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**Media Contact**

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**Pinellas: Unified Personnel Board vacancy announced**

*Applications must be received by Nov. 9*

Applications are being accepted for a two-year appointment to the Unified Personnel Board.

The board is the final authority in all matters relating to personnel policy and actions for offices, agencies, and employees of the Pinellas County Board of County Commissioners (BCC), Clerk of the Circuit Court, Property Appraiser, Tax Collector and Supervisor of Elections. It reviews and adopts job descriptions and pay and classification plans, revises rules and regulations, investigates compliance with the Personnel Act and determines grievances and appeals.

The Human Resources department, established by the act, provides a centralized human resources services function and is governed by the Personnel Board. The Human Resources Department is responsible for fostering and developing programs for the improvement of employee effectiveness, including recruitment and selection, classification and compensation, training, communications, insurance, safety, health and wellness, counseling, and employee relations.

The Personnel Board consists of seven members: two members appointed by the Board of County Commissioners, two appointed by the constitutional officers, two members appointed by the Employees' Advisory Council, and one member selected by the other six members.

Meetings of the Unified Personnel Board are held at 6:30 p.m. on the first Thursday of each month. Additional special meetings may occasionally be scheduled and held. These meetings are generally in the late afternoon or evening.

Mandatory applications may be found at [www.pinellascounty.org/boards](http://www.pinellascounty.org/boards) and must be received no later than the close of business on Nov. 9, 2016.

The Board of County Commissioners will review all applications and make their selection at an upcoming Board of County Commissioners meeting.

Note: All materials submitted to Pinellas County government are subject to the public records law of the State of Florida.