



---

## UNIFIED PERSONNEL BOARD AGENDA

---

Date: December 5, 2024

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 November 7, 2024 - *Approved*

II. New Business

1. Human Resources Reclassification Recommendation - *Approved*

III. Informational Items

1. Chief Human Resources Officer Performance Appraisal Update
2. Reappointments of the following Personnel Board Members for 2025-2026:
  - i. Peggy O'Shea by the Constitutional Officials
  - ii. William A. Schulz II by the Employees' Advisory Council
  - iii. Board of County Commissioners Appointee to be determined December 17, 2025 (Currently Jeffery Kronschnabl)
3. HR Update

---

\* 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  
November 7, 2024 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:28 PM on this date in the County Commission Assembly Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

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

Others Present

Wade Childress, Chief Human Resources (HR) Officer  
Jennifer Monrose Moore, Ogletree, Deakins, et. al., P.C., Board Counsel  
Charles Toney, Employees' Advisory Council Representative  
Tammy Burgess, Board Reporter, Deputy Clerk  
Other interested individuals

**CALL TO ORDER**

Chair Davis called the meeting to order at 6:28 PM; whereupon, he led the Pledge of Allegiance.

**CITIZENS TO BE HEARD**

No one responded to the Chair's call for citizens to be heard.

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

Mr. Toney provided brief comments regarding his participation on the EAC and the response efforts of Utilities staff following recent storms.

## **CONSENT AGENDA**

Minutes of the Joint UPB/Appointing Authorities Meeting Held August 22, 2024

Minutes of the Regular Personnel Board Meeting Held September 5, 2024

Chair Davis indicated that the Consent Agenda items would be addressed together; whereupon, Mr. Peluso made a motion, which was seconded by Mr. Reid and carried unanimously.

## **NEW BUSINESS**

Human Resources Classification Recommendations

Mr. Childress presented two HR reclassification recommendations to the Board and indicated that the first relates to a Learning and Development Manager position that will become vacant at the end of January due to the current manager's retirement; and that he had several discussions with the Appointing Authorities regarding filling the vacancy at a higher level; whereupon, he related that he is requesting the reclassification of the Learning and Development Manager to a Learning and Development Director, which will provide better support to the County.

In response to queries by Messrs. Schulz and Reid, Mr. Childress provided brief comments and indicated that a full compensation analysis was completed to determine the new pay grade; whereupon, Mr. Peluso made a motion for approval. The motion was seconded by Ms. O'Shea and carried unanimously.

Thereupon, HR Manager Brennan Atwood discussed the second reclassification request, indicating that he is seeking a downward reclassification of an HR Technician position to an Office Specialist 1 since the position is more administrative in nature; and that the reclassification will provide candidates with a more realistic preview of the job.

Mr. Reid made a motion for approval. The motion was seconded by Mr. Peluso and carried unanimously.

## **INFORMATIONAL ITEMS**

Introduction of True Kelly-Martin, Benefits Director

Mr. Childress introduced the new Benefits Director, Ms. Kelly-Martin; whereupon, at his request, she provided brief comments regarding her background and experience.

### Personnel Rules Definition Request

Mr. Childress indicated that, based on suggestions from Mr. Reid and Ms. Vecchioli, staff reviewed the term “pay” and the ways in which it is used throughout the Personnel Rules; and that staff recommends not defining the term due to the multiple ways that it is used throughout the Rules.

### HR Update

Mr. Childress indicated that an HR update is included in the agenda packet and provided statistical information regarding HR Department and Countywide turnover rates.

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

Mr. Childress referenced the document containing the delegated actions, noting that it includes reclassifications or assignments of salary grades to new positions.

Mr. Reid referenced a request made by the Board prior to Mr. Childress’ employment with the County and indicated that it related to receiving feedback regarding exit surveys from HR Department employees; and that the Board would still like to receive this information on a semi-regular basis.

### Unified Personnel Board Schedule for 2025

Chair Davis referenced the document containing the 2025 UPB meeting schedule and confirmed that there are no objections to the schedule.

### Goals for Chief Human Resources Officer


Mr. Childress indicated that while the goals were approved at a prior meeting, a formal copy is included in the agenda packet for the record; whereupon, Ms. Vecchioli suggested adding the operating year to the document.

## **ADJOURNMENT**

Chair Davis adjourned the meeting at 6:42 PM.

**Human Resources**  
**Unified Personnel System**  
Wade Childress  
Chief Human Resources Officer

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

FROM: Wade Childress, Chief Human Resources Officer 

DATE: November 19, 2024

SUBJECT: Human Resources Reclassification Recommendation

---

I recommend that the members of the Unified Personnel Board approve the upward reclassification of Human Resources position HRD/C55 to Video Specialist (part time), effective December 5, 2024.

The position is currently classified as a Special Projects Assistant at pay grade C55. Based on an analysis of duties and responsibilities that need to be performed by the position to support our Employee Communications & Volunteer Services, I recommend that the position be reclassified to Video Specialist, C23. The incumbent in this position is responsible for performing creative, technical, and administrative work to plan, direct, shoot, and edit long and short form videos for employee communications and social media. Work is performed with considerable independent judgment and initiative under the general supervision.

This action by the Board is necessary since the Chief Human Resources Officer's delegated authority does not apply to actions within the Human Resources Department.

Attachment:

- Video Specialist Classification



## **Video Specialist**

**Category:** Classified  
**Pay Grade:** C23  
**Job Code:** 07564

*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**

This is advanced skilled, creative, and technical work that requires conceptualizing, shooting, and editing videos and planning and broadcasting live television/streaming productions. Performs creative, technical, and administrative work to plan, direct, shoot, and edit long- and short-form videos for cable television and social media. Directs and provides support for live multi-camera meeting broadcasts and a variety of on-screen graphics and sources, including PTZ cameras, pre-recorded video, PowerPoints, document cameras, and offsite videoconference participants (e.g., via Zoom). Works directly with public information specialists, content experts, senior staff, and elected officials.

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

- Partners with public information specialists and content experts to create original videos, exercising creative freedom while maintaining the county's brand identity;
- Coordinates, schedules, and directs participants to ensure cooperative and successful video shoots;
- Operates equipment such as video cameras, wireless microphones, portable lighting, drones, video switchers, audio mixers, automated playback equipment, teleprompters and dimmer boards;
- Oversees, arranges for, and assists with installation and preventive maintenance of video equipment;
- Edits videos projects using non-linear video editing systems (Adobe Premiere);
- Develops custom graphics for videos using the Adobe Creative Suite and related software;
- Directs or co-directs live, multi-camera, government meetings and event broadcasts using VMIX software;
- Serves as the meeting host for Zoom participants in live-broadcast meetings, muting and unmuting participants, determining attendee view, and sharing presentations;
- Advises staff who produce video in other departments;
- Collaborates with Video Team to maintain digital video library, transcoding, adding metadata and indexing video assets;
- Works with onsite news media to provide audio and video feeds during live meetings and press conferences;
- Supports Emergency Management operations during hurricane and other activations by live broadcasting and recording public information messages, broadcasting meetings, and documenting storm preparation and damage;
- Assembles sets, adjust lighting, cameras an audio for studio productions;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Six (6) years of experience in news public, education, or government access television that includes direction, production, scheduling, and broadcasting of television programs on government access cable

channel, or comparable mass media operations (television broadcasting, film, journalism, advertising, and public relations); or a technical or vocational degree, certification, or diploma in a related field and four (4) years of experience as described above; or a bachelor's degree in mass communication (television broadcasting, video, journalism, advertising, and public relations) 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of television production, broadcasting equipment, audiovisual/live-streaming equipment, and video techniques;
- Knowledge of the operation and the preventive maintenance of audiovisual production equipment;
- Knowledge of Adobe Media Encoder to transcode, compress and create masters of finalized videos;
- Knowledge of WCAG 2.1 AA video production techniques to create accessible videos;
- Skill in the operation of video production equipment;
- Skill in the use of Adobe Creative Suite;
- Skill in directing live broadcasts or live video streams using VMIX software or a similar computer-based live switching system;
- Ability to operate common video production equipment such as cameras, gimbals, switchers, audio mixers, and editing software;
- Ability to work with content experts to improve written scripts and conceptualize and execute on creative videos;
- Ability to instruct others in the use and care of production equipment;
- Ability to research and collect data, clearly express complex ideas verbally and in written form;
- Ability to organize and coordinate a variety of professional, technical, and clerical activities;
- Ability to plan, coordinate, and direct television productions;
- Ability to work on Windows OS and Macintosh OS;
- Ability to work collectively with other video producers in the field and to collaboratively edit final videos;
- Ability to troubleshoot lighting, video, and audio equipment;
- Ability to organize, archive and maintain a video library;
- Ability to stay current with video production techniques and advancement in technology.

**PHYSICAL/MENTAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- **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.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- 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.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

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





## HR Update for December (November 2024 Updates)

### Benefits & Wellness

- Annual Enrollment has been completed.
- Dependent Verification Process: This is a one-time verification of all dependents on County medical, dental, and supplemental life insurance plans to take place from January 13 to February 28, 2025. We will mail letters to employees' home addresses in December.
- We partnered with Health and Wellness Professionals to offer free onsite flu shot clinics from October 22 to 31. A total of 121 people utilized the service.
- Current Cigna Onsite Health Coach Shannon Parks is working through the hiring process with UMR (UnitedHealthcare) with the goal to start with them on February 1, 2025. She will be unavailable during the month of January.
- Current Cigna Onsite Employee Assistance Program (EAP) Counselor Lorelei Keif will be transferring to UMR (UnitedHealthcare) and will begin onsite EAP services on January 6, 2025, after a one-week training period. Her schedule will be very similar to her current arrangement and will be posted on our HR website.
- Capacity Path, through the State Emergency Response Team (SERT) taskforce, provided 9 well-being pop-up clinics at 3 County locations, providing post-hurricane support for employees between November 7 through 13. Employees were able to receive 15 minutes of massage therapy, stretching, and other stress relief strategies to help deal with the aftereffects of Hurricanes Helene and Milton. Many thanks to Human Services for spearheading this effort.

### Employee Communications & Volunteer Services

- Due to the hurricanes, Volunteer Services' new platform, Give Pulse, is now launching at the end of January 2025.
- The *Pen* was distributed in the new email format on November 21. It included a special Hurricane Edition to highlight employees' response to Hurricane Helene and Milton.
- Working with Payroll to develop templates for timesheet instructions during disasters based on lessons learned from recent hurricanes.

### Learning & Development

- We continue to assist employees in their career path journeys, including providing alternate courses in our e-learning portal, ULearnIT, and suggesting substitute courses for those no longer offered.
- Employees continue to sign up for Learning Plans, with an average of 10 new employees signing up each month.
- Our Tuition Reimbursement Program reimbursed 110 employees a total of \$159,220 in FY2024.
- We are recruiting for a Learning and Development Director.

## HR Operations & Recruitment (HRIS / Classification & Compensation / Contracts, Budget &

- The time to fill in October was 64.4 days.
  - 43 new hires in October.
  - 16 promotions occurred in October.
- Year-to-date annualized turnover was 15% with 42 separations in October. Rolling 12-month turnover is 14.2%.
  - 10 terminations
  - 4 retirements
  - 28 resignations
- Human Resources rolling 12-month turnover is 15.2% as of October 31, 2024.