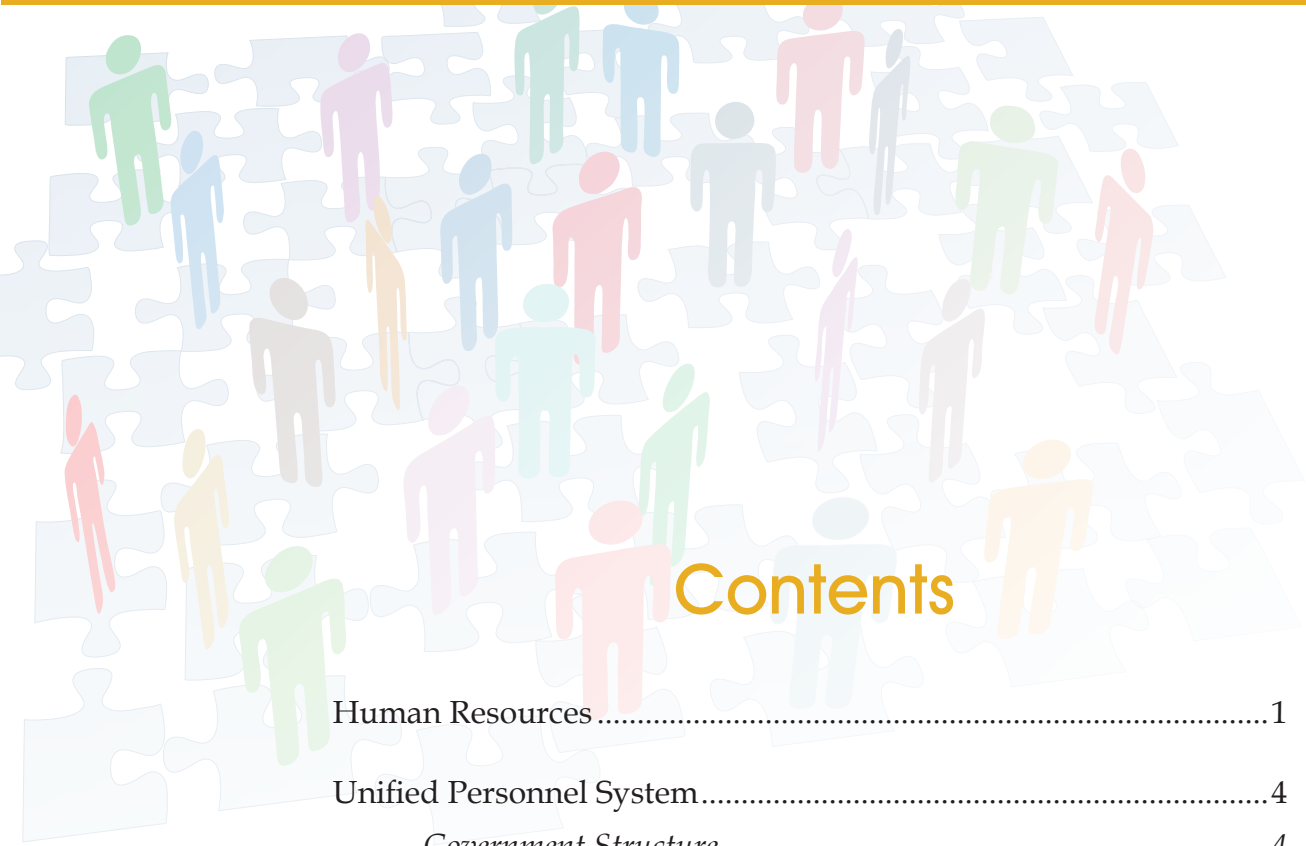




# Overview of Human Resources and the Unified Personnel System



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**Human Resources**  
*Helping U Succeed*

Human Resources Administration  
 400 South Fort Harrison Avenue  
 Clearwater, FL 33756

[www.pinellascounty.org/hr](http://www.pinellascounty.org/hr)

Updated 10/19/20





# Human Resources

The Human Resources Department provides strategic and administrative support for the Unified Personnel System. Our vision is to become a trusted solution partner for every member of the Unified Personnel System. In addition, our staff is committed to providing the citizens of Pinellas County with a competent, diverse, trained and professional workforce.

Human Resources bases its County pay plan and employee compensation philosophies on total compensation. These decisions take into account, not only a position's salary range, but also the value of benefits provided. Total compensation consists of salary, leave earned, benefits coverage paid by the County (health, dental, life, short-term and long-term disability), and retirement plan (majority paid for by Pinellas County). This practice helps ensure that the Human Resources Department abides by merit system principles in hiring and retaining, and that UPS employees are fairly compensated.

The Human Resources Department is organized into six Centers of Excellence:

- Communications & Outreach
- HRIS (Human Resources Information System) & Records Administration
- Organizational & Talent Development
- Planning & Performance (Employee Relations, Business Partners)
- Total Rewards (Benefits, Wellness, and Classification & Compensation)
- Workforce Strategy (Employment)

The following listing provides phone numbers, emails, names and services provided for each area. Also see the [Human Resources Organization Chart](#).

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## Administration

(727) 464-4028

email: [humanresources@pinellascounty.org](mailto:humanresources@pinellascounty.org)

- **Kimberly R. Crum**, Director
- **Peggy Sellards**, Executive Assistant 3

Responsibilities include department administration, rules and policies, Personnel Board, grievance administration, purchasing, and public records.

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## Communications & Outreach

- **Irena Karolak**, HR Officer

### *Communications*

(727) 464-3367

email: [employeecommunications@pinellascounty.org](mailto:employeecommunications@pinellascounty.org)

- **Camille Evans**, HR Specialist
- **Mary Sault**, HR Specialist

Responsibilities include providing internal and external messaging using tools such as the HR website, presentations, *The Pen* and other employee and retiree newsletters, email blasts, surveys, videos, high-level recruitment materials, photography, and social media; managing the Suggestion Awards Program.

### *Volunteer Services*

(727) 464-8477

email: [volunteers@pinellascounty.org](mailto:volunteers@pinellascounty.org)

- **Cantrece Harmon**, HR Technician
- **Sarah Markofski**, Special Projects Assistant

Responsibilities include volunteer and intern recruitment, application processing, background checks, recognition; Colors of Pinellas Art Show, and Employee Awards Programs.



# Human Resources

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## Human Resources Information Systems (HRIS) and Records Administration

- **Jack Loring**, HR Officer (temporary oversight)

(727) 464-3367

email: [humanresources@pinellascounty.org](mailto:humanresources@pinellascounty.org)

- **Chris White**, HR Consultant
- **Zamiul Haque**, HR Analyst
- **Gene Fields**, HR Specialist

Responsibilities include OPUS and Taleo processing, reporting and technical support; new employee processing; HR analytics, and personnel records.

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## Organizational & Talent Development

- **Audrey Savas**, HR Officer

(727) 464-3796

email: [learning@pinellascounty.org](mailto:learning@pinellascounty.org)

- **Kat Black**, HR Analyst
- **Kevin Connelly**, HR Analyst
- **Ed Sheppard**, HR Analyst
- **Carol Strickland**, HR Specialist

Responsibilities include technical and real (soft) skills courses, online resources, tuition reimbursement, leadership workshops, customized learning solutions, curriculum development and organizational culture.

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## Planning & Performance

### *Contracts, Budget & Logistics*

(727) 464-3367

email: [humanresources@pinellascounty.org](mailto:humanresources@pinellascounty.org)

- **Danielle Holland**, Contracts Administration Coordinator
- **Kelli Hamilton**, Business Support Specialist 2

Responsibilities include department budget, contracts, and logistics.

### *Employee Relations and HR Business Partners*

(727) 464-3506

email: [employee.relations@pinellascounty.org](mailto:employee.relations@pinellascounty.org)

- **Jim Valliere**, HR Consultant
- **Maria Roberts**, HR Consultant
- **Ralph Reid**, HR Consultant

Responsibilities include HR Business Partner program, career counseling, conflict resolution and mediation, discipline and grievance guidance, Employees' Advisory Council (EAC) liaison, interpretation of rules and policies, performance management program, focus groups and strategic planning.



# Human Resources

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## Total Rewards

### *Benefits*

- **Kelly Faircloth**, HR Officer  
(727) 464-4570  
email: [employee.benefits@pinellascounty.org](mailto:employee.benefits@pinellascounty.org)

- **Kerri McManus**, HR Consultant
- **Karla Cook**, HR Analyst
- **Kelley Merchant**, HR Analyst
- **Natalie Ingham**, HR Specialist

Responsibilities include health, dental, and vision coverage; short-term and long-term disability coverage; life insurance; COBRA; Employee Assistance Program (EAP); Managed Behavioral Health Program; prescription coverage; retirement; deferred compensation; flexible spending accounts (FSA); Health Savings Account (HSA); employee discounts, and FMLA compliance.

### *Wellness*

- (727) 464-4049  
email: [wellness@pinellascounty.org](mailto:wellness@pinellascounty.org)

- **Jane Grannis**, HR Consultant, Sr.
- **vacant**, HR Technician

Responsibilities include exercise facilities and classes, educational programs, wellness incentive program, health challenges, gym discounts, health screenings, and *To Your Health* newsletter.

### *Classification & Compensation*

- **Jack Loring**, HR Officer  
(727) 464-3367  
email: [pay.class@pinellascounty.org](mailto:pay.class@pinellascounty.org)

- **vacant**, HR Consultant
- **Jim Beaty**, HR Technician
- **Judy Breadon**, Total Rewards Office Specialist 2

Responsibilities include position audits, annual market survey, and maintenance of the Pay and Classification Plan.

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## Workforce Strategy

- **Irena Karolak**, HR Officer  
(temporary oversight)

- (727) 464-3367

### *Employment*

- email: [jobs@pinellascounty.org](mailto:jobs@pinellascounty.org)

- **Jennifer Catalano**, HR Consultant, Sr.
- **Bertha Battle**, HR Consultant
- **Sarah Pizzino**, HR Consultant
- **Gwen Roundtree**, HR Technician
- **Minerva Santiago**, HR Technician

Responsibilities include job applications, transfers, recruitment of qualified job applicants, temporary employment services, employment counseling, and the Workforce Connections Committee.



# Unified Personnel System

## Government Structure

Pinellas County is a Charter County of the State of Florida providing a full range of government services. Municipal services are provided to the unincorporated areas of the County within the Municipal Services Taxing District.

The Board of County Commissioners is the legislative body for Pinellas County. Three Commissioners are elected at large but live in specific districts; four Commissioners are elected from single-member districts.

The Constitutional Officers of the County are the Clerk of the Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector.

## Unified Personnel System (UPS)

Pinellas County's Unified Personnel System was established in 1975 by a special act of the Florida Legislature. The Unified Personnel System is composed of 10 different members or "Appointing Authorities." At the present time, the UPS has 3,133 employees (2,304 classified and 829 exempt) which are distributed into more than 600 job classifications. Initially, the Sheriff was a member of the UPS but is no longer included.

## Appointing Authorities

There are 10 UPS Appointing Authorities: Business Technology Services, Clerk of the Circuit Court, County Administrator, County Attorney, Forward Pinellas, Human Resources, Human Rights, Property Appraiser, Supervisor of Elections, and Tax Collector. For more information, see [Appointing Authorities](#).

## Unified Personnel System Act

Enacted by the Florida Legislature, the [UPS Act](#) established the Classified and Exempt Services, a seven member Personnel Board, a Personnel (Human Resources) Department, and prescribed terms and conditions of operation. The act's purpose is to provide equal employment opportunities to qualified applicants for public service jobs and to promote efficiency and economy in the public service. Some of the act's objectives and effects were:

- Elimination of discrepancies in hiring practices, benefits, discipline, pay scales, etc.
- Providing one centralized location for County job applicants
- Ensuring that merit principles are followed for appointments, retention, pay, promotions, etc.

## Merit System Principles

The UPS philosophy is based on merit system principles. These principles are the public's expectations of a system that is efficient, effective, fair, open to all, free from political interference, and staffed by honest and competent employees. Section 2301, Title 5, U.S. Code, applies only to federal agencies and not Pinellas County. However, it effectively outlines what merit system principles are. To paraphrase:

- Recruiting qualified individuals from all segments of society and selecting and advancing employees on the basis of merit after fair and open competition which assures that all receive equal opportunity.
- Treating employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national





origin, sex, marital status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights.

- Providing equal pay for equal work and recognizing excellent performance.
- Maintaining high standards of integrity, conduct, and concern for the public interest.
- Managing the work force efficiently and effectively.
- Rewarding, retaining, and separating employees on the basis of their performance.
- Educating and training employees when it will result in better organizational or individual performance.
- Protecting employees from arbitrary action, personal favoritism, or coercion for partisan political purposes.
- Protecting employees against reprisal for the lawful disclosure of information that uncovers illegal and/or wasteful activities.

## Personnel Board

The seven members of the [Personnel Board](#) each serve a two-year term. Two of the members are appointed by the Board of County Commissioners, two by the Constitutional Officers, two by the Employees' Advisory Council, and the seventh by the other six board members. The Director of Human Resources is appointed by and serves at the discretion of the Board.

Personnel Board members have numerous responsibilities including:

- Approving Personnel Rules, pay plan adjustments, reclassification of positions

and pay grade changes in accordance with the legislative act

- Requiring observance of the provisions of the act and its resulting rules and regulations
- Hearing and determining appeals and complaints concerning the administration of the act

## Employees' Advisory Council (EAC)

The Unified Personnel System Act also officially sanctioned the [Employees' Advisory Council](#). Representing classified employees, the EAC serves in an advisory capacity to the Personnel Board concerning personnel matters, policies, rules and regulations. Its mission is to "continually improve employees' quality of work life." The EAC currently consists of 15 elected representatives allocated to the various Appointing Authorities. The EAC structure includes delegates at every worksite throughout the County. These delegates serve as an up-and-down communication link between employees at their work locations and the Council's representatives.

## Personnel Rules

The [Personnel Rules](#) prescribe employment policies and practices that all Appointing Authorities in the Unified Personnel System must follow. Each of these rules was established by approval of the Personnel Board and can only be modified with the board's approval. The Appointing Authorities possess the authority to establish departmental rules and regulations concerning the conduct of their employees in addition to any such rules and regulations established by the Personnel Board.