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## UNIFIED PERSONNEL BOARD AGENDA

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Date: August 7, 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 June 12, 2025 - *Approved*

II. New Business

1. FY2026 Pay Plan Adjustments - *Approved*
2. Addition of Classifications within Human Resources - *Approved*
3. Chief Human Resources Officer's General Increase - *Approved*

III. Informational Items

1. Introduction of Judith Petersen, Recruitment Manager
2. HR Update
3. 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  
June 12, 2025 Meeting Minutes

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

Present

Ricardo Davis, Chair  
Ralph O. Reid IV, Vice-Chair  
Jeffery Kronschnabl  
Kenneth Peluso  
William Schulz II

Not Present

Peggy O'Shea  
Mark Strickland

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**

Chair Davis called the meeting to order at 6:31 PM and 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**

Ms. Arispe indicated that several EAC members are present; whereupon, those in attendance introduced themselves. Ms. Arispe also related that the EAC will be filling a vacancy created due to the promotion of an EAC Representative to an exempt position.

## **CONSENT AGENDA**

### Minutes of the Regular Personnel Board Meeting Held May 1, 2025

Chair Davis indicated that the next item on the agenda is the Consent Agenda and requested a motion to approve the minutes of the May 1, 2025, meeting; whereupon, Mr. Peluso made a motion, which was seconded by Mr. Reid.

In response to a query by Chair Davis, Ms. Arispe related that she provided staff with a correction to the minutes; whereupon, Mr. Childress indicated that the minutes have been corrected; and that the copy provided to the Board is the corrected version.

Following a query by Chair Davis, Messrs. Peluso and Reid agreed to amend their motion to include the correction. Upon the Chair's call for the vote, the motion carried unanimously.

## **NEW BUSINESS**

### Complaint received from the Division of Inspector General

Chair Davis indicated that the members should have received a complaint from the Division of Inspector General; and that he also received at least six phone calls from Human Resources (HR) employees and other individuals; whereupon, he invited the members to discuss the topic.

Mr. Peluso indicated that this item concerns an anonymous letter, not a formal complaint, which was received by the Division of Inspector General and shared with the Board; and that he does not believe that it bears discussion by the members; whereupon, he made a motion for the Board to take no action.

Responding to a query by Chair Davis regarding whether a motion for no action is necessary, Attorney Moore indicated that Mr. Peluso may make a motion if he would like; and that if there is a second, then the motion will be discussed and entertained.

Discussion ensued regarding specific allegations included in the letter and whether any action by the Board is required; whereupon, Mr. Childress provided brief comments

regarding his role as Chief HR Officer and his efforts to effectively serve the Appointing Authorities and their employees.

Chair Davis indicated that part of the complaint related to the non-competitive method by which Mr. Childress filled a particular position, which he does not believe is an HR best practice; and that he would like to provide Mr. Childress an opportunity to discuss his perspective.

Thereupon, Mr. Childress discussed the hiring of a Recruitment Manager, noting that the Special Act allows for the Appointing Authorities to hire exempt employees; and that they may do so in any way they choose. He also related that he chose a candidate that he previously worked with for 18 years and who he believes will be a good fit for the needs of the County; whereupon, referencing Chair Davis' feedback related to the utilization of a competitive hiring process, he indicated that he would likely employ that method in the future.

Responding to a query by Mr. Peluso, Attorney Moore provided information related to the process for handling complaints received through the Division of Inspector General. She also indicated that the legal opinion she rendered is that there was not a rule violation with respect to a non-classified exempt employee position being filled.

Attorney Moore related that the only way for the Board to discuss this topic would be in a public meeting, due to Sunshine Law requirements; and that the Board has the authority to investigate what it may perceive as possible violations of the rules, in conformance with the Special Act; whereupon, she indicated that holding this meeting and making a determination related to investigating the claims are within the purview of the Act.

Mr. Peluso made a motion for the Board not to pursue this matter any further and to dismiss the action; whereupon, Attorney Moore indicated that her understanding is that Mr. Peluso is amending his prior motion, which essentially failed for lack of a second; and that Mr. Peluso would like to remake that motion. Later in the meeting, the motion was seconded by Mr. Kronschnabl.

Chair Davis indicated that Clerk of the Circuit Court and Comptroller Ken Burke is present; and that he requested an opportunity to address the Board; whereupon, Mr. Burke explained that Inspector General staff knew that there was no rule violation since it is within the purview of the Appointing Authorities to hire individuals for exempt positions as they see fit. He also discussed recent history related to the HR Director position, challenges faced by Mr. Childress, and next steps.

In response to a comment by Mr. Reid, Chair Davis clarified the rationale for scheduling today's meeting.

Responding to a query by Mr. Schulz, Mr. Childress indicated that he maintains an open-door policy.

Upon the Chair's call for the vote, the motion carried unanimously.

Unified Personnel Board Attorney Jennifer Monrose Moore's Contract through the County Attorney's Office


Following introductory comments by Chair Davis regarding the potential retention of Attorney Moore as the Board's legal counsel, Attorney Moore indicated that she welcomes criticism and feedback from the members and invited them to evaluate her performance at this time.

In response to a query by Mr. Peluso, Chair Davis confirmed that action is required by the Board to retain Attorney Moore; whereupon, Mr. Peluso made a motion to retain Attorney Moore as the Board's attorney, which was seconded by Mr. Schulz and carried unanimously.

**ADJOURNMENT**

The meeting was adjourned at 7:00 PM.

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

FROM: Wade Childress, Chief Human Resources Officer 

DATE: August 7, 2025

SUBJECT: FY2026 Pay Plan Adjustments

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**Recommendation:**

I recommend a two percent (2%) increase to the minimum and maximum of the pay grades with adjustment of the midpoints accordingly for the following pay plans effective October 5, 2025:

- Classified Pay Plan
- Firefighter Pay Plan

This request does include adjustment to the C55 broad banded grade to the max of our highest classified pay plan (C32 or \$57.17/hour). Previously, the C55 exceeded the max of our classified pay ranges.

**Background:**

The Appointing Authorities have tentatively approved, pending final approval of the Board of County Commissioners in September, a 3% general increase for all employees based on their actual salaries and a 2% increase to pay plans. This general increase reflects shifting economic conditions and fiscal responsibility when the budgetary impact of the previous year's storms are not fully realized, while still recognizing our most valuable asset – our employees.

I appreciate your consideration of this request.

**Attachment:**


- FY26 Draft Classified and Firefighter Pay Plans

## FY26 Draft Classified and Firefighter Pay Plans

<b>Pay Grade</b>	<b>Hourly Minimum</b>	<b>Hourly Midpoint</b>	<b>Hourly Maximum</b>	<b>Annual Minimum</b>	<b>Annual Midpoint</b>	<b>Annual Maximum</b>
C13	\$18.36	\$21.55	\$24.74	\$38,188.80	\$44,824.00	\$51,459.20
C14	\$19.09	\$22.48	\$25.86	\$39,707.20	\$46,758.40	\$53,788.80
C15	\$19.18	\$23.10	\$27.03	\$39,894.40	\$48,048.00	\$56,222.40
C16	\$19.50	\$23.87	\$28.23	\$40,560.00	\$49,649.60	\$58,718.40
C17	\$19.82	\$24.67	\$29.52	\$41,225.60	\$51,313.60	\$61,401.60
C18	\$20.09	\$25.46	\$30.84	\$41,787.20	\$52,956.80	\$64,147.20
C19	\$20.47	\$26.35	\$32.23	\$42,577.60	\$54,808.00	\$67,038.40
C20	\$21.08	\$27.39	\$33.71	\$43,846.40	\$56,971.20	\$70,116.80
C21	\$22.01	\$28.61	\$35.21	\$45,780.80	\$59,508.80	\$73,236.80
C22	\$22.99	\$29.89	\$36.79	\$47,819.20	\$62,171.20	\$76,523.20
C23	\$24.03	\$31.24	\$38.45	\$49,982.40	\$64,979.20	\$79,976.00
C24	\$25.12	\$32.65	\$40.18	\$52,249.60	\$67,912.00	\$83,574.40
C25	\$26.25	\$34.12	\$42.00	\$54,600.00	\$70,969.60	\$87,360.00
C26	\$27.43	\$35.66	\$43.89	\$57,054.40	\$74,172.80	\$91,291.20
C27	\$28.67	\$37.27	\$45.86	\$59,633.60	\$77,521.60	\$95,388.80
C28	\$29.96	\$38.94	\$47.93	\$62,316.80	\$80,995.20	\$99,694.40
C29	\$31.31	\$40.70	\$50.08	\$65,124.80	\$84,656.00	\$104,166.40
C30	\$32.72	\$42.53	\$52.34	\$68,057.60	\$88,462.40	\$108,867.20
C31	\$34.19	\$44.44	\$54.70	\$71,115.20	\$92,435.20	\$113,776.00
C32	\$35.74	\$46.45	\$57.17	\$74,339.20	\$96,616.00	\$118,913.60
C55	\$18.36	\$40.18	\$57.17	\$38,188.80	\$83,574.40	\$118,913.60
F21	\$18.54	\$23.94	\$29.33	\$38,563.20	\$49,795.20	\$61,006.40
F25	\$21.87	\$28.43	\$34.99	\$45,489.60	\$59,134.40	\$72,779.20

**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: August 7, 2025

SUBJECT: Addition of Classifications within Human Resources

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**Recommendation:**

I recommend that the members of the Unified Personnel Board approve the use of the following existing classification series within the Human Resources Department to support the implementation of a new integrated Enterprise Resource Planning (ERP) software platform, effective August 7, 2025:

- Application Analyst, E22
- Application Analyst, Sr., E24
- Application Developer, E24
- Application Developer, Sr., E26

**Background:**

Pinellas County is currently in the process of selecting an Enterprise Resource Planning (ERP) system to modernize and replace several of our internal software systems that have reach end-of-life. For Human Resources, this will include consolidating core HRIS functions, recruitment, learning and development, benefits, and performance management into one holistic system.

The effective implementation of the ERP solution will be critical to streamlining the Human Resources processes and moving the department in a more strategic-focused direction. As part of the implementation project, the County will be shifting IT resources and backfilling critical department roles to support this effort. To ensure agility when supporting the individual departments' implementation needs, project resources will be housed within the departments. Human Resources and Payroll will be the first departments to move forward with the implementation of the ERP and will be required to backfill project resources. Human Resources will need to leverage the application series for this implementation.





## Human Resources

*Helping U Succeed*

### HR Update for August (June/July 2025 Updates)

#### General Increase

- The FY26 Proposed Budget to the Board of County Commissioners includes a proposed general increase of 3% to eligible classified and exempt employees' actual salary. Employees at the maximum of their pay grade will receive a lump sum.

The increase is subject to approval by the Board of County Commissioners in September. Pending approval, effective October 5, 2025, classified and exempt employees hired before September 21, 2025, may receive a general increase which will appear on their October 24, 2025, paycheck. Each Appointing Authority shared the information with employees, and Employee Communications sent out an email blast last week.

#### Benefits & Wellness

- Additional onsite biometric screenings for August have been set. Most will be open to all employees; however, some locations are reserved for onsite employees.
- The mammogram bus will be at worksites in Clearwater, Largo, and St. Petersburg between August 8 and September 16.
- We are continuing to promote *Uptime*, a microlearning app that extracts life lessons from some of the most popular books, courses, documentaries, and podcasts into 5-minute Knowledge Hacks.

#### Employee Communications & Volunteer Services

- The 2025 Employee Voice Survey will take place from August 18 to September 8. We will be holding 3 info sessions: August 18, 11:30 a.m. - 12:30 p.m., August 26, 3:00 - 4:00 p.m. and September 3, 8:30 - 9:30 a.m.
- We are focusing our communications on the anonymity around the survey and how comments will be shared.
  - Is the survey anonymous?* Yes. Your information will be securely stored with our third-party vendor Polco and may not be viewed by Pinellas County staff.
  - What about the comments?* Your comments will be shared with your Appointing Authority to allow for a better understanding of the survey results. Avoid including identifiable information in your comments.

#### Employee Relations/Business Partners

- Human Resources Business Partners are having collaboration meetings with the new Recruitment Manager and department directors.
- Missy is assisting the EAC Chair with potential changes to EAC Representative groups.

#### Learning & Development

- Updated version of New Employee Orientation (NEO) launched June 30, which includes new speakers (Safety and Wellness), revised content, biweekly schedule, and a venue change (Utilities).
- We have temporarily paused accepting new Learning Plan participants. Current participants with ongoing Learning Plans may continue working towards their certificate. There are some

course updates, including the option to offer self-paced and virtual instructor-led classes in addition to in-person courses.

- Boot Camp Leadership Essentials: Cohort 14 will begin on September 9 due to transitions within the L&D team and time needed to implement enhancements based on feedback received.
- Dr. Holley Walker recently joined the Learning & Development team as an Instructional Designer. Dr. Walker was previously with Utilities as Training Supervisor. Currently reviewing applications for 2 more positions in the Learning & Development area – L&D Instructional Designer for Leadership Development and L&D Program Consultant.

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

- Currently recruiting for HR Consultant (Recruiter) role after recent departure of recruiter Noemy Pita.
- June 2025 data:
  - Time to fill: 69.8 days
  - New hires: 45
  - Promotions: 66
  - Separations: 33 (7 terminations, 17 resignations, and 9 retirements)
  - County-wide year-to-date annualized turnover as of the end of June is 14.7% and the rolling 12-month turnover is 13.7%.
  - Human Resources department's rolling 12-month turnover is 12.9% as of the end of June.



## 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 **April 28, 2025 through August 01, 2025**.

#### ADDITIONS

Spec No.	Title	EEO4 Code	OT Code	PG
17044	Asset Management Administrator	Professionals	Exempt	E22
19234	Budget Administrator	Professionals	Exempt	150
01536	Community Coordinator 2	Officials & Admin	Exempt	E32
14638	Quality Assurance Program Coordinator	Professionals	Exempt	E24
10272	Building Services Deputy Division Manager	Professionals	Exempt	E27
17017	Customer Engagement Specialist 2	Technician	Classified	C20

#### REVISION & TITLE CHANGE

Spec No.	Old Title	New Title	PG
01538	Assistant to the County Administrator	Community Coordinator 1	E28

#### TITLE & PAY GRADE CHANGE

Spec No.	Old Title	New Title	Old PG	New PG
22710	Airport Operations Supervisor	Airport Airside Operations Specialist	C22	C24
22721	Landside Operations Agent	Airport Landside Operations Agent	C17	C19

#### REALLOCATIONS

Spec No.	Title	Old PG	New PG
23268	Tax Collector HR Generalist	TCE-18	TCE-22
23228	Senior Manager, Tax Collector	TCE-26	TCE-28
23290	Director, Tax Collector	TCE-33	TCE-35
23300	Executive Director, Tax Collector	TCE-39	TCE-40

#### CAREER LADDER ADDITION

<b>BCC: Solid Waste</b>
• Administrative Support Specialist 1 (C19) → Administrative Support Specialist 2 (C22)

#### CAREER LADDER REVISION

BCC: Solid Waste Old Career Ladder	BCC: Solid Waste New Career Ladder
Craftworker 1 (C18) → Craftworker 2 (C20)	Trades/Field Services Worker (C13) → Craftworker 1 (C18) → Craftworker 2 (C20)

#### CAREER LADDER DELETION

<b>BCC: Solid Waste</b>
• Maintenance 1 (C13) → Maintenance 2 (C14)
• Utilities Maintenance Worker (C13) → Utilities Maintenance Specialist 1 (C14) → Utilities Maintenance Specialist 2 (C17)