



UNIFIED PERSONNEL BOARD AGENDA

Date: May 1, 2025

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 April 3, 2025 - *Approved*

II. New Business

1. Human Resources Reclassification Recommendation - *Approved*
2. Topics for Joint Unified Personnel Board and Appointing Authority Meeting, May 7, 2025

III. Informational Items

1. Human Resources Organizational Chart Updates
2. HR Update
3. Action Taken Under Authority Delegated by the Personnel Board

* Persons with disabilities who need reasonable accommodations to effectively participate in this meeting are asked to contact Pinellas County's Office of Human Rights by emailing requests to accommodations@pinellas.gov at least three (3) business days in advance of the need for reasonable accommodation. You may also call (727) 464-4882. View more information about the [Americans with Disabilities Act and requests for reasonable accommodation](#).

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

Unified Personnel Board
Pinellas County
April 3, 2025 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

Ralph O. Reid IV, Vice-Chair
Jeffery Kronschnabl
Peggy O'Shea
Kenneth Peluso
William Schulz II
Mark Strickland

Not Present

Ricardo Davis, Chair

Others Present

Lisa Arispe, Employees' Advisory Council Representative
Wade Childress, Chief Human Resources Officer
Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Jessica Oakes, Board Reporter
Other interested individuals

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

CALL TO ORDER

Acting Chair Reid called the meeting to order at 6:30 PM and led the Pledge of Allegiance.

CITIZENS TO BE HEARD

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

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

Ms. Arispe reported that the EAC has reviewed and agrees with the changes to Personnel Rule 4 that are included in today's agenda; whereupon, she provided brief comments regarding next week's EAC meeting and the current number of Employee Advocates.

CONSENT AGENDA

Minutes of the Regular Personnel Board Meeting Held March 6, 2025

Acting Chair Reid indicated that the first item for the Board's consideration is the Consent Agenda and requested a motion; whereupon, Ms. O'Shea made a motion for approval. The motion was seconded by Mr. Schulz and carried unanimously.

NEW BUSINESS

Chief Human Resources Officer (CHRO) Performance Appraisal

Mr. Childress reviewed the structure of the performance appraisal process developed for the County's CHRO position, indicating that the appraisal was created to include a ten-item survey for distribution to the EAC and Appointing Authorities; and that the Board's portion of the performance appraisal would be based on verbal comments and a pass-fail evaluation.

Noting that completed surveys from the EAC and Appointing Authorities have been received and provided to the Board, Mr. Childress invited the members to discuss and evaluate his performance; whereupon, the members provided feedback regarding Mr. Childress' performance, including references to survey results received from the EAC and Appointing Authorities.

Acting Chair Reid noted that the Board's decision is pass-fail and requested a motion; whereupon, Mr. Strickland made a motion, which was seconded by Mr. Peluso. Acting Chair Reid confirmed that the motion is to pass and, upon his call for the vote, the motion carried unanimously.

Mr. Childress expressed appreciation for the opportunity to receive feedback and indicated that he looks forward to continuing to build relationships.

Topics for Joint Unified Personnel Board and Appointing Authority Meeting, May 7, 2025

Mr. Childress indicated that a joint meeting between the UPB and Appointing Authorities is scheduled for May 7; and that this agenda item is intended to be a brainstorming session related to that upcoming meeting.

Responding to a query by Mr. Schulz, Mr. Childress, with input from acting Chair Reid, indicated that there were no remaining issues from the previous meeting with the Appointing Authorities; whereupon, he provided brief comments regarding efforts by the Human Resources (HR) staff to keep the Appointing Authorities updated.

In response to a query by acting Chair Reid, Mr. Childress indicated that he has not heard from the Appointing Authorities regarding discussion items for the joint meeting; whereupon, Mr. Peluso made a motion to cancel the meeting, barring any requests by the Appointing Authorities. The motion was seconded by Mr. Kronschnabl.

Following brief discussion, Mr. Childress suggested that the joint meeting remain on the schedule until staff can consult with the Appointing Authorities; and that an update will be provided at the next UPB meeting.

Revisions to Personnel Rule 4, Time Off

Noting recent discussions with the Appointing Authorities and the EAC regarding revisions to Personnel Rule 4, Mr. Childress reviewed proposed changes to the Rule, including that the distribution timeframe of personal days and floating holidays for new employees would be based upon the quarter during which they begin their employment; that an employee's last day of employment could not be on a holiday during which they are not scheduled to work; and that an employee who has resigned may not utilize personal days, floating holidays, or annual leave during their notice period.

At the request of acting Chair Reid, Mr. Childress described a language change regarding the use of annual leave in conjunction with separation from employment; whereupon, in response to a query by acting Chair Reid, Attorney Moore and Mr. Childress briefly discussed an employee's status when they are enrolled in the Florida Retirement System's Deferred Retirement Option Program.

During discussion, Attorney Moore confirmed that the proposed language would be more appropriate if modified to replace "*retirement under the Florida Retirement System*" with "*in conjunction with retirement from Pinellas County employment*".

Thereupon, Mr. Childress read the following revised proposed language:

“Effective July 1, 2025, unless otherwise required by law, the use of annual leave in conjunction with separation of employment is prohibited, except when all the following conditions are met:

- The employee is leaving employment in conjunction with retirement from Pinellas County employment and will not be employed full-time by any other employer during the period of time in which they remain an employee of Pinellas County.”*

In response to a query by acting Chair Reid, Mr. Childress confirmed that the proposed language still aligns with the discussions he has had with the Appointing Authorities; whereupon, Mr. Peluso made a motion to approve the revisions, including the wording read by Mr. Childress. The motion was seconded by Ms. O’Shea and carried unanimously.

Revisions to Drug-Free Workplace Program and Workplace Violence policies

Human Resources Assistant Director Maria Ciro indicated that both the Drug-Free Workplace Program and the Workplace Violence policies have been vetted through the County Attorney’s Office, the Appointing Authorities, and the EAC; whereupon, she related that both policies now have designated UPB policy numbers.

Ms. Ciro related that the Workplace Violence policy has not been updated since 2008; that it has been transferred to HR from the Risk Management Department; and that along with other updates, the topic of deadly weapons was clarified.

She indicated that the Drug-Free Workplace Program policy has not been updated since 2018; that one of the updates is a reference to medical marijuana; and that there were many legal and verbiage changes; whereupon, Ms. Ciro noted that both policies were also formatted for consistency with other HR policies.

Mr. Peluso made a motion to approve the revisions to the Drug-Free Workplace Program policy. The motion was seconded by Ms. O’Shea and carried unanimously.

Upon call by acting Chair Reid for a motion to approve the revisions to the Workplace Violence policy, Ms. O’Shea made a motion. The motion was seconded by Mr. Peluso and carried unanimously.

INFORMATIONAL ITEMS

HR Update

Mr. Childress reported that an update to a previous meeting's set of minutes, as requested by acting Chair Reid, has been completed.

Referencing the informational update included in the agenda packet, Mr. Childress noted that the HR Department's turnover rate is approximately five percentage points lower than the rest of the County.

In response to a query by acting Chair Reid related to the Board's request to receive exit interview surveys for HR staff who separate their employment with the County, Mr. Childress indicated that none have been shared due to no one leaving; whereupon, he clarified that while there have been a couple of employees who have left the department, those departures were for promotional opportunities; and that, in these cases, exit interviews are not done.

Actions Taken Under Authority Delegated by the Personnel Board


This item was not addressed.

ADJOURNMENT

The meeting was adjourned at 6:57 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: May 1, 2025

SUBJECT: Human Resources Reclassification Recommendation

I recommend that the members of the Unified Personnel Board approve the use of Director 3, E35 in the Human Resources Department in place of the current Human Resources Assistant Director, E31.

Background:

This position is needed to best support the strategic and operational goals of the County and the HR Department. The Director 3, E35 more closely aligns with the organizational structure based on the scope and responsibilities of the role.

The current Human Resources Assistant Director, E31 has accepted the vacant HR Business Partner Consultant role, E22. It is necessary to upgrade this position to attract the caliber of candidates needed to support strategic initiatives across the County related to business partnerships, employee relations, and performance. This new role will offer strategic support to these functional areas across all Appointing Authorities. The new classification will be a Director 3, E35.

Attachment:

- Director 3 Classification



Director 3

Category: Exempt
Pay Grade: E35
Job Code: 00203

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 executive work directing the various functions of a Department within the County. Leads, organizes, directs, and coordinates the day-to-day operations of the department, including responsibility for the resource allocation, budgeting, and personnel. Plans, directs, and supervises the work of the professional staff and administrative support personnel engaged in the activities relating to the area of assignment. Collaborates with Assistant County Administrators (ACAs), as well as other leadership staff to resolve complex issues and to implement the County's mission and strategic plan; provides the leadership and supervision for the department. The difference between the level of this class and other director classes is due to the defined scope of work, complexity, fiscal responsibility, finality of action, and labor market. Work is performed under general supervision with considerable independent judgment and initiative exercised in carrying out the daily operations of the section. Work is performed under the general supervision of upper level management.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides leadership management principles and processes for a specific department within the County;
- Plans, develops, organizes, supervises, and reviews the work of a supervisory, professional, and clerical staff engaged in conducting varied activities;
- Supervises management employees in the assigned department which includes creating goals, objectives, and accountability, developing individual Personal Development Plans and conducting performance appraisals for each staff member in their department;
- Implements and enforces departmental rules and regulations;
- Coordinates the work assignments of the department with others in the County;
- Directs the development and negotiation of contracts with service providers and develops performance and quality standards for same;
- Develops an annual plan of work for the assigned area, monitoring it for results, and reporting accomplishments to the Board of County Commissioners (BCC) or other County leadership;
- Prepares reviews, approves, and submits the operating budget for the department and monitors contracts;
- Participates in key strategic business and action plans and executes for desired results;
- Seeks out and develops external funding sources;
- Provides and initiates recommendations, presentations, and reports on department-related functions;
- Directs, supports, and guides managers and subordinates in project development;
- Develops general policies, in consultation with County leadership and other Directors, for maximum utilization of available financial resources through appropriate allocation of manpower and equipment services;
- Represents the department through speaking engagements and presentations to the community, local organizations, and the media;

- Provides oversight and direction in response to inquiries from the Board of County Commissioners, the media, and the public to ensure consistency with County policies and goals;
- Provides training and oversight of staff, including hiring, assigning work, evaluating performance, coaching, and administering discipline;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Ten (10) years of professional experience that includes five (5) years of responsible management or supervisory experience; or a Bachelor's degree in a related field and six (6) years of experience as described above; or a Master's degree in a related field and four (4) 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 the principles, practices, and procedures of public and business administration, as applied in a large organization;
- Knowledge of budget and accounting principles, practices, and procedures, as applied in a large organization;
- Knowledge of County budgeting procedures and ability to apply this knowledge to administer and coordinate administrative and operational budgets;
- Knowledge of policies, procedures, and practices of all County departments, Board of County Commissioners, and constitutional offices;
- Knowledge of principles and techniques of effective communication;
- Knowledge of public administration principles and practices;
- Skill in advanced leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness of organizational work units through staff selection and assignments;
- Skill in team-building, developing a creative vision and strong communication;
- Ability to apply computer applications and software;
- Ability to apply independent judgment and discretion based on knowledge of the County functional and structural organization;
- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to establish and maintain effective working relationships with governmental agencies, public officials, private officials, and the general public;
- Ability to exercise sound independent judgment and tact in working with people and applying and interpreting departmental policies and procedures;
- Ability to maintain effective working relationships with others;
- Ability to make decisions in accordance with county ordinances and practices;
- Ability to plan, organize, direct, coordinate, and supervise the work of professional, supervisory, and clerical employees;
- Ability to present programs and ideas clearly and concisely, in writing and orally, to small and large groups;
- Ability to work independently on complex and confidential tasks.

PHYSICAL/MENTAL DEMANDS

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

- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.

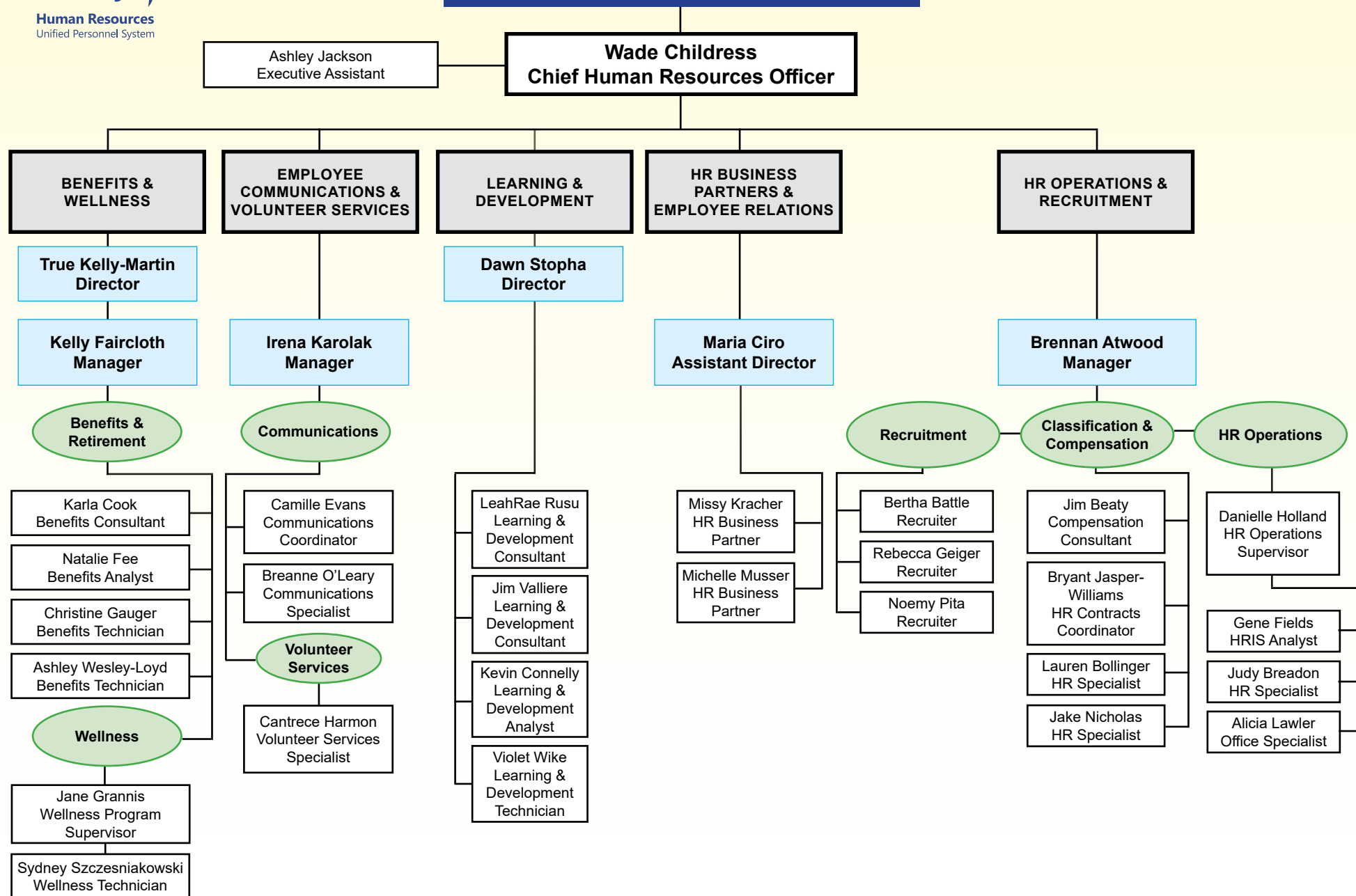
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to 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 Organization Chart

UNIFIED PERSONNEL SYSTEM BOARD



Human Resources Organization Chart

Unified Personnel System Board

Administration

Wade Childress, Chief Human Resources Officer
Ashley Jackson, Executive Assistant

Benefits & Wellness

Benefits & Retirement

True Kelly-Martin, Director
Kelly Faircloth, Manager
Karla Cook, Benefits Consultant
Natalie Fee, Benefits Analyst
Christine Gauger, Benefits Technician
Ashley Wesley-Loyd, Benefits Technician

Wellness

Jane Grannis, Wellness Program Supervisor
Sydney Szczesniakowski, Wellness Technician

Employee Communications & Volunteer Services

Irena Karolak, Manager

Communications

Camille Evans, Communications Coordinator
Breanne O'Leary, Communications Specialist

Volunteer Services

Cantrece Harmon, Volunteer Services Specialist

Learning & Development

Dawn Stopha, Director
LeahRae Rusu, Learning & Development Consultant
Jim Valliere, Learning & Development Consultant
Kevin Connelly, Learning & Development Analyst
Violet Wike, Learning & Development Technician

HR Business Partners & Employee Relations

Maria Ciro, Assistant Director
Missy Kracher, HR Business Partner
Michelle Musser, HR Business Partner

HR Operations & Recruitment

Brennan Atwood, Manager

Recruitment

Bertha Battle, Recruiter
Rebecca Geiger, Recruiter
Noemy Pita, Recruiter

Classification & Compensation

Jim Beaty, Compensation Consultant
Bryant Jasper-Williams, HR Contracts Coordinator
Lauren Bollinger, HR Specialist
Jake Nicholas, HR Specialist

HR Operations

Danielle Holland, HR Operations Supervisor
Gene Fields, HRIS Analyst
Judy Breadon, HR Specialist
Alicia Lawler, Office Specialist



HR Update for May (April 2025 Updates)

Benefits & Wellness

- Sent letters to employees that did not complete their biometric screening or health assessment in 2024 to notify them that additional premium deductions will start in mid-May unless they can provide proof of completion.
- The downtown Clearwater Wellness Center was closed on April 18 for termite tenting. The entire building was closed from April 18 to 20.
- The Wellness team invited employees to join them for two walks in May for Mental Health Awareness Month: Paws for Prevention Suicide Awareness Walk & Event at Walsingham Park on May 4 and NAMIWalks at England Brothers Park on May 17.

Communications & Outreach

- Communicated the recent changes to the Drug-Free Workplace Program and Workplace Violence policies.
- Communicated the need to complete the 2025 Disaster Assignment & Preparedness Assessment (DAPA) by the April 18 deadline.
- The *To Your Health* wellness newsletter will move to the same email format as the *Pen* beginning in May.
- We are celebrating Volunteers Month with appreciation luncheons, a press release, and volunteer spotlights.

Learning & Development

- Director Dawn Stopha is establishing partnerships and unifying learning processes across all Appointing Authorities while initiating the first Learning Leaders Alliance with all training teams.
- Currently evaluating the new hire orientation process in collaboration with Benefits, Wellness, Risk Management, BTS, and Workforce Relations to create a streamlined process and a unique first impression for new employees.
- Exploring ways to leverage technology to streamline processes, provide multiple methods for accessing content, and automate tasks.
- Cohort 13 of the Leader Bootcamp began on March 25, with 30 leaders participating. Based on feedback from previous cohorts, enhancements are being implemented.
- Updated the training evaluation form to include more measurable questions, enhancing the learning experience, delivery, and content.

HR Business Partners

- We have received approximately 150 requests for disaster assignment exemptions. Business Partners are diligently working with departments to evaluate the requests.

HR Operations & Recruitment/ Classification & Compensation

- March 2025 data:
 - Time to fill: 57.5 days

- New hires: 42
 - Promotions: 22
 - Separations: 49 (10 terminations, 1 deceased, 23 resignations, and 15 retirements)
- County-wide year-to-date annualized turnover as of the end of March is 15.1% and the rolling 12-month turnover is 14.7%.
- Human Resources department's rolling 12-month turnover is 8.8% as of the end of March.



Chief Human Resources Officer
Action Taken Under Authority Delegated by the Unified Personnel Board

The Chief Human Resources Officer, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **March 31, 2025 through April 25, 2025**.

PAY GRADE CHANGE

Spec No.	Title	Old PG	New PG
12976	Generator Field Service Technician	C23	C26

ADDITIONS

Spec No.	Title	EEO4 Code	OT Code	PG
17011	Customer Engagement Supervisor	Professionals	Classified	C27
17015	Customer Engagement Specialist 1	Technicians	Classified	C18