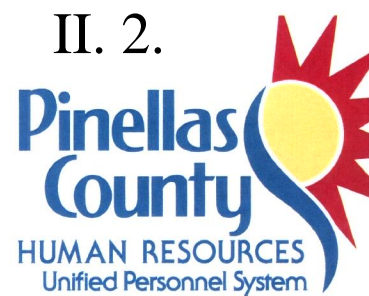


UNIFIED PERSONNEL SYSTEM

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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 *PR*

SUBJECT: Addition and Revisions of Class Specifications

DATE: September 24, 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.

ADDITION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
16380	Coastal/Beach Stabilization Coordinator	CL18

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
18690	Records Specialist 1	CL7
18490	Records Management Technician	CL9

PR/JL/gjc
Doc ID: Hskpg Oct 2012

COASTAL/BEACH STABILIZATION COORDINATOR

Job Code	Pay Grade
16380	CL18

Nature of Work

This is highly responsible professional and technical work coordinating projects for Pinellas County's Coastal Management Program (CMP). An incumbent in this class is responsible for coordinating and implementing CMP projects and programs to nourish beaches, fund dune vegetation and dune walkovers for beach cities, develop funding requests, evaluate and map public access along Gulf beaches, and a wide range of related activities. Duties may include developing cost-effective and efficient processes and procedures to coordinate beach nourishment and post-construction permit monitoring activities. General direction and program and policy guidance is received from senior department managers. Day-to-day operations require the exercise of considerable independent action, initiative, and judgment. This position reports to a senior project manager, unit supervisor, section manager, or designee.

Minimum Qualifications

- Bachelor's degree in natural sciences, geology, engineering, or related field that includes specialized coursework and study in coastal processes and 2 years of highly responsible technical and professional experience in the field of coastal geology, coastal management, coastal or environmental engineering, environmental science or directly related area of assignment; 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 candidates possessing an advanced degree in the natural sciences, coastal geology, coastal engineering, or related field with registration as a Professional Geologist or Professional Engineer in the State of Florida.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Coordinates, and implements day-to-day tasks and activities necessary to recommend program expenditures for projects that protect and optimize the viability of Pinellas County's many beaches for storm protection, recreation/tourism, and wildlife habitat.
- Researches, collects, studies, analyzes, and evaluates data obtained from beach and coastal monitoring programs.
- Coordinates, manages, and assists other agencies, consultants, and contractors in a variety of CMP programs and projects.
- Develops funding requests, budgets, and grants.
- Manages grants, projects, contracts, monitoring programs, and studies.
- Assesses and evaluates consultant and contractor activities.
- Develops and administers Interlocal Agreements with government agencies and municipalities.
- Communicates CMP information to community stakeholders and responds to citizen inquiries, questions or complaints.
- Reviews, interprets, and summarizes verbally and in writing a variety of highly technical and scientific reports and publications.
- Responds to information requests from and meets with the general public, city staff, officials and colleagues involved in the CMP.
- Completes project and field inspections and ensures photo-documentation of coastal and beach conditions and infrastructure history.
- Maps Pinellas County's beach parking availability and access points to determine state funding eligibility.

COASTAL/BEACH STABILIZATION COORDINATOR (continued)

Job Code	Pay Grade
16380	CL18

Illustrative Tasks (continued)

- Completes funding requests according to specific criteria established in Florida Administrative Code, Federal Government or other funding sources.
- Writes memos and letters to coworkers, agency staff, city officials, and citizens.
- Organizes and maintains the CMP official records library of papers, reports, and publications.
- Organizes and maintains CMP official electronic records files structure and related electronic files.
- Ensures appropriate current and updated CMP information and materials are published and available on the Pinellas County website.
- Perform related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of coastal geology, coastal engineering, or physical and geological oceanography.
- Knowledge of marine biology or environmental science and policy.
- Knowledge of marine surface water quality principles and processes.
- Knowledge of general project management principles and procedures.
- Skill in communicating, preparing and making informal and formal presentations as well as written documents that accurately and concisely convey ideas, summarize information, plans, or status.
- Skill in effective verbal and written communication with coworkers and staff from consultants, contractors, agencies and local governments.
- Ability to function as a project manager and team leader.
- Ability to apply computer applications and software to develop databases, enter data, and run queries in Microsoft Access or other database software applications used by the county.
- Ability to interpret and explain ordinances, rules, and regulations to a variety of audiences.
- Ability to coordinate or manage diverse projects from initiation to conclusion.
- Ability to review and evaluate scientific and technical articles, reports, and documents.
- Ability to read and understand construction plans and specifications.
- Ability to effectively collect and analyze data and prepare and present comprehensive reports.
- Ability to compile, recommend and monitor budgets.
- Ability to drive a 4-wheel vehicle off-road including beaches.
- Ability to negotiate with consultants, contractors, and vendors in the preparation and management of applicable decisions and agreements.
- Ability to read, interpret and follow procedural and policy manuals related to assigned job tasks.
- Ability to maintain effective working relationships with employees, officials, agencies and the public.
- Ability to resolve problems dealing with conflicting opinions, priorities, and agendas.
- Ability to create flyers, post cards, and brochures in Microsoft Publisher or other available software.

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Created	EEOC Code	Overtime Code
10/12	Professionals	Classified

RECORDS SPECIALIST 1

Job Code	Pay Grade
18690	CL7

Nature of Work

This is specialized clerical work which may require, depending upon the area of assignment, data entry, processing, research and filing of a variety of legal documents performed in an automated work environment. The areas of assignment may be in various departments under the Clerk of the Circuit Court. An employee in this class reviews and processes a wide variety of official records and/or legal documents in accordance with Florida Statutes and other pertinent legal authorities. Decisions are made within established guidelines and procedures. The position reports to a supervisor or designee.

Minimum Qualification Requirements

- 1 year experience in clerical work which may include 1 year customer service 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.)

- Performs typing/data entry, reviews and processes a variety of administrative and public legal documents.
- May provide information and services to the general public and respond to inquiries and requests from attorneys, litigants, agencies, and the court.
- Performs a combination of assignments that can require operation of document scanner equipment; personal computers; microfilm equipment; telecommunication equipment; or other records support services and technologies.
- Performs file management and inventory control tasks.
- May perform a variety of tasks related to an automated office environment.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Basic knowledge of the Florida Statutes, Rules of Court and regulations pertinent to area of assignment.
- Knowledge of legal terminology, grammar, spelling and math.
- Knowledge of recordkeeping practices and procedures.
- Knowledge of automated office equipment, practices and procedures.
- Skilled in the operation of automated office equipment.
- Skilled in the application of quality customer service.
- Ability to follow instructions in accordance with laws, regulations and procedures.
- Ability to provide information correctly and concisely, both orally and in writing.
- Ability to type with reasonable speed and accuracy.

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Revised	EEOC Code	Overtime Code
10/12	Administrative Support	Classified

RECORDS MANAGEMENT TECHNICIAN

Job Code	Pay Grade
18490	CL9

Nature of Work

This is specialized work providing administrative and technical support in the management, review, and analysis of public records. An employee in this class is responsible for a variety of tasks that may include large format document conversions; records retention, management of inventory, destruction of records, operation of photographic processors, and duplication or other records management assignments. The employee is expected to have a working knowledge of using and applying related technologies, state and federal records retention laws, using and making independent decisions based upon that knowledge. More complex decisions are referred to a professional staff member for resolution. The position reports to a supervisor or designee.

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.
- Monitors records transmittals for proper use of retention codes.
- Coordinates conversion of and performs quality control inspections on imaged documents.
- Provides large format 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.
- Operates powered and non-powered equipment in receipt, storage, retrieval and destruction of records.
- Prepares records inventories.
- 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
10/12	Technicians	Classified