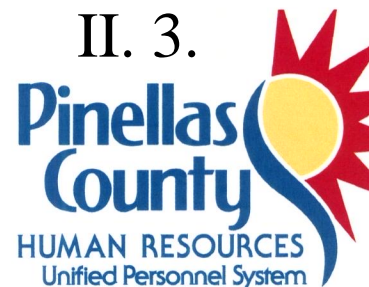



**UNIFIED PERSONNEL SYSTEM**


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: 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, Finance Division   
 Robert Hauser, Division Director 1, DEI, Solid Waste Division

SUBJECT: Audit of Priority Positions within the Finance and Solid Waste Divisions of the Department of Environment & Infrastructure (DEI)

DATE: January 28, 2013

The Human Resources Department has conducted the review of priority positions within the Finance and Solid Waste Divisions of the Department of Environment & Infrastructure (DEI). This review consists of 80 positions and 36 classifications. The following recommendations are submitted:

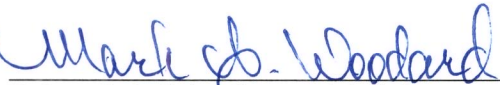
**A. FINANCE DIVISION**

- 1 Position Reclassified From Classified Service to Exempt Service
- 13 Positions to Receive Upward Reclassifications
- 1 Position to Receive Downward Reclassification
- 1 Position to Receive a Lateral Reclassification
- 9 Positions to Remain the Same
- 25 TOTAL

**I. RECLASSIFIED FROM CLASSIFIED SERVICE TO EXEMPT SERVICE**

<u>DIVISION</u>	<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
Fin Rept	Encumbered BCC/C1224	Acctg & Cont Mgr	CL20	Dept Admin Mgr	SM6

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

  
 Robert S. LaSala, County Administrator

2/6/13  
 Date

**A. FINANCE DIVISION (continued)**

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

**ANALYSIS:**

The position reports to the Section Manager 2, DEI Finance Division. The position in the Operating Payments unit manages and supervises 7 professional and technical staff responsible for the DEI accounts payable functions. Reorganization resulted in centralization of multiple accounts payable agency operations and this position takes a management role in establishing and implementing a more efficient and effective business model. The position has also been assigned the major DEI management responsibility for fixed assets (estimated at \$25+ million) and a monthly material inventory of approximately \$1.5 million plus non-assessed inventory. The position must motivate a large staff dispersed throughout the county in order to deliver quality financial and accounting services support to both inside and outside stakeholders. Therefore, it is recommended that this position be reclassified to Department Administrative Manager, Pay Grade SM6 (\$64,055-\$96,083) within the Exempt Pay Plan.

**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>DIVISION</u>	<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
Fin Rept	Encumbered BCC/C1294	Accountant 1	CL13	Accountant 2	CL15
Fin Rept	Encumbered BCC/C991	Accountant 2	CL15	Fin & Acct Analyst	CL20
Fin Rept	Encumbered BCC/C1093	Acctg Svcs Coord	CL17	Fin & Acct Analyst	CL20
Fin Rept	Encumbered BCC/C1691	Accountant, Sr	CL19	Fin & Acct Analyst	CL20
Rev Mgmt	Encumbered BCC/C3265	Office Spec	CL6	Sr Office Spec	CL8
Rev Mgmt	Encumbered BCC/C2509	Office Spec	CL6	Sr Office Spec	CL8
Rev Mgmt	Encumbered BCC/C3203	Office Spec	CL6	Sr Office Spec	CL8
Rev Mgmt	Encumbered BCC/C1673	Sr Mail Clk	CL7	Sr Office Spec	CL8
Rev Mgmt	Encumbered BCC/C1223	Sr Office Spec	CL8	Acctg Supt Spec	CL11
Rev Mgmt	Encumbered BCC/C1389	Sr Office Spec	CL8	Acctg Supt Spec	CL11
Rev Mgmt	Encumbered BCC/C2327	Admin Supt Spec	CL11	Admin Supt Supv	CL14
Rev Mgmt	Encumbered BCC/C1227	Accountant 1	CL13	Accountant 2	CL15
Rev Mgmt	Encumbered BCC/C1242	Accountant 1	CL13	Accountant 2	CL15

**ANALYSIS:**

**1. Accountant 1 Position BCC/C1294:**

This position reports to the Department Administrative Manager, Operating Budget. The principal purpose of this position is to perform professional level county wide financial analysis and accounting support in the management and administration of DEI's complex operating budget. The position

**A. FINANCE DIVISION (continued)**

**II. UPWARD RECLASSIFICATIONS (continued)**

**ANALYSIS: (continued)**

1. **Accountant 1 Position BCC/C1294:** (continued)  
performs true-up tasks on expenditures and programs using Maximo and Agile resource and work tracking systems. Therefore, it is recommended that this position receive an upward reclassification to Accountant 2, pay grade CL15, (\$39,748-\$62,420).
2. **Accountant 2 Position BCC/C991:**  
The position is one of three positions that reports to the Fiscal Manager, Financial Analysis & Reporting. The principal purpose of this position is performing professional tasks to meet DEI financial regulatory requirements; prepare agency financial statements; financial forecasts; bond disclosure filings; compliance reports, and a wide range of other reports. The tasks and information received and produced are extremely complex in nature and require the incumbent to perform highly advanced finance and accounting functions. Therefore, it is recommended that this position receive an upward reclassification to Finance & Accounting Analyst, pay grade CL20, (\$50,731-\$82,014).
3. **Accounting Services Coordinator Position BCC/C1093:**  
The position is one of five that reports to the Department Administrative Manager, CIP Budget & Payments. The principal purpose of this position is to administer complex financial processes related to CIP budgets, construction projects, grants, and other matters. Position assignments require the incumbent to be a subject matter expert on automated financial systems, policies, and procedures to support a wide range of agency departments and operations. The work requires the position to coordinate highly complex construction and other budget and payment issues with operating units within DEI as well as outside organizations, consultants, and companies. Therefore, it is recommended that this position receive an upward reclassification to Finance & Accounting Analyst, pay grade CL20, (\$50,731-\$82,014).
4. **Accountant, Senior Position BCC/C1691:**  
The position is one of three that reports to the Department Administrative Manager, Operating Budget. The principal purpose of the position is to support and coordinate the full range of operating budget analysis, reporting and financial submissions for the DEI operating budget. The position is assigned responsibility to coordinate important financial reports and replies on cost allocations and for rate consultant analysis. The position performs complex analysis on current and future budget activities including true ups that require tracking programs to ensure appropriate funding, and coordinating operating budget changes within the unit and through DEI senior managers. Therefore, it is recommended that this position receive an upward reclassification to Finance & Accounting Analyst, pay grade CL20, (\$50,731-\$82,014).
5. **Office Specialist Position BCC/C3265:**  
This is complex office work providing specialized accounting and public contact work in the Billing and Invoicing Unit within the Revenue Management Section of the Finance Division. This position conducts meter read corrections, posts miscellaneous debits and credits and audits the reversals of late payment fees. This position processes accounts payable invoices and orders office supplies. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Senior Office Specialist, pay grade CL8 (\$28,246-\$42,806).

**A. FINANCE DIVISION (continued)**

**II. UPWARD RECLASSIFICATIONS (continued)**

**ANALYSIS: (continued)**

**6. Office Specialist Positions BCC/C2509 & 3203 & Mail Clerk Position BCC/C1673:**

This is complex office work providing specialized accounting and public contact work in the Payment Processing Unit within the Revenue Management Section of the Finance Division. These positions process credit card payments, calculate payments on leak adjustments, and create service notifications. These positions provide customer service to walk-in customers. Duties also include processing work orders, process account name and billing address changes, having an understanding of the county watering restrictions, and conversing with the public concerning these restrictions. Based on internal equity within the department and the county, it is therefore recommended that these positions receive an upward reclassification to Senior Office Specialist, pay grade CL8 (\$28,246-\$42,806).

**7. Senior Office Specialist Positions BCC/C1223 & 1389:**

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 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).

**8. Administrative Support Specialist Position BCC/C2327:**

The position reports to the Revenue Management Supervisor 1, DEI, Payment Processing. The principal purpose of this position is to perform accounting support tasks and to lead workers in meeting customer requirements. The position performs the full range of unit accounting support tasks plus is assigned formal leadership responsibility to serve the unit's team leader on a continuing day-to-day basis for numerous employees. The position performs as the unit lead for such matters as work schedules and routinely resolves common technical and customer business related issues when those issues arise that otherwise may require direct supervisor involvement. The position ensures that associates deliver efficient and effective customer services in dealings with the public on payment related matters. Therefore, it is recommended that this position receive an upward reclassification to Administrative Support Supervisor, pay grade CL14, (\$37,856-\$59,092).

**9. Accountant 1 Position BCC/C1227:**

The position reports to the Revenue Management Supervisor 1, DEI, Billing & Invoicing. The principal purpose of this position is to complete a wide range of highly responsible accounting related tasks implementing requirements, taking responsibility to assure accuracy of accounting and financial information related to billings on county and municipal water/sewer or related billing rates. Higher level assignments were assigned to the position as a result of reorganization. Therefore, it is recommended that this position receive an upward reclassification to Accountant 2, pay grade CL15, (\$39,748-\$62,420).

**10. Accountant 1 Position BCC/C1242:**

The position reports to the Revenue Management Supervisor 2, DEI, Revenue Analysis. The principal purpose of the position is to perform professional accounting tasks to reconcile complex revenue streams across numbers of general ledgers; troubleshoot and balance routine and complex accounting

**A. FINANCE DIVISION (continued)**

**II. UPWARD RECLASSIFICATIONS (continued)**

**ANALYSIS:** (continued)

10. **Accountant 1 Position BCC/C1242:** (continued)  
problems. The position also performs audit tasks and other accounting complex systems related assignments. Therefore, it is recommended that this position receive an upward reclassification to Accountant 2, pay grade CL15, (\$39,748-\$62,420).

**III. DOWNWARD 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. Therefore, it is 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 serve a probationary period as outlined in Personnel Rule IX.

<u>DIVISION</u>	<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
Landfill & SW Opns	Encumbered BCC/C1894	Craftwkr 3	CL13	Craftwkr 2	CL11

The position reports to the Utilities Operations Supervisor. The principal purpose of this position is to perform skilled trades and maintenance in support to the solid waste buildings and property site. The position performs fire system inspections and maintains related equipment, locksmith tasks, and other duties as assigned. The position no longer supervises other personnel. The tasks and responsibilities assigned to the position are consistent with other positions that perform a broad range of journeyman level skilled trades at other county facilities and locations. The assignments performed more appropriately compare to the full performance level of Craftworker 2. Therefore, it is recommended that this position receive a downward reclassification to Craftworker 2, pay grade CL11, (\$32,697-\$50,169).

**IV. LATERAL RECLASSIFICATION**

<u>DIVISION</u>	<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>
Fin Rept	Encumbered BCC/C2332	Acctg & Contract Mgr	CL20	Finance & Acctg Analyst

The position is one of three positions that reports to the Fiscal Manager, Financial Analysis & Reporting. The principal purpose of this position is to perform professional tasks to meet DEI financial regulatory requirements; prepare agency financial statements; financial forecasts; bond disclosure filings; compliance reports, and a wide range of other reports. The tasks and information received and produced are extremely complex in nature and require the incumbent to perform highly advanced finance and accounting functions. Therefore, it is recommended that this position receive a lateral reclassification to Finance & Accounting Analyst, pay grade CL20, (\$50,731-\$82,014).

**A. FINANCE DIVISION (continued)**

**V. POSITIONS TO REMAIN THE SAME**

It is recommended that the following positions remain classified as follows:

<u>DIVISION</u>	<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>
Fin Rept	Encumbered BCC/C2240	Acctg Supt Spec	CL11
Fin Rept	Encumbered BCC/C2744	Acctg Supt Spec	CL11
Fin Rept	Encumbered BCC/C2794	Acctg Supt Spec	CL11
Fin Rept	Encumbered BCC/C1762	Accountant 1	CL13
Fin Rept	Encumbered BCC/C642	Accountant 2	CL15
Fin Rept	Encumbered BCC/C2011	Accountant 2	CL15
Fin Rept	Encumbered BCC/E466	Dept Admin Mgr	SM6
Rev Mgmt	Encumbered BCC/C1236	Acctg Supt Spec	CL11
Rev Mgmt	Encumbered BCC/C1380	Cust Svcs Anlayst	CL13

**B. SOLID WASTE DIVISION**

17 Positions to Receive Upward Reclassifications

1 Position to Receive Pay Grade Change

37 Positions to Remain the Same

55 TOTAL

**I. 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>DIVISION</u>	<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
Recyc & Sys Mgmt	Encumbered BCC/C3202	Sr Office Spec	CL8	Acctg Supt Spec	CL11
Recyc & Sys Mgmt	Encumbered BCC/C1388	Scalhs Svcs Spec 1	CL8	Scalhs Svcs Spec	CL9
Recyc & Sys Mgmt	Encumbered BCC/C1742	Scalhs Svcs Spec 1	CL8	Scalhs Svcs Spec	CL9
Recyc & Sys Mgmt	Encumbered BCC/C1743	Scalhs Svcs Spec 1	CL8	Scalhs Svcs Spec	CL9
Recyc & Sys Mgmt	Encumbered BCC/C1744	Scalhs Svcs Spec 1	CL8	Scalhs Svcs Spec	CL9
Recyc & Sys Mgmt	Encumbered BCC/C1745	Scalhs Svcs Spec 1	CL8	Scalhs Svcs Spec	CL9
Recyc & Sys Mgmt	Encumbered BCC/C1748	Scalhs Svcs Spec 1	CL8	Scalhs Svcs Spec	CL9
Recyc & Sys Mgmt	Encumbered BCC/C1749	Scalhs Svcs Spec 1	CL8	Scalhs Svcs Spec	CL9
Recyc & Sys Mgmt	Encumbered BCC/C1967	Scalhs Svcs Spec 1	CL8	Scalhs Svcs Spec	CL9

**B. SOLID WASTE DIVISION (continued)**

**I. UPWARD RECLASSIFICATIONS (continued)**

<u>DIVISION</u>	<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
Recyc & Sys Mgmt	Encumbered BCC/C3279	Scalhs Svcs Spec 1	CL8	Scalhs Svcs Spec	CL9
Recyc & Sys Mgmt	Encumbered BCC/C3369	Scalhs Svcs Spec 1	CL8	Scalhs Svcs Spec	CL9
Recyc & Sys Mgmt	Encumbered BCC/C1739	Scalhs Svcs Spec 2	CL10	Scalhs Svcs Spec, Sr	CL11
Recyc & Sys Mgmt	Vacant BCC/C1741	Scalhs Svcs Spec 2	CL10	Scalhs Svcs Spec, Sr	CL11
Recyc & Sys Mgmt	Encumbered BCC/C3498	Scalhs Svcs Spec 2	CL10	Scalhs Svcs Spec, Sr	CL11
Recyc & Sys Mgmt	Encumbered BCC/C2000	Sol Wste Prog Coord	CL17	Sol Wst Prog Supv	CL18
Recyc & Sys Mgmt	Encumbered BCC/C3595	Sol Wste Prog Coord	CL17	Sol Wst Prog Supv	CL18
Waste to Energy	Encumbered BCC/C3590	Envir Spec 2	CL16	Envir Spec, Sr	CL18

**ANALYSIS:**

**1. Senior Office Specialist Position BCC/C3202:**

This position performs specialized accounting work in the Accounting Unit of the Recycling & System Management Section of the Solid Waste Division. This position is responsible for the processing and deposit of account payments received in the Solid Waste Division. This position processes and reviews credit card payments and creates pertinent reports as needed. This position creates and maintains escrow/surety accounts and reviews accounts for shortages or overages. This position assists upper level staff in the dissemination of information concerning the processing of accounts for Scalehouse customers and validates and processes financial forms. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Accounting Support Specialist, pay grade CL11 (\$32,697-\$50,169).

**2. Scalehouse Services Specialist 1 Positions BCC/C1388, 1742,1743, 1744, 1745 ,1748, 1749, 1967, 3279 & 3369:**

The duties and responsibilities of these positions consist of complex specialized technical work in solid waste operations. Duties include specialized independent scale house functions and customer account servicing. Major responsibilities include vehicle weighing, determining acceptable waste for disposal, performing associated financial transactions, determining and directing customers to the proper disposal location, customer service, and various other related functions needed to maintain the overall operations of the facility. Employees generate various departmental reports and perform complex cash handling, balancing accounts, and the generation of monetary receipts involving currency, credit cards, and checks. Based on internal equity within the department and the county, it is therefore recommended that these positions receive an upward reclassification to Scalehouse Services Specialist, pay grade CL9 (\$29,600-\$45,011).

**3. Scalehouse Services Specialist 2 Positions BCC/C1739, 1741 & 3498:**

Duties and responsibilities of these positions include independent, complex, specialized technical work in solid waste operations. These positions supervise and lead the scale house functions and customer account servicing. Duties include supervisory responsibility over personnel engaged in the proper and efficient completion of vehicle weighing, determining the acceptability of waste, and performing associated financial transactions. These positions are supervisory in nature and include scheduling training and education classes for subordinate employees as well as conducting employee counseling, coaching, and discipline. Based on internal equity within the department and the county, it is therefore recommended that these positions receive an upward reclassification to Scalehouse Services Specialist, Senior, pay grade CL11 (\$32,697-\$50,169).

**B. SOLID WASTE DIVISION (continued)**

**I. UPWARD RECLASSIFICATIONS (continued)**

**ANALYSIS: (continued)**

**4. Solid Waste Program Coordinator Positions BCC/C2000 & 3595:**

The duties and responsibilities of these positions consist of advanced level supervisory work planning, coordinating, implementing, monitoring, and promoting various solid waste programs. These positions coordinate programs and activities with federal and state agencies, municipalities, local businesses, and other agencies. These positions are responsible for long range statistical tabulation and the preparation and presentation of comprehensive reports. Duties also include the supervision of staff supporting various activities in the Solid Waste Division. These positions also assist in the compilation of annual budget information for the division. Based on internal equity within the department and the county, it is therefore recommended that these positions receive an upward reclassification to Solid Waste Program Supervisor, pay grade CL18 (\$46,009-\$73,174).

**5. Environmental Specialist 2 Position BCC/C3590:**

This position reports directly to the Section Manager of the Waste to Energy function at the DEI Solid Waste facility. This position is responsible for the management of the Waste to Energy (WTE), facility's regulatory programs. It ensures that the WTE contractor, and ultimately Pinellas County, complies with a variety of environmental and Bulk Electric System regulations and permit requirements. This position is also responsible for ensuring that the WTE contractor and all WTE engineering consultants comply with contractual requirements. The incumbent works directly with regulatory agencies in reporting and mitigating environmental compliance related issues. Work requires significant independent decisions in order to address contractor deficiencies and initiate corrective actions. Based on the required skill, effort, responsibility and working conditions it is recommended that this position receive an upward reclassification to Environmental Specialist, Senior, pay grade CL18 (\$46,009 - \$73,174).

**II. POSITION TO RECEIVE PAY GRADE CHANGE**

<b><u>DIVISION</u></b>	<b><u>POSITION</u></b>	<b><u>PRESENT CLASSIFICATION</u></b>	<b><u>PG</u></b>	<b><u>PROPOSED PAY GRADE</u></b>
Landfill & SW Opns	Encumbered BCC/C1750	Util Opns Supv	CL17	CL18

This position performs technical supervisory work managing all plant and equipment repair and maintenance activities within the Solid Waste division. This position supervises all repair and maintenance activities performed on electronic, electrical, chemical, and mechanical equipment within Solid Waste. There are two positions which were funded to work within the unit to assist with the water treatment plant, which brings the total number of positions supervised under this position to eleven. Duties also include the development and review of preventative maintenance programs, the management of various maintenance contracts, and assisting with budget preparation. Based on internal equity within the department and the division and to maintain consistency with other supervisory positions of this level within Solid Waste and DEI, it is recommended that this position remain classified a Utilities Operations Supervisor and receive an upward pay grade adjustment to CL 18 (\$46,009-\$73,174).



**B. SOLID WASTE DIVISION (continued)**

**III. POSITIONS TO REMAIN THE SAME**

It is recommended that the following positions remain classified as follows:

<b><u>DIVISION</u></b>	<b><u>POSITION</u></b>	<b><u>PRESENT CLASSIFICATION</u></b>	<b><u>PG</u></b>
Landfill & SW Opns	Encumbered BCC/C2545	Maint 2	CL5
Landfill & SW Opns	Encumbered BCC/C2730	Util Spec 1	CL7
Landfill & SW Opns	Encumbered BCC/C1899	Crew Chf 2	CL11
Landfill & SW Opns	Encumbered BCC/C2099	Equip Oper, Sr	CL11
Landfill & SW Opns	VACANT BCC/C1896	Elec/Mech Tech 1	CL12
Landfill & SW Opns	Encumbered BCC/C3591	Solid Waste Comp Insp	CL12
Landfill & SW Opns	Encumbered BCC/C2448	Solid Waste Comp Insp	CL12
Landfill & SW Opns	Encumbered BCC/C2449	Solid Waste Comp Insp	CL12
Landfill & SW Opns	Encumbered BCC/C1639	Wk Plng Coord	CL12
Landfill & SW Opns	Encumbered BCC/C871	Crew Chf 3	CL13
Landfill & SW Opns	VACANT BCC/C2750	Solid Waste Comp Insp, Sr	CL13
Landfill & SW Opns	Encumbered BCC/C1900	Solid Waste Tech	CL14
Landfill & SW Opns	Encumbered BCC/C3478	Solid Waste Prog Coord	CL17
Landfill & SW Opns	Encumbered BCC/C1897	Solid Waste Prog Supv	CL18
Recyc & Sys Mgmt	Encumbered BCC/C3598	Sr Office Spec	CL8
Recyc & Sys Mgmt	Encumbered BCC/C1740	Acctg Supt Spec	CL11
Recyc & Sys Mgmt	Encumbered BCC/C1763	Solid Waste Prog Asst	CL12
Recyc & Sys Mgmt	Encumbered BCC/C1966	Solid Waste Prog Asst	CL12
Recyc & Sys Mgmt	Encumbered BCC/C1765	Solid Waste Prog Asst	CL12
Recyc & Sys Mgmt	Encumbered BCC/C2729	Solid Waste Prog Asst	CL12
Recyc & Sys Mgmt	Encumbered BCC/C1746	Solid Waste Prog Asst	CL12
Recyc & Sys Mgmt	Encumbered BCC/C1965	Solid Waste Prog Asst	CL12
Recyc & Sys Mgmt	Encumbered BCC/C3597	Envir Spec 1	CL14
Recyc & Sys Mgmt	Encumbered BCC/C3386	Solid Waste Tech	CL14
Recyc & Sys Mgmt	Encumbered BCC/C3387	Solid Waste Tech	CL14
Recyc & Sys Mgmt	Encumbered BCC/C3508	Util Chem 1	CL14
Recyc & Sys Mgmt	Encumbered BCC/C3433	Solid Waste Spec	CL15
Recyc & Sys Mgmt	Encumbered BCC/C2561	Acctg Svcs Coord	CL17
Recyc & Sys Mgmt	Encumbered BCC/C3259	Solid Waste Prog Coord	CL17
Recyc & Sys Mgmt	Encumbered BCC/C2546	Solid Waste Prog Supv	CL18
Recyc & Sys Mgmt	Encumbered BCC/C2853	Solid Waste Prog Mgr	CL20
Solid Waste	Encumbered BCC/C2728	Sr Office Spec	CL8
Solid Waste	Encumbered BCC/C1240	Sr Office Spec	CL8
Solid Waste	Encumbered BCC/C1747	Sr Office Spec	CL8
Solid Waste	Encumbered BCC/C2547	Sr Office Spec	CL8
Solid Waste	Encumbered BCC/C3388	Admin Supt Supv	CL14
Waste to Energy Section	Encumbered BCC/C3592	Solid Waste Prog Mgr	CL20

**C. CLASS SPECIFICATIONS**

**A. ADDITIONS**

It is recommended that the following class specifications be added to the Pay & Classification Plan:

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
16923	Scalehouse Services Specialist	CL9
16925	Scalehouse Services Specialist, Senior	CL11

**B. DELETIONS**

It is recommended that the following class specifications be removed from the Pay & Classification Plan:

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
16924	Scalehouse Services Specialist 1	CL8
16926	Scalehouse Services Specialist 2	CL10

**C. REVISIONS**

It is recommended that the following class specifications be revised to reflect current duties and responsibilities:

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
11316	Administrative Support Supervisor	CL14

## ADMINISTRATIVE SUPPORT SUPERVISOR

Job Code	Pay Grade
11316	CL14

### Nature of Work

This is analytical, administrative and office supervisory work providing administrative and information systems support for a director, senior manager or supervisor. An employee in this class assists the department director, manager, supervisor (or formal supervisor) in planning, directing and implementing all or a defined portion of the administrative functions of a department, division or section. Work includes at least partial supervisory responsibility over personnel engaged in assignment of work, office automation, payroll, personnel, budget, records management, purchasing, customer service or other administrative support functions. Work may involve assisting supervisors by relieving them of routine management details and performing highly specialized or technical clerical activities. General supervision is received from a senior manager, superior or designee. The position reports to a senior manager, supervisor or designee.

### Minimum Qualifications

- 5 years of highly responsible experience in public or business administration that includes automation, accounting or budget responsibilities, and supervisory experience; or
- Associate's degree (or two years of other related college level education) in accounting, business administration, public administration and 3 years of highly responsible experience in public or business administration that includes automation, accounting or budget responsibilities and supervisory experience; or
- Bachelor's degree in accounting, finance, business administration, public administration and 1 year of highly responsible experience in public or business administration that includes automation, accounting, budget, and supervisory experience; 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.
- 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.)

- Develops, prepares, and monitors the department budget; reviews and approves expenditures, coordinates banking and investing of idle funds, and acts as liaison with budget auditors.
- Develops and maintains independent payrolls; prepares and submits tax deposits and reports for unemployment and retirement compliance.
- Researches county procurements as well as purchases, negotiates with vendors, analyzes and recommends large purchases, and monitors invoicing and contract compliance.
- 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.
- Supervises, assigns, and reviews the work of subordinate clerical, technical, and support staff in personnel, inventory control, payroll, record and file maintenance, purchasing, property control, accounting, LAN administration, office automation, GIS, and data entry.
- Relieves supervisors of administrative detail by advising employees of departmental policies and procedures, dictating correspondence, preparing reports, assembling budget data and coordinating and preparing agenda items.
- Explains personnel policies and rules, counsels employees on promotional requirements and opportunities, monitors employee performance evaluations and assists or instructs supervisors on evaluation program standards and requirements.
- Maintains departmental compliance with Affirmative Action/Equal Employment Opportunity reporting requirements.

## ADMINISTRATIVE SUPPORT SUPERVISOR (continued)

Job Code	Pay Grade
11316	CL14

### Illustrative Tasks (continued)

- Provides administrative support to management by researching and assembling information, preparing reports with recommendations, and providing clarification of departmental policies and procedures.
- Prepares documentation manuals and procedures for applications; develops departmental automation standards, guidelines and procedures for receiving, moving, setting up equipment and loading new or enhanced software.
- Meets with customers and other individuals to respond to a wide variety of requests and to resolve problems.
- Supervises subordinate technical and clerical employees; conducts performance reviews; recommends the hiring and firing of staff.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of governmental purchasing, personnel and budget procedures.
- Knowledge of rules and regulations controlling budgetary record keeping for local governments.
- Knowledge of principles and procedures of governmental budget preparation and record keeping.
- Knowledge of office equipment and automation, network administration, information processing principles and practices.
- Knowledge of principles of office management and supervision.
- Knowledge of payroll laws governing deductions and deposits for retirement systems, unemployment compensation, and workers compensation.
- Knowledge of public administration principles and practices.
- Knowledge of research techniques, methods and procedures.
- Knowledge of computer operations and the concepts of operating systems, utilities and application software.
- Ability to supervise and train a large clerical, technical, and support staff.
- Ability to develop effective office and field work procedures, clerical training programs, departmental or public relations programs.
- Ability to manage independent payroll, purchasing, and budget systems.
- Ability to prepare and defend reports and recommendations, both verbally and in writing.
- Ability to independently analyze and solve problems, and render advice or assistance to same.

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Revised	EEOC Code	Overtime Code
2/13	Administrative Support	Classified/Excluded

## SCALEHOUSE SERVICES SPECIALIST

Job Code	Pay Grade
16923	CL9

### Nature of Work

This is complex specialized technical work in solid waste operations consisting of, but not limited to, scale house functions and customer account servicing. Employees in this class are responsible for proper and efficient completion of vehicle weighing, determining the acceptability of waste for disposal, performing associated financial transactions, determining and directing customers to the proper disposal location, customer service, and various other related functions needed to maintain the overall operations of the facility, as required. Emphasis is placed on exhibiting extreme tact and courtesy in resolving work related problems or customer disputes. Decisions concerning departures from standard policies and procedures are normally referred to a supervisor for action. Duties may include routinely working on rotating shifts, weekends and holidays.

### Minimum Qualification Requirements

- 1 year customer service experience; experience in preparing, processing, and maintaining financial records; or
- 1 year technical, vocational, or college level education or training that includes courses in business, finance, accounting, or directly 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 (CDL) and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession and maintenance of a Florida Department of Environmental Protection (FDEP) Landfill Spotter Certification within 1 year of appointment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Operates computerized scale application to weigh vehicles, processes waste which requires special handling, and directs waste loads to appropriate disposal locations.
- Performs complex cash handling, balancing, and receipting duties, involving currency, credit cards, and checks.
- Performs calculations to provide monetary change; prepares and maintains records of transactions.
- Provides information, assistance and services to the general public, employees, and others in person, by telephone, or by other forms of communication.
- Displays effective judgment based on material knowledge and facility site layout to select routing from a detailed matrix.
- Manually writes scale tickets when automated system is not functional.
- Assists higher level staff in performance of a wide range of activities.
- Assists and provides routine support on inquiries for assistance, services, and resolution to problems.
- Communicates via radio with employees within the department as well as contractors on-site.
- Processes and maintains equipment, property control, purchasing and/or fiscal records; performs calculations.
- Coordinates clerical and administrative activities within the scale house environment.
- Operates computers, calculators and other office equipment for completing scale house operations.
- Performs computer related duties including data entry, retrieval, and routine computer operations.
- Produces computer drafts, correspondence, reports and documents.
- Performs related work as assigned or required.

## SCALEHOUSE SERVICES SPECIALIST (continued)

Job Code	Pay Grade
16923	CL9

### Knowledge, Skills, and Abilities

- Knowledge of laws and rules governing procedures and legal requirements encountered in government operations, specifically in solid waste management operations.
- Knowledge of the principles and procedures of solid waste management and accounting processes.
- Knowledge of business English, spelling, arithmetic, accounting procedures, and bookkeeping processes.
- Knowledge of the principles and practices of cashier functions.
- Skill in operating a personal computer, technical scale house equipment, cash register, using prescribed software applications including entry of computer information and skill in the operation of commercial word processing, database, and spreadsheet programs.
- Skill in performing mathematical operations, making change and performing multiple tasks.
- Ability to apply basic computer applications and software.
- Ability to receive the public with tact, patience and courtesy.
- Ability to plan, organize and prioritize work and technical procedures.
- Ability to assist in the development of effective office or field work procedures and clerical training programs.
- Ability to provide information correctly and concisely, orally and in writing.
- Ability to understand and perform basic and written instructions.
- Ability to compose and distribute routine communications.

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Created	EEOC Code	Overtime Code
2/13	Technicians	Classified

## SCALEHOUSE SERVICES SPECIALIST, SENIOR

Job Code	Pay Grade
16925	CL11

### Nature of Work

This is independent, complex, specialized technical work in solid waste operations consisting of, but not limited to, supervising and leading scale house functions and customer account servicing. Work includes supervisory responsibility over personnel engaged in the proper and efficient completion of vehicle weighing, determining the acceptability of waste, and for performing associated financial transactions, determining and directing customers to the proper disposal location, customer service and various other related functions needed to maintain the overall operations of the facility as required. Work involves lead cashiering responsibilities such as safe access, change bank verification and maintenance, verifying individual cash receipt reports and deposits, preparing master deposits and generating the Supervisor's Daily Deposit Report. Work emphasis is placed on exhibiting extreme tact and courtesy in resolving difficult work related problems or customer disputes and independent judgment 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 and recommending solutions for approval. Duties may include routinely working on rotating shifts, weekends and holidays.

### Minimum Qualification Requirements

- 2 years customer service experience; experience in preparing, processing, and maintaining financial records; or
- Associate's Degree or 2 years technical, vocational, or college level education or training that includes courses in business, finance, accounting, or directly 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 (CDL) and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession and maintenance of a Florida Department of Environmental Protection (FDEP) Landfill Spotter Certification within 1 year of appointment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Controlling scale traffic flow and distribution.
- Verifies weight and cash transactions.
- Operates a computerized scale application to weigh vehicles, processes environmental waste which requires special handling; controls and directs waste loads to appropriate disposal locations.
- Provides information, assistance and service to the general public, employees, and others in person, by telephone, or by other forms of communication.
- Verifies and maintains the integrity of the safe and change bank.
- Verifies individual deposits and prepares master deposit.
- Verifies transactions, makes corrections, and documents customer runoffs.
- Assists and provides routine support on inquiries for assistance, services, and resolution to problems.
- Maintains customer account associated records; assists in developing procedures, either automated or manual, and assists in training staff.
- Processes and maintains equipment, property control, and purchasing and/or fiscal records; performs calculations.
- Performs mathematical operations to provide monetary change, prepares and maintains records of transactions.

## SCALEHOUSE SERVICES SPECIALIST, SENIOR (continued)

Job Code	Pay Grade
16925	CL11

### Illustrative Tasks (continued)

- Supervises subordinate employees; conducts performance reviews; recommends the hiring and firing of staff.
- Conducts monthly one on one progress meetings with subordinate employees.
- Schedules training and classes for subordinate employees.
- Performs employee counseling, coaching, and discipline.
- Coordinates clerical and administrative activities within the scale house environment.
- Operates computers, calculators and other office equipment for completing scale house operations.
- Performs computer related duties including data entry, retrieval, and routine computer operations.
- Produces computer drafts, correspondence, reports and documents.
- Maintains statistics of scale operations efficiency and accuracy.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of laws and rules governing procedures and legal requirements encountered in government operations, specifically in solid waste management operations.
- Knowledge of the principles and procedures of solid waste management and accounting processes.
- Knowledge of business English, spelling, arithmetic, accounting procedures, and bookkeeping processes.
- Knowledge of the principles and practices of lead cashier functions.
- Skill in operating a personal computer, technical scale house equipment, cash register, using prescribed software applications including entry of computer information and skill in the operation of commercial word processing, database, and spreadsheet programs.
- Skill in performing mathematical operations, making change and performing multiple tasks.
- Ability to plan, organize and prioritize work and technical procedures.
- Ability to develop effective office or field work procedures and scale training programs.
- Ability to provide information correctly and concisely, orally and in writing.
- Ability to understand and perform basic written instructions.
- Ability to compose and distribute routine communications.
- Ability to receive the public with tact, patience and courtesy.

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Created	EEOC Code	Overtime Code
2/13	Technicians	Classified



## UTILITIES OPERATIONS SUPERVISOR

Job Code	Pay Grade
17254	CL18

### Nature of Work

This is technical supervisory work managing all plant and equipment repair and maintenance activities within a designated utilities service area. Incumbents in this class are responsible for assigning and reviewing the work of subordinate repair and maintenance personnel responsible for all repair and maintenance activities associated with designated plant facilities and equipment. Plant equipment is used for the transmission of potable water or the collection, transmission, and treatment of wastewater and distribution of reclaimed water or surface water. Work is performed independently with unusual or difficult problems being referred to an administrative manager for resolution. The incumbent reports to a senior department official, plant manager, or designee.

### Minimum Qualification Requirements

- High school graduate with completion of a 2 year vocational program or apprentice program and 2 years of experience in the repair and maintenance of electrical, electronic, and maintenance equipment of water or wastewater systems and 1 year of supervisory experience or supervisory training; or
- 4 years of experience and training as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

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

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

- Supervises all repair and maintenance activities performed on electronic, electrical, chemical, and mechanical equipment within a designated utilities service area.
- Supervises building repair and maintenance activities at all site pump stations, lift stations, for wastewater, water, reclaimed water and surface water.
- Develops, implements, and maintains section's Preventive Maintenance Program.
- Plans, coordinates and schedules all vehicle maintenance activities for sections.
- Monitors and forecasts all maintenance and repair activities for a designated utilities service area.
- Develops, implements, and monitors inventory control plan coordinating with central warehouse to track all spare parts and equipment used by sections.
- Reviews proposed and final design plans for new construction or modification of existing facilities.
- Orders and requisitions repair and maintenance supplies and equipment.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the functions and servicing of water and/or wastewater treatment plant electronic, electrical, chemical, and mechanical equipment.
- Knowledge of computerized telemetry systems and electronic hardware involved in process control systems.
- Skill in the use and care of tools and equipment used in the electrical, electronic, and maintenance trades.

## UTILITIES OPERATIONS SUPERVISOR (continued)

Job Code	Pay Grade
17254	CL18

### Knowledge, Skills, and Abilities (continued)

- Ability to train and supervise subordinate staff.
- Ability to install, modify, repair, and maintain a variety of electrical, electronic, and mechanical equipment and supplies.
- Ability to keep records and communicate effectively, orally and in writing.

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Revised	EEOC Code	Overtime Code
11/10	Technicians	Classified/Excluded