



UNIFIED PERSONNEL BOARD AGENDA

Date: September 3, 2026

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 August 6, 2026

II. New Business

1. Approval of the Board's Counsel Contract Extension, Jennifer Monroe Moore
2. Revisions to Annual Leave Exchange Program Procedure
3. Revisions to Unified Personnel Board Policy 5: Outside or Non-County Employment
4. Revisions to Unified Personnel Board Policy 8: Resignation from County Service
5. Human Resources Exempt Classifications
6. FY2027 Pay Plan Adjustments
7. Chief Human Resources Officer's General Increase
8. Potential Topics for a Joint Unified Personnel Board and Appointing Authority Meeting

III. Informational Items

1. Reduction in Force - Building & Development Review Services
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) 464-4880. 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
August 6, 2026 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 2:01 PM on this date in the County Commission Assembly Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Ricardo Davis, Chair
Kenneth Peluso, Vice-Chair
Craig Bostock
William Schulz II
Sabina Soler
Mark Strickland

Not Present

Jeffery Kronschnabl

Others Present

Wade Childress, Chief Human Resources Officer
Lisa McMurray, Employees' Advisory Council Representative
Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Ashley Pabilonia, Board Reporter, Deputy Clerk
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 2:01 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. McMurray expressed appreciation to those involved in making changes to Personnel Rule 6: Discipline. She also noted that she is eligible for re-election this year and intends to seek another term.

CONSENT AGENDA

Minutes of the Regular Personnel Board Meeting Held July 9, 2026

Chair Davis indicated that the next item on the agenda is a request for approval of the minutes for the regular UPB meeting held on July 9, 2026; whereupon, Mr. Peluso made a motion, which was seconded by Mr. Bostock and carried unanimously.

NEW BUSINESS

Revisions to Personnel Rule 6: Discipline

Mr. Childress reviewed proposed revisions to Personnel Rule 6: Discipline, including changing the term “final warning” to “level three warning” and adding language requiring employees who must maintain a commercial driver’s license or operate a County vehicle to authorize annual review of their motor vehicle records. He explained that the annual motor vehicle record review is required for workers’ compensation insurance purposes; that the requirement reflects a long-standing practice not previously stated in the Personnel Rules; and that employees who do not authorize the review may be unable to perform duties requiring operation of a County vehicle.

Mr. Peluso made a motion to accept the changes. The motion was seconded by Mr. Strickland and carried unanimously.

INFORMATIONAL ITEMS

Revisions to Anti-Harassment Policy

Office of Human Rights Compliance Manager Jay Burkey reviewed revisions to the Anti-Harassment Policy, indicating that the changes modernize the language and expand certain definitions to promote clarity and consistent application; and that the scope of the policy remains unchanged; whereupon, Mr. Childress noted that the item is informational and does not require Board approval; and that the revised policy has already been approved by the Human Rights Board and presented to the Appointing Authorities.

HR Update

Mr. Childress referred to a document titled *HR UPB Update for August*, which is included in the agenda packet, and related that it provides information regarding the Department's activities during the previous month. He also noted that, in the past month, no job changes were made under the Board's delegated authority.

The meeting was recessed at 2:07 PM and reconvened at 2:12 PM.

APPEAL OF TERMINATION

Michael Newton v. Pinellas County Public Works

Attorney Moore indicated that the first item before the Board is a motion from the department; whereupon, Senior Assistant County Attorney Andrew Keefe indicated that, on behalf of the County, he filed an objection to a Tax Collector receipt submitted by Mr. Newton and to two of Mr. Newton's proposed witnesses; and that the County is requesting that the exhibit and witnesses be excluded based on lack of relevance to the issues before the Board. Mr. Newton then responded to the County's motion and provided information regarding the purpose of the exhibit and the testimony he expected from the two witnesses.

In response to a query by Attorney Moore, Attorney Keefe indicated that, if the date of the transaction associated with the Tax Collector receipt becomes relevant for impeachment purposes, he would not object to use of the receipt for that purpose; whereupon, responding to a query by Attorney Moore regarding the two proposed witnesses, Mr. Newton indicated that one had left County employment approximately one year prior to his termination; and that the second witness left approximately three to four years prior.

Following brief discussion, Mr. Strickland made a motion to deny the request by the County. In response to comments by Attorney Moore, he confirmed that his motion is to deny the County's motion and allow the Tax Collector receipt and testimony from the two witnesses; whereupon, the motion was seconded by Mr. Schulz and carried by a vote of 4 to 2, with Messrs. Peluso and Bostock dissenting.

Thereupon, the appeal of termination filed by Mr. Newton, formerly of the Pinellas County Public Works Department, was presented by Mr. Newton, the Appellant, and by Attorney Keefe, representing the Appointing Authority.

Attorney Moore requested that those planning to testify be sworn in by Ms. Pabilonia; whereupon, following testimony, cross-examination, and questioning of the parties and witnesses, Attorney Moore indicated that the Board can either hear closing arguments or

defer. Mr. Peluso related that he would like to defer, and Ms. Soler and Chair Davis concurred.

Thereupon, Attorney Moore read the following stipulated facts:

1. As a Crew Chief 1, Mr. Newton was responsible for leading field employees, assigning or directing work, using County vehicles and equipment, maintaining accurate work and time records, interacting with the public, and supporting efficient crew performance and morale.
2. Mr. Newton drove the County vehicle with his two crew members to the Tax Collector's office at 2500 34th Street North, St. Petersburg, 33713, on March 4, 2026.
3. Mr. Newton removed his County uniform and changed his shirt before entering the Tax Collector's office on March 4, 2026.
4. Mr. Newton conducted personal business in the Tax Collector's office on March 4, 2026.
5. Mr. Newton spent 2 hours and 20 minutes conducting personal business in the Tax Collector's office on March 4, 2026.
6. Mr. Newton's two crew members were not able to complete any work while he spent over 2 hours conducting personal business in the Tax Collector's office on March 4, 2026.
7. Mr. Newton was paid for the time spent conducting personal business in the Tax Collector's office on March 4, 2026, after submitting his timecard submission.
8. Mr. Newton drove the County vehicle with his two crew members to the Tax Collector's office at 2500 34th Street North, St. Petersburg, 33713, on March 5, 2026.
9. Mr. Newton's conduct impaired crew morale, efficiency, good order, or discipline.
10. That the GPS is assigned to Mr. Newton, and reflects the movement of the vehicle.

Attorney Moore then outlined the issues for the Board's consideration, indicating that the County has the burden of proving by a preponderance of the evidence that Mr. Newton committed the activities for which he was disciplined and, in doing so, violated the cited Personnel Rules; and that, if the County meets its burden, Mr. Newton has the burden of demonstrating that termination was not appropriate; whereupon, she related that the Board shall decide the following issues:

1. Does the Board find that the Appellant committed the activities for which he was terminated?

Mr. Peluso made a motion that, given the stipulated facts, the Appellant did commit the activities for which he was terminated. The motion was seconded by Mr. Bostock and carried unanimously.

2. Does the Board find that cause existed for the disciplinary action in that the above-mentioned activities violated the Personnel Rules cited by the Appointing Authority?

Attorney Moore noted that the Personnel Rules cited by the Appointing Authority are as follows:

Personnel Rule 6:

F. Property or Equipment Damage/Misuse

Misuse of public/County property or equipment.

G. Negligence / Poor Judgement

Decision/action resulting in serious consequences, including operational disruption.

I. Theft

Misappropriation or personal use of County funds or property; illegal disposition of County property; illegal possession of a coworker's or member of the public's property; and time paid where the employee intentionally falsified a time record or made a false claim for leave.

K. Conduct Unbecoming of an Employee of the County / Violation of Pinellas County Statement of Ethics

Conduct unbecoming of a County employee or other behavior that affects the public trust or is a poor representation of a County employee.

L. Conduct / Behavior

Offensive or antagonistic conduct toward management, fellow employees, or the public; verbal abuse, intimidation, profane or obscene language; conduct that interferes with cooperation among coworkers or impairs workplace efficiency, morale, good order, or discipline; and violation of the Anti-Harassment Policy.

Mr. Peluso then made a motion that cause existed for disciplinary action. In response to a query by Attorney Moore regarding which Personnel Rules were included in the motion, he confirmed that the motion applies to Personnel Rule 6. F, G, I, K, and L. The motion was seconded by Mr. Strickland and carried unanimously.

3. Does the Board find that the disciplinary action taken by the Appointing Authority toward the Appellant was appropriate?

Mr. Peluso made a motion that the disciplinary action taken by the Appointing Authority toward the Appellant was appropriate. The motion was seconded by Mr. Bostock and carried unanimously.

Attorney Moore stated that the Board's decision is to uphold the termination; whereupon, she noted that the Appellant has the right to appeal the decision via a motion for reconsideration; and that the motion would need to be filed within 15 days.

ADJOURNMENT

The meeting was adjourned at 5:59 PM.

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

FROM: Wade Childress, Chief Human Resources Officer 

DATE: September 3, 2026

SUBJECT: Revisions to the Annual Leave Exchange Program Procedure

Recommendation:

I recommend the changes to the Annual Leave Exchange Program Procedure described below and found in the attached document to be effective with the Workday implementation. The Appointing Authorities and Employees' Advisory Council concur with these recommendations.

Background:

As part of the Workday implementation process, certain system capabilities and functionality changes necessitated corresponding policy revisions. Specifically, Workday does not have the functionality to administer the current Annual Leave Exchange Program. Currently, during Annual Enrollment, employees can select up to 4 times a year for the next year's accrued time. The maximum election amount is 160 hours. An employee must maintain a balance of 40 hours if the election is less than 80 hours and a balance of 80 hours if the election is 80-160 hours.

The proposed changes would be the Chief Human Resources Officer (CHRO), or designee, shall determine whether to offer one or more leave exchange opportunities during a calendar year to exchange up to 160 hours in total, not to exceed two (2) offering periods annually. An employee must maintain a minimum accrued annual leave balance of 40 hours after the exchange regardless of how many hours they exchange. These changes were reviewed by the County Attorney's Office and other tax attorneys.

Please see the changes detailed in the attached procedure.

Attachment:

- Annual Leave Exchange Program Procedure Redline Version



EMPLOYEE POLICIES & PROCEDURES

Annual Leave Exchange Program Procedure

The leave exchange program permits eligible employees to ~~make an annual election~~ elect to exchange annual leave earned within the same calendar year for cash or deferred compensation only after the County has approved an offering period. ~~Each Appointing Authority shall determine prior to the beginning of each fiscal year whether their employees will be permitted to exchange up to 160 hours of annual leave under the program during the subsequent calendar year. Elections of leave to be exchanged will be made during an annual enrollment period, are irrevocable and will apply to annual leave the employee will earn in the subsequent calendar year. Only annual leave may be exchanged under this program.~~ Participation in the program is voluntary and offered solely at the County's discretion. The Chief Human Resources Officer (CHRO), or designee, shall determine whether to offer one or more leave exchange opportunities during a calendar year to exchange up to 160 hours, not to exceed two (2) offering periods annually.

Each offering will specify eligibility, timing, and limits. Employees do not have a continuing or guaranteed right to exchange leave outside of these designated offering periods. Only annual leave accrued during the same calendar year, and available at the time of the offering may be exchanged under this program.

A. Eligibility

Classified and Exempt permanent employees of the Pinellas County Unified Personnel System who have at least one year of consecutive service ~~at the beginning of each fiscal year~~ as of the date of a County-initiated offering are eligible to participate. ~~In order to exchange leave in the subsequent calendar year an employee must have a minimum amount of accumulated annual leave at the beginning of each fiscal year as described in section B below.~~ Employees must maintain a minimum accrued annual leave balance of 40 hours after exchange.

B. Elections

The County shall provide ~~an annual enrollment period before the calendar year for which the employee is making the election~~ one or more designated enrollment periods tied to each County-initiated offering. ~~These~~ se designated enrollment periods ~~is~~ are the only ~~period~~ times during which employees may elect to exchange leave. The election is subject to the following conditions:

1. The election is irrevocable once the enrollment period closes. ~~No changes to the election may be made after the close of the enrollment period. This applies to both the amount and frequency of exchange.~~
2. The ~~maximum~~ combined total of all elections ~~amount is~~ amount is within a calendar year may not exceed 160 hours.
3. Each offering may include a maximum number of hours eligible for that specific period, as established in the program notice.
4. Employees may not exchange more leave than their annual leave balance

accrued thus far during the calendar year and still available at the time of the offering.

5. A minimum ~~amount of accrued annual leave~~ balance of 40 hours must ~~be remain after the exchange in an employee's~~ the leave bank ~~on the first pay day of the fiscal year as follows.~~
 - a. ~~A balance of 40 hours if the election is less than 80 hours~~
 - b. ~~A balance of 80 hours if the election is 80-160 hours.~~
6. ~~The election is for annual leave the employee earns in the calendar year immediately following the election. If the employee earns less than the amount of leave they elected to exchange, the exchange will be reduced.~~ Leave will not be reserved, pledged, or deducted in advance of accrual. Only leave that is accrued and available at the time of the offering may be exchanged.
7. If an employee makes an election to exchange leave, ~~all annual leave earned in the next calendar year will be applied to the leave exchange until the amount exceeds the amount of leave the employee elected to exchange. It will not be available for any other use.~~ the employee's current leave balance will be reduced by the amount requested, assuming a minimum balance of 40 hours is maintained.

C. Frequency of Exchange Payment

1. ~~The employee may elect one of the following payment/exchange options:~~
 - a. ~~Four equal amounts of 25% of the annual election.~~
 - b. ~~Two equal exchanges of 50% of the annual election.~~
 - c. ~~One exchange of 100% of the annual election. In order to ensure most employees will have earned the leave they are electing to exchange payment under this option will be in the last quarter of the calendar year.~~
 - d. ~~Frequency of leave is part of the irrevocable election.~~
2. ~~Payment dates will be established each year by Pinellas County Human Resources in accordance with payroll calendars and will be announced in advance of the election period.~~
 1. Payment timing will be established for each County-initiated offering and communicated in advance.
 2. Payments will be processed on a subsequent payroll date within the same calendar year as the offering.

D. Exchange of Leave for Cash or Deferred Compensation

1. ~~The exchange amount will be paid as taxable earnings except any amount placed in a deferred compensation account as described below.~~ Instead of taking the total exchange amount as taxable earnings in their paycheck, An employee may place ~~all or a portion~~ the totality ~~of each~~ any ~~leave exchange payment into a~~ the ~~County 457(b) eDeferred eCompensation pPlan.~~ , subject to the following:
 - a. ~~Electing deferred compensation is not irrevocable; an employee can make this decision in advance of their scheduled payment.~~ The entire amount of the exchange for the selected offering period must be placed into the County 457(b) Deferred Compensation Plan. Employees may not split a single offering between cash and deferred compensation.
 - b. Elections to defer compensation are separate from the leave

exchange election and must be completed in accordance with plan requirements.

- c. Employees must have an active deferred compensation account in place with the County's 457(b) Deferred Compensation Plan prior to the payroll processing date of the leave exchange payment.
- d. Normal payroll deadlines must be followed in order to ensure the payment goes into deferred compensation. Employees are responsible for increasing adjusting their deferred compensation elections to include the value of the leave exchange payment, and to reduce their deferred compensation contribution for the pay period after the leave exchange so that annual maximum limits are not exceeded.
- e. Normal yearly federal maximum amounts of deferred compensation apply to deferrals under this program. Elections must comply with:
 - i. IRS timing requirements under Internal Revenue Code Section 457
 - ii. Applicable annual contribution limits
 - iii. Payroll processing deadlines.

E. Program Administration

The Human Resources department shall administer this program on behalf of the Appointing Authorities. Any interpretations of the provisions of the program will be made by the Chief Human Resources Officer or designee. The CHRO, or designee, has final authority to:

- 1. Approve and initiate leave exchange offerings
- 2. Establish program parameters for each offering
- 3. Interpret and apply the provisions of this program

Payroll shall ensure proper taxation, reporting, and documentation of all payments.

F. IRS Compliance – Constructive Receipt

To maintain compliance with federal tax law:

- 1. Leave exchange opportunities are initiated solely by the County.
- 2. Employees do not have the ability to convert leave to cash at will.
- 3. Only leave accrued during the current calendar year and available at the time of the offering may be exchanged.
- 4. Employees may not make advance elections tied to future leave accrual.
- 5. Each offering is limited in duration and scope to ensure there are substantial restrictions on access to cash.

Human Resources
Unified Personnel SystemWade Childress
Chief Human Resources Officer

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

FROM: Wade Childress, Chief Human Resources Officer 

DATE: September 3, 2026

SUBJECT: Revisions to Unified Personnel Board Policy 5: Outside or Non-County Employment

Recommendation:

I recommend the changes to Unified Personnel Board Policy 5: Outside or Non-County Employment described below and found in the attached document to be effective with the Workday implementation. The Appointing Authorities and Employees' Advisory Council concur with these recommendations.

Background:

This policy has been updated to reflect the transition from the EBS (OPUS) system to Workday and to provide greater clarity regarding the Outside or Non-County Employment approval process required through the Employee Self-Service Portal.

Please see changes highlighted in the attached policy.

Attachment:

- Unified Personnel Board Policy 5: Outside or Non-County Employment Redline Version



EMPLOYEE POLICIES & PROCEDURES

UNIFIED PERSONNEL BOARD POLICY #5 Outside or Non-County Employment

In order to provide the best possible service to the citizens of Pinellas County, the County requests the employees are asked to give their full attention and efforts of our employees and discourages employees from engaging in employment outside of to their regular County position and to avoid employment outside of their regular County position.

Although the County discourages all employees (classified, exempt, permanent and temporary) from engaging in outside employment outside of their regular County position. However, outside employment that is approved in advance by one's Appointing Authority is permitted. employees may obtain outside employment if they receive prior approval from their Appointing Authority.

This policy outlines the provisions under which County employees may request permission for outside employment. Failure to obtain permission for outside employment this approval may lead to is grounds for discipline disciplinary action, up to and including termination.

1. Prohibited Outside Employment

All County employees are prohibited at all times from engaging in an employment or enterprise, including holding positions on advisory boards and committees, that is inconsistent, incompatible or in moral, legal, or technical conflict with their duties, functions, and responsibilities as a Pinellas County employee. Conflict of interest or the perception of conflict of interest is to be avoided.

2. Request for Outside Employment

~~Prior to engaging in outside employment or other outside enterprise, an employee must obtain permission from his or her Appointing Authority by submitting a request to his or her Appointing Authority seeking approval for the outside employment or enterprise. Unless an Appointing Authority has adopted a different policy, such request should be made on the form available within OPUS for this purpose.~~ Before taking on outside employment or other outside enterprises, an employee must obtain permission by submitting a request and receiving approval through the employee self-service portal.

3. Recordkeeping

Requests and approval/disapproval must will be maintained within OPUS as part of the employee's official file. ~~If an Appointing Authority uses alternative documentation, that documentation must be similarly maintained.~~

4. Approvals/Disapprovals

- a. In all cases, the Appointing Authority's decision is final and not subject to grievance.
- b. Consideration of the following is appropriate:
 - The restrictions on outside employment under the Florida Code of Ethics for Public Employees (Chapter 112, Florida State Statutes).

- The Pinellas County's Conflict of Interest Ordinance, Pinellas County Code §2-85 through 2-87.
- Pinellas County's Statement of Ethics
- Whether the employment or enterprise may interfere with the efficient performance of the employee's assigned duties for the County or otherwise create an appearance of conflict.

5. Request Renewal Requirements

Reapproval must be sought if an employee has a change in any of the following:

- ~~e~~Classification,
- ~~a~~Area of assignment, ~~and/or,~~
- ~~n~~Nature of approved outside employment or enterprise.

An Appointing Authority may have additional renewal requirements based on the position held by the employee, the employee's responsibilities, and/or the nature of work performed at the outside employment or enterprise. Example: must renew every year, must renew every two years, etc. It is the employee's responsibility to be aware of the renewal requirements of ~~his/her~~ their Appointing Authority.

6. Withdrawal of Approval

An Appointing Authority may withdraw permission for outside employment at any time. Such withdrawal will be provided to the employee in writing. Upon such withdrawal, the employee is required to terminate the outside employment within 15 calendar days.

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: September 3, 2026

SUBJECT: Revisions to Unified Personnel Board Policy 8: Resignation from County Service

Recommendation:

I recommend the changes to Unified Personnel Board Policy 8: Resignation from County Service described below and found in the attached document to be effective with the Workday implementation. The Appointing Authorities and Employees' Advisory Council concur with these recommendations.

Background:

The policy is being updated in conjunction with the implementation of Workday. Pinellas County employees are required to submit resignations through the Employee Self-Service Portal. In addition, an automated exit interview will be prompted via the resignation notice.

Please see changes highlighted in the attached policy.

Attachment:

- Unified Personnel Board Policy 8: Resignation from County Service Redline Version



EMPLOYEE POLICIES & PROCEDURES

UNIFIED PERSONNEL BOARD POLICY #8 Resignation from County Service

Although we hope your employment with Pinellas County Government will be a mutually rewarding experience, we understand that various circumstances do cause employees to voluntarily resign from employment. The following policy sets out what the employee needs to do if the employee wishes to bring his/her their employment with the County to an end for any reason including retirement.

1. Notice Requirements

Resigning employees are expected to provide adequate notice of resignation to their Department Head or Appointing Authority via the employee self-service portal.

A minimum of two weeks' notice is generally expected, but professional, technical, supervisory and managerial employees are encouraged to give a minimum of four weeks' notice. Failure to provide appropriate notice may be considered in future hiring decisions via the employee self-service portal may result in delayed payout of the employee's annual leave and could be considered in the employee's potential for future hiring.

2. Unauthorized Absence Considered Voluntary Resignation

Any employee who fails to report to work for three consecutive days without authorization notice to their supervisor or manager (or designated individual in accordance with department policy) may be deemed by the Appointing Authority to have voluntarily resigned and will not have a right to appeal or grieve such action. The Appointing Authority will give due consideration to reinstating an employee separated under this policy if, within a reasonable time after resignation, the employee provides to the Appointing Authority clear and convincing documentation establishing that his/her their failure to timely contact the Appointing Authority to request leave at the time of the unauthorized absences is protected under applicable law.

3. County Property

Resigning employees are required to return all County property to their department promptly. This includes County ID badge, access cards, credit cards, keys, computer/telecommunications equipment, tools, and other equipment.

4. Notice Period

During the notice period, all employment policies and procedures continue to apply to the employee who is expected to comply with them and carry out the duties of his/her position. Failure to do so may subject an employee to termination.

5. Exit Interview

Resigning employees will be provided with the opportunity to engage in an exit interview. This information is obtained to assist in retention and identify areas for improvement.

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: September 3, 2026

SUBJECT: Human Resources Exempt Classifications

I recommend that the members of the Unified Personnel Board approve the use of the Director 2, E32 classification within Human Resources as well as the restructuring of the Human Resources Exempt classification series to relieve internal compression and more closely align midpoints with market and the overall County internal job classification structure.

Background:

This restructuring of the classifications is needed to best support the strategic and operational goals of the County and HR Department.

Existing Classifications:

- Director 2, E32
- Human Resources Manager, E26 move to E29
- Human Resources Supervisor, E23 move to E24

Additional New Exempt Classifications:

- Human Resources Consultant, Senior E24
- Human Resources Analyst, Senior E19

Attachments:

- Director 2 Classification
- Human Resources Consultant, Senior
- Human Resources Analyst, Senior



Director 2

Category: Exempt
Pay Grade: E32
Job Code: 00202

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, technical, administrative, and/or managerial work and directs the operation of a Department within the County. Leads, organizes, directs, and coordinates the day-to-day operations of the department; maintains resource allocation, including budget and personnel. Plans, organizes, develops, and implements a comprehensive program in the area of assignment; provides the supervision and administration of 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;
- 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:

Nine (9) years of professional experience that includes four (4) years of responsible management or supervisory experience; or a Bachelor's degree in a related field and five (5) years of experience as described above; or a Master's degree in a 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.
- 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 Consultant Senior

Category: Exempt
Pay Grade: E24
Job Code: 201XX

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 and complex professional work providing leadership, strategic direction, and oversight for the planning, development, implementation, and administration of major human resource (HR) programs and initiatives within the Pinellas County Unified Personnel System (UPS); serves as a senior-level resource and subject matter expert responsible for leading complex, cross-functional HR projects and initiatives, coordinating the work of professional and technical staff, and ensuring the effective integration and delivery of HR programs and services; assumes a significant role in addressing complex personnel, policy, and organizational matters; provides leadership, guidance, and technical expertise to staff and advises appointing authorities, department managers, and senior leadership regarding complex personnel administration, HR programs, policies, and practices; and provides leadership in advancing organizational effectiveness, service delivery, and continuous improvement of human resource programs and practices..

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Leads the implementation and administration of personnel processes governing policies, rules, regulations, and practices;
- Exercises considerable independent judgment in resolving complex issues, developing solutions, and making recommendations regarding significant HR policies, programs, and organizational matters;
- Manages important and sensitive personnel programs, projects, and policy or management-level responsibilities;
- Conducts 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;
- Leads 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;
- Leads work teams, including executive leadership, to build organization and people capability, and share and implement effective people strategies and activities within the appointing authorities;
- Invokes programs 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):

- 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 office automation, data processing principles, and practices;
- Knowledge of employment and labor laws, regulations, and requirements;
- Knowledge of statistical concepts and methods;
- Knowledge of laws, rules, and regulations applicable to County government;
- 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 assess and organization's structure, workforce needs, culture, performance and operational effectiveness;
- Ability to stylistically adapt communication (oral and written) based on audience;
- 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 present complex HR information clearly, preparing executive-level recommendations and facilitating discussions with stakeholders.

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 Analyst Senior

Category: Exempt
Pay Grade: E19
Job Code: 201XX

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 professional work leading and coordinating complex human resources programs, projects, and assignments across one or more major HR functional areas; serves as a technical resource and subject matter expert to HR staff, employees, supervisors, managers, and organizational leadership; provides guidance and interpretation on complex human resources policies, procedures, programs, and business processes; leads the research, evaluation, development, and implementation of HR initiatives and process improvements; coordinates cross-functional projects and serves as a primary liaison with internal and external stakeholders; provides technical direction and guidance to professional and technical staff, resolves escalated and non-routine HR issues, and promotes consistency and effectiveness in the administration and delivery of human resources programs; performs related work as required.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Leads and performs advanced professional assignments across multiple human resources functions; serves as a technical resource and subject matter expert for complex HR programs, processes, and initiatives;
- Coordinates activities across functional areas, and serves as a primary liaison with employees, supervisors, managers, vendors, and customers regarding HR policies, procedures, and programs;
- Evaluates, researches, and interprets complex HR issues; develops and recommends enhancements to policies, procedures, programs, and business processes;
- Prepares comprehensive studies, reports, and recommendations to support organizational decision-making;
- Provides advanced technical and business process support for HR applications, leading resolution of complex system and process issues, identifying opportunities for improvement, and coordinating implementation of system enhancements and process changes;
- Provides authoritative guidance and interpretation of County policies, procedures, rules, and benefits;
- Resolves complex inquiries and serves as an escalation resource for employees, supervisors, and management;
- Provides advanced consultation to managers, supervisors, and employees regarding benefit programs and complex eligibility and administration issues, serves as a technical resource in resolving complex classification issues and appeals, leads the design, development, and delivery of employee training and staff development programs, new employee orientation, and pre-employment classes, or otherwise coordinates work activities and project deliverables to promote consistency in the application of HR policies, procedures, and practices;;
- 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 sector 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.
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- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

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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: September 3, 2026

SUBJECT: FY2027 Pay Plan Adjustments

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 4, 2026:

- Classified Pay Plan
- Firefighter Pay Plan

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 the pay plans.

I appreciate your consideration of this request.

Attachment:

- FY27 Draft Classified and Firefighter Pay Plans

FY27 Draft Classified and Firefighter Pay Plans

Pay Grade	Hourly Minimum	Hourly Midpoint	Hourly Maximum	Annual Minimum	Annual Midpoint	Annual Maximum
C13	\$18.73	\$21.98	\$25.23	\$38,952.58	\$45,720.48	\$52,488.38
C14	\$19.47	\$22.92	\$26.38	\$40,501.34	\$47,682.96	\$54,864.58
C15	\$19.56	\$23.57	\$27.57	\$40,692.29	\$49,019.57	\$57,346.85
C16	\$19.89	\$24.34	\$28.79	\$41,371.20	\$50,631.98	\$59,892.77
C17	\$20.22	\$25.16	\$30.11	\$42,050.11	\$52,339.87	\$62,629.63
C18	\$20.49	\$25.97	\$31.46	\$42,622.94	\$54,026.54	\$65,430.14
C19	\$20.88	\$26.88	\$32.87	\$43,429.15	\$55,904.16	\$68,379.17
C20	\$21.50	\$27.94	\$34.38	\$44,723.33	\$58,121.23	\$71,519.14
C21	\$22.45	\$29.18	\$35.91	\$46,696.42	\$60,698.98	\$74,701.54
C22	\$23.45	\$30.49	\$37.53	\$48,775.58	\$63,414.62	\$78,053.66
C23	\$24.51	\$31.86	\$39.22	\$50,982.05	\$66,278.78	\$81,575.52
C24	\$25.62	\$33.30	\$40.98	\$53,294.59	\$69,270.24	\$85,245.89
C25	\$26.78	\$34.81	\$42.84	\$55,692.00	\$72,399.60	\$89,107.20
C26	\$27.98	\$36.37	\$44.77	\$58,195.49	\$75,656.26	\$93,117.02
C27	\$29.24	\$38.01	\$46.78	\$60,826.27	\$79,061.42	\$97,296.58
C28	\$30.56	\$39.72	\$48.89	\$63,563.14	\$82,625.71	\$101,688.29
C29	\$31.94	\$41.51	\$51.08	\$66,427.30	\$86,338.51	\$106,249.73
C30	\$33.37	\$43.38	\$53.39	\$69,418.75	\$90,231.65	\$111,044.54
C31	\$34.87	\$45.33	\$55.79	\$72,537.50	\$94,294.51	\$116,051.52
C32	\$36.45	\$47.38	\$58.31	\$75,825.98	\$98,558.93	\$121,291.87
C55	\$18.73	\$38.52	\$58.31	\$38,952.58	\$80,122.22	\$121,291.87
F21	\$18.91	\$24.41	\$29.92	\$39,334.46	\$50,780.50	\$62,226.53
F25	\$22.31	\$29.00	\$35.69	\$46,399.39	\$60,317.09	\$74,234.78

Building & Development Review Services

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

THROUGH: Wade Childress, Chief Human Resources Officer

FROM: Barry A. Burton, County Administrator *BAB*

CC: Tom Almonte, Assistant County Administrator
Kevin McAndrew, Director, Building & Development Review Services

DATE: August 3, 2026

SUBJECT: Reduction in Force Building and Development Review Services – Zoning Section

Please consider this notice pursuant to the Unified Personnel System Rule 5 that a reduction in force (RIF) is necessary in the Building and Development Review Services Zoning Section.

One (1) job classification affecting one (1) position control number is affected:

- Principal Planner / BCC/C582

Plan and Retention

A Reduction in Force is occurring due to reducing fund expenditures to meet the request for a 3% budget reduction to the General Fund as requested by the Office of Management & Budget. This position of Principal Planner has been identified as a position to be eliminated each of the last two (2) years within the department's annual budget analysis for both 3% and 5% reduction scenarios.

The proposed Reduction in Force will result in \$141,487.90 annual reoccurring savings.

The Zoning Section has two (2) employees in this classification. In accordance with Personnel Rule 5 - Reduction in Force, a retention score analysis was performed resulting in Ryan Brinson (C582) having the lower score as reflected below.

The incumbent in this position will be encouraged to seek other employment opportunities in the County. The anticipated date of the RIF is September 25, 2026.



Human Resources

HR Update for September (August 2026 Updates)

Workday Software Platform Updates

- **Employee Training** – We are offering multiple options, including instructor-led training sessions, video demos, screenshot help guides, and Workday online help starting September 28. There are 17 instructor-led sessions between September 28 and October 9. Our team will lead a training session on September 24 for EAC Delegates. Workday Change Champions/Ambassadors have begun holding roadshows (informational presentations about Workday) for their teams. All employees will receive access to Workday on October 12.

Benefits & Wellness

- **Open Enrollment** – This year, Open Enrollment (previously referred to as Annual Enrollment), which is October 26 to November 9, will be in Workday. We will start communicating benefits-related information in late September to prepare employees.
- **Flu Shots** – Beginning October 6, we will offer free onsite flu shots at a number of worksites. More information, including registration links, will be shared soon.
- **Jet Dental** – Jet Dental will return in October with onsite dental checkups at Planning and Public Works.

Employee Communications & Volunteer Services

- **AppXtender to OnBase** – Partnered with the Clerk's Office to assist them in their communications efforts regarding OnBase. The Clerk's Office is transitioning Pinellas County from AppXtender to OnBase — an enterprise content management platform designed to enhance how we capture, manage, store, and securely route digital documents. Implementation is expected to occur in phases this fall.
- **Okta to Microsoft** – We partnered with Business Technology Services (BTS) to assist them in their communications efforts regarding Okta to Microsoft. BTS will be transitioning all apps to the Microsoft MyApps portal on August 27 excluding EBS (OPUS). After August 26, employees will continue to use Okta to access EBS (OPUS). BTS will send communication at a later date once EBS (OPUS) has been transitioned to the Microsoft MyApps portal.
- **Workers' Compensation Administrator Change** – Partnered with Risk Management to communicate the change in worker's compensation vendor. As of August 1, new workers' compensation claims are handled by Commercial Risk Management. Beginning September 1, all current workers' compensation claims will be transitioned from Davies to Commercial Risk Management.
- **Employee Communications Survey** – We held an Employee Communication & Organizational Updates Survey from July 28 to August 21. The survey results will help us better understand how employees prefer to receive information, what communication methods help them understand organizational changes, and how we can deliver timely, relevant, and effective communications across the County. Over 425 employees responded. The survey results will be shared in August's edition of the *Pen* and next steps will be shared at a later date.
- **Poll Workers** – Partnered with the Supervisor of Elections' Office to share information regarding employees serving as poll workers for the November 3 General Election.

Employee Relations

- **EAC Elections** – HR is assisting the Employees' Advisory Council (EAC) with the upcoming elections for BCC Group 3, BCC Group 4, BCC Group 5, BCC Group 7, Clerk South, Other Appointing

Authorities, and Tax Collector. The nomination period will run from September 21 to October 2, and the election will run from November 30 to December 11.

- **Tax Collector Support** – Business Partners are again this year assisting the Tax Collector's Office in reviewing applications to their leadership development program.

Learning & Development

- **LinkedIn Learning Challenge** – We offer a new LinkedIn Learning challenge each month to give employees a fresh opportunity to build skills, stay engaged, and invest in their professional growth. Classified employees need manager approval.
- **Leadership Academy: Emerging Leaders Pilot** – On September 21, we are launching a pilot of Emerging Leaders, a program of the new Pinellas County Leadership Academy. This 6-month program is for newly promoted first-time supervisors. It includes in-person workshops, self-paced learning, and practical leadership training to develop skills, confidence, and connections.
- **Supervisor Essentials** – Supervisor Essentials is replacing Boot Camp and will serve as the foundational learning component of the Pinellas County Leadership Academy. It will train supervisors on rules, policies, procedures, employment practices, and other essentials. Launching in early September, this training will be on demand, so supervisors can reference the materials at any time.

Recruitment

- **Recruitment Event** – The Recruitment team attended a job fair at the Coliseum on August 6.
- **Recruitment Video** – We recently updated our recruitment video showcasing various positions within the County. The 1-minute video is replacing a current video and will be shared on our social media platforms.

HR Technology, Compensation, & Operations

- Employment statistics for July are:
 - Time to fill: 66.4 days
 - New hires: 58
 - Promotions: 37
 - Separations: 44 (2 deceased, 5 terminations, 8 retirements, and 29 resignations)
 - County-wide year-to-date annualized turnover is 16.4% and the rolling 12-month turnover is 14.5%.
 - Human Resources Department's rolling 12-month turnover is 8.6% as of the end of July.



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 **July 16, 2026 through August 19, 2026**. PG indicates pay grade.

REVISION

Spec No.	Title	PG
13008	Acquisition & Disposition Coordinator	C28

CAREER LADDER ADDITION/REVISION

Department Name Old Career Ladder	Department Name New Career Ladder
N/A	Arborist Apprentice (C15) → Arborist 1 (C17) → Arborist 2 (C20)
N/A	Fleet Mechanic 1 (C21) → Fleet Mechanic 2 (C23)