

PLEASE POST

PLEASE POST

PERSONNEL BOARD FOR THE PINELLAS COUNTY
UNIFIED PERSONNEL SYSTEM

AGENDA

Date: October 4, 2012

Time: 6:30 p.m.

Location: BCC Assembly Room, fifth floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

PLEDGE OF ALLEGIANCE

EAC

I. Employees' Advisory Council Representative.

II. CONSENT AGENDA

Human Resources

1. Request Approval of the Minutes of the Regular Personnel Board Meeting held September 13, 2012.

Human Resources

2. Request Approval of Housekeeping Addition and Revisions of Class Specifications in the Pay and Classification Plan.

Clerk of the Circuit Court

3. Request Approval of the Audit of One Encumbered Court Records Specialist 2 Position in the Office of the Clerk of the Circuit Court.

Real Estate Management

4. Request Approval of the Audit of One Encumbered Craftworker 2 Position in the Real Estate Management Department. No Change is Recommended.

Environment & Infrastructure

5. Request Approval of the Audit of Priority Encumbered Positions in the Finance Division of the Department of Environment & Infrastructure.

III. NEW BUSINESS

Personnel Board

1. Request Approval of Change in Meeting Date from January 3, 2012 to January 10, 2013.

Personnel Board

2. Annual Performance Review of the Human Resources Director.

"Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a verbatim record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

"If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Within two (2) working days of your receipt of this agenda, please contact the Office of Human Rights, 400 S. Fort Harrison Ave., 5th Floor, Clearwater, FL 33756 (727) 464-4062 (V/TDD)."

Clearwater, Florida, September 13, 2012

The Unified Personnel Board (UPB) met in regular session at 6:30 P.M. on this date in the County Commission Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, with the following members present: Ricardo Davis, Acting Chairman; Andrea S. Daggett; Keith C. Dekle; and Joan Vecchioli.

Not Present: Daniel M. Andriso, Chair; George E. Tragos, Vice-Chair; and James P. Koelsch.

Also Present: Peggy Rowe, Director of Human Resources; Charles E. Toney, Employee's Advisory Council; Tammy L. Burgess, Board Reporter, Deputy Clerk; and other interested individuals.

AGENDA

EAC

I. Employees' Advisory Council

II. Consent Agenda

- | | |
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| Human Resources | 1. Request Approval of the Minutes of the Regular Personnel Board Meeting Held August 2, 2012. |
| Human Resources | 2. Request Approval of Housekeeping Additions, Classified to Exempt, Pay Grade Change, Title Changes, Revisions, and Deletions of Class Specifications in the Pay and Classification Plan. |
| Communications Department | 3. Request Approval of the Audit of One Encumbered Public Information Specialist Position in the Communications Department. No Change is Recommended. |
| Clerk of the Circuit Court and Comptroller | 4. Request Approval of the Classification and Pay Study of Technology Support Positions in the Clerk of the Circuit Court and Comptroller's Office. |

III. Discussion Item

- | | |
|-----------------|--|
| Human Resources | 1. Human Resources Departmental Update |
|-----------------|--|

CALL TO ORDER

Acting Chairman Davis called the meeting to order at 6:29 P.M.; whereupon, he led the members and attendees in the Pledge of Allegiance to the Flag, followed by the observance of a moment of silence in honor of the death of U.S. Ambassador Chris Stevens and three other Americans in Libya on Tuesday, September 11, 2012.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Chairman Charles E. Toney related that the EAC representative elections are coming up and are back on schedule, noting that they are usually held annually, but were postponed last year due to various organization and employee changes; that about 15 representatives are up for election this year, including him; and that nomination forms will be distributed to the employees on Friday, September 14, 2012 and will need to be returned by Friday, September 28, 2012.

Mr. Toney indicated that the Florida Supreme Court heard the lawsuit by the Florida Education Association (FEA) over the mandatory three-percent employee contribution to the Florida Retirement System (FRS) on September 5, 2012; that he has not seen the transcripts from the hearing and was unable to observe the hearing; and that the newspapers indicate that it could be months before a decision is rendered.

Mr. Toney noted that he may have additional comments on two items that may be discussed during tonight's meeting; and requested the opportunity to provide input as the items are raised, and no objections were noted.

Mr. Toney reported that the County Administrator distributed a memorandum indicating that he will be proposing a cost of living wage disbursement and additional days off for all permanent Classified and Exempt employees during the September 18, 2012 Board of County Commissioners meeting; and that the compensation may have been partially prompted by the Sheriff's Office and other municipalities, other counties, and cities in the area beginning to provide some form of compensation to its employees; whereupon, he indicated that although the County is not able to reinstate regular raises, the one-time disbursement is appreciated.

CONSENT AGENDA ITEMS NOS. II.1 THROUGH II.4 – APPROVED

Motion	-	Ms. Vecchioli
Second	-	Mr. Dekle
Vote	-	4 – 0

- #1 Minutes of regular meeting held August 2, 2012, approved as submitted.
- #2 Additions, Classified to Exempt, Pay Grade change, title changes, and revisions and deletions of class specifications in the Pay and Classification Plan approved; changes

reflect the current duties and responsibilities of the classifications and are housekeeping in nature. Items resulting in a change in Pay Grade are shown below:

Classified to Exempt

<u>Present Classification</u>	<u>Pay Grade (Salary)</u>	<u>Approved Classification</u>	<u>Pay Grade (Salary)</u>
Tax Auditor	CL18 (\$46,009.60 – \$73,174.40)	Tax Auditor	E11 (\$39,216.00 – \$74,820.00)

Pay Grade Change

<u>Present Classification</u>	<u>Pay Grade (Salary)</u>	<u>Approved Classification</u>	<u>Pay Grade (Salary)</u>
Mail Services Supervisor	CL13 (\$36,046.40 – \$56,056.00)	Mail Services Supervisor	CL14 (\$37,856.00 – \$59,092.80)

- #3 Audit of one encumbered Public Information Specialist Position, Pay Grade CL16 (\$41,724 – \$65,998), in the Communications Department approved; no change is recommended.
- #4 Classification and Pay Study of Technology Support Positions in the Clerk of the Circuit Court and Comptroller's Office approved. Items resulting in a change in Pay Grade are shown below:

Upward Reclassification

<u>Positions</u>	<u>Present Classification</u>	<u>Pay Grade (Salary)</u>	<u>Approved Classification</u>	<u>Pay Grade (Salary)</u>
CCC/C659	Department Computer Support Specialist	CL15 (\$39,748.80 – \$62,420.80)	Computer Systems Specialist	CL18 (\$46,010.00 – \$73,174.00)

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<u>Positions</u>	<u>Present Classification</u>	<u>Pay Grade (Salary)</u>	<u>Approved Classification</u>	<u>Pay Grade (Salary)</u>
CCC/C690	Department Computer Support Specialist	CL15 (\$39,748.80 – \$62,420.80)	Computer Systems Specialist	CL18 (\$46,010.00 – \$73,174.00)
CCC/C752	Department Computer Support Specialist	CL15 (\$39,748.80 – \$62,420.80)	Computer Systems Specialist	CL18 (\$46,010.00 – \$73,174.00)

Lateral Reclassification

<u>Positions</u>	<u>Present Classification</u>	<u>Pay Grade (Salary)</u>	<u>Approved Classification</u>	<u>Pay Grade (Salary)</u>
CCC/C533 (Vacant)	Information Systems Specialist	CL18 (\$46,010.00 – \$73,174.00)	Computer Systems Specialist	CL18 (\$46,010.00 – \$73,174.00)
CCC/C707 (Encumbered)	Information Systems Specialist	CL18 (\$46,010.00 – \$73,174.00)	Computer Systems Specialist	CL18 (\$46,010.00 – \$73,174.00)

HUMAN RESOURCES DEPARTMENTAL UPDATE

Annual Leave Exchange

Ms. Rowe distributed a document titled *Pinellas County Annual Leave Exchange Program*, a copy of which has been filed and made a part of the record, and noted that last year, the Board repealed Personnel Rule XV, County Service Optional Exchange of Leave, due to tax concerns regarding the program; that no exchange of leave was offered during Calendar Year 2012; and that Human Resources has been developing an exchange of leave program to be implemented in January 2013, which has been vetted with the Appointing Authorities, many employees, and the EAC members, who were also heavily involved in the design of the program.

Ms. Rowe related that the County is required to follow the tax code for the program and must monitor ongoing compliance with the code; that the tax codes require an irrevocable election in the calendar year prior to the actual exchange; that the program is driven

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by the budget; and that during her consultation with the County Attorney's Office, the revised Rules, the Special Act, and the purview of the UPB were reviewed and she was advised that the exchange of annual leave would need to come before the UPB as an information item, but should not be a Personnel Rule because the determination of whether or not funds are available for the program is outside of the UPB's purview; whereupon, she reported that the program has been removed from the Personnel Rules and is being presented to the UPB as an information item to provide a public location for the policy to exist.

Ms. Rowe discussed the details of the new annual leave exchange program, indicating that employees will be asked to make their annual leave exchange elections during the annual health care enrollment period of October 22 through November 9, 2012. Discussion ensued and in response to comments, concerns, and queries by Mr. Dekle, Ms. Rowe, with input by Human Resources Coordinator Jack Loring, indicated that the Office of Management and Budget has a formula to estimate the funding necessary for annual leave exchange, based on the number of individuals who exchange annual leave each year, and builds the amount into the budget; that the Appointing Authority would know early in the budget process if funds will be available, noting that the process begins in January and continues into September; and that the funding projection for annual leave exchange is done on a countywide basis, but the Appointing Authorities would make the decision to offer leave exchange or not each year based on their budgets.

Discussion continued wherein Mr. Dekle expressed concern that employees retiring from County service could exceed the maximum number of hours allowed to be paid out upon separation from the County and would lose the additional hours accrued; and in response to comments and queries by Mr. Dekle and Acting Chairman Davis, Ms. Rowe, with input by Attorney Swain and Senior Assistant County Attorney Carole Sanzeri, indicated that the employee would need to take the additional hours as leave to avoid losing them; and that the number of hours an employee currently has in their leave bank is irrelevant in relation to the exchange program, as employees will only be able to elect to cash in leave to be accrued in the following year, which is one of the significant changes under the tax code; whereupon, Ms. Vecchioli indicated that there does not seem to be an increased risk of an employee losing hours.

In response to comments and queries by Mr. Toney, Ms. Rowe indicated that there is a possibility that the leave exchange could be disallowed for everyone or by Appointing Authority; and that employees would know in advance if the annual leave exchange will not be offered; whereupon, she pointed out that in the last 30 years, there have only been two instances with two Appointing Authorities when annual leave was not offered due to budgetary issues.

General Rule Revisions Update

Ms. Rowe provided an update on the committee formed to review various Personnel Rules to determine where consolidation of rules could occur, indicating that a subcommittee has been established to look specifically at the discipline rule, which will bring its recommendations back to the committee to be vetted; and that she will update the Board, the Appointing Authorities, and the EAC as more concrete information is obtained, noting that the committee is making steady progress.

Delegated Authority Request

Ms. Rowe requested that the Board consider granting her delegated authority to move forward with modifying rules pertaining to pay and classification, such as those on the Consent Agenda; and that she be allowed to bring the items back to the Board after the fact as information items, noting that items involving the creation of a new classification or that negatively impact an employee's salary would continue to be brought to the Board for action. She suggested that if the Board is willing to consider her request, staff will prepare verbiage to be brought back to the Board at its next meeting; whereupon, she pointed out that the Board would have the ability to rescind the delegated authority at any time and would have the opportunity to rule on the information items when they are brought forward.

In response to comments and queries by Ms. Daggett, Ms. Rowe indicated that the changes currently being approved by the Board are prospective in nature; and provided examples of how a delay could negatively impact the County's operations, including slowing down the recruitment process and not being able to act on the results of an audit, such as increasing an employee's salary or changing a position's title, until the Board meets and approves the items.

In response to query by Ms. Vecchioli, Mr. Toney related that the EAC has some concerns about the Board not maintaining control over the actions, but would like to review the verbiage to be prepared by Ms. Rowe. Mr. Dekle related that the request is not to decrease the Board's level of authority or control, noting that it would be a delegation, not abdication, of authority; and Acting Chairman Davis stated that the majority of the instances would be items on the Consent Agenda that are administrative or housekeeping in nature; that any negative impacts would still be addressed by the Board; and that he does not have any major concerns regarding the request, and several members agreed; whereupon, in response to query by Mr. Toney, Acting Chairman Davis confirmed that in the event an item that Ms. Rowe would have authority to act on needed review, the Board would retain its authority to do so; and Ms. Rowe reiterated that

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should the Board disagree with her decision, it could have the action rescinded, acknowledging that doing so could be difficult.

MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Management and Supervisory Notes for September 2012.
2. Training Schedule for September 2012.
3. Minutes of the EAC Representatives meeting of July 18, 2012 and the EAC Delegates meeting of July 26, 2012.

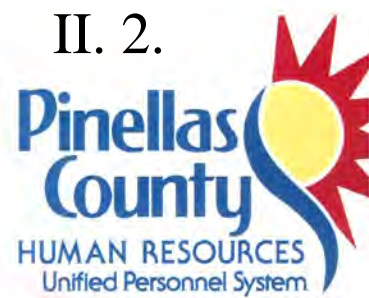
ADJOURNMENT

The meeting was adjourned at 7:03 P.M.

Acting Chairman

UNIFIED PERSONNEL SYSTEM

Annex Building 4th Floor
400 S. Fort Harrison Ave.
Clearwater, Florida 33756
Phone: (727) 464-3367
FAX: (727) 464-3949
www.co.pinellas.fl.us/persnl
Website: www.pinellascounty.org



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.

For official use only

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

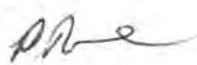
- Knowledge of principles and procedures of records management systems.
- Knowledge of Florida laws, rules and regulations concerning records retention.
- Knowledge of and skill in use of a personal computer and other automated office systems to enter, retrieve, and communicate information effectively,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

Peggy Rowe
Director

TO: The Honorable Ken Burke, Clerk of the Circuit Court

FROM: Peggy Rowe, Director of Human Resources 

DISTRIBUTION: Constance Daniels, Director, Court & Operational Services Division

SUBJECT: Audit of One (1) Encumbered Court Records Specialist 2, Position CCC/C319, (pay grade CL8) in the Office of the Clerk of the Circuit Court

DATE: **September 14, 2012**

As requested, the Human Resources Department has reviewed the duties and responsibilities assigned the subject position. This position was last audited over 4 years ago.

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 reclassify the following position as shown below without benefit of examination, and serve a probationary period as is outlined in Personnel Rule IX.

	PRESENT		RECOMMENDED	
<u>POSITION</u>	<u>CLASSIFICATION</u>	<u>PG</u>	<u>CLASSIFICATION</u>	<u>PG</u>
CCC/C319	Court Records Spec 2	CL8	Office Spec	CL6 (\$25,625-\$38,667)

ANALYSIS

This position performs moderately complex work providing clerical customer service duties and responsibilities in the Tyrone Branch Office for the Clerk of Circuit Court. This position is the first point of contact for the general public providing information and assistance concerning various court activities within the branch office. This position performs routine clerical duties which include assisting with disseminating information concerning the services of the office, general data entry and retrieval, maintaining various informational materials, and disseminating mail and other information for the office. The nature and scope of responsibilities associated with this position is consistent with the clerical duties and responsibilities of the Office Specialist classification. It is therefore recommended that this position receive a downward reclassification to Office Specialist, pay grade CL6 (\$25,625-\$38,667).

I agree with recommendation b) in this report.


The Honorable Ken Burke, Clerk of Circuit Court


Date

OFFICE SPECIALIST

Job Code	Pay Grade
11036	CL6

Nature of Work

This is moderately complex work providing clerical support in one or more of the following areas: Customer Service, Accounting or Office Support. The employee supports departmental activities in a wide range of County programs, services, and offices. An employee in this class is responsible for evaluating situations and inquiries in order to provide the most useful and appropriate information; explaining in general terms the procedures and functions of the various County and other governmental agencies; helping and assisting others and taking appropriate action or making proper referrals based upon this knowledge. Emphasis is placed upon exhibiting extreme tact and courtesy in handling customers and judgment is required in making frequent decisions. Decisions concerning departures from standard situations, practices and procedures may be referred to others for action. Instructions regarding work assignments, priorities and the application of office policies and procedures are generally provided by more senior staff; however, an employee in this class is expected to perform routine and standard everyday work assignments with basic guidance, exercising initiative and judgment based upon experience.

Minimum Qualification Requirements

- 2 years of office support experience dealing with administrative matters, customer accounts, and service problems, general clerical and experience in the use of computers and general office equipment; or
- Associate's degree, trade school, or vocational training degree, diploma, or certificate that includes training or 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.
- May be required to keyboard up to 35 wpm depending on area of assignment.
- Depending on area of assignment, employee's name must not appear on the Health & Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Provides information, assistance and services to the general public, employees, and others in person, by telephone, or by other forms of communication.
- Assists in the dissemination of information concerning the programs and services of various County agencies.
- Operates computer equipment in providing information, resolving routine problems and complaints.
- Performs computer related duties including encoding data, data entry and retrieval, and routine computer operations.
- Performs routine cashier, billing, receipt, clerical and filing duties.
- Receives and obtains computer data into personnel, budget and accounting systems.
- Validates and processes financial forms, payroll information, other forms and paperwork.
- Prepares requisitions; orders supplies, equipment and materials.
- Maintains records, libraries, and office files.
- Receives and maintains materials, records and supplies and assists in checking materials against invoices or orders.
- Issues materials, assembles, packs and transports or arranges information.
- Picks up, delivers or receives and disseminates mail and other information.
- May operate office equipment, transcription equipment, document printing devices and other special equipment.

OFFICE SPECIALIST (continued)

Job Code	Pay Grade
11036	CL6

Illustrative Tasks (continued)

- Keeps appointment calendars, schedules appointments, researches and assembles information for others.
- May relieve or fill in for other employees.
- Assists and provides routine support on inquiries from others for assistance, services, and resolution to problems.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Assists higher level staff in performance of a wide range of activities.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

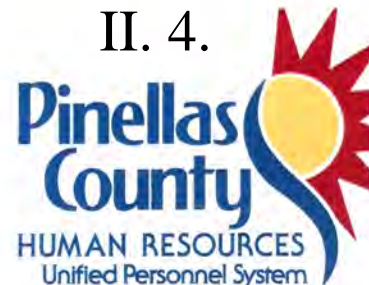
- Knowledge of business English, spelling and punctuation.
- Knowledge of standard office practices, procedures and equipment.
- Knowledge of the principles and practices of cashier functions.
- Skill in keyboarding accurately at a reasonable rate of speed.
- Ability to receive the public with tact, patience and courtesy.
- Ability to sort paperwork, file and otherwise acquire information to perform basic County Government office assistance.
- Ability to perform computer data entry and word processing functions.
- Ability to understand and carry out basic and written instructions and keep records.
- Ability to compose and prepare routine communications.
- Ability to make arithmetical computations with speed and accuracy.

For official use only

Revised	EEOC Code	Overtime Code
12/07	Administrative Support	Classified


UNIFIED PERSONNEL SYSTEM

Annex Building 4th Floor
400 S. Fort Harrison Ave.
Clearwater, Florida 33756
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Website: www.pinellascounty.org



Peggy Rowe
Director

TO: Robert S. LaSala, County Administrator

FROM: Peggy Rowe, Director of Human Resources 

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

SUBJECT: Audit of One (1) Encumbered Craftworker 2 Position BCC/C1972 (pay grade CL11, \$32,697-\$50,169) in the Real Estate Management Department (REM)

DATE: **September 14, 2012**

As requested, the Human Resources Department has reviewed the duties and responsibilities assigned the subject position. The position was last reviewed more than three years ago.

RECOMMENDATION:

It is our finding that the assigned duties and responsibilities are appropriate and consistent with the current classification. Therefore, no change is recommended.

ANALYSIS:

This position reports to the Electronics Specialist, Senior (pay grade CL16), located at the Pinellas County detention center complex performing skilled assignments in the REM Facility Operations Division. The purpose of the position is to install, repair, and maintain security locking devices in the jail complex including door locks, electrical controls, and complex mechanical jail security hardware devices. Major tasks require the incumbent to complete regular plant maintenance on equipment and reply to work order requests. The position monitors, maintains, trouble shoots, and repairs a full range of county detention facility location security locking devices requiring full performance skills in mechanical and electronic components and equipment locking device systems. The position maintains contacts with equipment and service vendors to ensure timely response to facility requirements. The incumbent recently completed the Southern Steel and Folger Adam Technical Training course and received a certification covering electrical controls and locking systems in detention and high security systems. Workloads have increased in the past few years. The position is recognized on-site as the unit's most highly skilled worker in this area of assignment and is responsible to lead and train other personnel to complete security locking device

I agree with the recommendation in this report.


Robert S. La Sala, County Administrator

9/18/12
Date

ANALYSIS: (continued)

maintenance. The associated work unit is now comprised of the Electronics Specialist, Senior (pay grade CL16); one Craftworker 3 (pay grade CL13); and four Craftworker 2 (pay grade CL11) positions. The position's leadership and security detention equipment repair and maintenance skills are advanced and highly specialized; however, the assignments do not exceed the Craftworker 2 class. The nature of the tasks, duties, and responsibilities performed as described by REM fall within the Craftworker 2 class and thus remain consistent with the Craftworker 2 classification.

CRAFTWORKER 2

Job Code	Pay Grade
13750	CL11

Nature of Work

This is advanced level journeyman work involving performance of moderately complex assignments in construction, maintenance, and/or repair of facilities, buildings, equipment and devices in one or more craft, trade, maintenance, facility or other specialized fields. An employee in this class performs at least one specialized line of work and the work frequently involves mastering assignments in a recognized skill or multiple skills. The position serves as lead in one or more designated functions and may participate in multiple cross functions. Employees are expected to perform independently on assigned work and to provide guidance and training to others when completing work. Tasks are performed in accordance with established procedures requiring initiative and independent judgment. Duties may require the employee to supervise or serve in a lead capacity on either a regular or incidental basis. Work conditions, assignments, and supervision received differ, depending on the unit assignment.

Minimum Qualification Requirements

- 3 years of skilled craft or trade experience in the direct line of work; or
- Completion of a 2 year skilled trades vocational or technical school program with a diploma or certification and 1 year of experience in the direct line of work 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.
- Career Ladder Advancement-After completion of required years experience in 1 or more of following trades; HVAC, carpentry, electrical, drywall/painting and coatings, and plumbing, plus documented skill competency in designated trade(s), the department may consider a Craftworker 1 incumbent for non-competitive promotion to Craftworker 2.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Performs skilled work in one or more complex combinations of assignments in grounds, construction, maintenance, repair and other miscellaneous functions.
- Assists journeymen level workers in construction, maintenance and repair work.
- Performs duties in one or more functional occupations, i.e., air conditioning/ heating specialists, electricians, mechanics, carpenters, welders, painters, and cabinet making specialists and other skilled personnel to build, construct and maintain facilities, buildings, equipment, machinery, etc.
- Installs, maintains and repairs electrical systems, electric motors, generators, switches, circuit breakers, fuse boxes and lighting equipment in buildings and other county facilities using various hand tools and test equipment.
- Performs installation and repair of plumbing, heating and electrical equipment, lines and systems.
- Assists plumbers in installation, maintenance and repair of pipes, valves, faucets, sinks and other fixtures.
- Assists cement and mason personnel in laying brick, block, sidewalks, etc.
- Performs carpenter duties to maintain, repair and construct a wide variety of structures using wood, other materials, assemblies, drywall and the entire range of construction materials and products.
- Assists mechanics in operation, maintenance and repair of heating, refrigeration and air-conditioning equipment.
- Repairs and maintains special tools, equipment and accessories.
- Assists painters to mix, match and apply stains, paints and other chemicals.

CRAFTWORKER 2 (continued)

Job Code	Pay Grade
13750	CL11

Illustrative Tasks (continued)

- Paints, stains, wall covers, or otherwise decorates interiors and exteriors, including walls, trim, furniture, buildings and other facilities using spray guns, rollers, brushes, pads, sponges, etc.
- Installs, maintains and repairs electrical systems, electronic security systems, electric motors, generators, switches, circuit breakers, fuse boxes and lighting equipment in buildings and other county facilities using various hand tools and test equipment.
- Lays, finishes and repairs concrete sidewalks, floors, walls and steps using hand tools or power tools.
- Assembles, installs, and repairs pipe, fittings and fixtures of heating, water and drainage systems.
- Receives, stores, issues and controls departmental tools, supplies and materials inventory.
- Retrieves, reports, and communicates on the status of work assignments using administrative, computer and other means of reporting.
- Installs, repairs, rebuilds, and services mechanical and electrical locking devices; cuts new or duplicate metal keys, electronic access control cards and performs electronic key system operations using hand tools, special equipment, guides and instructions.
- Constructs, erects, installs, and repairs structures and fixtures of wood, plywood and wallboard using carpenter's hand tools and power tools. May also fabricate and repair wooden cabinets and furniture using various hand tools and woodworking machines.
- Purchases, plans, and orders a wide range of construction and maintenance materials, supplies, and inventory necessary for project and group operations.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

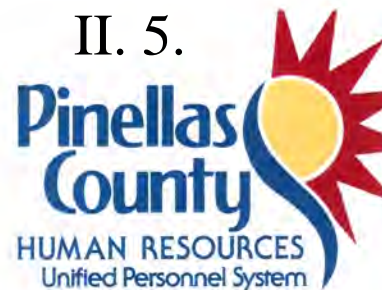
- Knowledge of tools, power tools and materials used in skilled trade work.
- Knowledge of methods, materials, tools, equipment, and practices used in building, electrical and mechanical work.
- Knowledge of work hazards and safety associated with crafts, trades and facilities work.
- Skill to use standard hand tools, machines and equipment used in building trades and facility repair.
- Ability to plan and execute facility maintenance or construction work plans.
- Ability to read prints and schematics, draw sketches of projects and follow oral and written instructions.
- Ability to complete basic recordkeeping and simple math.
- Ability to endure long periods of standing, walking or working in inclement weather and possession of sufficient physical strength and agility to lift and move heavy objects.
- Ability to detect problems and repair machinery and equipment.
- Ability to work from oral or written instructions, broken parts or basic diagrams and sketches.
- Ability to supervise helpers to maintain or repair work, keep basic records and do heavy manual work.
- Ability and strength to climb ladders and perform heavy manual labor for extended periods.
- Ability to troubleshoot defects in machinery and equipment operation, make proper repairs and adjustments, complete assignments.
- Ability to read and interpret blueprints and schematics, equipment diagrams, draw sketches of proposed projects, plan assignments, order materials and understand and follow oral and written instructions.
- Ability to operate a personal computer and other automated systems to monitor work, enter and retrieve information.

For official use only

Revised	EEOC Code	Overtime Code
7/11	Skilled Craftsman	Classified


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Peggy Rowe
Director

TO: Robert S. LaSala, County Administrator

FROM: Peggy Rowe, Director of Human Resources 

DISTRIBUTION: David Scott, Executive Director, Environment & Infrastructure
Steve Carroll, Division Director 1, DEI

SUBJECT: Audit of Priority Encumbered Positions within the Finance Division of the Department of Environment & Infrastructure (DEI)

DATE: **September 24, 2012**

The Human Resources Department has conducted the review of priority positions within the Finance Division of the Department of Environment & Infrastructure (DEI). This review consists of seventeen (17) positions and ten (10) classifications. The following recommendations are submitted:

- 1 Position Reclassified From Classified Service to Exempt Service
- 15 Positions to Receive Upward Reclassifications
- 1 Position to Remain the Same
- 17 TOTAL

I. RECLASSIFIED FROM CLASSIFIED SERVICE TO EXEMPT SERVICE

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C1241	Accounting Svc Coord	CL17	Dept Admin Mgr	SM6

ANALYSIS

This position reports to the Section Manager supervising DEI financial reporting. The nature and scope of this position changed when DEI consolidated and reorganized. This position performs professional and supervisory level duties reporting directly to the Finance Division's Section Manager responsible for financial reporting. Advanced duties were performed by a senior department manager no longer employed. This position prepares DEI operating budget analysis, and supervises the annual DEI operating budget that includes reserves. Other principal position duties include supervising 3 staff

I agree with the recommendations in this report. Funds are available for implementation.


Robert S. LaSala, County Administrator

9-26-12

Date

I. RECLASSIFIED FROM CLASSIFIED SERVICE TO EXEMPT SERVICE (continued)

ANALYSIS (continued)

that perform professional and technical budget, finance, and accounting support. This position interacts and teams with outside consultants, DEI managers/supervisors, and other officials to plan, project, identify, and track hundreds of millions of dollars. This position supervises a broad range of financial analysis and accounting activities including general ledger maintenance, work measurement costing, fixed assets reports, productivity reports, and day-to-day DEI tracking of operations costs in current and future budgets. This position is responsible for regular and special budget and operating budget reports as well as highly complex special studies. This position prepares the DEI operating budget, budget amendments, and budget fluctuation analysis coordinating future planning and actual spending. Therefore, it is recommended that this position be reclassified to Department Administrative Manager within the Exempt Pay Plan at Pay Grade SM6 (\$64,055-\$96,083).

II. UPWARD RECLASSIFICATIONS

It is our finding that the duties and responsibilities being assigned to the following positions are not at the level of the current classifications. Therefore, it is recommended that you either:

a) Assign duties and responsibilities to the level of the current classifications,

or

b) Request the Personnel Board to reclassify the following positions as shown below without benefit of examination, and serve a probationary period as outlined in Personnel Rule IX.

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C1383	Sr Office Spec	CL8	Accounting Support Spec	CL11
BCC/C1390	Sr Office Spec	CL8	Accounting Support Spec	CL11
BCC/C2105	Sr Office Spec	CL8	Accounting Support Spec	CL11
BCC/C2506	Sr Office Spec	CL8	Accounting Support Spec	CL11
BCC/C2917	Sr Office Spec	CL8	Accounting Support Spec	CL11
BCC/C 2279	Admin Supt Spec	CL11	Administrative Sec	CL12
BCC/C1777	Accounting Supt Spec	CL11	Accountant 1	CL13
BCC/C1092	Accountant 1	CL13	Accountant 2	CL15
BCC/C2458	Accountant 1	CL13	Accountant 2	CL15
BCC/C3276	Cust Svc Analyst	CL13	Systems Support Analyst	CL17
BCC/C1263	Customer Services Supv	CL16	Revenue Mgmt Supv 1, DEI	CL18
BCC/C1225	Customer Services Supv	CL16	Revenue Mgmt Supv 1, DEI	CL18
BCC/C2918	Accounting Svcs Coord	CL17	Revenue Mgmt Supv 1, DEI	CL18
BCC/C2925	Customer Services Mgr	CL19	Revenue Mgmt Supv 2, DEI	CL20
BCC/C2283	Accountant, Senior	CL19	Finance & Accounting Analyst	CL20

ANALYSIS

1. Senior Office Specialist Positions BCC/C1383, 1390, 2105, 2506, & 2917:

This is specialized accounting work in the Revenue Management Unit of the Finance Division. These positions are responsible for foreclosures, payment guarantee requests, title disclosure requests, and statutory write-offs with unclaimed customer refunds. The positions analyze customer's accounts to create credits, debits, fee adjustments, reconciliation of account receivables and revenue deposits in

II. UPWARD RECLASSIFICATIONS (continued)

ANALYSIS (continued)

1. Senior Office Specialist Positions BCC/C1383, 1390, 2105, 2506, & 2917: (continued)
general ledger accounts, and accounting corrections on customer accounts. These positions also create new customer accounts and establish the correct payment rates for installation. Based on internal equity within the department and the county, it is therefore recommended that these positions receive an upward reclassification to Accounting Support Specialist, pay grade CL11 (\$32,697-\$50,169).
2. Administrative Support Specialist Position BCC/C2279:
The duties and responsibilities of this position are varied and highly independent administrative and secretarial work providing support to the Division Director. Duties and responsibilities of this position include screening and receiving telephone calls and providing information requiring a broad knowledge of the division. This position schedules meetings and staff functions on behalf of the Division Director and senior staff, keeps appointment calendars, and researches and assembles departmental information. This position provides accounting support to the division working closely with the budget by creating spreadsheets as well as analyzing and entering data into reports. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Administrative Secretary, pay grade CL12 (\$34,340-\$53,019).
3. Accounting Support Specialist Position BCC/C1777:
This position reports to the DEI operations payments unit supervisor. Prior to the reorganization, this position performed accounting support tasks in public works activities including payroll administration. A more complex scope of work with additional duties and responsibilities previously performed by an Accountant 1 position are now assigned to this position as a result of reorganization. This position processes DEI accounts payable invoices including accounting for fixed assets inventory. This position coordinates purchasing card workforce processes supporting managers, supervisors, and employees. This position performs fixed assets inventory coordination assignments previously performed by an Accountant 1. This position prepares administers accounting processes covering purchase orders for new equipment/tools/materials/supplies, and tracks DEI assets. In addition, this position prepares records, reports, and accounts for cash receipt payments received from other government agencies for services provided to municipalities and other entities. The accounting and administrative responsibilities assigned to this position are consistent with other positions that perform highly responsible accounting work to maintain, review, process, and audit of financial records and reports. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Accountant 1, pay grade CL13, (\$36,046-\$56,056).
4. Accountant 1 Positions BCC/C1092 & 2458:
These two positions report to the Department Administrative Manager supervising the CIP budget and payments unit. DEI consolidated many complex accounting processes and these positions now perform additional duties and responsibilities previously performed by an Accountant 2. CIP tasks have been merged from the previously separate utilities, public works, and transportation organizations. These positions make important decisions in their work on a large number of high profile projects and provide advanced accounting support to many DEI officials on complex financial capital improvement contracts, grants, and related activities. These positions apply advanced project administration and accounting skills, ensuring contract problems are avoided and deadlines and internal controls are met. These positions perform tasks that require independent technical judgment

II. UPWARD RECLASSIFICATIONS (continued)

ANALYSIS (continued)

4. Accountant 1 Positions BCC/C1092 & 2458: (continued)
and skills to troubleshoot with officials on a broad range of CIP projects, grants, and initiatives. The assignments of these positions are consistent with other positions that perform finance and accounting support for major high-profile programs and operations. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Accountant 2, pay grade CL15, (\$39,748-\$62,420).
5. Customer Services Analyst Position BCC/C3276:
This position consists of analytical and technical work performing water consumption data, analysis of data and return on investment calculations for issue requests, creation of data infosets, data queries, and variants in the Systems Applications & Products (SAP) program. This position is the subject matter expert for SAP, Oracle, and Maximo and responds to any questions or issues within the division. This position insures the accuracy of data that impacts revenue and budgets costs as well as insures more efficient use of the data. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Systems Support Analyst, pay grade CL17 (\$43,825-\$69,596).
6. Customer Services Supervisor Position BCC/C1263:
This position reports to the Section Manager 2, DEI in the Revenue Management Section with responsibility for the utilities payment processing unit. This position supervises approximately 7 administrative, technical, and support personnel. The unit supervised is responsible to administer utilities customer service level agreements, process payments, initiate new service, process office mail, secure credit card/lock box payments, and other responsibilities. This position may also supervise the section's other unit groups when a supervisor is off or unit coverage is required. Additional duties and responsibilities have been assigned to this position due to reorganization. Some of the new assignments include records management, unique computer processes, contracts for Bill2Pay/credit/lock box, armored car services, closing of move-in/force-out documents, and others. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Revenue Management Supervisor 1, DEI, pay grade CL18, (\$46,009-\$73,174).
7. Customer Services Supervisor Position BCC/C1225:
This position reports to the Section Manager 2, DEI in the Revenue Management Section with responsibility for unpaid bills and debt collection administration. This position supervises approximately 6 administrative, technical, and support personnel. This position may also supervise the section's other unit groups when a supervisor is off or unit coverage is required. This position supervises personnel performing bill corrections, account reversals, move outs account changes, theft service management, and meter change outs. This position is responsible for guarantees; title disclosure requests, statutory write offs by account, and applies other important account related tasks. Economic hardships in the housing industry have created the adoption of more specialized and effective policies and procedures because of substantial increases in the number and complexity of unpaid utility bills, foreclosures, and more complicated DEI automated accounting systems. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Revenue Management Supervisor 1, DEI, pay grade CL18, (\$46,009-\$73,174).

II. UPWARD RECLASSIFICATIONS (continued)

ANALYSIS (continued)

8. Accounting Services Coordinator Position BCC/C2918:

This position reports to the Section Manager 2, DEI in the Revenue Management Section with responsibility for billing and invoicing. This position supervises approximately 5 administrative, technical, and support personnel. This position may also supervise other revenue management unit personnel functions when requested. This position is responsible to implement an overarching complex automated billing system that covers separate and unique municipality customer billing policies and non-standardized billing practices covering over 120,000 accounts. This position ensures customer billing and invoicing, daily review of production from meter read counts to invoicing, online verification of print vendor statistics (invoice counts, late notices, message on invoice, postage costs, special customer envelope mailings), analyzing multi-user accounts to establish billing arrangements, and achieve revenue objectives. In addition, this position is assigned other important responsibilities affecting a constantly changing customer base often implementing changes to address online error reporting/corrections, grease trap permit billing, Maximo (work plan/cost tracking) support, Agile system entries, inter/intra department billing adjustments, online individual account invoicing, online reversal of invoices, direct input and reversal of debits/credits, automated computer connection objects, premises, installations, and applying modified or new rate categories. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Revenue Management Supervisor 1, DEI, pay grade CL18, (\$46,009-\$73,174).

9. Customer Services Manager Position BCC/C2925:

This position reports to the Section Manager 2, DEI in the Revenue Management Section with section leadership and section-wide responsibility for revenue analysis. The position previously supervised in the customer call center. This position now supervises approximately 6 administrative, technical, and support personnel. This position may also supervise the section's other unit groups when a supervisor is off or unit coverage is required. This position is responsible for overall revenue accounting and revenue related contracts. DEI duties and responsibilities have been consolidated under this position including cost sharing agreements, municipal signal maintenance agreements, roadway lighting costing arrangements, traffic signal costing arrangements as well as other DEI-wide cost analysis and reporting duties, project, and assignments. This position differs from lower level section supervisor positions because the position both supervises highly technical unit staff and takes a lead DEI role completing reports and financial analysis on revenues, fund reconciliations, studies, and projects. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Revenue Management Supervisor 2, DEI, pay grade CL20, (\$50,731-\$82,014).

10. Senior Accountant Position BCC/C2283:

This position reports to the DEI financial analysis and reporting unit's Fiscal Manager. Prior to the reorganization, this position performed finance and accounting tasks for an agency merged with DEI. This position provides professional finance and accounting support for major department elements within DEI and also on the overall DEI budget, accounting, and reporting functions. This position analyzes and prepares statistics on revenues, production, rate calculations/fee structures and supports senior managers and officials in making interpretations and recommending actions be taken by managers in completing determinations to establish or modify fees and charges or rates for various services. In addition, this position prepares budgets, financial forecasts and reports. Responsibilities

II. UPWARD RECLASSIFICATIONS (continued)

ANALYSIS (continued)

10. Senior Accountant Position BCC/C2283: (continued)

include providing professional and technical inputs to support financial, administrative, and analytical processes that include complex budgets, fiscal impacts, financial reporting, systems analysis, strategic planning, and debt management. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Finance & Accounting Analyst, pay grade CL20, (\$50,731-\$82,014).

III. POSITION TO REMAIN THE SAME

This is an Exempt Service position and is included in this report for informational purposes only.

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>
BCC/E352	Fiscal Manager	SM5b

ANALYSIS

This position reports to the Section Manager supervising and managing DEI financial and reporting functions. This position is assigned management, professional, and supervisory duties reporting to the Finance Division's Section Manager responsible for DEI financial reporting. This position supervises three professional accounting positions. In addition, this position is required to serve in a highly visible strong leadership role assisting senior management officials and group efforts impacting budget, CIP, and finance operations on major finance issues. This position requires an expert and leader to perform county-wide interagency finance and accounting roles advising and recommending courses of action to consultants, senior managers, public officials, and elected officials. This scope and emphasis of the position's fiscal assignments is system-wide to include all sources of agency revenue, budget activities, and expenditures. This position must master complicated cost allocations, debt management, bond issuance/refinance, enterprise funds, and other important finance/accounting issues. This position establishes objectives, strategies, and deadlines to support executives and managers actions to recommend and approve agency multi-year plans or budgets. Analysis indicates that the assignments for this position are allocated to the appropriate classification and no change is recommended.

DEPARTMENT ADMINISTRATIVE MANAGER

Job Code	Pay Grade
11340	SM6

Nature of Work

This is highly responsible administrative and supervisory work assisting a Departmental Director or senior management official in planning and directing complex departmental support services and operations. Responsibility entails managing technical, supervisory, and clerical/accounting personnel engaged in various support activities. An employee in this classification relieves the department head of designated administrative details by managing budget preparation and administration, financial management and projections, personnel administration, departmental service programs and conducting special studies. Work includes planning, directing and reviewing the work of personnel engaged in customer service, budget control, financial management, information system planning, and related administrative departmental operations. This position requires thorough working knowledge of departmental programs, procedures and policies and entails the exercise of extensive initiative and independent judgment. Work is performed under the general supervision of the director, but considerable independent judgment is exercised in carrying out the daily operations of the department. The position reports to a department director, senior manager or designee.

Minimum Qualification Requirements

- 7 years administrative and program operations experience assisting a departmental director in planning and directing complex departmental support services and operations in the hiring department unit's principal designated subject matter mission or directly related field (e.g., named department operations/activities or directly related organization) that includes lead worker, supervision, or supervisory training; or
- Associate's degree in business administration, finance, economics or related field and 5 years experience as described above; or
- Bachelor's degree and 3 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Supervises subordinate professional, supervisory, accounting, and clerical personnel engaged in support activities such as record maintenance, budget preparation and administration, payroll, departmental service programs, purchasing, property inventory control and personnel management.
- Responsible for interviewing, hiring, training and evaluating subordinate staff personnel.
- Directs the accounting, budgeting and fiscal operations of the department.
- Provides support to special projects such as applications for grants and awards, and environmental remediation.
- Develops, negotiates, and monitors leasing contracts.
- Supervises and participates in special studies, surveys and the collection of information on difficult operational and administrative problems; prepares reports recommending solutions or courses of action.
- Plans, directs, implements and supports the automation of office systems, procedures, programs and equipment; evaluates office automation systems and equipment needs; coordinates with other department personnel regarding hardware and software needs; coordinates installation and operation of same.

DEPARTMENT ADMINISTRATIVE MANAGER (continued)

Job Code	Pay Grade
11340	SM6

Illustrative Tasks (continued)

- Coordinates and provides intra and interdepartmental liaison functions.
- Coordinates personnel activities for assigned department.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Coordinates and provides intra and interdepartmental liaison functions.
- Acts for department head, as delegated, at meetings, conferences and in administrative matters.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of public administration principles and practices.
- Knowledge of accounting practices and procedures and the ability to apply such knowledge to accounting transactions.
- Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of personnel, finance, and business administration as applied in a large organization and the ability to apply them.
- Knowledge of office automation, data processing principles and practices.
- Knowledge of the laws, rules and regulations controlling budgetary fiscal record keeping.
- Knowledge of the principles and procedures of governmental budget preparation.
- Ability to apply computer applications and software.
- Ability to plan, direct, assign, instruct, review and evaluate technical, supervisory and clerical personnel.
- Ability to plan, direct, supervise, coordinate, organize and inspect specialized departmental projects, programs and activities.
- Ability to prepare written reports, estimates and cost records.
- Ability to analyze and solve administrative problems and to render advice and assistance on them.
- Ability to supervise the work of subordinate staff.

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Revised	EEOC Code	Overtime Code
10/12	Officials & Managers	Exempt

SYSTEMS SUPPORT ANALYST

Job Code	Pay Grade
16370	CL17

Nature of Work

This is analytical and technical work involved in planning, coordinating, and implementing department-related information systems. An employee in this class serves as departmental expert on information systems, conducts needs assessment and return on investment analysis, makes recommendations to management, and serves as a liaison with service providers to administer office automation processes. Areas of assignment include Systems Applications & Products (SAP) and other related activities. Assignments are very specialized and highly technical in nature dealing principally with computer automation systems, special software, applications programming, and customers. Incumbent performs under general supervision of an administrative or technical superior.

Minimum Qualifications Requirements

- 6 years professional experience in the analysis and administrative management of information technology functions dedicated to business related applications, or
- Associate's degree in computer science, information technology, business administration, or related field and 4 years professional experience in the analysis and administrative management of information technology functions dedicated to business related applications, or
- Bachelor's degree in above subjects and 2 years professional experience as described above, or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Create data infosets, data queries, query variants, and variants in SAP and SAP Business warehouse.
- Serves as subject matter expert for SAP, SAP/GIS, and SAP/Maximo interface.
- Researches and recommends procurement of hardware and software.
- Monitors maintenance contracts and consultant services.
- Create sales and distribution objects in conjunction with consultants.
- Advises management on functions to assist department operations.
- Responds to users' requests to generate reports; may perform modifications to existing programs using statistical software packages or programs.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of office automation, statistical, database and word processing equipment and software.
- Knowledge of public administration principles and practices.
- Knowledge of data analysis and research techniques, methods and processes.
- Knowledge of departmental practices and procedures.
- Knowledge and ability to troubleshoot and resolve routine software, hardware and network problems.
- Skill in hardware/software diagnostic procedures.
- Skill in verbal and written communication, and interpretation of unclear instructions or information.
- Ability to develop and update procedure and operational manuals.

SYSTEMS SUPPORT ANALYST (continued)

Job Code	Pay Grade
16370	CL17

Knowledge, Skills, and Abilities (continued)

- Ability to perform technical computations and analyses; generate reports, sort and categorize data.
- Ability to conduct tests, analyze results, identify and correct errors, in the office or the field.
- Ability to establish and maintain effective working relationships with superiors and assigned employees.

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Revised	EEOC Code	Overtime Code
10/12	Professionals	Classified/Excluded

REVENUE MANAGEMENT SUPERVISOR 1, DEI

Job Code	Pay Grade
16374	CL18

Nature of Work

This is highly responsible work leading and supervising subordinates in pre-auditing, processing, and recording financial transactions in a complex multi-fund and account environment of a unit of the Department of Environment and Infrastructure (DEI). An employee in this class is responsible for supervising a technical staff performing highly automated tasks to administer DEI revenue management systems in the Finance Division of DEI. Work is performed under general supervision with considerable independent judgment and initiative exercised in carrying out the daily operations of the unit. The position reports to the Section Manager or designee.

Minimum Qualifications Requirements

- 7 years experience in recognized accountant work in a highly automated business environment that includes 1 year of governmental accounting and supervisory training or experience; or
- Associate's degree in accounting, business, finance, public administration or related field (or 2 years of related college level education) and 5 years experience as described above; or
- Bachelor's degree and 3 years experience as described above; or
- Master's degree and 1 year experience as described above; 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.
- Preference may be given to candidates with certifications in business systems and software applicable to DEI operations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Supervises personnel implementing payment processing, billing/invoicing, collections, and /or revenue analysis functions and activities.
- Oversees the financial processes involved with reconciliation of revenue and BCC Finance.
- Trains staff on financial processes involved with the various revenue functions within specific units.
- Supervises staff engaged in complex accounting activities associated with collection of revenue.
- Maintains service level agreements for various functions associated with the DEI billing systems.
- Conducts internal accounting and systems audits in compliance with best business practices.
- Tests, monitors, and maintains financial accounting and information systems for internal controls and data integrity.
- Resolves complex billing issues, approves account adjustments, and billing corrections.
- Prepares, monitors, and tracks a wide range of information and reports used to manage DEI activities.
- Takes initiative and demonstrates pro-active measures to take steps and make recommendations that improve DEI policies, procedures, systems, and capabilities.
- Ensures efficient and effective office processes taking initiative to meet business goals.
- Evaluates subordinate employees' performance and counsels the employee as required.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of governmental accounting principles and practices and ability to apply this knowledge to work situations.

REVENUE MANAGEMENT SUPERVISOR 1, DEI (continued)

Job Code	Pay Grade
16374	CL18

Knowledge, Skills, and Abilities (continued)

- Knowledge of large and complex segments of a computerized governmental financial management system.
- Knowledge of data processing principles, methods and practices.
- Ability to plan, assign and supervise the work of subordinate employees.
- Ability to communicate effectively, both orally and in writing.

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Created	EEOC Code	Overtime Code
10/12	Professionals	Classified/Excluded

REVENUE MANAGEMENT SUPERVISOR 2, DEI

Job Code	Pay Grade
16376	CL20

Nature of Work

This is highly responsible work leading and supervising subordinates in pre-auditing, processing, and recording financial transactions in a complex multi-fund and account environment of a unit of the Department of Environment and Infrastructure (DEI). An employee in this class is responsible for supervising a technical staff performing highly automated tasks to administer DEI revenue management systems in the Finance Division of DEI. Work is performed under general supervision with considerable independent judgment and initiative exercised in carrying out the daily operations of the unit. This classification differs from the Revenue Management Supervisor 1-DEI, as the incumbent supervises both highly technical unit staff and performs in a cross section lead role performing financial analysis on revenues, fund reconciliations, studies, and other assignments. The position reports to the Section Manager or designee.

Minimum Qualifications Requirements

- 8 years experience in recognized accountant work in a highly automated business environment that includes 1 year of governmental accounting and supervisory training or experience; or
- Associate's degree in accounting, business, finance, public administration or related field (or 2 years of related college level education) and 6 years experience as described above; or
- Bachelor's degree 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

- 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.
- Preference may be given to candidates with certifications in business systems and software applicable to DEI operations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Serves as section leader coordinating section-wide tasks in the completion of regular and specialized accounting services research, funds resolution, funds analysis, and reporting.
- Supervises personnel implementing payment processing, billing/invoicing, collections, and /or revenue analysis functions and activities.
- Oversees the financial processes involved with reconciliation of revenue and BCC Finance.
- Trains staff on financial processes involved with the various revenue functions within specific units.
- Supervises staff engaged in complex accounting activities associated with collection of revenue.
- Maintains service level agreements for various functions associated with the DEI billing systems.
- Conducts internal accounting and systems audits in compliance with best business practices.
- Tests, monitors, and maintains financial accounting and information systems for internal controls and data integrity.
- Resolves complex billing issues, approves account adjustments, and billing corrections.
- Prepares, monitors, and tracks a wide range of information and reports used to manage DEI activities.
- Takes initiative and demonstrates pro-active measures to take steps and make recommendations that improve DEI policies, procedures, systems, and capabilities.
- Ensures efficient and effective office processes taking initiative to meet business goals.
- Evaluates subordinate employees' performance and counsels the employee as required.
- Performs related work as assigned or required.

REVENUE MANAGEMENT SUPERVISOR 2, DEI (continued)

Job Code	Pay Grade
16376	CL20

Knowledge, Skills, and Abilities

- Knowledge of governmental accounting principles and practices and ability to apply this knowledge to work situations.
- Knowledge of large and complex segments of a computerized governmental financial management system.
- Knowledge of data processing principles, methods and practices.
- Ability to research, analyze, recommend, troubleshoot, lead, and to implement solutions or improvements to complex business policies, procedures, and operations in a highly automated business environment.
- Ability to plan, assign and supervise the work of subordinate employees.
- Ability to communicate effectively, both orally and in writing.

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Created	EEOC Code	Overtime Code
10/12	Professionals	Classified/Excluded

FINANCE & ACCOUNTING ANALYST

Job Code	Pay Grade
10148	CL20

Nature of Work

This is advanced professional accounting work covering both fiscal analyses and accounting in a multi-fund/multi-account environment. An incumbent in this class is responsible for major government financial activities including assessing, planning, analyzing, evaluating, and implementing complex budget, fiscal, accounting and asset resources analysis covering a broad range of business lines, activities, and processes in a highly automated financial accounting systems environment. Responsibilities include providing professional and technical inputs to support financial, administrative, and analytical processes that include complex budgets, fiscal impacts, financial reporting, systems analysis, strategic planning, and/or debt management. Work involves the independent application of generally accepted governmental accounting principles and responsibility for review of finance, accounting, budgets, or expenditures in activities for compliance with best business practices, laws, regulations, and policies. The incumbent implements administrative requirements and supports finance and accounting budget supplements, amendments and other changes. This work requires initiative and the exercise of sound judgment. The incumbent may direct or supervise other staff. The position reports to a senior manager, supervisor or designee.

Minimum Qualification Requirements

- Associate's degree in accounting, finance, business, public administration or related field and 6 years professional experience in highly automated computerized system accounting work that includes 1 year team leadership or supervision; or
- Bachelor's degree 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.
- Preference may be given to candidates with training, experience, and certifications related to the assigned agency.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Supports senior managers to prepare and administer both strategic and operating finance and accounting plans that include items such as capital improvement programs; annual budgets; budget administration; debt management; and other complex finance and accounting assignments.
- Maintains financial records both technical and fiscal analyses and accounting in a multi-fund/multi-account environment for current and future budget, operations, investments, bonds, fixed assets, grants, and debt.
- Plans and audits transactions related to asset, liability, equity, revenue and expenditure accounts for compliance with accounting policies, planning, and contractual requirements.
- Conducts analyses of entries, transactions and accounts having impact on the financial statements for accuracy and tracks the appropriate accrual or adjusting entries.
- Authorizes and makes recommendations or requests for transfers of funds.
- Recommends, requests, and implements changes to existing financial systems for financial statement preparation as may be required by Federal, State of Florida, Pinellas County or department regulations.
- Reviews and monitors budgets, expenditures, and contracts to assure conformity with federal, state and county laws and regulations, county and departmental procedures and practices and for economic feasibility.
- Prepares periodic financial reports and other special reports required for Federal, state, and internal purposes.

FINANCE & ACCOUNTING ANALYST (continued)

Job Code	Pay Grade
10148	CL20

Illustrative Tasks (continued)

- Works with external auditors, internal auditors, professionals, and experts during the audit process and serves as a professional team member in producing the organization's comprehensive finance, accounting, budget, capital, and operating budgets, forecasts, and reports.
- Assists in updating and developing policies and procedures to ensure the adequacy of accounting controls to permit preparation of financial budgets and accounting statements in accordance with generally accepted accounting principles.
- Incumbents may lead, direct or actually supervise other staff for subject matter assignments, projects, or on a formal day-to-day basis.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles, particularly as applied to governmental accounting and financial reporting.
- Knowledge of generally accepted accounting principles and practices and ability to research, interpret, and apply such.
- Knowledge of highly complex and advanced financial reporting practices.
- Knowledge of federal, state, and local laws, rules and regulations governing budgetary and fiscal policies and contract procedures of county government and ability to research, interpret and apply such.
- Knowledge of highly complex automated financial management systems in a large multi-fund environment.
- Ability to administer a coordinated system of budgetary reporting and compliance to meet regulatory requirements and the needs of internal and external interests.
- Ability to build effective working relationships, organize, lead, and motivate individuals and groups to complete projects, activities, and meet business objectives.
- Ability to comprehend complex finance and accounting data, finance policies, procedures, matters, and information.
- Ability to communicate ideas, findings and recommendations in a clear, concise manner both verbally and in writing.
- Ability to apply computer applications and software to operate a personal computer, research, analyze, manage budget/performance activities, prepare presentations/reports/papers as well as to enter and retrieve information, monitor work performed, and to communicate to customers and stakeholders.
- Ability to prepare account analyses and reconciliation and determine courses of action to resolve finance and accounting problems.

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10/12	Professionals	Classified

October 2012

Benefiting from Workplace Conflict

“The quality of our lives depends not on whether or not we have conflicts, but on how we respond to them.” ~ Tom Crum

The devastating results of uncontrolled conflict can be seen everywhere in our daily lives—wars, domestic violence, road rage, etc. We attempt to avoid conflict because of the perceived consequences to ourselves or others. However, well-managed conflict can often serve as a catalyst for positive change.

The process of determining how we can benefit from conflict in the workplace comes from understanding why it occurs. Here are three characteristics that can set the stage for conflict.

- Conflict often represents inconsistencies in assumptions, values, and goals embraced by people, either stated or perceived.
- The concept of “power” plays a critical role in conflict because, if one person or group is attempting to gain advantage over others, disagreements can escalate.
- Conflict can actually be a warning signal for emerging tensions and issues existing under the surface of daily operations, serving as an opportunity to recognize and address issues during their early stages.

As much as we would like to avoid or even eliminate conflict in the workplace, human nature suggests that this is an unattainable goal. The next best option is to control the occurrence of conflict, so that the impacts can be managed in ways beneficial to staff, as well as the organization.

“The aim of an argument or discussion should not be victory, but progress.” ~ Joseph Joubert

So, how do we manage conflict in the workplace to optimize the chances for positive outcomes, while minimizing potential problems?

- Controlled conflict within the workplace is not a disruption in communications or peaceful relations, but a natural “disagreement management” process that can be encouraged. Avoid placing negative or positive tags on conflict, it just is...
- Conflict—as discussed here—occurs between at least two people. Therefore, resolution needs to be perceived as mutual and as fair as possible.
- Address the issue of conflict proactively by establishing processes and rules within the workplace. Inform staff that conflict is appropriate, but only if expressed in acceptable ways and dealt with through communication and respect.
- Establish a strong teamwork culture among staff that involves open communication and a common sense of purpose. Employees who believe they can disagree safely, but with limits, will be best prepared to handle conflict successfully.

“Since the general or prevailing opinion on any subject is rarely or never the whole truth, it is only by the collision of adverse opinion that the remainder of the truth has any chance of being supplied.” ~ John Stuart Mill

Article contributed by Steven Watson, volunteer professional writer. sawatson2@gmail.com

October 2012

October 2012							November 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 30 - Oct 6	Sep 30	Oct 1	2	3	4	5	6
			8:30am 12:00pm Four Generations In The Workplace (Sheriff's Office)	8:30am 4:30pm Supervisory & Management Series 1 of 9 (Studio B)			
Oct 7 - 13	7	8	9	10	11	12	13
			8:30am 12:00pm Time Management (Studio B)	8:30am 4:30pm Managing Diversity i 8:30am 4:30pm Supervisory & Mana 8:30am 12:00pm Problem-Solving/De	9:00am 4:00pm Project Management (Pinellas Park)		
Oct 14 - 20	14	15	16	17	18	19	20
			8:30am 4:30pm Office/Admin: Customer Responsiv 8:30am 12:00pm What to do When Conflict Happens (Health De	8:30am 4:30pm Supervisory & Management Series 8:30am 12:00pm Accountability That Works (Sheriff's Offic	8:30am 11:30am Career Development Forum 5 of 5 (Studio B)		
Oct 21 - 27	21	22	23	24	25	26	27
			8:30am 12:00pm Effective Listening (Studio B) 8:30am 12:00pm Goal Setting, Planning & Organizing (Annex 4	8:30am 4:30pm Supervisory & Management Series 4 of 9 (Studio B)	8:30am 12:00pm Emotional Intelligence (Studio B)		
Oct 28 - Nov 3	28	29	30	31	Nov 1	2	3
		8:00am 5:00pm New Employee Orientation (Studio B)					



Approved by the EAC

Employees' Advisory Council - Representatives Meeting

Wednesday, August 15th, 2012, County Annex, Room 429, 2:30 p.m. - 4:30 p.m.

1. Charles Toney called meeting to order at 2:30 P.M.
2. Introductions – Keith Dekle - EAC Appointee to the personnel board; Paul Valenti - Director of Human Rights, Jeremy Murphy - Intern with Human Resources

Mr. Dekle shared his concern for Delegate participation and the importance of the current review of the Personnel Rules and policies.

3. Approval of Minutes: Minutes for the 7-18-12 Representative and the 7-26-12 Delegate meetings were approved. Motion made by Ira Wolf, 2nd – Lisa Wombles.
4. Comments from Peggy Rowe, Human Resources Director: Charles Toney thanked Ms. Rowe for the opportunity for the EAC Representatives to attend the Principles and Qualities of Genuine Leadership training. The training was discussed by the EAC Representatives.
5. Personnel Board: 8-2-2012 - The alternate discipline of suspension for the termination appeal from the July 2012 meeting was approved by the Personnel Board. Next month's meeting has changed date of September 13, 2012.
6. Committee Reports:
 - Legislative – Mr. Toney stated the Florida Supreme court is set to review the FRS issues on September 5th, 2012. Ms. Rowe stated if ruling went in favor of the employees, the State of Florida would be responsible for paying back the employees and Pinellas County would be responsible for paying back the State of Florida.
 - Leave Exchange revisions: Human Resources will begin sending out information to employees sometime after Labor Day. The Annual Leave Election will occur the same time as annual health care enrollment.
 - Personnel Rules: Hazel Lane stated the Personnel Rules review committee met on August 14th, 2012. The disciplinary rule subcommittee has met three times and will be meeting one more time before presenting ideas to the entire personnel rules review committee.
7. Old Business:
 - DEI Delegate Areas: 4 Representatives will be covering the new areas.
 - All employees should have received a second letter from Human Resources on the status of completion of the Health Assessment and biometric screening. The deadline for completion is August 31st, 2012.
 - November Representative meeting changed to November 14, 2012 due to Thanksgiving Holiday.



8. New Business:

- Peggy Sellards has made an updated list of all Representatives and Delegates. Representative Elections are coming up in November. An Election Committee was selected to include: Lisa Wombles, Tim Clark, & Clare McGrane. The nominations for EAC Representatives will be in September. Areas up for election are: BCC Groups III, IV, V, & VII, Clerk South, Other Appointing Authorities, and Tax Collector. The ballots for the election will be distributed on the 2nd payday in November. This information will be provided for the next issue of the Pinellas Pen. The election for EAC officers will be held in December and the new Representatives are invited to attend this meeting.
- Health Care – as usual there may be a small increase in the health insurance costs for next year.
- Tax Collector - RCS Food Drive – drop off at Tax Collector locations.
- Need clarification on Personnel Rules vs. other policies (example: Risk Mgt. – Drivers Lic. Restrictions)

Meeting Adjourned at 4:30pm – Motion by - Lisa Wombles, 2nd - Mike Powell

Attendees:

Charles Toney, Randy Rose, Lisa Wombles, Hazel Lane, Mike Powell, Ira Wolf, Pam Traas, Christina Mallon, Tori Tipton, Bob Warmuth, Tim Clark, Clare McGrane, Mercedes Pearson, Sam Rastom, Joshua Chance, Peggy Sellards, Jim Valliere, Peggy Rowe, Dave Blasewitz, Paul Valenti, Keith Dekle, Terry Murphy

Upcoming meetings: 9-13-12 Personnel Board, 9-19-12 EAC Rep meeting, 9-27-12 EAC Delegate meeting