivalent combination of education, training, and/or experience.	Seven (7) years of professional experience that includes <b>three (3) years of professional experience in the job's specialized field or assignment</b> or; a Bachelor's degree in human resources management, personnel administration, business, public administration, or related field; and three (3) years of experience as described above; or an equivalent combination of education, training, and/or experience.
<b>HR Consultant</b>	Bachelor's degree in personnel or human resources management, public or business administration, finance, or <b>directly related field and four (4) years of highly technical and professional human resources management operations experience with two (2) years of direct experience in the area of assignment with lead worker, supervisor, or supervisory training</b> ; or an equivalent combination of education, training, and/or experience.	Seven (7) years of professional experience that includes <b>three (3) years of professional experience in the job's specialized field or assignment</b> or; a Bachelor's degree in human resources management, personnel administration, business, public administration, or related field; and <b>three (3) years of experience</b> as described above; or an equivalent combination of education, training, and/or experience.
<b>HR Manager</b>	Bachelor's degree in human resources, organizational development, education, public administration, or directly related field and four (4) years of professional human resources experience in the relevant area of human resources with two (2) years of leadership or supervisory experience; or a Master's degree and two (2) years of leadership or supervisory experience in the relevant area of human resources; or an equivalent combination of education, training, and/or experience.	<b>Eight (8) years of professional experience that includes</b> four (4) years of relevant professional human Resources management experience, or; a Bachelor's degree in human resources management, personnel administration, business, public administration, or related field; and four (4) years of experience as described above; or Master's degree in human resources management, personnel administration, business, public administration, or related field and two (2) years of relevant professional management experience; or any equivalent combination of education, training, and/or experience.

Classification	Current Minimum Qualifications	Proposed Minimum Qualifications
<b>HR Specialist</b>	Associate's degree in personnel management, public or business administration, finance, or directly related field and <b>four (4) years of highly technical and professional human resources or personnel administration experience</b> ; or Bachelor's degree in human resources, personnel administration, business, public administration, or a related field and <b>two (2) years of highly technical and professional experience in human resources or personnel administration</b> ; or <b>six (6) years of highly technical and professional human resources or personnel administration experience applications</b> or; an equivalent combination of education, training and/or experience.	<b>Five (5) years of professional experience that includes one (1) year of professional experience in the job's specialized field</b> or assignment or; a Bachelor's degree in human resources management, personnel administration, business, public administration, or related field; and one (1) year of experience as described above; or an equivalent combination of education, training, and/or experience.
<b>HR Supervisor</b>	Bachelor's degree in human resources management, public or business administration, finance, or directly related field and <b>four (4) years of highly technical and professional human resources management operations experience with two (2) years of direct experience in the area of assignment with lead worker</b> , supervisor, or supervisory training; or an equivalent combination of education, training, and/or experience.	Seven (7) years of professional Human Resources experience <b>that includes three (3) years of lead worker, supervision or equivalent supervisory training</b> or; a Bachelor's degree in human resources management, personnel administration, business, public administration, or related field; and <b>three (3) years of experience as described above</b> ; or an equivalent combination of education, training, and/or experience.
<b>HR Technician</b>	Four (4) years' of technical or professional experience in <b>personnel or human resources administration applications</b> ; Associate's degree with major coursework in human resources, personnel administration, business, public administration, or a related field and <b>two (2) years of technical or professional experience in personnel or human resources administration</b> , or Bachelor's degree with major coursework in human resources, personnel administration, business, public administration, or a related field; or an equivalent combination of education, training and/or experience.	Four (4) years' of relevant experience in <b>customer service, administrative support, or another related field</b> ; or a Bachelor's degree with major coursework in human resources, personnel administration, business, public administration, or a related field; or an equivalent combination of education, training and/or experience.



## **Human Resources Analyst**

**Category:** Classified/Excluded  
**Pay Grade:** C26  
**Job Code:** 20140

*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 advanced level professional work developing, implementing, and maintaining a variety of human resources management programs.

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

- Performs professional level assignments in any combination of human resources functions;
- Coordinates, administers, and communicates assignments and projects interacting with employees, supervisors, managers, vendors, and customers on a wide range of policies and procedures;
- Analyzes, researches, and makes recommendations to improve human resources policies, procedures, and programs to include preparation of human resources program related studies and reports;
- Provides end user and business process support across the various human resources applications;
- Offers guidance to employees on County policies, procedures, rules, and benefits;
- Analyzes position audit questionnaires during position classification reviews, conducts field interviews, audits positions, and prepares and revises position descriptions/class specifications;
- Conducts wage and salary surveys, and prepares related charts, spreadsheets, and reports;
- Defends findings of cyclic reviews in meetings with affected employees, department directors, and Appointing Authorities, and at appeal hearings before the Personnel Board;
- Assists managers and supervisors with benefit plan administration including counseling parties on health benefits, retirement, short/long term disability, family/medical leave, and other matters;
- Plans, prepares, and conducts employee training and staff development programs, new employee orientation, and pre-employment classes;
- Prepares training schedules accommodating all organization members;
- Performs data processing related duties;
- Trains users in the operation of departmental computer applications;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Seven (7) years of professional experience that includes three (3) years of professional experience in the job's specialized field or assignment or; a Bachelor's degree in human resources management, personnel administration, business, public administration, or related field; and three (3) 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):**

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific human resources programs and functions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities (examples, may vary depending on area of assignment):**

- Knowledge of the principles and practices of public human resources administration;
- Knowledge of principles, methods, and techniques relevant to classification and compensation;
- Knowledge of principles, practices, and techniques relevant to recruiting qualified employment applicants;
- Knowledge of statistical concepts and methods used in examination processes and in salary survey work;
- Knowledge of methods and techniques of employee training and principles of course development and skill in designing training programs to meet needs of department employees or other target audiences;
- Knowledge of office automation, statistical, database, and integrated software;
- Knowledge of data analysis and research techniques, methods, and processes;
- Knowledge of governmental purchasing, personnel, and budget practices and procedures;
- Knowledge and ability to troubleshoot and resolve routine software, hardware and network problems;
- Skill in public speaking and ability to tactfully deliver accurate and understandable counsel, in response to inquiries or complaints;
- Skill in verbal and written communication, and interpretation of unclear instructions or information;
- Ability to express oneself clearly and concisely, orally or in writing;
- Ability to analyze data, exercise sound judgment, prepare reports, and maintain supporting records;
- Ability to apply computer applications and software;
- Ability to establish and maintain effective working relationships with customers, superiors, fellow employees, and others;
- Ability to perform technical computations and analyses, generate reports, and sort and categorize data.

**PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally. 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.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- 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.

**WORKING CONDITIONS**

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



## **Human Resources Consultant**

**Category:** Exempt  
**Pay Grade:** E22  
**Job Code:** 20157

*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 responsible professional work coordinating projects with staff to implement human resource (HR) processes and programs of the Pinellas County Unified Personnel System (UPS); performs as a lead worker responsible for planning and coordinating other professional and technical staff to implement complex human resources programs in one or more major HR activities and program areas; relieves managers of professional level assignments, special projects, and important policy or management level assignments to ensure delivery of timely services and strong departmental communications; trains and coordinates with other staff in the development, implementation, and administration of major personnel programs, conferring with appointing authorities and department managers on personnel administration, as well as assisting with the research or development of policies and procedures consistent with the UPS; makes decisions, prepares reports, and makes recommendations on important policies and programs.

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

- Implements and administers personnel processes governing policies, rules, regulations, and practices;
- Implements and manages important and sensitive personnel programs, operations, and activities;
- Participates in special studies, surveys, and the collection of information on difficult operational and administrative problems and prepares reports recommending solutions or courses of action;
- Researches, analyzes, and resolves complex problems and policy issues related to HR including handling difficult and sensitive cases and assignments that may include employment problems or controversy;
- Coordinates HR activities impacting UPS HR policies, processes, and activities;
- Represents management at meetings, conferences, and other important operations interacting with officials and managers to implement personnel programs and deliver high quality services;
- Advises managers, officials, employees, and others on complex administrative employment issues, rules, and regulations;
- Partners with work teams, managers, and key stakeholders to help build organization and people capability, and share and implement effective people strategies and activities within the appointing authorities;
- Analyzes trends and metrics in partnership with the HR group to develop solutions, programs, and policies;
- Provides day-to-day performance management guidance to line management (e.g. coaching, counseling, career development, disciplinary actions);
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention;
- Interprets HR policies, rules, and regulations for administrators, managers, or individual employees;
- Researches, prepares, and coordinates establishment of new or revised policies and procedures to deliver, maintain, and improve HR customer service;
- Consults and counsels employees, managers, and supervisors on highly specialized HR matters as well as the full range of HR services and programs;



- Prepares, coordinates, and delivers services to support workshops, training, education, and special workforce projects or employment related matters;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Seven (7) years of professional experience that includes three (3) years of professional experience in the job's specialized field or assignment or; a Bachelor's degree in human resources management, personnel administration, business, public administration, or related field; and three (3) 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):**

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities (examples, may vary depending on area of assignment):**

- Knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee relations, diversity, performance management, and federal and state employment laws;
- Knowledge of public administration principles and practices;
- Knowledge of human resources programs, principles, and practices;
- Knowledge of office automation, data processing principles, and practices;
- Knowledge of statistical concepts and methods;
- Knowledge of laws, rules, and regulations applicable to County government;
- Ability to apply computer applications and software;
- Ability to analyze facts and to exercise sound judgment and to arrive at valid and appropriate conclusions;
- Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives;
- Ability to prepare written reports;
- Ability to analyze and solve administrative problems and to render advice and assistance to managers, supervisors, employees, applicants, and other individuals;
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, and policies;
- Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and administrative practices related to those factors;
- Ability to stylistically adapt communication (oral and written) based on audience;
- Ability to manage multiple, complex issues and prioritize projects concurrently;

### **PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. 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.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- 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.

### **WORKING CONDITIONS**

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



## **Human Resources Manager**

**Category:** Exempt  
**Pay Grade:** E26  
**Job Code:** 20274

*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, professional and supervisory human resources work in assessing, planning, supervising, and directing work in one of the functional areas of human resources (HR). An employee in this classification serves as a technical expert in the area of responsibility and is responsible for planning, directing, supervising and coordinating other professional and technical staff to implement complex human resource programs involving complex specialized areas and assignments; makes decisions and prepares reports, and recommends new or modifications in existing system wide policies and programs; supervises human resource functions vital to the County's human resource programs and operations and is expected to work collaboratively with other Human Resources Managers, Human Resources Consultants, and other HR staff to design and develop integrated programs which meet professional standards and best meet the evolving needs of the Appointing Authorities and the Unified Personnel System (UPS).

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

- Supervises professional, technical, and/or clerical staff engaged in the day-to-day operations of an area(s) of human resources;
- Implements and administers personnel processes governing policies, rules, regulations, and practices;
- Supports HR Director in planning and directing assigned human resources programs and all department activities and completes special projects assignments;
- Advises directors, officials, employees, and others on complicated administrative and technical employment issues, rules, laws, and regulations;
- Recommends policies and procedures within area(s) of expertise/assignment including modifications and improvements which meet professional standards and contribute to the improved effectiveness of the Unified Personnel System;
- Administers and interprets County personnel policies for administrators, managers or individual employees;
- Coordinates and administers computer-based programs, policies, and procedures as necessary to implement human resource operations/programs plus ensures computer related processes run smoothly;
- Partners with organizational leaders to identify needs within HR area of assignment and implements new programs and training as needed;
- Advises senior leadership regarding initiatives and activities that promote maximum staff effectiveness and create a positive impact on organizational performance;
- Plans, launches, monitors, and acts on long-range improvement initiatives that are aligned with the organization's strategic goals;
- Designs and establishes benchmarks that measure the impact and effectiveness of human resources programs within area of assignment;
- Forges working relationships with internal and external stakeholders, including but not limited to universities/colleges, public schools, private industry, government entities, etc.;

- Coordinates and manages needs assessments of internal stakeholders such as frontline leaders, individual contributors, support staff, and others;
- Identifies opportunities to share best practices and improve technical and organizational effectiveness across units;
- Manages the budget and meets budgetary goals and objectives;
- Assists in the development of the health fund budget as well as monitors the fund;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Eight (8) years of professional experience that includes four (4) years of relevant professional human Resources management experience, or; a Bachelor's degree in human resources management, personnel administration, business, public administration, or related field; and four (4) years of experience as described above; or Master's degree in human resources management, personnel administration, business, public administration, or related field and two (2) years of relevant professional management experience; or any 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.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities (examples, may vary depending on area of assignment):**

- Knowledge and technical expertise in the area of assignment including best practices for today and the future;
- Knowledge of public administration techniques, principles, and practices;
- Knowledge of federal, state, and local laws and guidelines pertaining to employment with specific attention to the area of assignment;
- Knowledge of merit system principles and processes;
- Knowledge of computer systems and operations to implement and administer human resource operations and services;
- Ability to apply technical expertise creatively to best achieve organizational goals and meet professional standards;
- Ability to develop and implement progressive policies and practices within area of assignment to achieve productivity, cost containment, and other human resource objectives;
- Ability to supervise and lead a diverse staff responsible for implementation of technical area(s) of human resources services;
- Ability to establish and maintain effective working relationships with administrative officials, associates, and the general public;
- Ability to develop administrative practices, procedures, and systems for a human resources program;
- Ability to analyze facts and to exercise sound judgment and to arrive at valid conclusions;
- Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives;
- Ability to effectively communicate both orally and in writing to groups and individuals;
- Ability to present ideas persuasively to internal and external audiences;
- Ability to encourage, motivate, and guide individuals and teams in learning and improving effectiveness;
- Ability to contribute to operational, tactical, and strategic planning in support of the organization's business plan;
- Ability to develop visual aids and other instructional materials to meet informational and training needs;
- Ability to develop and maintain effective working relationships with vendors, elected officials, management, employees, and the general public.

**PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. 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.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- 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.

**WORKING CONDITIONS**

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



## **Human Resources Specialist**

**Category:** Classified  
**Pay Grade:** C22  
**Job Code:** 20130

*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 technical and administrative tasks relating to implementation and maintenance of the Unified Personnel System; may be responsible for one or more specialized human resources programs.

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

- Advises administrators and managers regarding the position and employee lifecycle;
- Offers guidance to employees through human resources procedures and answers questions about policies, programs, regulations, and procedures;
- Initiates and responds to inquiries in area of specialization typically requiring further research of the issue, complete analysis and responds with answers to questions and/or recommendations;
- Provides technical support in the administration of a broad range of human resources functions (employee benefits, communications, recruitment, onboarding, learning and development, human resources information systems, etc.);
- Plans, implements, and provides employee education for various human resources programs;
- Counsels supervisors, employees, and their dependents on a wide variety of laws, rules, and policies;
- Perform information processing duties including data entry and retrieval;
- Assists in the coordination of specialized programs such as recruitment, compensation, benefits, communications and employee development;
- Provides information in written form, email, in person or by telephone;
- Creates and edits various employee communication tools;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Five (5) years of professional experience that includes one (1) year of professional experience in the job's specialized field or assignment or; a Bachelor's degree in human resources management, personnel administration, business, public administration, or related field; and one (1) year 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):**

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate

meets the minimum qualification to an in-line career ladder position within the same organization or department.

- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific human resources programs and functions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities(examples, may vary depending on area of assignment):**

- Knowledge of the principles and procedures of public sector human resources administration;
- Knowledge of the principles of management, education, career development, and statistics;
- Knowledge of principles, practices, and techniques relevant to recruiting qualified, employment applicants;
- Knowledge of principles, methods, and techniques relevant to classification and compensation;
- Knowledge of benefits programs, laws, and regulations;
- Knowledge of the Family Medical Leave Act, the Americans with Disability Act, and other benefits related to federal, state, and local laws;
- Knowledge of analytical concepts and methods used in benefits, compensation, classification or testing determination;
- Knowledge of publication principles and methods including desktop and web publishing.
- Skill in the use of publishing software;
- Skill in public speaking;
- Skill in the use of a personal computer including word processing, spreadsheet and database applications.
- Ability to perform technical computations and statistical tabulations, and prepare reports based upon the findings;
- Ability to interact with community resource organizations;
- Ability to write and prepare documents for distribution including design and layout;
- Ability to express oneself clearly and concisely, orally and in writing;
- Ability to analyze facts, prepare reports, and maintain filing systems;
- Ability to deliver accurate and understandable information in response to inquiries and complaints;
- Ability to establish and maintain effective working relationships with customers, superiors, fellow employees, and others;
- Ability to actively listen giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times;
- Ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem;
- Ability to think critically by using logic and reasoning to identify strengths and weaknesses of alternate solutions, conclusions or approaches to problems;
- Ability to develop constructive and cooperative working relationships with others, and maintain them over time.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally. 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.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- 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.

**WORKING CONDITIONS**

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





## **Human Resources Specialist, Sr**

**Category:** Classified  
**Pay Grade:** C24  
**Job Code:** TBD

*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 complex technical and administrative tasks relating to implementation and maintenance of the Unified Personnel System; may be responsible for one or more specialized human resources.

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

- Advises and troubleshoots complex position and employee system changes;
- Participates in the facilitation and development of learning opportunities related to their human resources programs;
- Researches and compiles information from various systems and reports to provide to leadership;
- Performs complex information processing duties including data entry and retrieval;
- Provides recruitment support by posting requisitions, accompanying job fairs, and tracking time-to-fill metrics;
- Supports administrative activities across multiple human resources functions (recruitment, class/comp, human resources information systems, communications, benefits, employee relations, etc.);
- Documents process and procedures related to their specialties and is able to develop other Technicians and Specialists;
- Initiates and/or responds to inquiries concerning non-routine and unusual human resources issues requiring further research of the issues and complete analyses;
- Interpret policies, programs, regulations and procedures and investigate moderately complex issues obtaining information from higher-level human resources staff and/or referring as appropriate;
- Participates in project teams to develop and implement human resources policies, programs, or process changes;
- Develops learning opportunities, communications, presentations and/or information programs for employees;
- May be responsible for analysis and/or reports for senior management;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Six (6) years of professional experience that includes two (2) years of professional experience in the job's specialized field or assignment or; a Bachelor's degree in human resources management, personnel administration, business, public administration, or related field; and two (2) year 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):**

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualification to an in-line career ladder position within the same organization or department.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific human resources programs and functions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities (examples, may vary depending on area of assignment):**

- Knowledge of the principles and procedures of public sector human resources administration;
- Knowledge of principles, practices, and techniques relevant to recruiting qualified, employment applicants;
- Knowledge of principles, methods, and techniques relevant to labor classification and compensation;
- Knowledge of benefits programs, laws, and regulations;
- Knowledge of the Family Medical Leave Act, the Americans with Disability Act, and other benefits related to federal, state, and local laws;
- Knowledge of publication principles and methods including desktop and web publishing.
- Skill in the use of publishing software;
- Skill in public speaking;
- Skill in the use of a personal computer including Microsoft suites and database applications.
- Ability to perform technical computations and statistical tabulations, and prepare reports based upon the findings;
- Ability to interact with community resource organizations;
- Ability to write and prepare documents for distribution including design and layout;
- Ability to express oneself clearly and concisely, orally and in writing;
- Ability to analyze facts, prepare reports, and maintain filing systems;
- Ability to deliver accurate and understandable information in response to inquiries and complaints;
- Ability to establish and maintain effective working relationships with customers, superiors, fellow employees, and others.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally. 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.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- 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.

**WORKING CONDITIONS**

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



## **Human Resources Supervisor**

**Category:** Exempt  
**Pay Grade:** E23  
**Job Code:** 20158

*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 professional work coordinating projects and supervising staff to implement human resource (HR) processes and programs of the Pinellas County Unified Personnel System (UPS); performs as a supervisor responsible for planning and coordinating other professional and technical staff to implement more complex human resources programs in one or more major HR activities and program areas; supervises, trains, and coordinates with other staff in the development, implementation, and administration of major personnel programs, conferring with appointing authorities and department managers on personnel administration, as well as assisting with the research or development of policies and procedures consistent with the UPS; reviews candidates and determines who to hire; analyses information, draws conclusions, and makes sound recommendations on important policies and programs and prepares reports and recommendations on ways to implement them.

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

- Implements and manages important and sensitive personnel programs, operations, and activities;
- Implements and administers personnel processes governing policies, rules, regulations, and practices;
- Supervises professional, technical, and/or clerical staff engaged in the day-to-day operations of an area(s) of HR;
- Interviews, selects, hires, orients and develops personal growth opportunities for employees and trains employees in coordination with department management;
- Participates in special studies, surveys, and the collection of information on difficult operational and administrative problems and prepares reports recommending solutions or courses of action;
- Researches, analyzes, and resolves complex problems and policy issues related to HR including handling difficult and sensitive cases and assignments that may include employment problems or controversy;
- Assesses processes, policies and systems, recommends improvements to programs, services and processes, and implements those recommendations;
- Prepares, coordinates, and delivers services to support workshops, training, education, and special workforce projects or employment related matters;
- Represents management at meetings, conferences, and other important operations interacting with officials and managers to implement personnel programs and deliver high quality services;
- Advises managers, officials, employees, and others on complicated administrative employment issues, rules, and regulations;
- Works closely with staff to resolve the more complex problems and may fill in for subordinate staff as needed;
- Reviews and approves/disapproves disciplinary actions and terminations and facilitates disciplinary interviews including pre-disciplinary hearings;
- Interprets HR policies, rules, and regulations for administrators, managers, or individual employees;
- Researches, prepares, and coordinates establishment of new or revisions in policies and procedures to deliver, maintain, and improve HR customer service;

- Consults and counsels employees, managers, and supervisors on highly specialized HR matters as well as the full range of HR services and programs;
- Prepares, coordinates, and delivers services to support workshops, training, education, and special workforce projects or employment related matters;
- Serves as expert resource for area of specialization; provides advice and counsel to units, management and/or employees;
- Supervise/mentor HR staff including providing input for performance evaluations;
- Resolves complex HR issues by investigating issues, involving appropriate resources from multiple areas, and communicating difficult decisions/resolutions to HR, management, and/or employees;
- Performs complex data analysis; prepares reports, presentations and detailed project plans for senior management review;
- Develops training, communications, presentations and/or information programs for employees/groups of employees;
- Serves as a primary contact for area of specialization including systems administration, vendor interface, and/or coordination of multiple resources within HR;
- Leads project teams in the development and implementation of HR initiatives, policies, programs, or process changes that may have an impact on multiple appointing authorities;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Seven (7) years of professional Human Resources experience that includes three (3) years of lead worker, supervision or equivalent supervisory training or; a Bachelor's degree in human resources management, personnel administration, business, public administration, or related field; and three (3) 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.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities (examples, may vary depending on area of assignment):**

- Knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee relations, diversity, performance management, and federal and state employment laws;
- Knowledge of public administration principles and practices;
- Knowledge of human resources programs, principles, and practices;
- Knowledge of employment and labor laws, regulations, and requirements;
- Knowledge of office automation, data processing principles, and practices;
- Knowledge of statistical concepts and methods;
- Knowledge of laws, rules, and regulations applicable to County government;
- Ability to apply computer applications and software;
- Ability to analyze facts and to exercise sound judgment and to arrive at valid and appropriate conclusions;
- Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives;
- Ability to prepare written reports;
- Ability to analyze and solve administrative problems and to render advice and assistance to managers, supervisors, employees, applicants, and other individuals;
- Ability to supervise the work of subordinate staff.

**PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. 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.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- 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.

**WORKING CONDITIONS**

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



## **Human Resources Technician**

**Category:** Classified  
**Pay Grade:** C20  
**Job Code:** 20120

*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 entry level technical human resources work administering and coordinating human resources rules, policies, and procedures; supports the implementation of human resources policies; explains human resources procedures to all levels of employees.

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

- Performs technical and administrative level assignments in any combination of human resources functions;
- Provides front desk coverage by answering incoming calls or assisting walk-ins and directing to the appropriate party or providing information as needed;
- Provides technical support in the administration of a broad range of employee programs
- Communicates with and assists employees, visitors, and the public with human resources matters, policies, and procedures on behalf of the department;
- Instructs employees and the public about county job opportunities, volunteer opportunities, benefits, services, functions, organizations, and provides available written instructions, reference materials, and supplies;
- Conducts special projects and research on administrative matters for management;
- Performs information processing duties, data entry, and retrieval;
- Assists with day-to-day operations of HR functions and responsibilities;
- Provides clerical and administrative support by entering, formatting, and printing information;
- Compiles and updates employee documentation and records;
- Acts as a liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions;
- Processes documentation and prepares reports relating to HR activities;
- Maintains employee confidence and protects operations by keeping human resources information confidential;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Four (4) years of relevant experience in customer service, administrative support, or another related field; or a Bachelor's degree with major coursework in human resources, personnel administration, business, public administration, or a related field; or an equivalent combination of education, training and/or experience.

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

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an

incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualification to an in-line career ladder position within the same organization or department.

- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific human resources programs and functions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities (examples, may vary depending on area of assignment):**

- Knowledge of the principles and procedures of current office operations;
- Ability to analyze data, prepare reports, and maintain filing system;
- Ability to perform technical computations and statistical tabulations and prepare reports based upon the findings;
- Ability to understand and follow oral and written instructions and express oneself clearly and concisely, orally and in writing;
- Ability to respond to inquiries or concerns with tact and courtesy;
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.;
- Ability to establish and maintain effective working relationships;
- Ability to organize work with a strong attention to detail;
- Ability to be tactful and professional when it comes to handling confidential information and addressing employee concerns;
- Ability to maintain quality service by following organizational standards;
- Ability to show enthusiasm for working within a team environment.



**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally. 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.
- Reaching: Extending hand(s) and arm(s) in any direction.
- 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.

**WORKING CONDITIONS**

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

**UNIFIED PERSONNEL SYSTEM**

Annex Building  
400 S. Fort Harrison Ave.  
Clearwater, Florida 33756  
Phone: (727) 464-3367  
Fax: (727) 453-3638  
www.pinellas.gov/hr



Peggy Rowe  
Interim Director

TO: The Honorable Chair and Members of the Unified Personnel Board

FROM: Peggy Rowe, Interim Director of Human Resources *MRW*

DATE: March 7, 2024

SUBJECT: Human Resources FY25 Budget Submittal Memo

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**Recommendation:**

I'm requesting that the Unified Personnel Board approve the proposed budget for the Human Resources Department for Fiscal Year 2025. Attached is the document that breaks down the budget by account.

As you know, the budget process takes several months before being presented by the County Administrator to the Board of County Commissioners for approval. Once approved, the final Human Resources budget will be reported to the Personnel Board.

## Attachment:

- FY25 Human Resources Budget Request

## FY25 Human Resources Budget Request

<b>Category</b>	<b>Item</b>	<b>Amount</b>
<b>Total Personnel Services</b>	Staff Salary and Benefits	\$4,471,330.00
<b>Operating Expenses</b>	Professional Services	\$30,000.00
	Other Contractual Services	\$233,120.00
	Travel and Per Diem	\$28,250.00
	Mileage, Local	\$1,490.00
	Communication Services	\$7,450.00
	Freight	\$500.00
	Postage	\$400.00
	Repair & Maintenance Services	\$15,600.00
	Printing and Binding	\$5,500.00
	Promotional Activities	\$21,160.00
	Other Current Charges	\$23,000.00
	Incentives & Awards	\$12,350.00
	Office Supplies	\$11,920.00
	Operating Supplies	\$26,020.00
	Operational Supplies, Computer	\$13,060.00
	PC Purchases under \$5,000	\$19,440.00
	Books, Publications, Subscriptions & Memberships	\$14,910.00
	Training & Education	\$36,910.00
<b>Capital Outlay</b>	Machinery and Equipment	\$0.00
<b>Total</b>	<b>FY25 Budget Request</b>	<b>\$5,010,160.00</b>



## HR Update for March (February 2024 Updates)

### Benefits & Wellness

- The Wellness Center Open House was a great success. A total of 80 employees, retirees and volunteers attended, with 36 orientations completed onsite that day.
- February is packed full of other wellness activities, including 5 financial well-being classes (3 onsite, 2 virtual).
- Employees who attested to using tobacco who have not completed a tobacco cessation class will be receiving letters to their home in early March regarding tobacco premium deductions.
- Benefits team is now offering both benefit and retirement appointments via MS Bookings.
- 1095s were mailed on February 27. Employees do not need to have their 1095s in hand in order to file their taxes.

### Communications & Outreach

- Finalized the 2023 Annual Report, which is available online.
- Assisting Learning & Development on implementation of the cloud-based Learning Management System LMS365 (*MyLearning*) and rebranding of the Learning Plans.
- Continue to make adjustments to the *Pen* (employee newsletter) while still gathering feedback via survey. Team has made adjustments to the online version of the *Pen* to improve navigation and also provided the printed version of the *Pen* for those who choose to print. Team has gone to various staff meetings to gather additional feedback.
- Excited to report that 3 Employee Suggestion Awards have been issued recently and employees have been notified and awarded funds based on their contributions. We plan to feature the employees in the March edition of the *Pen*. The purpose of the Employee Suggestion Awards Program is to encourage employees to submit suggestions which will improve the productivity and cost-effectiveness of County services and operations.

### Internal Happenings

- Wade Childress begins on March 11 as Chief Human Resources Officer.

### Learning & Development

- We continue to join forces with BTS and an advisory committee of ambassadors from throughout the County to roll out a new Countywide Learning Management System (LMS365) called *MyLearning* in April.
- *Boot Camp: Leadership Essentials* begins with 33 supervisors and managers from throughout the County. In 2024, 180 participants are scheduled to join us in this 5-week program. The purpose of the series is to provide essential information spanning from legal policy to skills development to those that supervise others.
- Custom workshops are off to a strong start at Building & Development Review Services and Utilities with the Myers Briggs Type Indicator personal assessment tool and at the Clerk of the Circuit Court with *Managing an Underperformer*.

- Upcoming Learning Hero event will address the difference between a career path and career ladder presented by Amanda Smith of Workforce Relations accompanied by Brennan Atwood of Workforce Strategy.
- In collaboration with Florida State University, the Certified Public Manager Program for 2024 continues for those in year two and the kickoff for new enrollees is in April.
- Beginning on March 4, NEO will take place in-person weekly at the Annex Building in downtown Clearwater.
- We partnered with Emergency Management to host the Employee Emergency Preparedness Webinar to share important resources and allow employees to ask DAPA questions. Fifty-two employees attended the webinar.

### Planning and Performance

- Coming this spring: Educational training sessions for supervisors to help navigate the complexities of FMLA and ADA for their employees.
- Working on updating Drug-Free Workplace and Workplace Violence policies.

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

- The time to fill in January was 63.11 days.
- 61 new hires in January
- 29 promotions occurred in January.
- January's annualized turnover was 10.11% with 27 separations.
- We attended three job fairs and finished the month with our semiannual career fair at the Extension on January 24. We had 328 verified job fair attendees. In addition to our hiring managers, we also invited the Sheriff's Office (who also promoted the event), CareerSource, and the Sixth Circuit Court. For February, we attended 11 events.

### Scorecard (January – 21 responses)

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

January: 100%

Goal: 92.5%

YTD 2024: 100%

After interaction with HR personnel:

The representative was professional & courteous

January: 100%

Goal: 100%

YTD 2024: 100%

The representative was helpful:

January: 100%

Goal: 100%

YTD 2024: 100%

Receive the requested information in a timely manner:

January: 100%

Goal: 95%

YTD 2024: 100%



## 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 **January 27 through March 01, 2024**.

### REVISIONS

Spec No.	Title	PG
19146	Assistant Inspector General	150
19136	Inspector General 1	150
19138	Inspector General 2	150
19149	Inspector General Chief Audit Executive	150
19140	Inspector General Senior	150

### DELETION

Spec No.	Title	PG
10884	911 Quality Assurance Specialist	C24

### RECLASSIFICATIONS

Old Classification	Old PG	New Classification	New PG
Utilities Maintenance Worker	C13	Utilities Operations Worker	C14
Utilities Maintenance Specialist 1	C14	Utilities Operations Specialist 1	C15
Utilities Maintenance Specialist 2	C17	Utilities Operations Specialist 2	C18
Utilities Maintenance Specialist 3	C19	Utilities Operations Specialist 3	C21
Utilities Maintenance Specialist 4	C22	Utilities Operations Specialist 4	C23