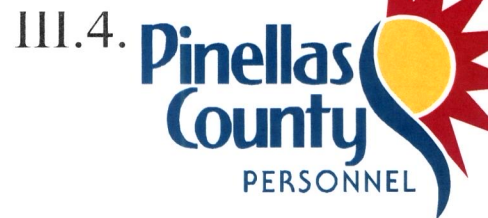


UNIFIED PERSONNEL SYSTEM

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Peggy Rowe
Director

TO: Robert S. LaSala, County Administrator

FROM: Peggy Rowe, Director of Human Resources *Rowe*

DISTRIBUTION: Mark Woodard, Assistant County Administrator
Paul Sacco, Director, Real Estate Management

SUBJECT: Audit of One (1) Encumbered Electronics Specialist Position BCC/C275 (Pay Grade CL14), in the Real Estate Management Department

DATE: **January 11, 2012**

As requested, the Human Resources Department has reviewed the duties and responsibilities assigned the subject position.

RECOMMENDATION:

It is our finding that the duties and responsibilities being assigned to the following position are not at the level of the current classification. It is therefore recommended that you either:

- a) Assign duties and responsibilities to the level of the current classification,
- or
- b) Request the Personnel Board approve reclassification of the following position without benefit of examination with the probationary period as is outlined in Personnel Rule IX.

<u>POSITION</u>	<u>CURRENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BC/C275	Electronics Specialist (\$37,856-\$59,092)	CL14	Electronics Specialist, Senior (\$41,724-\$65,998)	CL16

I agree with recommendation b) in this report. Funds are available for implementation.

Robert S. LaSala
Robert S. LaSala, County Administrator

1/17/12
Date

ANALYSIS:

Several years ago, a Senior Electronics Specialist retired from REM Criminal Justice Center (CJC) location. Since then the number of REM positions at CJC location were reduced from approximately 30 positions to 24 positions. The Senior Electronics Specialist position at the CJC was not replaced due to further personnel reductions. During the period 2008-2010, managers reduced and rebalanced the numbers and types of personnel at the various REM locations deploying and sharing resources between locations as necessary. Between 2001 and 2010 the position under review was one of two positions (an Electronics Specialist, pay grade CL14 and a Senior Electronics Specialist, pay grade CL16) responsible for electronics specialist assignments and projects at the REM Facility Operations Division's downtown Clearwater complex. This position was transferred to the REM CJC location in 2010 due to the displacement of the REM CJC Electronic Specialist, pay grade CL14 incumbent. The position now reports to a Trades/Field Services Supervisor and performs as the REM CJC location's principal electronics specialist. The position is required to take leadership responsibility for all REM activity related electronic tasks and projects. The position's major responsibilities include HVAC/energy management, security; closed circuit visual systems; fire alarm systems, automated gate control access; as well as other associated facilities and locations.

The position is recognized as one that currently requires a higher degree of expertise, independence, and leadership due to its designated key lead role in taking responsibility for site electronic systems plans, contractor oversight, and in completing temporary detail assignments at other REM designated agency locations. Management now requires this position to engage in more independent and advanced electronic troubleshooting, problem solving, and independent interactions with officials and vendors to reduce the need for expensive outside technical support from commercial service providers.

The Senior Electronics Specialist, pay grade CL16 classification has been associated with and is more appropriate to apply when classifying positions assigned to Pinellas County's large and highly diversified skilled trades work groups when the position requirements reflect major and substantial day-to-day on-site lead responsibility. The Senior Electronics Specialist, pay grade CL16 classification typically includes team lead or formal supervision; however, supervision in the classification is less important than technical leadership for complex activities. This position is responsible for and provides technical leadership at the site location very similar to other Senior Electronics Specialists, pay grade CL16 positions allocated to other REM section locations responsible for the principal tasks and functions described. The position is now required to interact with officials, customers, co-workers, and vendors at multiple work locations independently applying advanced electronic specialist skills. This position's work scope more appropriately aligns with the advanced Senior Electronics Specialist, pay grade CL16 classification than the full performance Electronics Specialist, pay grade CL14 classification. Based upon comparisons to similar positions, this position's defined independent leadership role and advanced electronic trades qualifications, combined with the requirement to lead and take responsibility of the site's electronics systems supports the HR recommendation for the position to be allocated to Electronics Specialist, Senior, pay grade CL16 (\$41,724-\$65,998).

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)

Job Code	Pay Grade
13784	CL16

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.

For official use only

Revised	EEOC Code	Overtime Code
3/07	Technicians	Classified