

**UNIFIED PERSONNEL SYSTEM**

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Peggy Rowe  
Director

TO: The Honorable Chairman and Members of the  
Unified Personnel Board

FROM: Peggy Rowe, Director of Human Resources

A handwritten signature in black ink that reads "Peggy Rowe". The signature is written in a cursive style and is positioned over the printed name in the "FROM:" line.

SUBJECT: Delegated Authority

DATE: February 6, 2013

Several months ago we discussed the need for the Personnel Board to grant designated authority to the Director of Human Resources for administrative actions. The types of administrative items that would fall into the category for the designated authority will include:

1. Items that are routinely included as a part of the consent agenda item
2. Items that involve any classification changes

These items would come to the Board at the next possible scheduled meeting as an informational item. If there are additions to this list in the future I will request approval of this Board in advance.

I am available to answer questions.