

UNIFIED PERSONNEL SYSTEM

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Peggy Rowe
Director

TO: Robert S. LaSala, County Administrator

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

DISTRIBUTION: Mark Woodard, Assistant County Administrator
Paul Cozzie, Bureau Director, Parks & Conservation Resources

SUBJECT: Audit of One (1) Encumbered Heritage Village Museum Interpreter, BCC/C3350 (pay grade CL13) in the Department of Parks & Conservation Resources

DATE: **November 2, 2012**

As requested, the Human Resources Department has reviewed the duties and responsibilities assigned the subject position. This position was last audited over four 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 to reclassify the following position as shown below without benefit of examination and apply the 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/C3350	Hert Vill Mus Interp	CL13	Project Mgmt Spec 1	CL17

ANALYSIS

With the recent reductions in staff, Heritage Village has had to reorganize historic preservation functions in order to meet organizational goals. Operations have been combined from several deleted positions and project management duties have been added to this position. This position provides professional project management work planning, managing, and implementing a wide range of projects that preserve the historic structures and

I agree with recommendation b) in this report.

Mark S. Woodard
Robert S. LaSala, County Administrator

11/7/12
Date

ANALYSIS (continued)

grounds of Heritage Village. This position applies county and state historic preservation guidelines, provides project prioritization, conducts group planning and scheduling, produces data and report management and interfaces with various county areas such as the Volunteer Services division of Human Resources and the departments of Risk Management, Purchasing, and Communications. Work includes lead worker responsibilities coordinating the work of volunteers engaged in related departmental operations. The project management responsibilities assigned to this position are consistent with other positions that perform professional project management work within the county. Therefore, based on internal equity within the department and the county, it is recommended that this position receive an upward reclassification to Project Management Specialist 1, pay grade CL17, (\$43,826-\$69,597).

PROJECT MANAGEMENT SPECIALIST 1

Job Code	Pay Grade
13026	CL17

Nature of Work

This is professional project management work coordinating and participating in the planning, design, and implementation of special project assignments in a wide variety of venues within the Unified Personnel System. This position functions as an integral part of special projects teams as assigned by management. Responsibilities include acting as project coordinator to ensure compliance with county/departmental objectives that may involve assisting in defining scope of project, project site, medium/media, selection criteria, and other relevant considerations related to the project. Depending on area of assignment, work could require coordination of programming, schematic design, design development, construction or project affiliated documents, contract review and/or monitoring, cost analyses, bidding/negotiations, project oversight, exhibit and show production, invoicing reviews and other contract documents. Employees in this class could serve as departmental coordinator and liaison in the implementation of various highway certifications. Work includes lead worker responsibilities influencing the work of personnel engaged in related administrative department operations. This position requires a thorough working knowledge of departmental programs, procedures and policies, and entails the exercise of extensive initiative and independent judgment.

Minimum Qualification Requirements

- 6 years professional experience in project management that includes 2 years professional experience in the area of assignment; or
- Associate's degree in a related field and 4 years professional experience in the area of assignment; or
- Bachelor's degree in a related field and 2 years professional experience in the area of assignment; or
- Bachelor's degree in civil engineering; 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.
- Depending on area of assignment, work could also require coordination of programs and activities with federal and state agencies, municipalities, local businesses and other agencies, long range planning and evaluation of programs with respect to the County's National Incident Management System and Continuity of Operations Plan.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Responsible for day-to-day project management tasks.
- Responsible for overseeing, implementing, enacting, and recommending rules, regulations, policies and guidelines, consistent with ordinances and the Board of County Commissioners.
- Provides educational presentations and technical assistance, writes news articles and press releases, and oversees project processes.
- Develops, plans, and drafts various departmental documents, reports and project related material.
- Provides project management and coordination with county departments, user groups, and consultants in matters relating to programming and design work for proposed major and minor projects.
- May be required to coordinate master plans, review and issue payments, analyze contracts, and maintain records.
- May act as first level project coordinator for various projects, meeting both departmental and county objectives.
- May serve on project selection committees.

PROJECT MANAGEMENT SPECIALIST 1 (continued)

Job Code	Pay Grade
13026	CL17

Illustrative Tasks (continued)

- Provides coordination of research, project and cost analysis and coordination with outside vendors.
- Coordinates assigned phases of projects, researching and developing program rules, regulations and guidelines.
- Analyses of workflow; evaluates and makes recommendations for solutions to project manager and team members.
- Prepares graphical presentation of conceptual plans.
- May prepare schematic designs, design development, and pertinent documents, including those for the design and construction of new buildings, alterations, remodeling or extension of existing buildings.
- Reviews monthly invoices for consultant services and assists in project invoicing.
- Prepares research material and field information for projects.
- Prepares detailed schematics, construction drawings, and other details for assigned projects.
- Coordinates the development and implementation of certain programs.
- Implements and develops training programs in relation to departmental requirements.
- Coordinates federal, state, and local education training resources; IMSA (International Municipal Signal Association), Work Zone Safety, DACS (Data Analysis Center for Software), ISA (Information Systems Auditor), and other related programs.
- Serves as liaison between the appropriate county departments organizing emergency preparedness and response.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities (The following may apply to this job class depending upon area of assignment.)

- Knowledge of complex technological information and data and an understanding of basic programming principles and practices.
- Knowledge of architectural methods, practices and procedures as they apply to the planning, design and construction of new facilities and the alteration/renovation of existing facilities.
- Knowledge of development, review, and application of techniques and procedures for understanding of, and compliance with, contract documents.
- Knowledge of pertinent codes, county ordinances, state and federal regulations governing building construction and the preparation and interpretation of construction plans and specifications.
- Knowledge of project costs and estimating procedures.
- Knowledge of project invoicing, materials and labor analysis and delivery and payment procedures.
- Knowledge of architectural drafting and design methods, practices and techniques.
- Knowledge of interior design and space planning.
- Knowledge of arts appreciation and education.
- Knowledge and skill in use of technical, electronic, graphic, analog and/or digital equipment affiliated with specific project assignment.
- Knowledge of techniques for developing programs related to county facilities, processes and programs.
- Depending upon area of assignment, knowledge of the basic principles and practices of some, or a combination of the following: public works programs, with a specialization in highway operations and programs; business management; project management; contract administration.
- Skill in speaking before groups.
- Ability to apply computer applications and software.
- Ability to assist in formulating plans, researching resources, establishing timelines, tasks and goals.
- Ability to exercise independent judgment coordinating the efforts of consultants, contractors, artists and intra/inter departmental personnel involved in all phases of assigned projects.
- Ability to plan, supervise, coordinate, and direct technical personnel.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

PROJECT MANAGEMENT SPECIALIST 1 (continued)

Job Code	Pay Grade
13026	CL17

Knowledge, Skills, and Abilities (continued)

- Ability to present programs, ideas and findings clearly and concisely in writing, orally and graphically.
- Ability to give technical and professional review to a wide variety and large volume of technical schematics or artistic/architectural/construction plans/specifications, or related projects.

For official use only

Revised	EEOC Code	Overtime Code
3/08	Technicians	Classified/Excluded