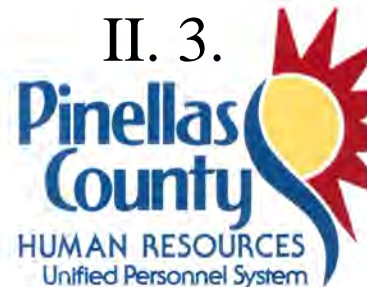


UNIFIED PERSONNEL SYSTEM

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Peggy Rowe
 Director

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

FROM: Peggy Rowe, Director of Human Resources *[Signature]*

SUBJECT: Pay Grade Change, Title Changes, Revisions and Deletions of Class Specifications

DATE: May 25, 2012

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.

PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>CURRENT PAY GRADE</u>	<u>RECOMMENDED PAY GRADE</u>
20099	Bureau Director, Animal Services	SM3b	SM2a

TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
20040	Senior Animal Care Assistant	Animal Care Assistant, Senior	CL8
18620	Microfilm Technician	Records Management Technician	CL9
18726	Senior Fiscal Records Specialist	Fiscal Records Specialist, Senior	CL11
18700	Senior Records Specialist	Records Specialist, Senior	CL11
11258	Senior Dept Computer Supt Spec	Department Computer Support Spec, Senior	CL17
22398	Information Systems Spec 3	Department Computer Support Spec, Senior	CL17
00192	Senior Equal Opportunity Coordinator	Equal Opportunity Coordinator, Senior	CL17
22402	Information Systems Spec 4	Information Systems Specialist, CCC (18480)	CL18
14440	Senior Programmer/Analyst	Programmer/Analyst, Senior	CL20

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
09100	Elections Aide	CL6
12160	Building Inspector 1	CL13
12010	Plumbing Inspector 1	CL13
12110	Electrical Inspector 1	CL13
12070	Mechanical Inspector 2	CL16
17560	Project Coordinator-Technical	P1

DELETIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
16970	Waste to Energy Program Manager	P1
16890	Bureau Director, Public Works Operations	SM2a
16986	Director, Solid Waste Operations	SM2a
17614	Director, Utilities Operations	SM2a
17530	Director, Customer Services	SM3a
17548	Director, General Maintenance	SM3a
16976	Director, Utilities Finance	SM3a
16908	Division Director, Public Works	SM3a
16880	Assistant Director, Public Works Operations	SM3b
16830	Chief Land Surveyor	SM3b
22432	Information Systems Senior Manager	SM4a
16956	Solid Waste Operations Manager	SM4a
17526	Utilities Budget & Finance Manager	SM4a
16975	Utilities Revenue & Billing Manager	SM4a
17544	Utilities Monitoring Manager	SM5a
17528	Assistant Director, Customer Services	SM5b
16918	Director, Public Works & Transportation	E3
17620	Director, Utilities	E3

BUREAU DIRECTOR, ANIMAL SERVICES

Job Code	Pay Grade
20099	SM2a

Nature of Work

This is highly responsible professional, administrative, and supervisory work. Responsibilities include administration, management, and direction of the operation of the Animal Services Department, providing service to citizens and dealing with the media in accordance with established policies, codes and applicable laws. Duties involve establishing and maintaining a liaison and close working relationship with local veterinary associations and animal organizations through active membership, presentations, updates, addresses issues and obtains various viewpoints. Work is performed under general direction of the Assistant County Administrator, but with considerable independent judgment and initiative and is reviewed for the achievement of objectives and compliance with approved policies.

Minimum Qualification Requirements

- 8 years supervisory and management experience in animal programs, business, or public administration that includes 2 years of full budgetary and supervisory experience; or
- Associate's degree in animal science, business, accounting, or public administration and 6 years experience as described above; or
- Bachelor's degree and 4 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.)

- Plans, directs, supervises and coordinates all activities and staff in the department including shelter operation and field code enforcement.
- Represents the department through speaking engagements and presentations to veterinary associations, community interest organizations, animal owners and the media.
- Prepares media releases and conducts press conferences in conjunction with the oral wildlife rabies campaign to reduce the incidence of raccoon rabies and to establish containment of outbreak in Pinellas County.
- Serves as Disaster Animal Recovery Director with responsibility to develop the plan and coordinate its execution to care for animals in event of a disaster.
- Establishes policies and procedures for rabies control efforts and in cooperation with the Director of the Pinellas County Health Department.
- Refers citizens bitten by an animal to the health unit for treatment when quarantine observations/laboratory reports indicate the need.
- Determines if a biting animal meets state guidelines for a dangerous dog classification.
- Manages and coordinates the Pet Dealer and Kennel Inspection Program to ensure humane care, health, and sanitation for all dogs and cats offered for sale or boarded in Pinellas County.
- Provides to the Assistant County Administrator for Intergovernmental Coordination legislative initiatives and input on impending legislation's impact on the county.
- Performs related work as assigned or required.

BUREAU DIRECTOR, ANIMAL SERVICES (continued)

Job Code	Pay Grade
20099	SM2a

Knowledge, Skills, and Abilities

- Knowledge of State and County Animal Care and Control laws, ordinances and regulations.
- Knowledge of management practices and administrative processes.
- Knowledge of fiscal planning, budgeting, fee structures, payroll, purchasing and inventory.
- Knowledge of modern management practices and administrative processes.
- Knowledge of basic computer applications to daily operations.
- Ability to apply computer applications and software.
- Ability to establish and maintain effective working relationships and liaison with professional veterinary organizations, animal and civic organizations and other county officials.
- Ability to analyze and resolve administrative and managerial problems.
- Ability to create a positive image to the public and the media relative to animal care and control.
- Ability to plan, organize and coordinate the work of others.
- Ability to effectively communicate both orally and in writing; prepare reports and maintain records.

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Revised	EEOC Code	Overtime Code
10/11	Officials & Managers	Exempt

ANIMAL CARE ASSISTANT, SENIOR

Job Code	Pay Grade
20040	CL8

Nature of Work

This is technical and lead worker tasks involving animal care and animal services maintenance at a large animal control shelter operation. Employees in this class direct and participate in a variety of routine tasks caring for impounded animals as well as provide animal care, policies, and law information or assistance to the public. Duties include scheduling personnel to ensure adequate kennel staffing at all times. Duties require performing euthanasia on animals and support to the animal adoption program. The position reports to a supervisor or designee.

Minimum Qualifications Requirements

- 1 year of experience working with animals or equivalent training in veterinary technology; 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.
- Physical strength and agility to lift heavy animals, equipment, and supplies.
- Possession of State Euthanasia and Crematory Certification; or equivalent credentials recognized by the Florida Animal Control Association.
- Exposure to personal risk during assignments causing periodic contact with hostile or diseased animals.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Performs euthanasia and cremation procedures.
- Inspects shelter, buildings and grounds for cleanliness; monitors employee work for proper operation of equipment and machinery to ensure humane confinement and treatment of impounded animals.
- Maintains kennel records including animal history, facility sanitation, crematory usage, animal trap rentals, and reported animal bites; files periodic reports.
- Assists Veterinary Technicians in operating room procedures and administering of animal vaccinations.
- Assists and performs euthanasia as needed.
- Feeds and waters animals according to established schedules; cleans and disinfects cages, pens and walking yards, and performs area maintenance as necessary.
- Inspects animals for signs of illness and/or injuries; reports findings to supervisory or medical personnel.
- Transports animals to and from the surgical area and between quarters.
- Records information on animal history, weight, food intake, or license numbers.
- Responds to requests in person or telephone for information concerning lost animals, admission of strays or unwanted animals, and licensing laws.
- Participates in the adoption program, including screening animals for selection.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of basic animal control procedures and of related department regulations.
- Knowledge of the techniques used in the care and feeding of animals.
- Knowledge and skill to restrain, handle, and care for animals in a humane manner.
- Knowledge of animal breeds and ability to recognize and identify behavioral characteristics for adoption screening purposes.

ANIMAL CARE ASSISTANT, SENIOR (continued)

Job Code	Pay Grade
20040	CL8

Knowledge, Skills, and Abilities (continued)

- Ability to plan, assign, supervise, and evaluate the work of subordinates; establish and maintain effective working relationships with supervision, employees, and the public.
- Ability to maintain kennel records and prepare reports; communicate tactfully and courteously with the public.

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Revised	EEOC Code	Overtime Code
2/11	Service Maintenance	Classified

RECORDS MANAGEMENT TECHNICIAN

Job Code	Pay Grade
18490	CL9

Nature of Work

This is specialized work providing administrative and technical support in the operation of microfilm/microfiche/imaging equipment, for management and retention of public records. An employee in this class is responsible for the conversion of paper documents to electronic images in conjunction with records management principles and practices. The employee is expected to have a working knowledge of state and federal records retention laws, and make independent decisions based upon that knowledge. More complex decisions are referred to a professional staff member for resolution.

Minimum Qualification Requirements

- 2 years experience in records administration, records management, and records retention, or related field; or
- Associate's degree in accounting, finance, business, or a 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 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.)

- Assists with inventory of electronic records archive, records retention scheduling and destruction notices.
- Integrates computer and duplicator use in records handling procedures, together with microfilm reduction techniques.
- Tests imaging products.
- Coordinates and performs quality control inspections on imaged documents.
- Provides electronic imaging, off-site assistance to various county departments.
- Photographs document images, as required by Florida Public Records Law.
- Maintains processing operations and imaging testing logs.
- Produces reports of workload and production statistics.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of principles and procedures of records management systems.
- Knowledge of Florida 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.
- Ability to conduct quality control inspections and tests of microfilm/microfiche/imaging products.
- Ability to establish and maintain effective working relationships with supervision, employees, and others.

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Revised	EEOC Code	Overtime Code
11/07	Technicians	Classified

FISCAL RECORDS SPECIALIST, SENIOR

Job Code	Pay Grade
18726	CL11

Nature of Work

This is complex clerical financial work reviewing, processing and recording specialized records with substantial financial impact in an automated office environment. Areas of assignment could be any of the departments under the Clerk of the Circuit Court. An employee in this classification processes financial transactions which require independent judgment in researching and reconciling discrepancies. Employees may act as group leader over assigned areas. Work involves researching problems and recommending resolutions for approval. Work differs from the Fiscal Records Specialist classification in that at this level the employee exercises independence and finality of action for a major area. Difficult analysis, technical policy or procedural questions are referred to a supervisor for resolution.

Minimum Qualification Requirements

- 4 years experience in governmental accounting and practical use of computer equipment; or
- Associate's degree in accounting, business or public administration, or a related field and 2 years experience in governmental accounting, bookkeeping, purchasing, 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)

- Balances cash registers daily, compiles multiple cash reports and records.
- Conducts difficult investigations and audits to resolve problems from misapplied funds, improper validations, and improper application of liens.
- Oversees the collection, receipt and disbursement of support monies in accordance with Florida Statutes, rules and regulations.
- Oversees the processing of liens filed for non-payment of support.
- Briefs and explains office policies and procedures to new employees, assists supervisors in personnel and departmental policies and procedures, maintains correspondence, prepares departmental reports and assists in collecting data for budget preparation.
- May act as group leader over assigned functional areas or supervise subordinate personnel engaged in clerical, accounting or other fiscal activities.
- May perform data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, and assist in the development, testing and debugging of new and existing programs.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of governmental accounting practices.
- Knowledge of data processing procedures and equipment.
- Knowledge of bookkeeping and accounting principles, business English, and arithmetic.
- Knowledge of laws, rules and regulations governing the processing of state and county support payments.

FISCAL RECORDS SPECIALIST, SENIOR (continued)

Job Code	Pay Grade
18726	CL11

Knowledge, Skills, and Abilities (continued)

- Knowledge of modern office practices, procedures and equipment.
- Skill in the operation of CRT, PCs and other related equipment.
- Ability to analyze transactions and reports and make appropriate correcting entries.
- Ability to plan, organize and train accounting and/or clerical personnel.
- Ability to understand, explain and apply accounting and departmental rules and regulations.

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Created	EEOC Code	Overtime Code
8/99	Administrative Support	Classified

RECORDS SPECIALIST, SENIOR

Job Code	Pay Grade
18700	CL11

Nature of Work

This is a lead worker position with duties requiring independent decision making, contact with the general public, attorneys, litigants, the court and clerical work in an automated office environment. Area of assignment may be in any related department 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 supervisors and management to coordinate the process and completion of the work. The work may include cash handling, balancing, verifying cash, preparing daily deposits and the review, process, recording and/or retention functions of a variety of legal documents.

Minimum Qualification Requirements

- 3 years clerical experience which includes 1 year in Clerk of the Court's Office; or
- An equivalent combination of 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 clerical support staff.
- Assists the supervisor in the planning, assigning and reviewing of work assignments and staff.
- Trains employees and keeps them apprised on policy and procedural changes.
- Reviews and processes legal documents and files; may determine recordability of documents.
- May assist in opening, closing, balancing, verifying cash and preparing deposits.
- Provides information and services to the general public, other related departments and/or attorneys to resolve complaints and problems.
- May prepare work related reports.
- Performs 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 the area of assignment.
- Knowledge of the principles of cashiering, governmental accounting and recordkeeping practices and procedures pertinent to the area of assignment.
- Knowledge of automated office procedures, methods and equipment.
- Knowledge of legal terminology, grammar, spelling, math and ability to understand oral and written instructions.

RECORDS SPECIALIST, SENIOR (continued)

Job Code	Pay Grade
18700	CL11

Knowledge, Skills, and Abilities (continued)

- 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
6/01	Administrative Support	Classified

DEPARTMENT COMPUTER SUPPORT SPECIALIST, SENIOR

Job Code	Pay Grade
11258	CL17

Nature of Work

This is administrative analytical work planning, performing, and coordinating computer support, computer technology, communications, and other technology most specific to the incumbent's assigned department. This class is allocated to multiple departments. An employee in this class serves as a department expert and lead technician for computer support activities and information systems, conducts needs assessments and makes recommendations to management. The incumbent serves as the department's primary liaison on the department's computer systems and with out of the department service providers and technology support contacts to ensure efficient and effective delivery of services. Duties require a broad knowledge of the assigned department's mission or operations, technical support, networking, systems, applications programming, and communications technologies. The incumbent may serve as a team leader or supervisor. The incumbent reports to a senior manager or supervisor.

Minimum Qualification Requirements

- 6 years professional experience in the analysis and management of an information systems network's administrative and operational requirements for computer operations related to a specific department or division; or
- Associate's degree with coursework in computer and information science, information technology (IT), business administration, or related field and 4 years professional experience as described above; or
- Bachelor's degree and 2 years professional 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.
- 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.)

- Performs as expert or coordinator for automated computer and/or telecommunications support to a major department or program activity.
- Analyzes information technology systems performance, develops budget requirements, evaluates and recommends department automation, applications, and other technological improvements.
- Designs new systems, prepares technical and design specifications; identifies maintenance needs.
- Prepares department documentation manuals and applications procedures; automation standards, guidelines, oversees receipt and setup of equipment, and installation of new or enhanced software.
- Coordinates department programming, telecommunications, and training efforts; serves as liaison with other departments, vendors and consultants.
- Researches and recommends procurement of hardware, software; monitors maintenance contracts and consultant services prior to authorizing payments and expenditure of departmental funds for various needs.
- May serve as the Administrator for the Supervisory Control & Data Acquisition (SCADA) system.
- Performs specialized department computer and information systems operations duties including control of database system enhancements, user systems security, tape libraries, system backup, transfer, shutdown procedures, archiving of data recovery, disk management and disaster recovery.
- Troubleshoots computer and network communications, software and hardware problems; designs systems logic, debugs system program problems; and assists software vendors with problem resolution.

DEPARTMENT COMPUTER SUPPORT SPECIALIST, SENIOR (continued)

Job Code	Pay Grade
11258	CL17

Illustrative Tasks (continued)

- Analyzes and maintains digital telephone systems; conducts electronic communications traffic studies on the switches to maintain optimum network and system design and efficiency.
- Establishes user categories and access limitations to system resources as well as trains users to operate department equipment and applications.
- May assist or take lead in action to select, evaluate, train, and supervise employees.
- May serve as the alternate to perform the duties of co-workers or more senior personnel as appropriate.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of assigned department's computer systems, operations, software, procedures, and functions.
- Knowledge of office automation, statistical and word processing equipment.
- Knowledge of data analysis and research techniques, methods, and processes.
- Knowledge of telemetry systems, data communications, data acquisition, and process control.
- Knowledge of management information systems, computer operations, and application software.
- Knowledge of basic and commonly used programming languages.
- Knowledge and ability to troubleshoot and resolve routine software, hardware, and network problems.
- Knowledge of standard practices associated with telephone and data transport systems installations, modifications, maintenance, and repairs.
- Knowledge of electronic CBX (public and private computer-controlled telephone switching system switching equipment).
- Knowledge of electronic tie systems, electronic telephones, and keys equipment.
- Knowledge of occupational hazards and appropriate safety precautions when servicing telephone equipment.
- Knowledge of governmental purchasing, personnel, and budget practices and procedures.
- Knowledge and ability to identify and resolve basic software, hardware, and network issues.
- Skill in verbal and written communication, and interpretation of unclear instructions or information.
- Skill in the use and care of standard tools, equipment, and testing devices of the telephone service trade.
- Ability to establish and maintain effective working relationships with superiors and assigned employees.
- Ability to organize and conduct basic training classes for non-technical users.
- Ability to develop and update procedure and operational manuals.
- Ability to perform technical computations, perform analyses; prepare reports, sort, and categorize data.
- Ability to conduct tests, analyze results, identify, and correct errors in completing office or field work.

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Revised	EEOC Code	Overtime Code
6/12	Technicians	Classified/Excluded

EQUAL OPPORTUNITY COORDINATOR, SENIOR

Job Code	Pay Grade
00192	CL17

Nature of Work

This is specialized professional supervisory work coordinating and administering county Equal Employment Opportunity (EEO) and Human Rights programs pursuant to various county ordinances, federal and state laws. Employees in this class independently coordinate compliance of specific EEO areas and act as liaison between the county and various public and private agencies. Duties involve collecting and analyzing EEO data, and evaluating and supervising investigations of discrimination complaints to determine probable cause.

Minimum Qualification Requirements

- 7 years of professional experience in affirmative action, equal employment opportunity, employment counseling, manpower development, investigative legal work, or related field that includes team leader, supervisory training, or supervision; or
- Associate's degree in public or business administration, behavioral or social sciences, personnel, or related field and 5 years of professional experience as described above; or
- Bachelor's degree and 3 years of professional 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.
- Candidate to actually demonstrate or be formally fluent in speaking and writing in one or more languages, i.e., Spanish, etc.
- Prior experience performing complaint investigations dealing with employment and/or fair housing matters.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Interprets ordinances and statutes on EEO and civil rights matters, prepares Affirmative Action (AA) plans and prepares reports.
- Analyzes investigative reports and discrimination complaint information from Equal Opportunity Specialists and makes recommendations for determinations.
- Conducts EEO desk audits of county departments, analyzes departments for EEO compliance.
- Counsels individuals with grievances or complaints, emphasizing problem resolution and answers public and employee inquiries.
- Corresponds with state agencies to gather labor market statistics and provides technical assistance, training and educational information to county departments and the public or private sectors on AA/EEO, ADA, Veterans' Preference, Fair Housing and other human rights matters.
- Performs reviews to evaluate WorkNet contractor/AA/EEO programs and problems.
- Investigates charges of unlawful discrimination in employment and serves as liaison for AA/EEO matters between county government and WorkNet contractors.
- Assigns and reviews work of subordinate personnel.
- Completes performance evaluations plus develops and conducts EEO training programs.
- Develops reports to federal agencies regarding contracts or memorandums of understanding and acts as liaison to federal and state agencies.
- Recommends issuance of citations for violations of county ordinances in accordance with the provisions of Section 125.69, Florida Statutes, as amended.
- Performs related work as assigned or required.

EQUAL OPPORTUNITY COORDINATOR, SENIOR (continued)

Job Code	Pay Grade
00192	CL17

Knowledge, Skills, and Abilities

- Knowledge of investigative techniques.
- Knowledge of federal, state and local laws, rules, regulations, ordinances and guidelines governing human rights issues.
- Knowledge of principles and practices of public administration and research techniques and the ability to develop and maintain reports.
- Ability to apply basic computer applications and software.
- Ability to communicate and work with individuals and groups with diverse backgrounds.
- Ability to effectively deal with all levels of management, functioning as advisor and instructor.
- Ability to analyze data and make judgments of effectiveness or compliance.
- Ability to develop and present effective, informative educational material to various groups and communicate effectively, verbally and in writing.

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Revised	EEOC Code	Overtime Code
8/07	Professionals	Classified

INFORMATION SYSTEMS SPECIALIST, CCC

Job Code	Pay Grade
18480	CL18

Nature of Work

This is analytical, administrative and supervisory work, planning and coordinating department information systems. An employee in this class serves as a departmental expert on information systems, conducts needs assessments and makes recommendations to management, and liaison with service providers, to ensure office automation needs are met. Duties require a broad knowledge of data processing operations, telecommunications, technical support, networking, systems and applications programming. Work is performed independently with no technical supervision and under general supervision of an administrative superior.

Minimum Qualification Requirements

- 6 years professional experience in the analysis, management, design, and implementation of an information systems computer network's administrative, technical, and operational requirements/processes that includes experience as a lead worker supervisor or formal supervisor training, or
- Associate's degree in computer science, management information systems, information technology, or related field and 4 years of the above experience, or
- Bachelor's degree in field as described above and 2 years of the above experience, 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.
- An employee following the supervisory career path to possess 1 year supervisory training or lead responsibility in special project assignments.
- Candidate to demonstrate competence and/or possess certifications in one or more specific IT functions.
- 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 information system performance and needs, develops budget requirements, and manages the selection of department automation applications and equipment, and user training activities.
- Designs new systems, prepares technical and design specifications; identifies maintenance needs.
- Prepares documentation manuals and procedures for applications; develops departmental automation standards, guidelines; oversees receipt and setup of equipment, and installation of new or enhanced software.
- Coordinates department programming, telecommunications, and training efforts; serves as liaison with other departments, vendors and consultants.
- Researches and recommends procurement of hardware, software; monitors maintenance contracts and consultant services prior to authorizing payments or expenditure of departmental funds for training needs.
- Selects, trains, and supervises subordinate technical and clerical employees; evaluates performance and recommends discipline as necessary.
- Analyzes, engineers, and maintains all digital and analog telephone systems; conducts traffic studies on the switches for network design and efficiency.
- Plans, directs, implements and supports customer telephone systems, procedures, programs and equipment; evaluates existing and planned telephone systems and equipment needs; coordinates with other department personnel regarding hardware and software needs; coordinates installation and operation of same.
- Recommends new initiatives, equipment acquisition, work methods; trains other employees on new procedures and operations.
- Coordinates and monitors projects with vendors; ensures projects conform to county standards.

INFORMATION SYSTEMS SPECIALIST, CCC (continued)

Job Code	Pay Grade
18480	CL18

Illustrative Tasks (continued)

- Analyzes system failures in both internal and external systems at an advanced level.
- Assists in telephone system installation, maintenance and repair work, troubleshoots complex or difficult telephone system failures, and bench tests telephone communications equipment.
- Evaluates communications requirements; prepares appropriate installation, maintenance and repair service recommendations.
- Keeps abreast of voice and data transmission industry advancements, CBX telephone system installation, videoconference advancements and service requirements.
- Administrator for the Supervisory Control & Data Acquisition (SCADA) system; performs operational duties including control of database system enhancements, user systems security, tape libraries, system backup, transfer, shutdown procedures, archiving of data recovery, disk management and disaster recovery.
- Troubleshoots network communications, software and hardware problems; designs systems logic, debugs system program problems; and assists software vendors with problem resolution.
- Establishes user categories and access limitations to system resources; trains users to operate system facilities.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of office automation, statistical and word processing equipment.
- Knowledge of public administration principles and practices.
- Knowledge of data analysis and research techniques, methods and processes.
- Knowledge of governmental purchasing, personnel and budget practices and procedures.
- Knowledge of telemetry systems, data communications, data acquisition and process control.
- Knowledge of computer operations and the concepts of operating systems, utilities and application software.
- Knowledge of basic and commonly used programming languages.
- Knowledge and ability to troubleshoot and resolve routine software, hardware and network problems.
- Knowledge of standard practices associated with telephone and data transport systems installations, modifications, maintenance and repairs.
- Knowledge of electronic CBX switching equipment, electronic tie systems, electronic telephones, and keys equipment.
- Knowledge of occupational hazards and appropriate safety precautions when servicing electronic and/or telephone equipment.
- Skill in hardware/software diagnostic procedures.
- Skill in verbal and written communication, and interpretation of unclear instructions or information.
- Ability to organize and conduct basic training classes for non-technical users.
- Ability to supervise and train technical employees.
- Ability to develop and update procedure and operational manuals.
- Ability to perform technical computations and analyses; generate reports, conduct tests, sort and categorize data and render advice and assistance as needed.
- Ability to establish and maintain effective working relationships with superiors and assigned employees.

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Revised	EEOC Code	Overtime Code
7/07	Technicians	Classified/Excluded

PROGRAMMER/ANALYST, SENIOR

Job Code	Pay Grade
14440	CL20

Nature of Work

This is professional, advanced technical and advanced analytical work in planning, design or selection, development, maintenance and implementation of information system software installed on multi-computer hardware and multi-operating system platforms devoted to mission critical objectives. The employee in this class is responsible for providing technical support, leadership, and liaison in the functional areas of information systems development and support in a multi-customer, multi-platform, multi-operating system, multi-vendor, mission critical environment. Duties include all aspects of system development and support, concentrating on technically complex tasks which include system and business analysis, planning, design, software development, testing, implementation and post implementation support. Must be capable of assuming total responsibility for assigned systems.

Minimum Qualification Requirements

- 4 years experience in IT, MIS, computer science, evidencing competency in programming, computer systems program design, and systems analysis; or
- Associate's degree plus 2 years of directly related programming experience in IT, MIS, computer science, evidencing competency in computer systems program design and systems analysis; or
- Bachelor's degree in IT, MIS, computer science, engineering, computer systems programming, program design and systems analysis, or related field; 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.
- Hiring Department may require the following demonstrated experience in any of the following:
 - {1} Mainframe-centric system programming and development tools and practices -- e.g., ORACLE, COBOL, CICS/BMS, VSAM, MVS, TSO/ISPF, JCL, EZ+, INTERTEST, MICROFOCUS, SYNC SORT, RDBMS's, or
 - {2} Client-server/web-based system development tools and practices -- e.g. Oracle Forms/Reports/Designer, C++, Visual Basic, XML, Visual Interdev, ASP, .Net, Websphere, Java, CDPD or other Wireless Technology, Access/SQL/Oracle RDBMS
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Demonstrates a high degree of technical proficiency in leading edge and established technologies, operating systems, relational database management systems, and web enabling technologies.
- Creates or modifies customer centric information technology solutions; transforms complex business processes and procedures into programmable computer logic.
- Designs, develops and creates a large variety of original applications for customers.
- Formulates project plans and schedules, including requirements, tasks, work assignments, resources and critical milestone review points for moderate to large projects.
- Initiates, designs and develops original information system software procedures, routines and programs for large scale systems of multiple architectures, multiple platforms, and multiple agencies.
- Coordinates the work of less experienced information system programmer/analysts engaged in the development and installation of new and revised information system software and related program products.
- Provides recovery assistance on an on-call basis for information system failures of any type.
- Performs problem determination and provides resolution to management and customers.

PROGRAMMER/ANALYST, SENIOR (continued)

Job Code	Pay Grade
14440	CL20

Illustrative Tasks (continued)

- Improves processes to increase the efficiency and effectiveness of information systems, procedures, and equipment for large scale multi-agency systems.
- Maintains contact with software and hardware vendors to coordinate complex problem determination and resolution.
- Develops, coordinates and implements training programs for IT and customer staff.
- Provides reports of problem and change management activity and project labor distribution to IT management.
- Reviews and audits new systems during design, prior to implementation and start-up periods within the assigned systems area.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the operating characteristics, capabilities and limitations of small, medium and large scale computer systems.
- Knowledge of operating systems, data base design and management, online transaction monitors, client-server, and web-based application tools.
- Knowledge of research techniques, methods and procedures.
- Knowledge of computer system metrics.
- Skill in project management and control.
- Skill in the programming languages utilized by the Business Technology Services department.
- Skill in systems analysis, design procedures and techniques.
- Ability to present oral and written technical reports clearly and concisely to customer staff and management.
- Ability to perform functional and performance tests; analyze test results; detect programming errors and perform proper corrective action on large scale, multi-platform / multi-agency systems.
- Ability to lead technical work groups of information systems staff.

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Revised	EEOC Code	Overtime Code
4/07	Technicians	Classified/Excluded

ELECTIONS AIDE

Job Code	Pay Grade
09100	CL6

Nature of Work

This is advanced clerical work in the automated office environment of the Supervisor of Elections assisting in the implementation of an Outreach Voter Registration and Education Program. Employees have a high degree of public contact which requires knowledge of electoral process laws, rules, regulations, policies and procedures, and skills for promoting public awareness of voter registration through involvement in public service and school programs. Duties performed require independent judgment to resolve routine work problems. Difficult or unusual issues are referred to supervision for resolution. Employees may assist in Absentee Ballot processing and operation of ballot tabulation equipment. The employee reports to a supervisor or designee.

Minimum Qualification Requirements

- 2 years clerical experience in public contact work which provided a working knowledge of government services; or
- Associate's degree in administration, public relations or technical school training diploma or certification in a related field that provides technical or administrative knowledge related to government services; 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.
- Knowledge of the geography of Pinellas County.
- Ability to work evenings and weekends during periods of peak activity.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- 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 Senior Office Specialist) 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.)

- Registers voters, makes correct registration records, and issues or replaces voter identification cards.
- Responds to customer needs in person and on the telephone, and files records.
- Scans, indexes, and retrieves voter signatures, utilizing a computerized system; retrieves individual registered voter statistics from computer database.
- Assists with incoming mail processing, mass mailings, calculates postage and affixes stamps.
- Issues absentee ballots; assists with tabulation of election ballots.
- May train, supervise, and verify data entries logged by temporary personnel.
- Posts changes to registered voter master files, including deletions.
- May assist with voter registration/awareness outreach programs and related school system programs.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of business English, spelling, and arithmetic.
- Knowledge of current office procedures, practices, and equipment.
- Ability to acquire a basic knowledge of federal, state and local election laws.
- Ability to learn the geographical, political districts of Pinellas County, pertaining to federal, state and local elections.
- Ability to understand and follow oral and written instructions.

ELECTIONS AIDE (continued)

Job Code	Pay Grade
09100	CL6

Knowledge, Skills, and Abilities (continued)

- Ability to apply basic computer applications and software.
- Skill in data entry and ability to work from a variety of source documents, at a reasonable rate of speed.
- Ability to tactfully deliver accurate and understandable information to the public, in response to inquiries or complaints.
- Ability to provide information correctly and concisely, orally and in writing.

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Revised	EEOC Code	Overtime Code
6/12	Administrative Support	Classified

BUILDING INSPECTOR 1

Job Code	Pay Grade
12160	CL13

Nature of Work

This is entry level technical work inspecting buildings and structural installations. An employee in this class inspects and tests installations for adherence to approved plans and specifications, for compliance with county building codes and regulations, and to protect the public against hazards caused by defective materials and workmanship in building constructions. Duties require skilled technical examinations and the application of standard trade practices to building inspections. Employees perform assigned work in the field throughout the unincorporated areas of Pinellas County. All work is subject to review by a superior through written and verbal reports and occasionally re-inspections. The incumbent reports to a supervisor or designee.

Minimum Qualification Requirements

- High school or vocational school graduate and 5 years of experience as a building inspector, trades foreman or contractor 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.
- Applicant must secure a valid certificate as a State of Florida Building Inspector within 2 years of employment and maintain the required continuing education.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- 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 Building Inspector 2) 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 exclusive.)

- Makes technical inspections of signs, new buildings and structural installations or modification of old building constructions.
- Checks each project for defects, omissions, violations, and other departures from correct procedure and county building codes.
- Issues notice of non-compliance where work is not correct and directs to the attention of the Chief Building Inspector.
- Inspects all work upon completion and signs permit giving final approval for the county that the work is safe for life and property.
- Makes routine and periodic inspections of area assigned to check for violations and hazardous conditions.
- Investigates complaints of defective building installations reported as safety hazards; makes re-inspections as directed; reports violations.
- Performs building tests on equipment and materials as directed.
- May perform data entry and retrieval functions in researching violations and scheduling inspections.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the methods and materials involved in building construction and of standard building testing devices.
- Knowledge of possible defects and faults in construction or hazardous conditions and of effective corrective measures.
- Knowledge of the regulations governing building construction in the unincorporated areas of the county.

BUILDING INSPECTOR 1 (continued)

Job Code	Pay Grade
12160	CL13

Knowledge, Skills, and Abilities (continued)

- Ability to read and interpret building construction plans and specifications, and to recognize deviations from such plans in the construction process.
- Ability to diagnose defects and hazards in old and new building construction, and enforce specifications and regulations firmly, tactfully, and impartially.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to keep records and to prepare and submit reports.
- Ability to apply computer applications and software.
- Ability to secure a Building Contractor's Certificate of Competency.
- Ability to complete the continuing education as required by the state.

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Revised	EEOC Code	Overtime Code
6/12	Technicians	Classified

PLUMBING INSPECTOR 1

Job Code	Pay Grade
12010	CL13

Nature of Work

This is entry level technical work inspecting plumbing and/or gas installations. An employee in this class inspects and tests plumbing and/or gas installations for adherence to approved plans and specifications, for compliance with county plumbing and gas codes and regulations, and to protect the public against the hazards of unsanitary or unsafe conditions caused by inferior material and poor workmanship in plumbing and/or gas systems. Duties require skilled technical examinations and the application of standard plumbing and gas trade practices to plumbing and/or gas inspections. Employees perform assigned work in the field throughout the unincorporated areas of Pinellas County. All work is subject to review by a superior through written and verbal reports and occasionally re-inspections. The incumbent reports to a supervisor or designee.

Minimum Qualification Requirements

- High school or vocational school graduate and 5 years of experience as a plumbing inspector, trades foreman, or contractor; 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.
- Applicant must secure a valid certificate as a State of Florida Plumbing Inspector within 2 years of employment and maintain the required continuing education.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- 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 Plumbing Inspector 2) 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.)

- Makes technical inspection of the installation of new plumbing/gas systems and related apparatus.
- Ensures that all plumbing and gas work conforms to adopted county codes as installed.
- Checks each project for defects, omissions, violations, and other departures from correct procedure; issues notice of non-compliance where work is not correct and directs to the attention of the Chief Plumbing Inspector.
- Inspects all work upon completion and signs permit giving final approval for the county that the work is safe for life and property.
- Makes routine and periodic patrols and inspections of areas assigned to check for violations and hazardous conditions; issues notices of non-compliance as necessary.
- Investigates complaints of defective plumbing/gas installations reported as hazards or unsanitary conditions caused by inferior material or poor workmanship in plumbing systems; makes re-inspection as directed; reports violations.
- Performs tests on equipment and materials as directed.
- May perform data entry and retrieval functions in researching violations and scheduling inspections.
- Performs related work as assigned or required.

PLUMBING INSPECTOR 1 (continued)

Job Code	Pay Grade
12010	CL13

Knowledge, Skills, and Abilities

- Knowledge of the methods and practices involved in constructing, installing, and operating a variety of plumbing/gas installations, equipment, signs and appliances, and of standard testing devices.
- Knowledge of possible defects and faults in plumbing and gas systems and appliances and of effective corrective measures.
- Knowledge of the regulations governing plumbing and gas installations, equipment and appliances.
- Ability to read and interpret plumbing and gas diagrams and specifications for plumbing and gas installations.
- Ability to diagnose defects and hazards in old and new plumbing/gas installations, equipment, and appliances and enforce specifications and regulations firmly, tactfully, and impartially.
- Ability to apply computer applications and software.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to keep records and to prepare and submit reports.

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Revised	EEOC Code	Overtime Code
6/12	Technicians	Classified

ELECTRICAL INSPECTOR 1

Job Code	Pay Grade
12110	CL13

Nature of Work

This is entry level technical work inspecting building and structural electrical installations.

An employee in this class inspects and tests electrical installations for adherence to approved plans and specifications, for compliance with county electrical codes and regulations, to protect the public against fire and other hazards caused by defective materials and workmanship in electrical systems. Duties require skilled technical examinations and the application of standard electrical trade practices to electrical inspections. Employees work in the field, throughout the unincorporated areas of the county and are supervised as the occasion requires. All work is subject to review by a superior through written and verbal reports and occasional re-inspections.

Minimum Qualification Requirements

- 5 years of experience as an electrical inspector, trades foreman or contractor; or
- Associate's degree in an engineering, electronics, planning, construction, or related field or completion of a 2 year vocational or technical diploma or certification in a related field and 3 years experience as described above; or
- Bachelor's degree in electrical engineering, construction, 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 periods in special, emergency, and/or disaster situations.
- Applicant must secure a valid certificate as an Electrical Inspector within 2 years of employment and maintain the required continuing education as required by Florida.
- 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 Electrical Inspector 2) 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.)

- Makes technical inspections of the installation of new electrical systems or modification of old electrical wiring systems, motors, equipment and related electrically operated apparatus.
- Ensures that all electrical work conforms to adopted county electrical codes as installed.
- Checks each project for defects, omissions, violations, and other departure from correct procedures; issues notice of non-compliance where work is not correct, and directs to the attention of the Chief Electrical Inspector.
- Inspects all work upon completion and signs permit giving final approval for the county that the work is safe for life and property.
- Conducts field inspections of signs erected for compliance with electrical codes.
- Makes routine and periodic patrols and inspections of areas assigned to check for violations and hazardous conditions.
- Investigates complaints of defective electrical installations reported as fire hazards; makes re-inspection as directed; reports violations.
- Performs tests on equipment and materials as directed.
- May perform data entry and retrieval functions in researching violations and scheduling inspections.
- Performs related work as assigned or required.

ELECTRICAL INSPECTOR 1 (continued)

Job Code	Pay Grade
12110	CL13

Knowledge, Skills, and Abilities

- Knowledge of the methods and practices involved in constructing, installing and operating a variety of electrical installations, equipment, signs, and appliances and of standard electrical testing devices.
- Knowledge of possible defects and faults in electrical wiring and appliances and of effective corrective measures.
- Knowledge of the regulations governing electrical installations, equipment, and appliances effective in the unincorporated areas of the county.
- Ability to apply computer applications and software.
- Ability to read and interpret diagrams and specifications for electrical installations.
- Ability to diagnose defects and hazards in old and new electrical installations, equipment, and appliances and enforce specifications and regulations firmly, tactfully and impartially.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to keep records and to prepare and submit reports.
- Ability to secure an Electrician's Journeyman's License.
- Ability to obtain a provisional certification as an electrical inspector within ninety (90) days of employment.
- Ability to complete the continuing education required by the state.

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Revised	EEOC Code	Overtime Code
6/12	Technicians	Classified

MECHANICAL INSPECTOR 2

Job Code	Pay Grade
12070	CL16

Nature of Work

This is journeyman level technical work in inspecting heating, air conditioning, ventilation and fire protection installations. An employee in this classification inspects and checks installations for adherence to approve plans and specifications for compliance with the applicable codes and regulations, and to protect the public against fire and other hazards caused by defective materials or workmanship in mechanical and fire protection systems. The incumbent performs skilled technical examinations and the application of standard trade practices to mechanical and fire protection systems inspections. The incumbent performs tasks in the field as assigned throughout the unincorporated areas of the county under minimum supervision. The incumbent reports to a designated supervisor or manager.

Minimum Qualification Requirements

- Must possess valid certification as a Mechanical Inspector as recognized by the State of Florida and 5 years of experience as a trades foreman, contractor, or at a similar supervisory level, or 3 years as a mechanical inspector; or
- Certification and Associate's degree in an engineering, planning, construction, or related field; or completion of a 2 year vocational or technical diploma or certification in a related field and 3 years as a mechanical inspector; or
- Certification and Bachelor's degree in mechanical engineering, construction, or related field and 1 year as a mechanical inspector; 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.
- Employee to maintain designated certifications and continuing education as required by Florida.
- 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 Mechanical Inspector 2) 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.)

- Makes technical inspection of the installation of new mechanical and fire protection systems or modification of old heating and air conditioning systems, motors, equipment, and related apparatus.
- Checks each project for defects, omissions, violations, and other departures from correct procedure and applicable county codes.
- Issues notices of non-compliance and directs to the Chief Mechanical Inspector.
- Performs tests on equipment and materials as directed.
- Inspects all work upon completion and signs permit giving final approval for the county that the work is safe for life and property.
- Makes routine and periodic patrols and inspections of areas assigned to check for violations and hazardous conditions.
- Investigates complaints of defective mechanical and fire protection systems installations that are reported as fire and other hazards; makes re-inspections as directed; reports violations.
- May assist in the initial training of lower level Mechanical Inspectors.
- May perform data entry and retrieval functions in researching violations and scheduling inspections.
- Performs related work as assigned or required.

MECHANICAL INSPECTOR 2 (continued)

Job Code	Pay Grade
12070	CL16

Knowledge, Skills, and Abilities

- Knowledge of the methods and practices involved in constructing, installing, and operating a variety of heating and air conditioning installations, equipment, and appliances, and of standard mechanical and fire protection systems testing devices.
- Knowledge of possible defects and faults in mechanical and fire protection systems equipment including duct work, and of effective corrective measures.
- Knowledge of the regulations governing mechanical and fire protection systems installations, equipment and appliances, effective in the unincorporated areas of the county.
- Ability to apply computer applications and software.
- Ability to read and interpret mechanical and fire protection systems diagrams and specifications for all types of installations.
- Ability to diagnose defects and hazards in old and new mechanical and fire protection systems installations, equipment, and appliances and enforce specifications and regulations firmly, tactfully, and impartially.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to keep records and prepare and submit reports.
- Ability to complete the continuing education required by the state.

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Revised	EEOC Code	Overtime Code
6/12	Technicians	Classified

PROJECT COORDINATOR-TECHNICAL

Job Code	Pay Grade
17560	P1

Nature of Work

This is professional technical work coordinating complex technical aspects and component portions of major projects or operations. The incumbent takes responsibility and provides expertise in one or more technical areas associated with major engineering, environmental, advanced information technology, economics, health, chemistry or other assigned subject matters. The incumbent takes principal responsibility for activities associated with complex hard to manage technical activities within an assigned work scope or project. An incumbent in this class performs as a project administrator, leader, or may supervise. The incumbent coordinates and monitors assignments and projects from initiation through delivery. The incumbent ensures targets and requirements are met. The incumbent ensures that work meets technical and other agency requirements. The incumbent works closely with various officials and subject matter experts to ensure successful integration and completion of projects and operations. Duties may also involve monitoring and coordinating non-technical aspects of assigned projects or programs with other project managers, county staff, consultants, various municipalities, public agencies, and private contractors. The incumbent assists in developing highly technical program guidelines and technical procedures while implementing and maintaining programs with minimal supervision. The incumbent may work alone or as a team member with other senior staff. The incumbent reports to a bureau director, department director, senior manager, or designee.

Minimum Qualification Requirements

- 8 years of technical and professional level experience in the assigned subject matter area of responsibility that includes 1 year of lead worker or supervisory training; or
- Bachelor's degree in engineering, environmental science, information technology, economics, health science, math, chemistry, physics, or subject directly related to the specialized assignments and 4 years experience as described above; or
- Master'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.
- Certification in assigned subject matter area of responsibility and/or project management.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Initiates, plans, coordinates, and oversees project assignments requiring advanced technical expertise.
- Establishes written specifications and sources for services, products, contractors for automated data processing, construction, information technology, operations, systems maintenance, and highly technical operations.
- Assesses, plans, implements, and evaluates highly technical specification requirements and advises management on the most efficient and effective means to achieve goals for projects and operations.
- Researches and gathers required technical data to evaluate plans and activities.
- Manages technical assignments and projects including the planning and operations phases that may include phases in design, development, testing, implementation, and production.
- Oversees projects and troubleshoots technical problems interacting with other subject matter experts, officials, and managers, including monitoring acquisitions, performance, materials and orders product testing, as needed.
- Ensures projects progress is schedule and minimizes any delays by taking action to avoid technical problems.
- Evaluates and inspects progress on assigned subject matter areas of responsibility and reports to management.
- Coordinates important utilities activities, water management operations, information technology systems, and other programs or operations that may involve major construction and support services acquisitions.

PROJECT COORDINATOR-TECHNICAL

(continued)

Job Code	Pay Grade
17560	P1

Illustrative Tasks (continued)

- Participates in activities required for systems, operations, and production testing to establish technical procedures.
- Serves as principal agency liaison for contractors, consultants, and key personnel on projects and processes.
- Analyzes results, monitors progress, evaluates changes, and negotiates change management implementation.
- Develops and establishes appropriate technical guidance, training, customer communications, and manage a proactive approach to inform, educate, and train stakeholders.
- Examines and evaluates best practices of other departments, governments, agencies, or private sector organizations to acquire cutting edge technologies.
- Leads or participates as a technical expert on cross functional project teams.
- Manages assignments and reports to senior managers on progress on technical assignments, special projects, services, operations, and construction.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge and technical expertise in the assigned subject matter areas of responsibility.
- Knowledge of automated project management documentation, tracking, and control processes.
- Knowledge of building design and construction procedures.
- Knowledge of general management practices and principles.
- Knowledge of principles and procedures of public administration and project management.
- Skill at identifying, analyzing and isolating problems, and problem resolution.
- Skill in interpersonal skills, communications, team building, facilitation, networking and negotiations.
- Ability to coordinate, lead, and supervise work completed or performed by others.
- Ability to apply computer applications and software.
- Ability to coordinate and resolve complex and technical issues arising during the course of project design and implementation, as well as delays in business, operations or construction activities.
- Ability to facilitate management level teams and bring the teams to consensus.
- Ability to manage and organize major projects and programs.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.

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Revised	EEOC Code	Overtime Code
6/12	Professionals	Exempt