

**UNIFIED PERSONNEL SYSTEM**

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III.2



Peggy Rowe  
 Director

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

FROM: Peggy Rowe, Director of Human Resources

SUBJECT: Additions, Revisions, Title Changes and Deletions of Class Specifications

DATE: January 23, 2012

A handwritten signature in black ink, appearing to read "Peggy Rowe", is placed over the "FROM:" line of the memo.

As part of the Human Resources Department's ongoing project to revise the class specifications within the Pay & Classification Plan, it is recommended that the following class specifications be revised to reflect current duties and responsibilities. These changes are housekeeping in nature.

**ADDITIONS**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
20672	PAO Exemptions Specialist	CL13
11326	Executive Administrative Specialist	P4
13266	Division Manager, STAR Center	SM4b

**REVISIONS**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
20552	Property Records Assistant	CL9
10890	Emergency Management Specialist	CL14
10900	Emergency Management Coordinator	CL16
10910	Emergency Management Coordinator, Senior	CL19
10980	Director, Emergency Management	SM3a
10978	Emergency Management Operations Manager	SM6

**TITLE CHANGES**

<b><u>SPEC NO.</u></b>	<b><u>PRESENT CLASSIFICATION</u></b>	<b><u>RECOMMENDED CLASSIFICATION</u></b>	<b><u>PG</u></b>
18512	Senior Mail Clerk	Mail Clerk, Senior	CL7
20670	Senior Homestead Exemptions Spec	PAO Exemptions Technician	CL11
18492	Senior Records Management Technician	Records Management Technician, Senior	CL11
20630	Senior Automated Deed Specialist	Deeds Specialist	CL12
18714	Senior Probate Audit Specialist	Probate Audit Specialist, Senior	CL12
20640	Senior Abstract Specialist	Abstractor, Senior	CL13

**TITLE CHANGES** (continued)

<b><u>SPEC NO.</u></b>	<b><u>PRESENT CLASSIFICATION</u></b>	<b><u>RECOMMENDED CLASSIFICATION</u></b>	<b><u>PG</u></b>
22110	Senior Certified Auto Body Mechanic	Certified Auto Body Mechanic, Senior	CL13
16948	Senior Solid Waste Compliance Insp	Solid Waste Compliance Inspector, Senior	CL13
18776	Senior Board Reporter	Board Reporter, Senior	CL14
22228	Senior Certified Mechanic	Certified Mechanic, Senior	CL14
22140	Senior Welder Fabricator	Welder Fabricator, Senior	CL14
20020	Senior Animal Control Officer	Animal Control Officer, Senior	CL15
13018	Senior Contract Services Specialist	Contract Services Specialist, Senior	CL15
14924	Senior Extension Specialist	Extension Specialist, Senior	CL15
07539	Senior Graphics Designer	Graphics Designer, Senior	CL15
13784	Senior Electronics Specialist	Electronics Specialist, Senior	CL16
07548	Senior Master Control Specialist	Master Control Specialist, Senior	CL16
21984	Senior Veterans Service Officer	Veterans Service Officer, Senior	CL17
15888	Senior Claims Adjuster	Claims Adjuster, Senior	CL18
21832	Senior Consumer Protection Investigator	Consumer Protection Investigator, Senior	CL18
14130	Senior Network Technician	Network Technician, Senior	CL18
08454	Senior Procurement Analyst	Procurement Analyst, Senior	CL18
10150	Senior Accountant	Accountant, Senior	CL19
16620	Public Works Projects Supervisor	Projects Supervisor	CL20

**DELETIONS**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
20620	Automated Deed Specialist 1	CL8
20626	Automated Deed Specialist 2	CL10

## PAO EXEMPTIONS SPECIALIST

Job Code	Pay Grade
20672	CL13

### Nature of Work

This is highly technical and specialized semi-professional full performance work in the Exemptions Department in support of maintaining personal or institutional exemptions on the tax roll. Duties include disseminating complex and/or detailed information about all personal or institutional exemptions to the public; data entry of exemptions information resulting from transfers and approved / denied exemptions; preparing and responding to correspondence related to complex exemption issues; and coordinating exemptions related special projects. The incumbent in this class may act as Team Lead in the absence of the director. The incumbent performs independently and/or collaboratively and exercises initiative and judgment in performing a variety of complex tasks related to exemptions. The incumbent may train and lead others in performing a variety of exemptions-related tasks. Candidates will respond to inquiries from the public on the methods, rules, regulations, and practices involved in administering exemptions. Emphasis is placed on technical competency, independence in technical decision making, and professionalism in resolving issues, problems or customer disputes. The incumbent reports to a designated manager, supervisor or designee.

### Minimum Qualification Requirements

- 3 years experience as Exemptions Technician that includes demonstrated proficiency and mastery in applying a majority of the Property Appraiser's Office most complex and highly specialized exemptions-related technical competencies; or
- Associate's degree in computer science, accounting, finance, business, or related field and 1 year experience as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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 in special, emergency and/or disaster situations.
- Assignment to work a variety of work settings, activities, and locations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Responds to complex inquiries from the public and Property Appraiser employees on the qualifications, methods, rules, regulations and practices involved with basic and income-based personal or institutional exemptions.
- Maintains exemptions in computer-assisted mass appraisal (CAMA) on individual accounts, including approving, posting, denial and removal of exemptions and all associated data changes such as ownership coding, tenancy coding, use % and ownership % changes, to include recalculation of prior year assessed and taxable values.
- Corresponds with property owners regarding complex exemption issues via phone, mail and email, keeping track of each contact via scanning or notes to meet public records requirements.
- Develops an advanced understanding of instruments of transfer including tenancy and ownership types (life estate, simple and intermediate trusts, and similar instruments).
- Develops an advanced understanding of Save Our Homes, Amendment 1, Portability and other advanced legislative changes as required, and can compute the impact of the most complex scenarios.
- Independently gathers information/evidence when an exemption is improper for referral to Director, using online resources and personal interviews.
- Takes exemption applications in both the CAMA Wizard and OLEX (online) and can assist customers through applications and questions, test new releases and assist with bugs.
- Assists with testing new CAMA releases and reports issues appropriately.
- Prepares research and presents cases at VAB hearings.

## PAO EXEMPTIONS SPECIALIST (continued)

Job Code	Pay Grade
20672	CL13

### Illustrative Tasks (continued)

- Develops an advanced understanding of the VAB process and can assist customers with VAB questions.
- Performs advanced exemptions related research and special projects.

### Knowledge, Skills, and Abilities

- Knowledge of standard office practices, procedures, and equipment.
- Familiar with website contents and online application program therein and ability to assist customers with questions and software issues.
- Knowledge of advanced level exemptions rules, policies, case law, and qualification requirements, to include income-based and veterans exemptions.
- Knowledge of Save Our Homes (SOH), Amendment 1, Portability and other legislative provisions, and the computation of each.
- Basic knowledge of personal and/or real property appraisal assessment concepts.
- Basic knowledge of laws, rules, and regulations governing the tax roll.
- Knowledge of Business English, spelling, and punctuation.
- Skill in keyboarding accurately at a reasonable rate of speed.
- Ability to work independently and use good judgment.
- Ability to accurately enter data regarding exemptions maintenance, posting and denial.
- Ability to communicate, orally and in writing, effectively, courteously and tactfully.
- Ability to perform computer data entry and simple word processing functions.
- Ability to recognize potentially fraudulent or improper exemptions and research and prepare cases to forward to Director.
- Ability to handle the most difficult customers without escalating to Director.

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Created	EEOC Code	Overtime Code
2/12	Technicians	Classified

# EXECUTIVE ADMINISTRATIVE SPECIALIST

Job Code	Pay Grade
11326	P4

## Nature of Work

This is responsible professional administrative level work providing executive administrative support to senior level executive staff within the County Administrator's Office. An employee in this class is responsible for providing a variety of executive staff support services to include coordinating, and publishing the agendas for many Board of County Commissioners (BCC) meetings, representation and interpretation of policies and regulations, as well as composing correspondence which requires a working knowledge of county wide agencies. The position assures availability of executive materials covering both special and day-to-day business topics, agendas, policy deliberations and the continuum of county government administration vital to support the conduct of business in county government. The position interacts with high ranking officials, executives and managers and requires a high level of sensitivity and confidentiality. The position acts independently due to the level of executive interaction required and the extremely broad scope of activities to which attention must be given. The incumbent reports to an Assistant County Administrator or executive staff within the County Administrator's Office.

## Minimum Qualification Requirements

- 5 years of progressively responsible public or private sector administrative business coordination, paperwork management, responsibility for detailed information, and activities support related experience in federal, state, county, municipal, or corporate environments including lead worker or supervisory training, or
- Associate's degree in public administration, business, or related field and 3 years experience as described above, or
- Bachelor's degree and 1 year experience as described above, or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Assesses and coordinates key administrative support to the county's top officials, managers and administrators.
- Plans and schedules a wide spectrum of meetings ensuring compliance with requirements for public notice, attendance, records, reports, and other complex planning and follow-up.
- Receives documents, communications, executive correspondence, reports, visitors and telephone calls for senior executive staff; ascertains nature of business and works closely with staff to complete organization goals in efficient and effective manner.
- Communicates meeting plans and agendas to senior officials, executives, and the public.
- Maintains and generates complex fiscal, operating, personnel, payroll and activity reports utilizing automated systems.
- Facilitates exchange of information, reports, memos, correspondence and other information.
- Researches and assembles contracts and independently produces drafts and accurate final copies of reports, documents, forms, and memoranda.
- Obtains and delivers a wide range of information and reports on a variety of subjects.
- Maintains close contact with senior level officials and other contacts.
- Coordinates administrative activities between departments.
- Serves as an important source of information for county policies, procedures, operations and activities.
- Performs related work as required.

## EXECUTIVE ADMINISTRATIVE SPECIALIST (continued)

Job Code	Pay Grade
11326	P4

### Knowledge, Skills, and Abilities

- Knowledge of modern business methods and procedures applicable to large public sector and/or large private sector governing bodies and organizations.
- Knowledge of public administration techniques and principles and practices.
- Knowledge of laws, rules and regulations applicable to county government.
- Ability to plan, organize, coordinate, and provide support to multiple groups to achieve complex organizational goals and objectives.
- Ability to work efficiently and effectively in a sensitive and confidential work environment supporting the needs of executive staff.
- Ability to apply computer applications and software.
- Ability to analyze and solve administration problems and effectively recommend solutions to administrative problems.
- Ability to research information and solve executive administrative operations issues.
- Ability to present oral and written comments and recommendations clearly and concisely.
- Ability to make sound independent judgments on administrative assignments.
- Ability to maintain cooperative working relationships with officials, managers, staff and the public.
- Ability to research and obtain information necessary for legislative and manager decisions.

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Created	EEOC Code	Overtime Code
2/12	Administrative Support	Exempt

## DIVISION MANAGER, STAR CENTER

Job Code	Pay Grade
13266	SM4b

### Nature of Work

This is highly responsible technical, administrative, and supervisory work with delegated authority for planning, directing, and managing a large scale and technologically advanced office complex and industrial facility. Primary duties involve coordinating and supervising facility and location activities through intermediate level supervisors responsible for delivering a comprehensive maintenance and repair program for a campus-wide location. Duties also include performing direct management of administrative activities involving: real property management, marketing and promotion, contract administration, purchasing, personnel, payroll, budget development and monitoring, accounts payables/receivables, and information systems. An employee in this class will exercise independent judgment in arriving at decisions affecting day-to-day operations of the STAR Center. The position reports to Director, Real Estate Management or designee.

### Minimum Qualification Requirements

- Bachelor's degree with major coursework in engineering or public or business administration; 3 years experience in the administration/supervision of general maintenance and repair of large buildings and in the management of real property, including experience in real property transactions (real estate); or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Coordinates all administrative and technical work in any and all phases of the day-to-day operations of the STAR Center.
- Assists the Real Estate Management Director in the development and implementation of plans and policies; assists in negotiating lease agreements and contracts with tenants.
- Promotes and markets the STAR Center to achieve and maintain occupancy rate targets.
- Assigns, coordinates, and reviews STAR Center maintenance functions and projects; implements STAR Center policies in compliance with federal, state and local regulations and assures that employees and tenants comply with all rules and regulations.
- Oversees all financial and operational systems, which include accounting, payroll, purchasing, contract negotiations and monitoring, budgeting, accounts receivable and accounts payable.
- Serves as liaison with STAR Center tenants and other county departments and other regulatory agencies.
- Coordinates the oversight of construction activities through consultation with engineers, contractors, administrative personnel, tenants, and STAR Center employees.
- Plans, organizes and reviews the work of subordinates; provides technical guidance to staff personnel in the development of projects, maintenance issues, and energy management.
- Coordinates inspections of STAR Center facilities to determine asset condition and maintenance requirements; schedules maintenance projects and capital improvements.
- Assumes the duties and responsibilities of the director during director's absence.
- Performs related work as assigned or directed.

## **DIVISION MANAGER, STAR CENTER (continued)**

<b>Job Code</b>	<b>Pay Grade</b>
<b>13266</b>	<b>SM4b</b>

### **Knowledge, Skills, and Abilities**

- Knowledge of modern techniques, methods, procedures and practices of all phases of real property management, marketing/promotions, facility administration and of finance, personnel, business administration, and the ability to apply them.
- Knowledge of business and organizational principles and problems associated with STAR Center operations.
- Knowledge of maintenance management, energy management, inventory control, asset management, configuration control.
- Knowledge of county policies, procedures and practices.
- Knowledge of standard building codes and national fire codes.
- Knowledge of the areas of budgeting, contract administration, real estate, insurance, maintenance and repair procedures essential to the upkeep of buildings.
- Knowledge of facility and utility systems and equipment supporting the STAR Center infrastructure including life safety, fire protection, ADA and air quality.
- Ability to apply computer applications and software.
- Ability to use independent judgment and act in emergencies.
- Ability to plan, assign, review, and supervise work of subordinates.
- Ability to plan, direct and coordinate various activities and to use tact and diplomacy in dealing with county officials, department heads, other government agencies, tenants and the general public.
- Ability to interpret current and proposed legislation, rules and regulations; negotiate, write and develop agreements and contracts.
- Ability to communicate effectively orally and in writing.

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Created	EEOC Code	Overtime Code
2/12	Officials & Managers	Exempt



## PROPERTY RECORDS ASSISTANT

Job Code	Pay Grade
20552	CL9

### Nature of Work

This is entry-level trainee, clerical, and semi-technical work maintaining the tax roll. Duties include: completing assigned training; disseminating information about the tax roll to the public; basic data entry; taking basic exemption applications; reviewing instruments of transfer; and assisting in office support functions. Emphasis is placed on exhibiting outstanding tact, courtesy, and professionalism in assisting customers and in learning office policies, procedures, and processes in order to complete work and to assist others in resolving work related problems or customer disputes. The incumbent may be assigned to any one or any combination of several Property Appraiser departments or branch locations to gain experience and meet the workload requirements of the agency. Training received, duties performed, and assignments completed are all designed to prepare the incumbent for noncompetitive advancement to Property Records Technician or Exemptions Technician. The incumbent receives training and direction from either a senior staff, and/or team leader, and formally reports to a designated supervisor.

### Minimum Qualification Requirements

- 2 years experience in clerical, customer service, and administrative support with preference to experience in an Ad Valorem Property Appraiser's Office; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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 in special, emergency and/or disaster situations.
- Assignment to work a variety of work settings, activities, and locations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as Property Records Technician or PAO Exemptions Technician) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Responds to basic inquiries from the public on the methods, rules, regulations, and practices involved in ad valorem property valuation and exemptions for both real and tangible personal property.
- Learns and applies computer-assisted mass appraisal (CAMA) and geographic information system or imagery program screens and navigation.
- Develops a basic understanding of instruments of transfer including tenancy and other types of instruments, and enters related data into CAMA system.
- Enters detailed parcel data into CAMA system, including structural elements, building traverse, notes, and required information.
- Locates parcels in CAMA and from the office's website using search features and maps.
- Develops understanding of various exemptions and portability requirement, and takes simple exemption applications using CAMA software or in writing.
- Assists in organizing, filing, indexing and maintaining records for various tasks and projects.
- Receives other specialized training and takes initiative to learn new skills, apply office policies, programs, and procedures.
- Performs related work as assigned or required.

## PROPERTY RECORDS ASSISTANT (continued)

Job Code	Pay Grade
20552	CL9

### Knowledge, Skills, and Abilities

- Knowledge of standard office practices, procedures, and equipment.
- Familiar with website contents and maps therein.
- Knowledge of a geographic layout of Pinellas County.
- Knowledge of Save Our Homes (SOH) personal and/or real property appraisal assessment and exemption terminology.
- Knowledge of basic laws, rules, and regulations governing the tax roll.
- Knowledge of Business English, spelling, and punctuation.
- Skill in keyboarding accurately at a reasonable rate of speed.
- Ability to work independently and use good judgment.
- Ability to communicate, orally and in writing, effectively, courteously and tactfully.
- Ability to perform computer data entry and simple word processing functions, and when necessary, to enter and extract property data from field tablet computer software.

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Revised	EEOC Code	Overtime Code
2/12	Administrative Support	Classified

# EMERGENCY MANAGEMENT SPECIALIST

Job Code	Pay Grade
10890	CL14

## Nature of Work

This is highly specialized and operational work developing, coordinating and implementing plans, programs and systems for disaster preparedness and emergency management. Employees in this class assist in developing and maintaining programs for the Pinellas County for natural, man-made and technological disasters. Employees update and coordinate local plans to complement the Pinellas County Comprehensive Emergency Management Plan. Incumbents prepare, coordinate, and deliver training along with local and regional Emergency Management organizations. Employees make regular contact with representatives of a variety of government, not-for-profit, volunteer agencies, businesses, and the public. The incumbent works independently; however, guidance is obtained from more senior staff on complex problems and policy matters. The incumbent reports to a supervisor or designee.

## Minimum Qualification Requirements

- Associate's degree in emergency management or a directly related field; or
- 2 years of directly related specialized experience (that can include formal experiences as a volunteer) in emergency management, public safety operations, emergency preparedness and response or related field; or
- An applicant designated as a Florida Professional Emergency Manager (FPEM) or a Certified Emergency Manager (CEM); or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- 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 possess and maintain certification as a Florida Professional Emergency Manager.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as Emergency Management Coordinator) within the same organization or department.
- Depending on area of assignment, employee's name must not appear on the Health & Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Provides assistance in coordinating and directing Emergency Management Operations during county disaster situations.
- Attends meetings, conferences and workshops related to emergency management/disaster preparedness and produces appropriate status reports.
- Maintains liaison with municipalities, county departments and other agencies.
- Develops programs, updates plans and coordinates area plans with the county plan.
- Assures operational capability of equipment through inspection and tests.
- Assists in coordination of the countywide public shelter plan, special needs program.
- Reviews medical/health facility plans and manages overall review program.
- Directs volunteers in assisting with emergency management projects.
- Provides Disaster Preparedness outreach to local groups.
- Performs related work as assigned or required.

## EMERGENCY MANAGEMENT SPECIALIST (continued)

Job Code	Pay Grade
10890	CL14

### Knowledge, Skills, and Abilities

- Knowledge of federal, state and local emergency management programs.
- Knowledge of natural hazards and mitigation measures.
- Knowledge of public administration as applied to emergency management, public safety, medical and social services.
- Knowledge of project management, timeline and plan development.
- Ability to apply computer applications and software.
- Ability to be creative, solve problems and make decisions.
- Ability to communicate effectively, both orally and in writing.
- Ability to present ideas clearly and concisely and plan, assign and direct work of others.
- Ability to work under stressful situations for extended periods.

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Revised	EEOC Code	Overtime Code
1/12	Professionals	Classified

# EMERGENCY MANAGEMENT COORDINATOR

Job Code	Pay Grade
10900	CL16

## Nature of Work

This is specialized program management work involving all aspects of emergency management for Pinellas County Government. An incumbent in this class independently performs difficult and advanced duties in disaster preparedness planning and assists managers in coordinating multiple phases of the Pinellas County Emergency Management program, such as preparedness, response, recovery, mitigation and continuity of governmental services. The incumbent performs as a designated manager supervising subordinate staff when the Emergency Operations Center is activated or when official assignments require. Work includes developing and coordinating emergency plans and procedures for disaster situations, training individuals, evaluating exercises and groups, as well as serving as a Pinellas County representative/liaison to a variety of federal, State of Florida, regional, and local agencies associated with emergency management efforts. Employee must exercise initiative and considerable independent judgment in devising and implementing emergency response plans and completing other required tasks. An incumbent must also exercise tact and courtesy in frequent contacts with representatives of a wide variety of government, not-for-profit, business, and volunteer agencies and the public. The incumbent reports to the Director, Emergency Management, senior manager or designee.

## Minimum Qualification Requirements

- Associate's degree in a related field plus 2 years of directly related specialized experience (education cannot substitute for the required 2 years work experience) in emergency management, public safety operations, emergency preparedness and response or related field; or
- An applicant designated as a Florida Professional Emergency Manager (FPEM) or a Certified Emergency Manager (CEM); or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- 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 may be required to possess and maintain an International Association of Emergency Managers or Florida Emergency Preparedness Association certification.
- Depending on area of assignment, employee's name must not appear on the Health & Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Prepares, updates, edits and analyzes plans, standard operating procedures and checklists for all hazards in the areas of preparedness, response, recovery and mitigation.
- Coordinates and communicates plans and procedures to the state, other counties, municipalities, county departments and other disaster response agencies.
- Manages emergency operations, supervising the staff of the emergency operations center under the direction of the department director or county administrator/assistant.
- Assists municipalities and county departments in preparing disaster plans.
- Conducts training and exercises on a broad range of mission related assignments.
- Represents the Emergency Management Department to a variety of federal, state, regional and local agencies.
- Performs related work as assigned or required.

## EMERGENCY MANAGEMENT COORDINATOR (continued)

Job Code	Pay Grade
10900	CL16

### Knowledge, Skills, and Abilities

- Knowledge of project management, timelines and plan development.
- Knowledge of communications systems, computer applications and software utilization.
- Knowledge of federal, state and county regulations as they apply to the Emergency Management Program and emergency planning.
- Knowledge of standard office procedures and practices.
- Ability to plan and complete projects within deadlines.
- Ability to establish and maintain effective working relationships with county agencies, civic groups, and other interested organizations.
- Ability to apply computer applications and software.
- Ability to keep records and to prepare and submit reports.
- Ability to present interesting and effective talks on Emergency Management topics.
- Ability to speak and write effectively.
- Ability to work long shifts over extended periods of time during an emergency situation.

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Revised	EEOC Code	Overtime Code
1/12	Officials & Managers	Classified

# EMERGENCY MANAGEMENT COORDINATOR, SENIOR

Job Code	Pay Grade
10910	CL19

## Nature of Work

This is highly specialized supervisory, administrative, logistical, and operations work involved in planning, programming, coordinating, and promoting all aspects of countywide emergency efforts for all-hazards disasters. The incumbent provides supervision, leadership, direction, and guidance to personnel inside and outside the immediate organization. Programming and planning are done under local, State of Florida, and federal guidelines. An employee in this class performs difficult and advanced duties in disaster preparedness planning and assists the director and operations manager in coordinating specific phases of the Emergency Management program. Work is performed in accordance with established policies and procedures and involves the use of independent judgment, initiative and tact in dealing with officials, representatives, individuals, businesses, organizations and governmental agencies. The position reports to the department director or designee.

## Minimum Qualification Requirements

- Associate's degree in a related field plus 3 years of directly related specialized experience (education cannot substitute for the required 3 years work experience) in emergency management, public safety operations, emergency preparedness and response, or related field; preference will be given for experience as a team leader or supervisor of multiple emergency management staff; or
- An applicant designated as a Florida Professional Emergency Manager (FPEM) or a Certified Emergency Manager (CEM); or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities and credentials relevant to a position.
- Employee's name must not appear on the Health & Human Services exclusion list.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises professional staff in the department including monitoring goals and objectives and conducting performance appraisals.
- Conducts staff meetings.
- Manages staff tasking, projects, tracking and project status.
- Manages department volunteers.
- Oversees internal training.
- Provides budget input to department director.
- Assists with grant contract management.
- Coordinates and assists with preparation, updating and analyzing plans and programs for all possible hazards in the areas of preparedness, response, recovery, and mitigation.
- Coordinates and assures communication of plans and procedures with the state, other counties, municipalities, county departments, and other disaster response agencies.
- Manages emergency operations, supervising the staff of the Emergency Operations Center under the direction of the department director, operations manager or county administrator's designee.
- Represents the department director at meetings or conferences.
- Analyzes and responds to requests for information and assistance; prepares reports or correspondence to the state, Federal Emergency Management Agency (FEMA) municipalities, county departments and other disaster related agencies.
- Performs related work as assigned or required.

## EMERGENCY MANAGEMENT COORDINATOR, SENIOR (continued)

Job Code	Pay Grade
10910	CL19

### Knowledge, Skills, and Abilities

- Knowledge of policies and principles of emergency management and ability to apply this knowledge in varied work situations.
- Knowledge of communications systems, computer applications and software utilization.
- Knowledge of federal, state and county regulations as they apply to the emergency management program and emergency planning.
- Knowledge of standard office procedures and practices.
- Ability to establish and maintain effective working relationships with municipal, county, civic, state, federal, and other interested organizations.
- Ability to plan, organize, direct, coordinate, and supervise the work of professional employees.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work long shifts over extended periods of time during an emergency situation.
- Ability to delegate work and direct the efforts of other personnel.
- Ability to apply computer applications and software.

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Revised	EEOC Code	Overtime Code
1/12	Officials & Managers	Classified



## DIRECTOR, EMERGENCY MANAGEMENT

Job Code	Pay Grade
10980	SM3a

### Nature of Work

This is advanced specialized, supervisory, and administrative work involved in planning, programming, budgeting, coordinating, and promoting all aspects of county-wide emergency efforts in the event of a disaster. Programming and planning are done under the guidelines of the Federal Emergency Management Agency and State Bureau of Disaster Preparedness. An employee in this class performs the more difficult and advanced duties in disaster preparedness planning and is responsible for coordinating specific phases of the Emergency Management program such as resources, sanitary engineering, transportation activities, and continuity of governmental services. Work is performed in accordance with established policies and procedures and involves the use of considerable independent judgment, initiative, and tact in dealing with individuals, businesses, and military organizations and various civic groups. Supervision is exercised over subordinate personnel, various public/private/non-for-profit organizations, volunteer groups, and other interests. The incumbent reports to a senior manager or designee.

### Minimum Qualification Requirements

- 8 years of directly related specialized experience in emergency management, public safety operations, emergency preparedness and response, or related field that includes 1 year of supervision, lead worker, or supervisory development with responsibility for multiple emergency management staff; or
- Bachelor's degree in emergency management, or a related field and 4 years experience as described above; or
- An applicant designated as a Florida Professional Emergency Manager (FPEM) or a Certified Emergency Manager (CEM) plus 1 year as a manager or supervisor for emergency management; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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.
- Employee's name must not appear on the Health & Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Develops and updates emergency plans on preparedness, response, recovery and mitigation for all possible disasters that could affect Pinellas County.
- Coordinates/communicates these plans with county departments, municipalities, adjacent counties and the state.
- Manages the county's response to disaster including supervision of the emergency operations center staff.
- Serves as county's agent for federal disaster cost recovery assistance programs.
- Administers grant programs to enhance emergency management programs and activities.
- Develops and monitors the department's budget.
- Supervises professional and clerical staff by making hiring/firing decisions, conducting performance appraisals, training, scheduling, and review of work accomplished.
- Develops exercises/drills to test emergency plans and procedures.
- Makes speeches to community organizations to further the Emergency Management Program and disaster preparedness in the county.
- Assists in the preparation, coordination, and review of disaster plans for hospitals, nursing homes, schools, and private industry.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Performs related work as assigned or required.

## DIRECTOR, EMERGENCY MANAGEMENT (continued)

Job Code	Pay Grade
10980	SM3a

### Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of public administration.
- Knowledge of federal and state disaster programs, policies and procedures.
- Knowledge of weather principles and affects of hurricanes/tornadoes.
- Knowledge of affects of hazardous materials to include vulnerability zones, protective measures and impact on health and the environment.
- Knowledge of communications systems, principals and procedures.
- Knowledge of government budgeting procedures and the ability to apply this knowledge.
- Knowledge of the purposes and functions of volunteer work programs in Emergency Management.
- Ability to apply computer applications and software.
- Ability to write and speak clearly and concisely.
- Ability to work under pressure for extended periods.
- Ability to interact with senior government officials.
- Ability to prioritize and make quick decisions.
- Ability to manage multiple projects and meet deadlines.
- Ability to obtain consensus/support for plans and procedures county-wide.
- Ability to present interesting and effective talks on Emergency Management topics, thereby stimulating interest and promoting program goals.
- Ability to speak and write effectively.
- Ability to establish and maintain effective working relationships with governmental agencies, civic groups, and other interested organizations.
- Ability to conduct research and develop emergency preparedness plans.

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Revised	EEOC Code	Overtime Code
1/12	Officials & Managers	Exempt

# EMERGENCY MANAGEMENT OPERATIONS MANAGER

Job Code	Pay Grade
10978	SM6

## Nature of Work

This is advanced administrative, supervisory and technical work, supporting and assisting the Director of Emergency Management in the daily operations of the department. Programming and planning are done under the guidelines of the Department of Homeland Security, Federal Emergency Management Agency and State Division of Emergency Management. Work involves the responsibility for participating in the organization, planning, directing, coordinating, and monitoring of all Emergency Management programs. An employee in this class performs difficult and advanced duties in disaster preparedness planning and is responsible for coordinating specific phases of the Emergency Management program such as resources, sanitary engineering, transportation activities, continuity of governmental services and homeland security needs. Work is performed under general supervision in accordance with established policies and procedures and involves the use of considerable independent judgment, initiative, and tact in dealing with individuals, businesses, public safety agencies, military organizations and various civic groups. The position reports to the Director Emergency Management or designee.

## Minimum Qualification Requirements

- 6 years of directly related specialized experience in emergency management, public safety operations, emergency preparedness and response or related field that includes team leader, supervision or supervisory training in emergency management operations; or
- Associate's degree in emergency management or a related field and 4 years experience as described above; or
- An applicant designated as a Florida Professional Emergency Manager (FPEM) or a Certified Emergency Manager (CEM); or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- 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.
- Employee's name must not appear on the Health & Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Assists the Director in the effective operation of the department which includes the oversight of payroll, purchasing, contract negotiations and monitoring, budgeting, report management, and supervision of assigned staff.
- Initiates and manages grants to enhance emergency management programs and activities.
- Develops, updates, monitors, assists and delivers department plans where necessary.
- Oversees and coordinates Outreach and Education programs.
- Coordinates and communicates these plans with County departments, municipalities, adjacent counties and the state.
- Assists and supports the Director with participation in various homeland security initiatives and groups such as Tampa Bay UASI, MMRS, and RDSTF.
- Assists and supports the Director with managing the County's response to disaster, including supervision of the Emergency Operations Center, Resource Management Group, and Citizens Information Center staff.
- Assists and supports the Director with management of the County's federal and state disaster cost recovery efforts.

## EMERGENCY MANAGEMENT OPERATIONS MANAGER (continued)

Job Code	Pay Grade
10978	SM6

### Illustrative Tasks (continued)

- Assists in the development and monitoring of the department's budget.
- Serves as director in the absence of the Director or as assigned.
- Delivers speeches to community and civic organizations to further the Emergency Management Program and disaster preparedness in the County.
- Coordinates the activities and deployment of County volunteer personnel in support of Emergency Management programs or disaster response.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of public administration.
- Knowledge of federal and state disaster programs, policies and procedures.
- Knowledge of federal and state homeland security policies, procedures, and capabilities.
- Knowledge of hazardous weather principles and their affects on humans and property; specifically Tropical Weather Systems, Tornadoes, torrential rainfall, and drought.
- Knowledge of affects of hazardous materials to include vulnerability zones, protective measures and impact on health and the environment.
- Knowledge of affects of Weapons of Mass Destruction including Chemical, Biological, Radiological, Nuclear, and Explosive agents, vulnerability zones, protective measures and impact on health and the environment.
- Knowledge of communications systems, principals and procedures.
- Knowledge of government budgeting procedures and the ability to apply this knowledge.
- Knowledge of the purpose, function, and effective utilization of volunteer human resources in Emergency Management.
- Ability to write and speak clearly, concisely and effectively.
- Ability to work under pressure for extended periods.
- Ability to prioritize and make quick decisions.
- Ability to manage multiple projects and meet deadlines.
- Ability to obtain consensus/support for plans and procedures county-wide.
- Ability to present interesting and effective talks on Emergency Management topics that stimulate interest in and promote program goals.
- Ability to establish and maintain effective working relationships with governmental agencies, civic groups, and other interested organizations.
- Ability to conduct research and develop emergency preparedness plans.

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Revised	EEOC Code	Overtime Code
2/12	Officials & Managers	Exempt

## MAIL CLERK, SENIOR

Job Code	Pay Grade
18512	CL7

### Nature of Work

This is clerical and supervisory work directing the sorting, pick-up and delivery of mail for a county department or assisting in the supervision of the county's mail services operation. An employee in this class supervises employees engaged in presorting outgoing mail, sorting incoming mail, operating postage meters, and mail pick-up and delivery. Work requires some strenuous manual activity. This employee resolves routine and non-routine problems independently, referring sensitive matters to the supervisor. The incumbent reports to a supervisor or designee.

### Minimum Qualification Requirements

- 1 year experience in mailroom activities; or
- An equivalent combination of education, training and/or experience.

### Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Assigns, trains and evaluates employees work.
- Sorts incoming mail, parcels and other materials according to receiving agency and delivery routes, and delivers mail.
- Periodically lifts and carries mail sacks, boxes and packages.
- Picks up outgoing mail and presorts by zip code.
- Operates postage scales and meters to weigh and stamp mail.
- Maintains basic records for outgoing and accountable mail.
- Processes payments by checking for discrepancies, sorting, copying and logging.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of mailroom practices and procedures.
- Ability to understand and carry out moderately complex oral and written instructions and keep basic records.
- Ability to make arithmetic computations and possession of physical strength and ability sufficient to carrying items normally distributed by the mail service.
- Ability to plan, organize and supervise the work of subordinates.
- Ability to provide information clearly and concisely, both orally and in writing.

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Created	EEOC Code	Overtime Code
7/92	Administrative Support	Classified

## PAO EXEMPTIONS TECHNICIAN

Job Code	Pay Grade
20670	CL11

### Nature of Work

This is intermediate level technical work in the Exemptions Department in support of maintaining personal or institutional exemptions on the tax roll. Duties include: performing complex or specialized exemptions tasks; disseminating advanced information about general and specific exemptions information to the public; data entry of exemptions information resulting from transfers, and approved / denied exemptions; preparing and responding to correspondence related to exemptions. Emphasis is placed on acquiring full performance skills to apply a broad range of tasks necessary to complete assignments. The incumbent applies standard policies and procedures, seeking guidance or assistance on non-routine matters. An incumbent in this class may be assigned to any one or any combination of several Property Appraiser branch office locations or temporary remote locations to meet the workload requirements of the agency. The combination of training and assignments are designed to prepare the incumbent for advancement to Exemptions Specialist. The incumbent receives training from Exemptions Specialists, Director, Deputy, or Property Appraiser and formally reports to a designated supervisor.

### Minimum Qualification Requirements

- 2 years directly related education, training, and/or experience in an Ad Valorem Property Appraiser's Office, or
- Associate's degree in computer science, accounting, finance, business, or related field; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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 in special, emergency and/or disaster situations.
- Assignment to work a variety of work settings, activities, and locations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as PAO Exemptions Technician) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Responds to intermediate level inquiries from the public and Property Appraiser employees on the qualifications, methods, rules, regulations and practices involved with personal or institutional exemptions.
- Maintains exemptions in computer-assisted mass appraisal (CAMA) on individual accounts, including approving, posting, denial and removal of exemptions and associated data changes such as ownership coding, tenancy coding, use % and ownership % changes.
- Corresponds with property owners regarding their exemptions via phone, mail and email, keeping track of each contact via scanning or notes to meet public records requirements.
- Develops an intermediate understanding of instruments of transfer including tenancy and ownership types (life estate, simple trusts, and similar instruments).
- Develops an intermediate understanding of Save Our Homes (SOH), Amendment 1, Portability and other advanced legislative changes as required, and can compute the impact of each.
- Independently gathers information/evidence from online resources when an exemption is improper for referral to Director.
- Takes exemption applications in both the CAMA Wizard and OLEX (online) and can assist customers through applications and questions.

## PAO EXEMPTIONS TECHNICIAN (continued)

Job Code	Pay Grade
20670	CL11

### Illustrative Tasks (continued)

- Prepares research and case documents in support of employees presenting at Value Adjustment Board (VAB) hearings.
- Develops an intermediate understanding of the VAB process and can assist customers with VAB questions.
- Performs intermediate exemptions related research and special projects.

### Knowledge, Skills, and Abilities

- Knowledge of standard office practices, procedures, and equipment.
- Familiar with website contents and online application program therein and ability to assist customers with questions.
- Knowledge of intermediate level exemptions rules, policies, case law, and qualification requirements.
- Knowledge of Save Our Homes (SOH), Amendment 1, Portability and other legislative provisions.
- Basic knowledge of personal and/or real property appraisal assessment concepts.
- Basic knowledge of laws, rules, and regulations governing the tax roll.
- Knowledge of Business English, spelling, and punctuation.
- Skill in keyboarding accurately at a reasonable rate of speed.
- Ability to work independently and use good judgment.
- Ability to accurately enter data regarding exemptions maintenance, posting and denial.
- Ability to communicate, orally and in writing, effectively, courteously and tactfully.
- Ability to perform computer data entry and simple word processing functions.
- Ability to recognize potentially fraudulent or improper exemptions and research and prepare cases to forward to Director.
- Ability to handle difficult customers on most issues without escalating to Director or Specialist.

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Revised	EEOC Code	Overtime Code
2/12	Technician	Classified

# RECORDS MANAGMENT TECHNICIAN, SENIOR

Job Code	Pay Grade
18492	CL11

## Nature of Work

This is specialized work providing administrative and technical support in records management, improvement and control, review and analysis of public records retention procedures to affect operation efficiency. This position supervises microfilm/microfiche/imaging equipment operators in management of Florida public records. An employee in this class is responsible for training user department employees in records management principles and practices, and automated systems to track records in storage. The incumbent guides user department employees to develop appropriate records management policies and procedures, in compliance with standards required by Florida Statutes. The employee is expected to have a working knowledge of state and federal records retention laws and make independent decisions based upon that knowledge.

## Minimum Qualification Requirements

- 3 years experience in records management and retention experience; or
- Associate's degree in related field and 1 year in records management and retention experience; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Trains user department employees in electronic recordkeeping system principles and practices, care, and handling of equipment, software, and media typical to system records management.
- Integrates computer and duplicator use in records handling procedures, together with microfilm reduction techniques.
- Supervises microfilming/microfiche/imaging of county records.
- Addresses and establishes records management requirements procedures.
- Conducts departmental audits of active and archived back-ups.
- Assists with inventory of electronic records archive, records retention scheduling and destruction notices.
- Monitors Records Transmittal forms for correct usage of retention codes, and prepares records inventories and destruction notices.
- Monitors budget, purchasing, inventory, and assists administrative activities.
- Provides backup assistance to division employees with LAN problems; trains users in applications, password administration, and mainframe logons.
- Performs desktop publishing design, layout, and production for newsletters, flyers, and booklets.
- Operates a personal computer and other related office equipment.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of principles and procedures of records management systems.
- Knowledge of Florida electronic recordkeeping requirements, and laws, rules and regulations concerning records retention.
- Knowledge of and skill in use of a personal computer and other automated office systems to enter, retrieve, and communicate information effectively, both orally and in writing.



## RECORDS MANAGEMENT TECHNICIAN, SENIOR (continued)

Job Code	Pay Grade
18492	CL11

### Knowledge, Skills, and Abilities (continued)

- Skill and ability to conduct training classes for all levels of employees.
- Ability to plan, assign, supervise, and evaluate the work of equipment operators; establish and maintain effective working relationships with supervision, employees, and others.

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Revised	EEOC Code	Overtime Code
11/07	Technicians	Classified

## DEEDS SPECIALIST

Job Code	Pay Grade
20630	CL12

### Nature of Work

This is advanced technical work that may involve supervisory responsibilities, utilizing a computer system to abstract, research, and enter property data from recorded instruments affecting the county's Property Value Roll. An associate in this class performs work of a specialized nature in entering abstract data into a computer and/or verifying and correcting such data. Duties involve conducting the more difficult abstract searches by interpreting complex deeds, contracts, and probates; abstracting important information, entering data into the computer file system, and verifying the accuracy of the entered data. The incumbent reports to the Assistant Deputy for Land Records.

### Minimum Qualification Requirements

- 6 years of experience in an Ad Valorem Property Appraiser's Office that include 2 years of abstracting title experience; or
- Associate's degree in finance, accounting, business, computer science, or related field plus 4 years of experience in an Ad Valorem Property Appraiser's Office that includes 2 years of abstracting title experience; or
- Bachelor's degree as described above and 2 years of abstracting title experience; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Responsible for conducting all types of abstract searches including those of greatest complexity.
- Searches records and source materials from title companies, court documents, and other records.
- Enters real property sales information into an automated file system and verifies accuracy of entered information.
- Enters information from Property Appraisal Adjustment Board decisions into an automated system.
- Reviews reports produced from the automated system to ensure accuracy.
- Performs information technology related duties including encoding data, data entry, and routine terminal operations.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of all types of deeds and other recorded instruments affecting title of property.
- Knowledge of legal descriptions and appraisal, and survey terminology.
- Knowledge of information technology principles, methods, and equipment.
- Knowledge of Florida Real Estate Laws.
- Ability to apply computer applications and software.
- Ability to understand laws and regulations affecting property appraisals and theory of value.
- Ability to establish and maintain effective working relationships with customers and co-workers.

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Revised	EEOC Code	Overtime Code
1/09	Technicians	Classified

## PROBATE AUDIT SPECIALIST, SENIOR

Job Code	Pay Grade
18714	CL12

### Nature of Work

This is a lead worker position with duties requiring independent decision making and contact with the general public, attorneys, litigants and the court. Work involves probate auditing with the guardianship and estate areas under the Clerk of the Circuit Court. Employees in this class resolve the more complex problems and use independent judgment based on the Florida Statutes, Rules of Court and other pertinent legal authorities. The employee in this position works closely with the supervisors and management to coordinate the process and completion of the work.

### Minimum Qualification Requirements

- 4 years experience in Probate Court records or related work; or
- Associate's degree and 2 years experience in Probate Court records or related work; or
- An equivalent combination of education, training and/or experience.

### Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive)

- Serves as a lead worker over a group of probate clerical support staff.
- Assist the supervisor in the planning, assigning and reviewing of work assignments and staff.
- Trains employees and keeps them apprised on policy and procedural changes.
- Provides information and services to the general public, other related departments and/or attorneys to resolve complaints and problems.
- May prepare work related reports.
- May perform a variety of tasks related to an automated office environment.
- Performs special projects and related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the Florida Statutes, Rules of Court, departmental procedures and other legal authorities pertinent to guardianship and estate areas of Probate Court.
- Knowledge of automated office procedures, methods and equipment.
- Knowledge of legal terminology, grammar, spelling, math and ability to understand oral and written instructions.
- Skilled in the application of quality customer service.
- Skilled in the operation of automated office equipment.
- Ability to work independently, plan and coordinate the workflow.
- Ability to make decisions in accordance with laws and regulations and apply these to work processes and problems.
- Ability to train personnel.
- Ability to type with reasonable speed and accuracy.

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Revised	EEOC Code	Overtime Code
12/01	Professionals	Classified

## ABTRACTOR, SENIOR

Job Code	Pay Grade
20640	CL13

### Nature of Work

This is very responsible advanced technical work that may also involve supervisory responsibility in the collection, maintenance and dissemination of data essential to the evaluation of property for county assessment purposes. An associate in this class is responsible for abstracting property ownerships and descriptions for a correct title chain. Duties involve difficult and complex assignments and procedures in processing, recording, and abstracting tax assessment information from property records and other information sources. The incumbent reports to a manager, supervisor or designee.

### Minimum Qualification Requirements

- 6 years of experience in a Ad Valorem Property Appraiser or Assessor's Office that includes 3 years of experience abstracting title; or
- 6 years of experience in the title industry performing 30 year title searches for mortgages; or
- Bachelor's degree in business, finance, accounting, public administration, or directly related field and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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 in special, emergency and/or disaster situations.
- Familiarity with information technology and 1 year of supervisory or team leader experience depending on area of assignment.
- Professional designation of C.L.S (Certified Land-Title Searcher) from the Florida Land Title Association or an equivalent designation from a similar professional association.
- Possession of Certified Florida Evaluator designation.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Conducts difficult title searches and abstracts same to make changes or corrections as to ownership, legal descriptions, or other descriptive data shown on the Property Value Roll.
- Researches and interprets deeds and probate proceedings to be used in posting changes to ownership or legal description.
- Abstracts property ownership and descriptions from instruments prepared by title companies and attorneys and others in order to determine correct title chain.
- Investigates complaints and confers with property owners and/or their legal representatives in person, in writing, or by telephone, concerning ownership and legal description changes and how certain conveyances affect ownership on the value roll.
- Interprets laws and regulations for property owners and/or their legal representatives and explains methods and procedures used in performance of duties.
- Performs searches necessary to provide information needed to reply to requests from various governmental agencies, attorneys, real estate brokers, and citizens, concerning assessment matters.
- Conducts abstract searches on homestead exemption applications when necessary.

## ABTRACTOR, SENIOR (continued)

Job Code	Pay Grade
20640	CL13

### Illustrative Tasks (continued)

- Initiates correspondence concerning properties that have been abstracted and found to be at variance with ownerships or descriptions on the Property Value Roll.
- Evaluates existing methods and procedures to determine possible improvements and makes recommendations to the Assistant Deputy for Land Records.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of abstracting property ownerships and descriptions for a correct title chain.
- Knowledge of all types of deeds and instruments, as well as methods for granting and transferring title of property.
- Knowledge of legal descriptions and assessment, appraisal, and survey terminology.
- Knowledge of laws and regulations affecting assessment and the theory of value as to property for assessment purposes.
- Knowledge of the operation of the Property Appraiser's Office.
- Ability to apply computer applications and software.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with public officials, real estate professionals, attorneys and associates.

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Revised	EEOC Code	Overtime Code
6/09	Technicians	Classified

## CERTIFIED AUTO BODY MECHANIC, SENIOR

Job Code	Pay Grade
22110	CL13

### Nature of Work

This is specialized work, with designated supervisory responsibility, involving automotive body repair and refinishing in a large, diversified fleet services organization. Employees in this class direct the activities of skilled automotive body mechanics, assist in the evaluation of their work and perform automotive body repair and refinishing work. Employees exercise technical judgment in determining the nature and extent of work to be performed and in inspecting completed work.

### Minimum Qualification Requirements

- 5 years of auto body repair and painting experience; or
- An equivalent combination of education, training and/or experience.

### Appointing Authority May Also Require

- 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.
- A.S.E. certification in Automotive Paint and Body Refinishing.
- A.S.E. Structural Analysis and Inter-Industry Conference on Auto Collision Repair (ICAR) 8 part.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Examines vehicles and equipment requiring paint and body work, determines work to be performed and prepares estimates.
- Performs body repairs and refinishing work on vehicles and equipment as required.
- Supervises work performance of mechanics and inspects completed work.
- Provides training and guidance to mechanics as required.
- Orders tools, parts and material required to perform paint and body work.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the use of standard methods, materials, tools and equipment used in automotive body repair and refinishing.
- Knowledge of occupational hazards and appropriate safety practices associated with automotive body repair and refinishing.
- Knowledge of recordkeeping and report writing.
- Skill in the operation of large industrial sandblasting equipment.
- Ability to interpret drawings and blueprints, prepare work specifications and estimate material and labor requirements.
- Ability to supervise and train employees and plan their work.
- Ability to do heavy manual labor for extended periods.
- Ability to endure long periods of standing, walking and working in inclement weather and possession of sufficient physical strength and ability to lift and move heavy objects.

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Revised	EEOC Code	Overtime Code
1/07	Skilled Craftsman	Classified

# SOLID WASTE COMPLIANCE INSPECTOR, SENIOR

Job Code	Pay Grade
16948	CL13

## Nature of Work

This is technical field and office supervisory work, monitoring compliance with Solid Waste related rules, ordinances, regulations and procedures and protecting departmental property, facilities, employees and the general public. Employees in this class provide supervision, technical advice and assistance and review the work of a subordinate staff of inspectors involved in site security, monitoring and regulatory compliance work. Employees are responsible for site safety and security, including traffic control and responding to accidents or incidents onsite. Employees may prepare reports or review reports prepared by subordinate staff and document any incidents. Employees review site inspection and monitoring reports to assess the condition and security of the site and facilities and to verify compliance with permit conditions. Employees in this class may inspect incoming waste loads for compliance with disposal restrictions and receive and review disposal requests for commercial or industrial wastes. Employees respond to non-compliant conditions; or may refer such incidents to the appropriate law enforcement agency. Responsibilities include ensuring all priority cases are promptly and efficiently pursued to abatement. Duties include providing assistance and education to the public on ordinance compliance requirements. Additional duties include field training of new compliance inspectors and some OSHA compliance training of all department personnel. Incumbents at this level perform independently the full range of professional tasks, at times leading lower level inspectors in completion of work.

## Minimum Qualification Requirements

- 5 years of experience with regulatory compliance and enforcement, or a related field; or
- Associate's degree with course work in environmental science or chemistry; and 3 years experience in environmental monitoring or regulatory compliance, or a related field, which has included one (1) year of supervisory experience; or
- An equivalent combination of education, training and/or experience.

## Appointing Authority May Also Require

- 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.
- Hazardous Waste Operator and Emergency Response (HAZWOPER) certification (29 CFR 1910.120) within six months of hire.
- Florida Department of Environmental Protection Solid Waste Spotter Certification within six (6) months of hire.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Monitors compliance of established safety and security practices, policies and procedures mandated by local, state and federal authorities and statutes, including issuing warnings and citations as required.
- Plans, assigns, coordinates and evaluates the work of assigned staff; provides new hire training.
- Supervises and participates in the investigation of vehicle accidents, personal injuries and incidents occurring on Solid Waste property, filing police reports and Risk Management reports as required.
- Provides technical advice and information relative to the investigation and enforcement of environmentally-related codes and ordinances; supports staff in handling difficult inspection complaints.
- Develops program budgets, standard operating procedures and tracks inventory and property control.

## SOLID WASTE COMPLIANCE INSPECTOR, SENIOR (continued)

Job Code	Pay Grade
16948	CL13

### Illustrative Tasks (continued)

- Completes and maintains necessary computer files and paperwork for the section.
- Assist businesses, contractors, developers, engineers and the public with interpretation of environmental regulations and compliance with federal, state and local environmental laws, codes and regulations.
- Collects and maintains technical environmental data, including methane gas levels, rainfall and gradient data.
- Operates, calibrates and maintains technical field monitoring equipment and assigned vehicle.
- Maintains charts, logs and field monitoring and inspection records.
- Investigates complaints of odor, noise and fugitive emission problems and off-site illegal dumping.
- Prepares, reviews, corrects and routes inspection and incident prepared by inspectors.
- Trains and certifies departmental personnel as first aid and CPR practitioners.
- Trains new personnel on how to perform waste screening and general compliance officer duties.
- Inspects vehicles for unacceptable waste and supervises disposal and clean up.
- Remains on stand-by for alarms, emergencies, bomb disposal and hazardous waste clean up.
- Conducts inspections of solid waste generators to ensure compliance with regulations; issues notices of violation or citations as required.
- Conducts orientations and presentations for hospitals, dental centers, community groups, etc., to explain medical waste disposal procedures, solid waste rules, regulations, procedures, etc.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of environmental related codes, laws, ordinances, rules and regulations affecting Solid Waste management operations.
- Knowledge of hazardous materials, their general composition, and what toxic effects they may generate if released to the environment or disposed at the Solid Waste facility.
- Knowledge of mathematics and natural, physical and biological sciences.
- Knowledge of OSHA regulations and recognized safety operating practices for field monitoring activities, safe workplace and laboratory work.
- Knowledge and skill in effective public relations.
- Knowledge of first aid and CPR.
- Skill in explaining and tactfully enforcing Solid Waste rules and regulations; reacting quickly and calmly in emergencies.
- Ability to work in adverse weather conditions, including prolonged heat.
- Ability to conduct field inspections, and determine facts through investigation.
- Ability to adjust, operate, maintain and calibrate field monitoring equipment.
- Ability to read and interpret blueprints, plats, maps, aerial photos and diagrams.
- Ability to interpret monitoring results and prepare reports or initiate corrective action.
- Ability to formulate and present ideas and findings clearly and concisely in written, oral or graphic form.
- Ability to utilize a personal computer.
- Ability to train and supervise the work of subordinate technical personnel.
- Ability to work effectively with municipal courts, agencies and the public in regulatory compliance investigations or enforcement activities.

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Revised	EEOC Code	Overtime Code
6/07	Technicians	Classified



## BOARD REPORTER, SENIOR

Job Code	Pay Grade
18776	CL14

### Nature of Work

This is advanced supervisory stenographic work involving varied assignments recording and preparing minutes for major county boards and commissions. Employees in this class plan, assign and review the work of subordinate personnel engaged in recording and preparing minutes. Duties include taking notes of proceedings, typing verbatim transcripts and interpreting or summarizing transcripts into minute form.

### Minimum Qualification Requirements

- 5 years of secretarial or stenographic experience; or
- An equivalent combination of education, training and/or experience.

### Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.
- Ability to type at fifty-five (55) words per minute.
- Ability to transcribe from shorthand notes at eighty (80) words per minute, depending on area of assignment.

### Illustrative Tasks (These are examples and are not all inclusive).

- Plans, assigns and reviews the work of a staff performing stenographic work recording and preparing minutes for major boards and commissions.
- Records meetings and other official functions, takes roll call and swears in individuals giving testimony.
- Prepares follow-up agenda items following County Board meetings for distribution to officials and department heads summarizing final determinations.
- Ensures legal documents and contracts are signed and that plats are recorded.
- Completes individual scratch orders for agenda items from verbatim transcript and condenses into minute form.
- Ensures that pertinent data is included in minutes and that information is accurately reflected as a matter of public record.
- Types portions of verbatim from meetings for legal uses and certifies their accuracy.
- Transcribes, summarizes and advises subordinates on highly technical or legal terminology.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of office management, supervisory practices, business English, spelling, arithmetic and modern office practices, procedures and equipment.
- Knowledge of legal and technical formats and legal, administrative and procedural regulations.
- Skill in typing and shorthand.
- Ability to plan, assign and coordinate the work of a clerical staff and instruct and train subordinate personnel.
- Ability to prepare documents, compose letters and memoranda and interpret and summarize verbatim transcripts and condense them into minute form.
- Ability to understand and carry out moderately complex oral and written instructions and make decisions in accordance with rules and regulations.
- Ability to establish and maintain effective working relationships with other employees and the public.

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Revised	EEOC Code	Overtime Code
5/93	Administrative Support	Classified/Excluded

## **CERTIFIED MECHANIC, SENIOR**

<b>Job Code</b>	<b>Pay Grade</b>
<b>22228</b>	<b>CL14</b>

### **Nature of Work**

This is skilled mechanical work, with designated supervisory responsibility, in the maintenance and repair of light to heavy duty vehicles and equipment. Employees in this class perform mechanical work associated with complex inspection, maintenance, and repair service problems and are responsible for supervising and directing the work of skilled mechanics or assistants within a designated service shop or activity. Work requires the exercise of considerable independent judgment and initiative in the maintenance of production and service standards. Depending on area of assignment, duties can include work coordinating department sub shops. The incumbent reports to a manager, supervisor or designee.

### **Minimum Qualification Requirements**

- 5 years of journeyman level experience in the maintenance and repair of automotive or other engine powered public works equipment; or
- An equivalent combination of education, training, and/or experience.

### **Appointing Authority May Also Require**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, within six (6) months following date of appointment.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Automotive Service Excellence (ASE) certification to include brakes, steering and suspension in either heavy trucks or automobiles.
- Mobile Air Conditioning Society certification and/or ASE air condition certification.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### **Illustrative Tasks (These are examples and are not all inclusive.)**

- Supervises and performs the work of skilled mechanics or assistants engaged in the mechanical maintenance and repair of light to heavy duty public works equipment.
- Diagnoses causes of engine powered equipment failure; estimates nature and extent of repair services required; and inspects or checks the work of other mechanics.
- Performs highly skilled mechanical work associated with complex or difficult maintenance, repair and remanufacturing problems.
- Requisitions shop supplies and equipment such as replacement parts, fuels, lubricants, tools, testing instruments and gauges.
- Evaluates the work of assigned subordinates, instructs them in new or improved work methods and tests or examines work for quality.
- Performs related work as assigned or required.

### **Knowledge, Skills, and Abilities**

- Knowledge of the principles of electronic, electrical, hydraulic, mechanical, pneumatic and vacuum sub-systems and components of vehicles and equipment.
- Knowledge of the occupational hazards, safety precautions and inspection techniques of the automotive and equipment repair trade.
- Skill in the use of tools, machines and testing instruments used in the repair and overhaul of engine powered vehicles and equipment.
- Ability to plan, supervise and evaluate the work of assigned subordinates and use knowledge, creativity and initiative in recommending and implementing improvements in servicing methods, tools and materials.

## **CERTIFIED MECHANIC, SENIOR    (continued)**

<b>Job Code</b>	<b>Pay Grade</b>
<b>22228</b>	<b>CL14</b>

### **Knowledge, Skills, and Abilities    (continued)**

- Ability to apply knowledge of equipment operating principles to inspect, diagnose or correct malfunctions in public works vehicles and equipment.
- Ability to use manuals and schematics in servicing vehicles and equipment and maintain shop production records and reports.
- Ability to endure long periods of standing, walking or working in inclement weather and possession of sufficient physical strength and agility to lift and move heavy objects.

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<b>Revised</b>	<b>EEOC Code</b>	<b>Overtime Code</b>
1/07	Skilled Craftsman	Classified

## WELDER FABRICATOR, SENIOR

Job Code	Pay Grade
22140	CL14

### Nature of Work

This is specialized work involving welding and metal fabrication in a large diversified fleet services organization. An employee in this class directs the activities of skilled welders, assist in the evaluation of their work and performs a variety of welding, metal cutting and metal fabrication work. At this level, technical judgment must be exercised in determining the nature and extent of work to be performed and in inspecting completed work. Incumbent may on occasion be required to train or lead personnel in the completion of assignments and projects. The incumbent reports to a supervisor or manager.

### Minimum Qualification Requirements

- 5 years of welding fabrication experience; or
- An equivalent combination of education, training and/or experience.

### Appointing Authority May Also Require

- 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.
- Local Pinellas Technical Education Centers' welding certificate, or equivalent a Shielded Metal Arc Welding (SMAW) Course Number: D1.1 A36 E-7018 3G L.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Evaluates requests for welding or metal fabrication services and determines work to be performed.
- Performs soldering, brazing, welding, cutting and metal fabrication tasks as required.
- Supervises work performance of welders and inspects completed work.
- Provides training and guidance to welders as required.
- Orders tools, parts and materials required to perform welding and metal fabrication.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of metal joining methods such as soldering, brazing, oxyacetylene welding, arc welding, metal inert gas (MIG) welding, tungsten inert gas (TIG) welding and heliarc welding.
- Knowledge of occupational hazards and appropriate safety practices associated with automotive body repair and refinishing.
- Knowledge of the physical properties of various metals and the ability to apply this knowledge to the design of metal objects and structures.
- Knowledge of the basic repair process of automobiles and heavy equipment bodies, frames and related components.
- Skill in the use and maintenance of metal cutting, forming and fabrication equipment such as brakes, ironworkers, spray welders and band saws.
- Ability to interpret drawings and blueprints to estimate material and labor requirements.
- Ability to lead or train co-workers and plan associated work.
- Ability to do heavy manual labor for extended periods.
- Ability to endure long periods of standing, walking or working in inclement weather and possession of sufficient physical strength and agility to lift and move heavy objects.

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Revised	EEOC Code	Overtime Code
6/99	Skilled Craftsman	Classified

## ANIMAL CONTROL OFFICER, SENIOR

Job Code	Pay Grade
20020	CL15

### Nature of Work

This is supervisory level field and office work enforcing animal and rabies control regulations, animal licensing, and leash laws. Work involves a variety of activities in the Animal Services Department to ensure the public health and safety of Pinellas County citizens. Employees in this class perform diverse duties involving radio and telephone communications, administrative work, and supervision. Work hours are flexible and employees are expected to perform duties of lower level officers when required.

### Minimum Qualification Requirements

- Certification from the 40-hour minimum standards training course approved by the Florida Animal Control Association plus 5 years training and/or experience with animals or regulatory compliance and enforcement, law enforcement, military or a related field that includes team leader, supervision or supervisory training; or
- Associate's degree in law enforcement, or related field and 3 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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.
- Additional certifications in other assignments such as Chemical Capture, Euthanasia, Armament Systems and Procedures Tactical Baton (ASPTB, collapsible bite stick), and Crematory by Florida State Statute.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises the day-to-day operations of the Enforcement Section or the Rabies Coordination/Dispatch Section, and trains lower level officers.
- Performs difficult and non-routine investigations and enforcement procedures.
- Supervises program for permitting and licensing of individual breeders, pet shops, kennels and animal training facilities.
- Ensures compliance with established regulations and laws pertaining to public health, welfare and safety, as well as regulations pertinent to the health, welfare and safety of the animals under the care of the Animal Services Department.
- Assists the public over the telephone and in person answering questions regarding citations, laws and regulations and operates a two-way radio to dispatch calls.
- Operates two-way radio, and/or computerized wireless communications computer equipment mounted in vehicles to obtain information for enforcement activities.
- Maintains various files and records for the Enforcement Section or the Rabies Coordination/Dispatch Section.
- Hires, trains and conducts performance reviews on subordinates.
- Develops and implements departmental procedures and operating programs.
- Manages dangerous dog classifications; reviews reports by staff; prepares documents for director's signature; ensures dangerous classification requirements are met by follow-up inspections and special license permits.
- Performs related work as assigned or required.

## ANIMAL CONTROL OFFICER, SENIOR (continued)

Job Code	Pay Grade
20020	CL15

### Knowledge, Skills, and Abilities

- Knowledge of animal licensing, leash laws and animal control enforcement procedures and rabies control and use of equipment.
- Knowledge of humane treatment of animals.
- Knowledge of computer systems, which includes personal computer workstations and laptops utilized in enforcement vehicles.
- Knowledge of routine computer troubleshooting techniques and maintenance programs.
- Knowledge of zoonotic diseases.
- Knowledge of human and pet first aid and CPR.
- Knowledge of county geography, road networks and the operation of two-way radios.
- Knowledge of business English, spelling, arithmetic and supervisory practices.
- Ability to recognize signs of zoonotic diseases by animals brought into the facility.
- Ability to enforce the law with firmness and impartiality and explain regulations to the public with tact and courtesy.
- Ability to train and supervise the work of subordinates.

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Revised	EEOC Code	Overtime Code
9/08	Protective Services	Classified

## CONTRACT SERVICES SPECIALIST, SENIOR

Job Code	Pay Grade
13018	CL15

### Nature of Work

This is highly responsible professional work administering a contracts compliance system. An employee in this class is responsible for the administration of all contracts delegated to a specific department or authority. Responsibilities include assisting in the development, evaluation, award and administration of all contracts and in the collection of data necessary for the preparation and modification of these contracts. Duties include project cost reporting, departmental procurement activities and monitoring of contract status. The incumbent reports to a manager, supervisor or designee.

### Minimum Qualification Requirements

- 5 years experience in basic accounting, purchasing, procurement, project cost control work; or
- Associate's degree emphasizing accounting or business administration and 3 years experience in work listed above; or
- Bachelor's degree in accounting, business administration, public administration, finance, or related field and 1 year experience in work listed above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Formulates and prepares Requests for Proposal for Professional or Technical Services and Invitations for Bid for construction and capital improvement contracts.
- Schedules and participates in pre-bid/proposal conferences, Professional Services Review Committee meetings and oral presentations.
- Formulates and prepares Board agenda items, construction contracts, contract amendments, task authorizations, and change orders.
- May serve as division representative in meetings with professional service firms on selection criteria and evaluation process.
- Interacts with consultants, contractors, vendors and using divisions on document preparation, policies and procedures.
- Reviews negotiated change orders to track percent of contract price increase and reviews amendments/task authorizations and pay requests for conformance to contract terms and fees.
- Formulates standard contract terms and conditions.
- Develops and maintains procedures and computerized database for contract administration, monitoring, and tracking of professional service and construction contracts.
- Reviews insurance, bid bonds, performance and payment bonds to ensure and verify financial viability and solvency of insurers and sureties.
- Assists division in developing award criteria and negotiation of prices for professional service contracts.
- Performs related work as assigned or required.

## CONTRACT SERVICES SPECIALIST, SENIOR (continued)

Job Code	Pay Grade
13018	CL15

### Knowledge, Skills, and Abilities

- Knowledge of principles, procedures and practices of governmental accounting to include the account structure, reporting classifications, and of other accounting requirements imposed on units of local government by General Accounting Standards Board (GASB) and by statute.
- Knowledge of the county compliance process for the Consultants Competitive Negotiations Act (CCNA).
- Knowledge of laws, rules and regulations controlling budgetary, fiscal, and contract procedures of county government.
- Knowledge of purchasing issues, processes and documents.
- Skill to prepare clear and comprehensive technical reports, recommendations and proposals, verbally and in writing.
- Skill in reading and comprehending technical specifications, laws, and codes as they relate to contract administration.
- Ability to apply computer applications and software.
- Ability to produce contracts, reports and charts using specialized software.
- Ability to effectively and appropriately interact with individuals at all occupational levels inside and outside of the assigned department.
- Ability to work independently on complex tasks and non-routine matters.

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Created	EEOC Code	Overtime Code
2/08	Professionals	Classified



## EXTENSION SPECIALIST, SENIOR

Job Code	Pay Grade
14924	CL15

### Nature of Work

This is highly specialized work with designated supervisory responsibility in the operation of extension education programs. Employees in this class are responsible for supervising the public outreach education programs within the County Extension Division of the Parks & Conservation Resources Department. Employees in this class assist in the management and operation of a variety of statewide extension educational programs within Distance Education and Horticulture. Employees in this class are responsible for supervising, coordinating, planning, implementing and evaluating educational programs and/or providing advice and guidance to the public in the Distance Education and Horticulture program areas. Evening and occasional weekend work may be required. Duties include a high degree of public contact and entail making independent work decisions based on experience and knowledge of departmental operations. The position reports to a supervisor or designee.

### Minimum Qualification Requirements

- Must provide personal properly licensed and insured automobile transportation for the performance of fieldwork; AND
- 6 years experience in distance education, biology, horticulture, life sciences, natural resources, family/consumer sciences, urban sustainability, marine sciences, or related field; or
- Bachelor's degree in education, biology, horticulture, life sciences, natural resources, family and consumer sciences, urban sustainability, marine sciences, or related field and 2 years of experience that includes team leader experience, supervision or supervisory training; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position and area of assignment.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises the coordination and implementation of distance education and horticultural education programs and activities.
- Plans, promotes, schedules, and conducts educational programs through presentations before various groups at an advanced level.
- Serves as liaison between the University of Florida specialists and Pinellas County Extension.
- Provides in-house training concerning the use of internet, podcasts, blogs, and forums to further promote distance learning modules via the internet and advanced technology.
- Supervises horticulture staff dealing with the public.
- Prepares, creates, writes, and distributes bulletins, leaflets, newsletters and other written information to the public.
- Advises the public on proper techniques of planting, growing, pruning and maintaining trees and plants.
- Prepares, creates, and writes advanced level correspondence in response to written and verbal questions.
- Researches, creates, and writes news releases and newsletters and gathers resource materials such as visuals, demonstration supplies and literature as required.
- Serves as committee leaders on various coalitions and committees with other community agencies.
- Supervises the activities of volunteer personnel as needed within the section or department.
- Performs related work as assigned or required.

## EXTENSION SPECIALIST, SENIOR (continued)

Job Code	Pay Grade
14924	CL15

### Knowledge, Skills, and Abilities

- Knowledge of pertinent laws, rules, regulations, policies and procedures relating to the County Extension Division.
- Knowledge of county extension programs or related programs, curricula and materials.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of modern office equipment, practices and procedures.
- Knowledge of educational methodologies and ability to provide information correctly and concisely, orally and in writing.
- Skill in public speaking and/or dealing with the public.
- Skill in mass media techniques such as the various aspects of the internet, video educational presentations, powerpoint presentations, radio interviews, etc.
- Ability to formulate and present ideas and topics clearly and concisely in written, oral or graphic form.
- Ability to work evenings, as necessary.
- Ability to relate courteously and effectively with the general public and others.
- Ability to make independent sound judgments.

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Created	EEOC Code	Overtime Code
10/08	Technicians	Classified

## GRAPHICS DESIGNER, SENIOR

Job Code	Pay Grade
07539	CL15

### Nature of Work

This is advanced skilled creative and technical work involved in designing, illustrating, laying out, producing and reproducing a variety of graphic materials and displays with cross media and platform design applications. An employee in this class is responsible for the preparation of graphic displays to support a written or verbal presentation. Work requires the utilization of commercial art techniques and the ability to design and develop graphic material to illustrate programs, issues and ideas for publication, exhibition and technical use. At this level the employee exercises team leadership and coordination responsibility with internal staff and external clients and vendors. Incumbent performs advanced technical and highly specialized assignments including the most complex projects. The incumbent reports to a manager, supervisor or designee.

### Minimum Qualification Requirements

- 6 years experience in commercial or graphic art work or a related field that includes assignments requiring application of automated office information systems, data processing, word processing and related graphic art technologies; or
- Associate's degree or completion of 2 years of technical or vocational coursework in graphic arts, commercial art, or directly related field and 4 years experience applying advanced skills in commercial or graphic arts; or
- Bachelor's degree in commercial or graphic design, or directly related field and 2 years experience applying advanced skills in commercial or graphic arts; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Meets with department representatives or Communications staff to determine job requirements, budget, concept and design of job; recommends most visually and cost-effective graphic presentation.
- Determines style, technique and medium best suited to produce the desired effect within budget constraints.
- Designs, produces and manipulates graphics for electronic presentations such as digital photography, 3D and 2D graphics, 3D and 2D animations and streaming digital video.
- Designs and prepares illustrative material for brochures, pamphlets, posters, flyers, reports, and a wide variety of printed collateral materials.
- Designs and prepares interactive electronic files, such as web pages and online newsletters.
- Designs, lays out and produces artwork on posters, display panels, signage, diagrams and maps.
- Prepares specifications and evaluates proposals for outside graphic reproduction services.
- Oversees print processes including estimating, pre-press direction, film/digital proof approval, press checks and archiving.
- Designs and develops sets for television broadcast studios, both virtual and hard setups.
- Maintains and reports project workflows in a project management environment.
- Maintains electronic and hard copy archives of all graphic art files.
- Checks condition of computer, peripheral and printing equipment and reports defects to superior for repairs.
- Performs related work as assigned or required.

## GRAPHICS DESIGNER, SENIOR (continued)

Job Code	Pay Grade
07539	CL15

### Knowledge, Skills, and Abilities

- Knowledge of the techniques of commercial art procedures and production.
- Knowledge and skill in the design and production of current web related applications.
- Knowledge of the principles, practices, techniques and instruments associated with graphics and design work.
- Knowledge and skill in use of both Mac and PC platforms, operating systems, file formats, and current mainstream graphics software.
- Knowledge of printing industry as it relates to processes and production procedures including estimating, pre-press direction, film/digital proof approval, press checks and archiving.
- Knowledge of a variety of small and large format output devices.
- Skill in the development and application of graphic arts; from client assembly of comps/proofs to final output for production.
- Ability to produce and manipulate graphics for electronic presentations such as digital photography, 3D and 2D graphics, 3D and 2D animations and streaming digital video.
- Ability to setup and use digital photographic equipment, manipulate and edit digital video and photographic imagery.
- Ability to independently prepare commercial quality graphic materials and electronic files.
- Ability to prepare accurate drawings, maps, renderings and layouts.
- Ability to train and advise other graphic artists and perform project leadership responsibilities.
- Ability to work in a deadline driven work environment.

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Revised	EEOC Code	Overtime Code
9/07	Technicians	Classified/Excluded

## ELECTRONICS SPECIALIST, SENIOR

Job Code	Pay Grade
13784	CL16

### Nature of Work

This is advanced technical work with supervisory responsibility in the installation, modification, maintenance and repair of electronic and electrical instrumentation, equipment and control systems. The work is primarily characterized by responsibility for complex computer based electronically controlled instrumentation systems, however, other advanced responsibility for electrical power systems and mechanical assignments may be included with this work. Employees in this class work independently in the design and development of complex electrical and electronic instrumentation, electric power support systems, specialized equipment and master control systems. Work performed is typically supervisory, or covers extremely large projects impacting several departments and at a higher technical level requiring more independent judgements. The employee may also serve as technical advisor to Electronics Specialists, engineering staff, contractors, vendors and others.

### Minimum Qualifications Requirements

- 3 years of highly automated computer based electronics instrumentation installation, maintenance, and repair experience that includes 1 year in a supervisory capacity; or
- Associate's degree or 2 year technical degree in directly related coursework plus 2 years of highly automated computer based electronics instrumentation installation, maintenance, and repair that includes 1 year in a supervisor capacity; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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.
- Special skilled trade licenses, courses, and training to support job specific work requirements.
- Other highly desirable knowledge, skills, abilities and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Performs installation, maintenance, modification, calibration and repair of electronic and electrical instrumentation, equipment and control systems; exercises lead responsibility over others on project basis, or as assigned.
- Performs installation, maintenance, modification, calibration and repair of complex electrical power systems, related instrumentation, equipment and control systems; exercises lead responsibility over others on supervision or project direction.
- Detects causes of electronic and electrical failures, interprets and ensures compliance with established codes, calculates data necessary for wiring instrument systems and requisitions supplies and materials needed to complete tasks.
- Trains new Electronics Specialists and other skilled personnel in all phases of a variety of electronic and electrical instrumentation, equipment and control systems; provides technical advice and assistance and acts in a supervisory capacity.
- Inspects instrumentation and equipment to determine operating conditions and needed repairs and modifications.
- Performs bench work repairs and overhauls and rebuilds complex electronic or electrical equipment.

## **ELECTRONICS SPECIALIST, SENIOR (continued)**

<b>Job Code</b>	<b>Pay Grade</b>
<b>13784</b>	<b>CL16</b>

### **Illustrative Tasks (continued)**

- Performs emergency and routine field servicing of complex electrical power systems, back up power generating systems, equipment and performs tests on parts, modules or assemblies.
- Prepares sketches, preliminary or work plans for establishment or modification of electrical systems.
- Prepares purchase orders to complete work, obtain parts for repairing equipment.
- Arranges for repairs and serves as technical review specialist for work completed by outside vendors performing work on county operations.
- May perform both low voltage and high voltage tasks depending on area of assignment.
- Performs related work as assigned or required.

### **Knowledge, Skills, and Abilities**

- Knowledge of standard tools, methods, theories, materials and practices of the electronic and electrical trades and local and state electrical codes.
- Knowledge of electronic theory and equipment and electronic maintenance and repair practices and procedures.
- Knowledge of operating characteristics, capabilities and limitations of computer equipment and routine computer operations and terminology.
- Skill in the use of tools and equipment used in the electronic and electrical trades.
- Skill in troubleshooting automated systems and isolating breakdown causes.
- Ability to relate technical information in a manner understandable to subordinates, superiors and members of the public.
- Ability to conduct tests, analyze results, take corrective steps and apply knowledge of electronic theory and troubleshooting procedures.
- Ability to interpret and work from technical sketches and blueprints and locate, define and repair defects in equipment.
- Ability to use a computer to complete assignments, track work, prepare communications, reports, etc.

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Revised	EEOC Code	Overtime Code
3/07	Technicians	Classified

## MASTER CONTROL SPECIALIST, SENIOR

Job Code	Pay Grade
07548	CL16

### Nature of Work

This is advanced technical work performing digitized master control functions involved in the direction, production and scheduling of television programs for broadcast on government access or cable channels. An employee in this class is responsible for planning, coordinating, directing, and producing television programs. The employee works in concert with government access producers and may direct the activities of lower level production personnel and interns. The incumbent exercises initiative and independent judgment in the professional and technical aspects of program production. The incumbent exercises tact and courtesy when providing technical assistance and advice to county personnel and elected officials regarding programming ideas. Work is of more than average difficulty and includes all aspects of television production. Incumbent performs under general direction in accordance with policies and priorities established by the department director.

### Minimum Qualification Requirements

- 6 years experience in public, education, or government access television with lead worker or supervisory experience; or
- Technical or vocational degree, diploma or certification and 4 years experience in public, education or government access television with lead worker or supervisory experience; or
- Bachelor's degree in video communication (television broadcasting, film, journalism, advertising, and public relations), or related field that includes training or experience in a media business, public, education or government access television with lead worker or supervisory experience; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Programs on-air playback system.
- Inputs programming to Master Control System.
- Digitizes programs to air servers.
- Operates duplication system.
- Coordinates and conducts pre-production sessions to plan the effective use of time, budget and materials to achieve a professional, air-ready video product; coordinates all aspects of television production to include pre-planning, scripting, producing, directing, and post-production; coordinates shooting schedules and directs participants to gain and assure a cooperative and productive effort.
- Directs meetings in "Meeting Control Center" in Courthouse.
- Performs floor direction, teleprompter operations, and robotic camera operation.
- Operates video equipment such as cameras, switchers, audio mixers, videotape recorders/players, editors, character generators, automated playback equipment, and dimmer boards; oversees, arranges for and/or performs preventive maintenance, installation, design, and fabrication of video systems as necessary.
- Performs Web casting operations including digitizing programming, creating indexing files, etc.
- Produces public information programs describing the services or activities of various county departments.
- Works in conjunction with county staff to prepare public information and in-service training programs.
- Instructs employees in the use of video production equipment and the production of television programs.
- Procures, produces and schedules television programs and public service announcements for broadcast and forwards telecast logs to the local media for publication.
- Server playback from Inside Pinellas.

## MASTER CONTROL SPECIALIST, SENIOR (continued)

Job Code	Pay Grade
07548	CL16

### Illustrative Tasks (continued)

- Maintains video library.
- Maintains news clip system and responds to all clip requests.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of equipment, television production and television broadcasting techniques.
- Knowledge of the operation and the preventive maintenance of video production equipment.
- Skill in the operation of video production equipment.
- Ability to operate common video production equipment such as cameras, switchers, audio mixers, and editors.
- Ability to apply basic computer applications and software.
- Ability to research and collect data, clearly express complex ideas verbally and in written form.
- Ability to edit materials prepared by others.
- Ability to organize and coordinate a variety of professional, technical and clerical activities.
- Ability to instruct others in the use and care of production equipment.
- Ability to plan, coordinate and direct television productions.
- Ability to use microcomputers to perform word processing, script writing, database management, and electronic desktop publishing.

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Revised	EEOC Code	Overtime Code
9/07	Technicians	Classified



## VETERANS SERVICE OFFICER, SENIOR

Job Code	Pay Grade
21984	CL17

### Nature of Work

This is advanced level, highly specialized work assisting veterans and their dependents in claiming authorized benefits and entitlements. Incumbents may supervise professional subordinates and support staff in coordinating department activities. An incumbent in this class is responsible for acting as lead worker. The incumbent interviews and counsels veterans and veterans' dependents to assist with processing claims, appeals, and completing questionnaires involving compensation, pension, hospitalization, insurance, outpatient treatment, educational assistance, loans, rehabilitation, and other entitlements. Duties include determining eligibility and ensuring that claims are processed professionally within the general framework of existing laws, rules, and regulations governing veterans' entitlements. The incumbent reports to a manager or designated supervisor.

### Minimum Qualification Requirements

- Must be a veteran (or the surviving spouse of any such veteran) and meet the requirements in Title 38, U.S. Code and Florida Statute 292.11 applicable to Florida County Veteran Service Officers and possess a Bachelor's Degree plus 4 years of administrative experience that includes 2 years experience counseling veterans and others about veterans' benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes lead worker, supervisor training, or supervisory experience; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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 successfully complete training prescribed by the Florida Department of Veterans' Affairs.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Assists in the planning, assigning, training, and reviewing the work of veterans service officers engaged in claiming authorized benefits and entitlements.
- Provides consultation and guidance to subordinate staff on complex case situations, emergencies, or cases which require higher level decisions.
- Promotes and maintains public relations with governmental and service organizations and speaks to groups in the absence of the director.
- Interviews, counsels and assists veterans and their dependents in applying for compensation, disability claims, pensions, death benefits, hospitalization, outpatient treatment, insurance and other entitlements.
- Answers inquiries regarding the interpretation of laws, rules and regulations regarding veterans' benefits and entitlements.
- Manages a satellite office independent of close supervision.
- Reviews amendments and/or policy changes to Title 10/38 U.S..Code 38 CFR, regulations, VA program guides, and VA rating schedules.
- Performs related work as assigned or required.

## VETERANS SERVICE OFFICER, SENIOR (continued)

Job Code	Pay Grade
21984	CL17

### Knowledge, Skills, and Abilities

- Knowledge of laws and regulations pertaining to veterans' benefits and the standard policies for processing claims under appropriate laws.
- Knowledge of offices established for the purpose of providing assistance to veterans including the Veterans Administration, veterans' organizations and various state and local veterans' offices.
- Knowledge of state laws pertaining to marriage and divorce, interviewing and counseling techniques and military records and forms.
- Knowledge of medical terms and procedures.
- Ability to apply computer applications and software.
- Ability to interpret and explain laws and regulations applying to veterans' benefits in language understood by veterans or their families.

For official use only

Revised	EEOC Code	Overtime Code
10/10	Professionals	Classified

## CLAIMS ADJUSTER, SENIOR

Job Code	Pay Grade
15888	CL18

### Nature of Work

This is advanced level technical work with administrative responsibility in performing complex bodily injury, property damage, public liability and workers' compensation claims adjusting and mitigation. The incumbent is responsible for performing as well as leading, assisting, and training other adjusters to complete the most complex claim cases. The incumbent coordinates and acts as the department's expert and lead staff in one or more lines of insurance. An employee in this class assists in the development, implementation and maintenance of professional claims programs. The incumbent plans, coordinates, monitors, and participates in the analysis and investigation within the standardized practices for claims handling. Responsibilities include interpreting and applying rules and regulations; maintaining working relationships with attorneys, governmental agencies, insurance companies, physicians, the public, and all levels of county employees. Work is performed with considerable independent judgment and initiative but problems encountered of an unusual nature are referred to a supervisor for resolution. Positions allocated to this classification are filled competitively. The incumbent serves in a leadership role supporting managers and claims adjusters to complete the most complex cases in one or more lines of insurance.

### Minimum Qualification Requirements

- 7 years of experience in performing complex insurance claim tasks including claims adjustment and risk management analysis for multiple forms and types of insurance coverage; or
- Bachelor's degree with major course work in risk management, public administration, business administration, or related field and 3 years experience in insurance claims adjusting, or related field that includes team leader, supervisory or supervisory training; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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 possess and maintain an appropriate State of Florida license in the form of an All Lines Insurance Adjuster.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, organizes, reviews and conducts investigations, negotiations and final dispensation of multi-line claims; provides guidance to inter-departmental, constitutional officials, and subordinates with technical advice and assistance regarding compliance with statutory regulations and county policies/procedures.
- Coordinates defense preparation with attorneys, inter-departmental staff, and constitutional officials; attends and assists at depositions, mediations and hearings as a representative of the county for matters in litigation, as may be required.
- Coordinates with all levels of professional individuals and organizations to facilitate recovery and resolution.
- Compiles and analyzes data utilizing Risk Management Information System (RMIS) and other data processing systems; prepares statistical and other reports for management use.
- Assists in development and implementation of operational procedures and professional claims procedures.
- Assists in annual budget preparation and annual internal and external audits.
- Assists in supervision, training, assignments and reviewing work of personnel performing a variety of duties relating to examination and adjustment of insurance claims.

## CLAIMS ADJUSTER, SENIOR (continued)

Job Code	Pay Grade
15888	CL18

### Illustrative Tasks (continued)

- Negotiates with attorneys, individuals, and insurance companies to effect an equitable settlement; recommends payment of settlements; and supervises the collection of subrogation monies.
- Reviews financial reserves necessary to administer the County's Self-Insurance Program; reviews each claim assigned, calculates and changes estimated reserves as necessary.
- Frequent contact with claimants relating to status of condition and progress, requests and reviews supporting documentation (often highly confidential in nature) to effectively manage claim and facilitate recovery or resolution.
- Attends conferences, workshops and meetings to ascertain new developments or changes in law pertaining to the industry.
- May be required to be available by phone or other electronic device to respond to emergencies and provide assistance or instruction.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of statutes, case law, standardized practices, regulations, and ordinances applicable to multi-line claims administration.
- Knowledge of litigation techniques relating to evidence, admissibility, and testimony.
- Knowledge of appropriate safety laws, codes, standards and regulations such as OSHA and ANSI.
- Knowledge of appropriate federal laws, codes, standards and regulations such as FMLA, FLSA and HIPAA.
- Knowledge of standard office software applications such as word processing, spreadsheets, email, Internet access and data processing.
- Ability to establish and maintain effective working relationships, resolve stressful and difficult situations, and conduct effective negotiations with all levels of employees, individuals, professionals, the public, and organizations with tact and diplomacy.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to conduct in-depth investigations of accident circumstances and responsibilities.
- Ability to analyze statistical and factual reports, exercise sound judgment, and determine appropriate action.
- Ability to train and supervise the work of subordinates in a manner conducive to full performance and high morale.

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Revised	EEOC Code	Overtime Code
7/08	Technicians	Classified/Excluded

# CONSUMER PROTECTION INVESTIGATOR, SENIOR

Job Code	Pay Grade
21832	CL18

## Nature of Work

This is advanced investigative work in consumer protection matters. Employees in this class may be responsible for supervising or coordinating an operational and/or administrative area for the control, coordination and supervision of compliance check programs, consumer complaint analysis, dispute resolution, criminal investigation programs, as well as issuance of licenses and code enforcement as required by various county ordinances. Employees in this job class are required to coordinate and plan activities with a high level of independence. Duties include the compilation and reporting of data related to the above programs.

## Minimum Qualification Requirements

- 6 years of law enforcement or consumer protection investigation experience; or
- Associate's degree with major course work in law enforcement, criminal justice, public administration, government, business administration, or related field and 4 years experience as described above; or
- Bachelor's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Analyzes consumer-initiated complaints prior to investigation to screen out baseless complaints and selects complaints for action.
- Organizes and conducts informal hearings, personal contacts, field inspections and conferences to mediate-negotiate equitable resolution of consumer-businesses disputes or bring businesses into voluntary compliance with consumer protection laws.
- Supervises or coordinates and supports investigative, office, and technical staff in processing complaints, cases, and licensing.
- Participates in complex consumer investigations as necessary and conducts final review of completed investigations.
- Attends investigations with State Attorney and participates in criminal hearings and trials as necessary.
- Provides information for the consumer fraud intelligence file and originates, prepares and presents consumer education and information speeches and programs to the public and other agencies.
- Organizes, oversees, and conducts investigations of cases involving criminal and civil violations of consumer protection laws and reviews final investigative reports.
- Works with the State Attorney's Office in prosecution of criminal cases and/or presents charges in administrative and dispute resolution hearings.
- Reviews applications and issues licenses as required by county ordinances relating to bingo and adult use establishments.
- Enforces county ordinances related to charitable solicitations, bingo, fortunetelling, moving, adult use establishments, and others as appropriate or assigned, including issuing citations to individuals who are in violation of those ordinances.
- Cooperates with and assists federal, state and local law enforcement agencies in investigation of cases involving consumer fraud.
- Arranges for apprehension of individuals as required and appears in court as investigative officer in criminal cases.

## CONSUMER PROTECTION INVESTIGATOR, SENIOR (continued)

Job Code	Pay Grade
21832	CL18

### Illustrative Tasks (continued)

- Performs strategic and operational planning within office, and aids director in establishing priorities to address consumer trends.
- Maintains and executes strategic plan for Consumer Protection.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of Florida State Consumer Protection Laws, Federal Trade Commission rules and decisions, legal principles of investigation and legal documents.
- Knowledge of the practices and principles of management theory, public administration and personnel administration.
- Knowledge of law enforcement intelligence collecting and filing procedures and modern principles of organization and management.
- Knowledge of strategic planning.
- Skill in making informative and entertaining speeches and presentations to the general public, law enforcement and regulatory agency personnel, and county boards.
- Ability to interview and interrogate, gather and evaluate evidence, research legal documents, initiate and carry out extensive contact with the general public and present an attitude of diplomacy, impartiality, sympathy and sound judgment.
- Ability to prepare and present oral and written reports in an accurate, concise and grammatically correct manner.
- Ability to comprehend intelligence gathering and crime analysis techniques.
- Ability to demonstrate proficiency using Microsoft Office Word, Excel, Criminal Justice Information Systems and various computer applications and online resources.

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Revised	EEOC Code	Overtime Code
5/09	Protective Services	Classified/Excluded

## NETWORK TECHNICIAN, SENIOR

Job Code	Pay Grade
14130	CL18

### Nature of Work

This is specialized technical work that requires advanced knowledge of communication theory and principles. Job functions include analyzing and troubleshooting a complex multi platform, multi vendor telecommunication network. An employee in this position analyzes communication requirements, installs complex devices and troubleshoots major problems, on a diversified telecommunication network which includes analog and digital transmission media, Local Area Networks (LAN), Wide Area Networks (WAN) dialup and mainframe systems. An employee in this classification is the highest level of support for network/user end issues. The incumbent reports to a manager, supervisor or designee.

### Minimum Qualifications Requirements

- 2 years work experience in support to network IT, MIS; or
- Associate's degree or technical school training directly related to IT network maintenance, repair and servicing of telecommunications in a major multi-platform LAN/WAN network environment; or
- An equivalent combination of training, education, and/or experience.

### Appointing Authority May Also Require

- 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 may be required to actually demonstrate or be formally certified in one or more specific IT functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Installs, configures, and tests telecommunication devices.
- May assist in recovery for operating system software or telecommunications failures of any type.
- May maintain contact with hardware vendors to coordinate complex problem determination.
- Troubleshoots and analyzes telecommunication problems and digital devices.
- Coordinates installation procedures and requirements with common carrier and county service providers, involved in site connectivity installations.
- Updates network diagrams, schematics and maps; database entries for network devices and components.
- Responds to customer, technical questions, and/or refers more difficult to Network Technician Supervisor or other appropriate sources.
- Provides customer training on an as needed basis.
- Troubleshoots and analyzes problems on a diversified telecommunication network which includes analog and digital transmission media, Local Area Networks (LAN), Wide Area Networks (WAN) dialup and mainframe systems; working with routers, hubs, file servers, print servers, printers, workstations, digital systems on the telecommunication network, dialup hardware, and software.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of principles and procedures of communication operating systems, capabilities, characteristics and limitations of LAN, WAN, micro/mini computer systems, hardware and software, and mainframe computers.
- Knowledge of data communications methods and techniques relevant to hardware and software.
- Knowledge of methods and techniques relevant to computer operation, terminology and programming.
- Knowledge of and skill in applying troubleshooting procedures.

## NETWORK TECHNICIAN, SENIOR (continued)

Job Code	Pay Grade
14130	CL18

### Knowledge, Skills, and Abilities (continued)

- Skill in analyzing, resolving and determining appropriate course of actions in order to resolve network and/or user end network issues.
- Skill in communicating and resolving user end computer network problems.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and communicate data.
- Ability to understand and follow oral, written, and electronic instructions.
- Ability to detect, test, analyze results, and take corrective measures on hardware and software incompatibilities or errors.
- Ability to establish and maintain effective working relationships with customers, superiors, fellow employees, and others.

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Revised	EEOC Code	Overtime Code
4/07	Technicians	Classified



## PROCUREMENT ANALYST, SENIOR

Job Code	Pay Grade
08454	CL18

### Nature of Work

This is advanced purchasing work requiring the incumbent to procure commodities, services, equipment and supplies for the county. Tasks require a working knowledge of local, state and national procurement methodologies and technologies necessary to keep up with current and future market trends related to request for proposals and negotiations. Incumbent performs complex negotiation, leadership, and facilitates major procurement activities. The incumbent interacts professionally while maintaining effective working relationships with superiors, coworkers, company representatives, and government officials. Incumbent leads teams in county wide strategic sourcing initiatives and takes responsibility for RFP development, managing the RFP process, negotiation, and award of contracts. Incumbent implements rules, regulations, and policies with a high degree of professionalism and works independently taking a proactive approach from the initial customer request throughout the procurement process.

### Minimum Qualification Requirements

- 6 years purchasing, procurement, and acquisition experience that includes 1 year lead worker or supervisory experience in high volume, major, and complex purchasing matters; or
- Associate's degree in finance, accounting, business administration, marketing, public administration, or related field and 5 years purchasing experience that includes 1 year lead worker or supervisory experience; or
- Bachelor's degree and 2 years experience in complex procurement matters that includes 1 year lead worker or supervisory experience; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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.
- Preference may be given to those holding National Institute of Governmental Purchasing Certified Professional Public Buyer designation or comparable professional certifications or designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Responsible for the needs analysis process, strategy, benchmarking, vendor identification, and communication of policy and procedures during the RFP process.
- Leads teams through category review, analysis, and selection process. Manages all sourcing activities, the sourcing process and methodology, including definition of user requirements.
- Analyzes spending and vendor usage patterns, conducts supply market analysis, and develops the category sourcing strategy, vendor evaluation and selection process for RFP's.
- Reviews vendor performance to ensure adequate service is provided to users and prices are consistent with prevailing market conditions.
- Provides contractual advice and interpretation of policies and procedures to county departments.
- Performs needs assessment to define requirements for contracts; determines contractual procedures to be used.
- Prepares appropriate documentation for award of contracts.
- Performs related work as assigned or required.

## PROCUREMENT ANALYST, SENIOR (continued)

Job Code	Pay Grade
08454	CL18

### Knowledge, Skills, and Abilities

- Knowledge of purchasing procedures and methods and general laws, rules and regulations governing the purchase of commodities and services.
- Knowledge of a wide range of commodity groups and vendors providing commonly used materials, supplies or services.
- Knowledge of accounting principles as related to procurement and maintenance of inventory records.
- Skill in customer service including demonstrated oral and written communication techniques, follow-up, documentation, time management, and project management practices.
- Skill in analysis, process development and documentation experience.
- Ability to apply computer applications and software including Microsoft Office applications, Excel, Word, Powerpoint, etc.
- Ability to maintain amicable relations between county officials, vendors and members of the public about essential procurement matters.
- Ability to design and deliver presentations for various levels of staff and management.

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Revised	EEOC Code	Overtime Code
11/07	Professionals	Classified/Excluded

## ACCOUNTANT, SENIOR

Job Code	Pay Grade
10150	CL19

### Nature of Work

This is managerial level accounting work with responsibility for the management of departmental budgetary, accounting, automation and administrative operations. Employees in this class maintain and review complex financial records for the operating and/or Capital Improvement Project (CIP) budgets, construction projects, and federal grant monies. Work involves the application of generally accepted accounting principles to meet the specialized needs of the department. Duties are performed in accordance with county ordinances, state and federal laws, and established county policies. The incumbent reports to a manager, supervisor or designee.

### Minimum Qualifications Requirements

- 6 years experience in recognized accountant work that includes 1 year of governmental accounting and supervisory training or experience; or
- Associate's degree (or 2 years of other related college level education), plus 4 years experience as an accountant that includes 1 year of governmental accounting and supervisory training or experience; or
- Bachelor's degree in accounting, business administration, or other related field, plus 2 years experience in accountant work that includes 1 year of governmental accounting and supervisory training or experience; or
- Master's degree in accounting, business administration, or other related field, plus 1 year of governmental accounting and supervisory training or experience; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- A 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Maintains departmental and/or Capital Improvement Project (CIP) accounting records including cash books, subsidiary journals and general ledgers; post entries to these books from supporting records; makes adjusting entries; prepares financial statements from accounting records.
- Examines and verifies all operating revenues and expenditures; verifies against budget; makes adjusting entries, as required.
- Assists in the preparation of annual operating and/or CIP budgets, including research of accounts and may assist in computing wholesale water and sewer rates.
- Assists in the fiscal management of construction projects, auditing progress payments, change orders, preparing pay estimates, and retainage for contract and legal compliance; may assist in coordinating and preparing amendments to Consultant Agreements and in administering contracts for payment.
- Assists in departmental annual audit conducted by independent accounting firm; prepares work papers and trial balance for audit review; conducts internal audits ensuring compliance with federal, state and county regulations and generally accepted accounting principles.
- Prepares monthly cash flow estimates used for investment of surplus funds.
- May supervise subordinate staff by completing performance reviews, assigning and reviewing work assignments, hiring and firing staff and training new personnel.
- May perform data processing related duties including using statistical packages or programs, which may include Oracle or other relational data bases, encoding data, data entry and retrieval and routine computer terminal operations and programming/reprogramming.
- Supervises the departmental personnel/payroll functions; ensures costs are allocated to proper account, project, etc.

## ACCOUNTANT, SENIOR (continued)

Job Code	Pay Grade
10150	CL19

### Illustrative Tasks (continued)

- May prepare grant applications and solicit funding from the State of Florida for assistance on airport construction projects and prepare grant reimbursement requests to sponsors and various government agencies.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of accounting principles, practices and procedures.
- Knowledge of the laws, rules and regulations controlling budgetary recordkeeping for county government.
- Knowledge of auditing methods, practices and procedures.
- Knowledge of data processing and word processing equipment, practices and procedures and ability to apply such knowledge.
- Ability to analyze financial transactions and to make appropriate adjusting or original journal entries.
- Ability to prepare complete accounting reports and statements of considerable complexity.
- Ability to plan, direct and supervise subordinate staff.
- Ability to develop and update procedure manuals.

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Revised	EEOC Code	Overtime Code
6/07	Professionals	Classified

# PROJECTS SUPERVISOR

Job Code	Pay Grade
16620	CL20

## Nature of Work

This is very responsible engineering related, technical, and contract administration project management work that may involve acquisition plans, procurement administration, execution, supervision, and technical/engineering evaluation of construction contracts, project plans, and activities. Employees in this classification take responsibility for planning, contract administration, and construction oversight processes including assignments with complex and diversified projects involving design, construction, review, and maintenance of a variety of roads, drainage and utility programs or facilities. Employees are expected to exercise considerable independent judgment in resolving problems and supervising technical activities. Employees occupying this classification who receive their Professional Engineering certifications may be eligible for additional earnings should they be required to perform as an Engineer of Record, signing and sealing documents with related considerations requiring such professional endorsement. The incumbent reports to a supervisor or senior manager.

## Minimum Qualification Requirements

- 6 years engineering or construction management, contract administration or directly related experience with an understanding of Computer Automated Drafting (CAD) systems that includes supervision or supervisory training and project management experience or project management training, or
- Bachelor's degree in civil engineering, construction management or related field with a basic understanding of the use of Computer Automated Drafting (CAD) systems and 3 years experience as described above; or
- An equivalent combination of education, training and/or experience.

## Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Coordinates and supervises phases of contract administration including construction reviews of contracts, project records, and payment requests.
- Performs and supervises preparation of change orders, manages inspections, documents plan changes, prepares status reports, and evaluates technical matters including inspection processes.
- Coordinates the combining of Requests for Proposals (RFP), Work Change Directives (WCD) and Additional Work Authorizations (AWA) into Request for Change Orders (RCO); assembles related documentation, prepares Request for Change Order packages and obtains agreement from county and contractor officials.
- Negotiates, administers, and tracks approved project change orders related to the contract from initiation through completion including cost and time impacts, and negotiates changes in contract time and cost.
- Reviews and approves contractors' construction work plans to determine that the contractor has accounted for the scheduling of all significant components of the total construction or project and that the effort has sequenced activity to conform to contract requirements.
- Performs inspection of construction projects, scheduling of compliance testing, tracks/controls costs, coordinates utility matters, and interacts with the public on project related matters.
- Makes technical investigations, prepares administrative/technical reports on findings and assigns or delegates specific duties to subordinates and others on assigned projects.
- Supervises and inspects contracts and construction and confers with contractors and other parties to ensure county standards are met.
- Conducts a Preconstruction Conference attended by the county, engineer, general contractor and affected parties on field construction to establish a common understanding of the scope and objectives of projects.

## PROJECTS SUPERVISOR (continued)

Job Code	Pay Grade
16620	CL20

### Illustrative Tasks (continued)

- Evaluates requests for material/equipment substitution made under the contract or project.
- Reviews, reconciles discrepancies, and approves the Contractor's Schedule of Values (cost breakdown) to establish a reasonably balanced distribution of costs to the various elements of the total construction to serve as a basis for progress payments and determination of cost impact of changes including documenting reasons related to any discrepancies between the estimated costs versus actual costs.
- Identifies tentative date of substantial completion; prepares, and issues Certificate of Substantial Completion with a list of stated qualifications (punch list).
- Obtains concurrence of county and contractor with date of substantial completion and punch list, and issues Certificate of Substantial Completion with definitive date of substantial completion.
- Receives, reviews, and renders professional and technical determinations on entitlement and magnitude of entitlement in response to written notifications of claims made by either the contractor or the county in accordance with applicable contracts, regulations, and provisions.
- Coordinates, conducts, and documents inspections and final acceptance by county officials.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of civil engineering and advanced mathematical applications to surveying and engineering computation, and utility construction methods, materials, testing and equipment.
- Knowledge of the principles, techniques and practices of topographic or hydrographic surveying, land surveying and traffic management practices.
- Knowledge of modern development, current literature and sources of information on design, construction, operations and maintenance.
- Knowledge of federal, state and county codes and regulations governing the type of construction activity performed.
- Skill in the use of engineering instruments and equipment and ability to utilize related computer applications.
- Ability to perform project planning functions, project management, interpretation of construction documents, and administer construction contracts.
- Ability to apply computer applications and software.
- Ability to develop and supervise major roadway, structural, water supply and sanitary sewerage projects and the work of assigned subordinates.

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Revised	EEOC Code	Overtime Code
2/12	Professionals	Classified/Excluded