

UNIFIED PERSONNEL SYSTEM

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Peggy Rowe
Director

TO: Robert S. LaSala, County Administrator

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

DISTRIBUTION: Maureen Freaney, Assistant County Administrator *Me*
Noah Lagos, Airport Director

SUBJECT: Audit of One (1) Encumbered Administrative Support Specialist Position
BCC/C1928 (pay grade CL11) and One (1) Encumbered Senior Office Specialist
Position BCC/C2180 (pay grade CL8) at the St. Petersburg-Clearwater International
Airport (PIE)

DATE: September 14, 2012

The Human Resources Department has reviewed the duties and responsibilities assigned the subject positions. The positions were last reviewed more than three years ago. Based on the review and analysis of the classifications and levels of the referenced positions, our recommendations follow.

RECOMMENDATIONS**I. LATERAL RECLASSIFICATION**

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 current classification,

or,

b) Request the Personnel Board reclassify the following position as shown below:

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C1928	Admin Supt Spec	CL11	Acctg Supt Spec	CL11 (\$32,697)

I agree with the recommendations in this report.

Robert S. LaSala
Robert S. LaSala, County Administrator

10-1-12
Date

**PINELLAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
MEMBER-PINELLAS PARTNERSHIP FOR A DRUG FREE WORKPLACE**

RECOMMENDATIONS (continued)

I. LATERAL RECLASSIFICATION (continued)

This position is one of four positions that reports to the Accounting Services Coordinator (pay grade CL17). The position performs technical accounting tasks implementing a wide range of PIE-related processes such as accounts payable. The position also performs other accounting systems and operations support. Current assignments have changed from a generalized administrative nature to the position's current emphasis on specific tracking and assisting managers to oversee PIE funds, purchase orders, expenditures, financial reports, and detailed accounting for expenditures. The position is no longer responsible for PIE payroll systems coordination and support. This position maintains accounts payable records for tangibles and capital projects and completes reviews of billing and payment processes related to purchases and contracts. The position performs independent, complex, and specialized accounting work involving Oracle Project Unified Solution (OPUS) financial accounting with administrative responsibilities. The position supports managers by creating and tracking purchase order requisitions and change orders. The position maintains internal payment, expense, and purchase order ledgers for PIE tracking and audit purposes. The position also explains office accounting and office policies and procedures to employees, assists supervisors in understanding administrative policies, and prepares department reports to support the department's finance and administrative operations. This position requires effective interaction with vendors, employees, supervisors, other department contacts, and management staff. The work also requires detailed accounting analysis of invoices, records, and accounting processes. The nature and scope of responsibilities assigned to this position are consistent with the finance and accounting support work associated with the Accounting Support Specialist classification. A lateral reclassification to Accounting Support Specialist (Pay Grade CL11, \$32,697-\$50,169) is recommended.

II. REMAIN THE SAME

Senior Office Specialist Position BCC/C2180

This position is one of four positions that reports to the Accounting Services Coordinator (pay grade CL17). The position performs administrative and limited accounting tasks in support for a wide range of PIE-related Oracle Project Unified Solution, (OPUS) processes to include day-to-day assistance with purchasing, personnel, payroll, finance and billing. The position is also assigned responsibility to administer records management policies and procedures. This position performs clerical and administrative support for accounting work involving OPUS financial accounting with administrative responsibilities. The position is responsible for payment of miscellaneous and utility invoices including telephones, electricity, and water, and supports managers, supervisors, and employees in accounting matters related to travel claims, reimbursements and p-card (purchasing card) accounting. This position provides back-up support as an important point of contact for over 50 PIE employees to answer questions and assist in processes related to purchasing records. The position also explains general office policies and procedures and supports staff on travel, p-card procedures, and other matters. This position requires the incumbent to interact with vendors, employees, supervisors, outside department contacts, and management staff. The position orders office supplies and provides back-up support entering requisition orders for goods and services into the electronic systems. The position summarizes the monthly invoices from Fleet Management and sends the information to Airport users. The nature and scope of responsibilities assigned to this position are consistent with the current Senior Office Specialist (pay grade CL8). It is therefore recommended that the position remain as presently classified.

ACCOUNTING SUPPORT SPECIALIST

Job Code	Pay Grade
10100	CL11

Nature of Work

This is independent, complex and specialized accounting work involving budgetary or financial accounting with administrative responsibilities. Work involves computerized processing, maintenance, reporting and analysis of complex financial records in a multi-fund environment. Employees in this class are expected to work independently applying knowledge of accounting principles and practices, state and local laws and departmental procedures. Only the more difficult analysis, technical policy or procedural questions are referred to supervisors. Supervision may be exercised over subordinate personnel, or employees may act as group leader over assigned area.

Minimum Qualification Requirements

- 2 years experience in accounting, bookkeeping, purchasing, or finance support; or
- Associate's degree (or 2 years of other related college level education) in accounting, business administration, 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Plans, reviews and analyzes accounts payable and assists in the review and analysis of cash balances for investment purposes.
- Assembles and prepares financial reports or statements, budget documents, advertising notices and form resolution documents.
- Maintains various budget-related and purchasing records and files; designs forms and reports to meet departmental requirements.
- Oversees the collection, receipt and disbursement of support monies in accordance with Florida Statutes, rules and regulations.
- Oversees the processing of liens filed for non-payment of support.
- Briefs and explains office policies and procedures to new employees, assists supervisors in personnel and departmental policies and procedures, maintains correspondence, prepares departmental reports and assists in collecting data for budget preparation.
- Prepares requisitions; orders supplies, equipment and materials.
- Processes invoices for payment; reviews invoices for contract compliance and maintains contract files.
- May process and maintain departmental payroll.
- Meets with or has phone discussions with vendors or sales representatives to resolve differences in purchase orders or invoices or to process emergency purchase orders.
- May act as group leader over assigned functional areas or supervise subordinate personnel engaged in clerical accounting or other fiscal activities.

ACCOUNTING SUPPORT SPECIALIST (continued)

Job Code	Pay Grade
10100	CL11

Illustrative Tasks (continued)

- May perform data processing related duties including using available statistical packages or programs, which may include Oracle or other relational data bases, encoding data, data entry and retrieval and assist in the development testing and debugging of new and existing programs.
- Examines and verifies bank statements; reconciles statements with internal ledgers.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of bookkeeping and accounting principles, business English, spelling and arithmetic.
- Knowledge of governmental budgetary procedures and funds organization.
- Knowledge of laws, rules and regulations governing the processing of state and county support payments.
- Knowledge of modern office practices, procedures and equipment.
- Ability to apply basic computer applications.
- Ability to thoroughly research financial documents and prepare fiscal reports.
- Ability to plan, organize and train accounting and/or clerical personnel.
- Ability to understand, explain and apply personnel and departmental rules and regulations.

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Revised	EEOC Code	Overtime Code
5/08	Administrative Support	Classified

SENIOR OFFICE SPECIALIST

Job Code	Pay Grade
11044	CL8

Nature of Work

This is complex office work providing specialized support performing delegated administrative tasks and involving advanced clerical, accounting and public contact work in an automated office environment. At this level the employee is considered a departmental expert in a focus area of responsibility of notable significance; or independently performs general administrative and fiscal duties for a small sized workforce; and/or resolves more difficult customer service problems, which requires exercising a high degree of independent judgment and knowledge of departmental operations. Duties may also include responsibility over a clerical staff engaged in similar work. An employee in this class is responsible for processing and maintaining large numbers of complex administrative, fiscal records or customer accounts. Emphasis is placed on exhibiting extreme tact and courtesy in resolving work related problems or customer disputes and independent judgment is required in making frequent decisions. Decisions concerning departures from standard policies and procedures are normally referred to a supervisor for action. Work involves leading and training subordinate personnel, researching problems and recommending solutions for approval. A strong knowledge of departmental policies and procedures is required to handle problems or difficult customer contacts.

Minimum Qualification Requirements

- 3 years of office support experience dealing with administrative matters, customer accounts, and service problems; general clerical and office experience in the use of computers and related office equipment; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.
- Depending on area of assignment, employee's name must not appear on the Health & Human Services Exclusion List.

Illustrative Tasks (These are example 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 and provides routine support on inquiries from others for assistance, services, and resolution to problems.
- Assists higher level staff in performance of a wide range of activities.
- 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 from personnel, budget and accounting systems.
- Validates and processes financial forms, payroll information, other forms and paperwork.
- Researches, compiles, sorts, tabulates and summarizes data from customers, computer data, files and other sources.

SENIOR OFFICE SPECIALIST (continued)

Job Code	Pay Grade
11044	CL8

Illustrative Tasks (continued)

- Produces computer drafts and business correspondence, reports, documents and memoranda.
- Validates and processes a wide range of information such as payroll, business and other forms to support unit operations.
- Prepares requisitions; orders supplies, equipment and materials.
- Receives and maintains materials, records and supplies and assists in checking materials against invoices or orders.
- Issues materials, assemblies, 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.
- Keeps appointment calendars, schedules appointments, researches and assembles information for others.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- May relieve or fill in for other employees.
- 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 serve as unit leader and guide others in completion of assignments.
- 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.

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Revised	EEOC Code	Overtime Code
8/07	Administrative Support	Classified