

PERSONNEL BOARD FOR THE PINELLAS COUNTY
UNIFIED PERSONNEL SYSTEM

AGENDA

Date: February 7, 2013

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 January 10, 2013.

Human Resources

2. Request Approval of Housekeeping Additions, Title Changes, Revisions and Re-instatement of Class Specifications in the Pay and Classification Plan.

Environment & Infrastructure
Finance & Solid Waste Divisions

3. Request Approval of the Audit of Priority Positions Within the Finance and Solid Waste Divisions of the Department of Environment & Infrastructure.

County Attorney

4. Request Approval of the Extension of one Temporary Law Clerk 1, not to exceed August 13, 2013 in the County Attorney's Office.

III. NEW BUSINESS

Human Resources

1. Request Approval for Delegated Authority to the Director of Human Resources for Administrative Actions.

IV. INFORMATION

Human Resources

1. The Pinellas County Human Resources' 2012 Annual Report, Setting the Course.

"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, January 10, 2013

The Unified Personnel Board (UPB) met in regular session at 6:28 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: Daniel M. Andriso, Chair; Andrea S. Daggett; Ricardo Davis; Keith C. Dekle; James P. Koelsch; and Joan Vecchioli.

Also Present: Peggy Rowe, Director of Human Resources; Jason Ester, Senior Assistant County Attorney; Charles Toney, Employees' Advisory Council Chair; Arlene L. Smitke, Board Reporter, Deputy Clerk; and other interested individuals.

AGENDA

PLEDGE OF ALLEGIANCE

- | | |
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| Personnel Board | <u>I. Election of Chair and Vice Chair of the Unified Personnel Board</u> |
| EAC | <u>II. Employees' Advisory Council Representative</u> |
| | <u>III. Consent Agenda</u> |
| Human Resources | 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held November 1, 2012. |
| Human Resources | 2. Request Approval of Housekeeping Addition and Title Changes/Revisions of Class Specifications in the Pay and Classification Plan. |
| Parks & Conservation Resources | 3. Request Approval of the Audit of One Encumbered Heritage Village Museum Interpreter Position in the Department of Parks & Conservation Resources. |
| 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. |
| | <u>IV. New Business</u> |
| Human Resources | 1. Update on January 2013 Sunset of Rule I. Definitions; Rule X, Pay Grade Change; Rule VI, Promotion; and Rule IX, Position Reclassification. |
| | <u>V. Information</u> |
| Human Resources | 1. 2013 Performance Standards for Human Resources Director. |
| Personnel Board | 2. Reappointment of the following Personnel Board Members: Daniel M. Andriso, by the Board of County Commissioners, and James Koelsch, by the Constitutional Officers for 2013-2014. |

CALL TO ORDER

Chair Andriso called the meeting to order at 6:28 P.M.; whereupon, he led the Pledge of Allegiance to the Flag.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

Deviating from the agenda, Chair Andriso indicated that EAC Chairman Charles Toney would present his report at this time.

Mr. Toney related that Ms. Rowe had arranged for several UnitedHealthcare representatives to attend the November EAC Delegate meeting and respond to queries pertaining to the withdrawal of BayCare Health System from the UnitedHealthcare network; whereupon, Ms. Rowe reported that, while the dispute is ongoing, talks have resumed. Mr. Toney indicated that the meeting went well; that the UnitedHealthcare representatives offered to provide support for their onsite representative, Kathy Baker; and that due to the length of the healthcare discussion, a scheduled presentation by Jim Valliere has been postponed until the January Delegate meeting.

Mr. Toney indicated that the Personnel Rules Committee is continuing to meet to review the rules; and that it is finishing its review of the discipline area and starting to look at funeral leave provisions; whereupon, he requested the opportunity to provide input to the Board during its discussion of Item No. IV.1 on today's agenda.

Continuing his update, Mr. Toney related that the EAC has extended invitations to new County Commissioners Justice and Long to attend its meetings, as it has to the other commissioners and the UPB; that the Communications Department has assigned a liaison to work with the EAC to generate positive stories/news clips regarding County employees; that EAC representatives will attend the Legislative Delegation meeting at the end of January; and that plans are to attend a meeting of the Retired Employees of Pinellas County (REPCO) group to recruit for additional Employee Advocates. He reported on the December EAC elections, noting that he and Lisa Wombles were re-elected as Chair and Vice-Chair, respectively; that Board Reporter Tammy Burgess was elected as Secretary; and that Mercedes Pearson was elected as the At-Large Representative; whereupon, he recognized outgoing Representatives, noting that several will remain involved in the EAC as Delegates. Referring to the EAC's Personnel Board seat recently vacated by Mr. Tragos, Mr. Toney reported that the Delegates will be interviewing two candidates next week; and that the new appointee should be in place in time for the next Board meeting.

In response to queries by the members, Ms. Rowe indicated that the news stories/clips will likely be distributed via news releases and posted on the County website; and Mr. Toney related that there are currently six Employee Advocates.

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

Motion	-	Mr. Davis
Second	-	Mr. Dekle
Vote	-	6 – 0

- #1 Minutes of regular meeting held November 1, 2012, approved as submitted.
- #2 Addition and Title Changes/Revisions of Class Specifications in the Pay and Classification Plan approved; changes reflect the current duties and responsibilities of the classifications, are housekeeping in nature, and will not affect the pay grade level of the classifications.
- #3 Audit of one encumbered Heritage Village Museum Interpreter position, Pay Grade CL13 (\$36,046-\$56,056), in the Parks & Conservation Resources Department approved; position reclassified to Project Management Specialist 1, Pay Grade CL17 (\$43,826-\$69,597), without benefit of examination and with the establishment of a probationary period as outlined in Personnel Rule IX.

Responding to query by Mr. Dekle, Human Resources Coordinator Jack Loring, with input by Ms. Rowe, indicated that the item relates to the class specification; that the tasks listed are illustrative in nature and not specific to any particular position; and that all tasks do not necessarily apply to every position within the classification.

- #4 Audit of one encumbered Craftworker 2 position, Pay Grade CL11 (\$32,697-\$50,169), in the Real Estate Management Department approved. Position remains as presently classified.

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NEW BUSINESS

ANNOUNCEMENT OF NEW PERSONNEL BOARD ATTORNEY

Deviating from the agenda, Ms. Rowe welcomed Senior Assistant County Attorney Jason Ester, indicating that Mr. Ester will replace Robert Swain as attorney for the Unified Personnel Board.

UPDATE ON JANUARY 2013 SUNSET OF RULE I, DEFINITIONS; RULE X, PAY GRADE CHANGE; RULE VI, PROMOTION; AND RULE IX, POSITION RECLASSIFICATION

Chair Andriso indicated that a memorandum has been received from Ms. Rowe, a copy of which has been filed and made a part of the record, requesting the continuation of changes to Personnel Rules Nos. I, X, VI, and IX, currently scheduled to sunset in January 2013.

Ms. Rowe provided historical background information, indicating that various Rule changes were put in place governing the percentage of pay increase granted in connection with a promotion or reclassification; that the changes were enacted at the time the County was facing significant budget restraints; and that a committee is currently in the process of reviewing and revamping all Personnel Rules; whereupon she requested that the Board approve a continuation of the sunset date of Personnel Rules Nos. I, X, VI, and IX for one year or until the full set of updated Rules is brought before the Board for approval, whichever occurs first.

Mr. Koelsch moved, seconded by Mr. Davis, that the sunset be postponed as requested by Ms. Rowe; and at the request of Mr. Dekle, Mr. Toney provided input, indicating that at the time of the changes, the Rules provided for a six, nine, or twelve percent increase for reclassifications involving one, two, or three pay grades, respectively; that the EAC had requested that the percentages not drop below the previous levels of five (one and two grades) and ten percent (three pay grades); that the Board had approved the current percentages of four and eight percent; and that the EAC had requested the sunset provision; whereupon, responding to Chair Andriso, he indicated that he has no objection to the motion on the floor.

Upon call for the vote, the motion carried unanimously.

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UNITED HEALTHCARE/BAYCARE HEALTH SYSTEM DISPUTE

Deviating from the agenda, Chair Andriso referred to the Board of County Commissioners' (BCC) December 7, 2012 press conference, indicating that the BCC, Appointing Authorities, St. Petersburg Mayor Bill Foster, and other community leaders had expressed concern regarding the ongoing dispute affecting employees' healthcare benefits and urged the parties to resolve their differences; whereupon, he suggested that the Personnel Board write letters to the parties encouraging them to continue negotiations and resolve the contract dispute for the benefit of Pinellas County employees.

Responding to query by Ms. Vecchioli as to whether the Board could take formal action on an item not included on the agenda, Attorney Ester stated his preference that the Board provide direction by consensus rather than a motion.

Mr. Dekle read BCC Chairman Morroni's statement from the December 4, 2012 press release, a copy of which has been filed and made a part of the record, and suggested that the Personnel Board adopt the statement and transmit it to the appropriate parties at UnitedHealthcare and BayCare Health System; whereupon, following brief discussion, Chair Andriso confirmed that there was a consensus to take such action, noting that he would work with Ms. Rowe to prepare the appropriate correspondence.

Ms. Rowe reported that the BCC had made a decision to pay 50 percent of the employees' cost for covered expenses that would be considered out of network as a result of the UnitedHealthcare/BayCare dispute through December 31, 2012; whereupon, she reminded the members that the Appointing Authorities had provided a \$1,200 lump-sum stipend to each employee in November, along with three days of administrative leave, in recognition and appreciation of the fact that they have not received additional compensation in their base pay for quite some time.

INFORMATION

2013 PERFORMANCE STANDARDS FOR HUMAN RESOURCES DIRECTOR – APPROVED AS AMENDED

Ms. Rowe referred to the document titled *Performance Standards for Peggy Rowe, Human Resources Director, January 2013*, a copy of which has been filed and made a part of the record, noting that the document was not distributed at the time of her last

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performance evaluation; whereupon, responding to query by Chair Andriso, she confirmed that the goals would act as a guide to the members in conducting the next evaluation.

Mr. Davis referred to a notation under Performance Goal No. 5, and responding to his query, Ms. Rowe confirmed that the Appointing Authorities have the opportunity to utilize performance management tools that are specific to the needs of their organization. She noted that a number of focus groups exist that regularly provide feedback from all levels of the organization as to how performance management should be handled; that there is no “one size fits all” answer; and that Appointing Authorities will have several options to choose from in terms of the instrument that they will use to provide performance feedback to their employees.

Responding to further query by Mr. Davis, Ms. Rowe indicated that an Appointing Authority’s specific requests of the Human Resources Department may or may not be included in her personal goals, although she could provide the Board with updates on those activities upon request.

In response to Ms. Daggett’s query regarding employee recognition, Ms. Rowe related that she is in the process of conducting “listening sessions” within the departments; that she has gathered information pertaining to the things employees would like to be recognized for and the types of rewards they would like to see, aside from compensation; that the information is being related back to the Appointing Authority or BCC department manager; that the Human Resources Department is considering implementing a system-wide awards program involving points that could be redeemed for some sort of prize; and that other forms of employee recognition take place within the departments.

Mr. Dekle requested that editing of the Personnel Rules be added to the list of goals, and Ms. Rowe agreed to include it.

Noting that the Appointing Authorities deal with Ms. Rowe on a daily basis, Chair Andriso expressed an interest in finding a means to get them involved in the process of her performance appraisal; whereupon, Ms. Rowe related that she receives regular feedback from each of the Appointing Authorities; that she appreciates the opportunity they are given to provide input as to her evaluation; that they are intimately involved in the initiatives stated on the goal sheet; and that she would be willing to have the Appointing Authorities review her performance with regard to those goals if that is the desire of the Board.

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REAPPOINTMENT OF MEMBERS

Chair Andriso announced that he has been reappointed by the BCC and Mr. Koelsch has been reappointed by the Constitutional Officers for 2013-2014.

DANIEL M. ANDRISO RE-ELECTED AS CHAIR OF THE UNIFIED PERSONNEL BOARD AND RICARDO DAVIS ELECTED AS VICE-CHAIR FOR CALENDAR YEAR 2013

Referring to the election of officers, Chair Andriso called for nominations for the offices of Chair and Vice-Chair for calendar year 2013.

Upon nomination by Mr. Davis, seconded by Ms. Vecchioli and carried, Mr. Andriso was re-elected to serve as Chair.

Chair Andriso nominated Mr. Koelsch to serve as Vice-Chair, and he declined; whereupon, upon nomination by Mr. Koelsch, seconded by Ms. Vecchioli and carried, Mr. Davis was elected to serve as Vice-Chair.

MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Management and Supervisory Notes for January 2013.
2. Training Schedule for January 2013.
3. Minutes of the EAC Representatives meetings of October 17 and November 21, 2012; and the EAC Delegate meetings of September 27 and November 29, 2012.

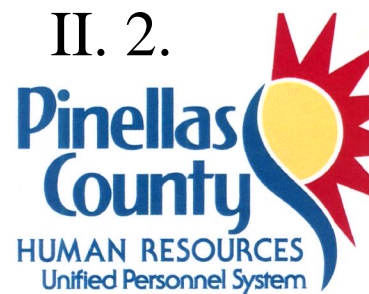
ADJOURNMENT

The meeting was adjourned at 7:05 P.M.

Chair


UNIFIED PERSONNEL SYSTEM

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 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 

SUBJECT: Additions, Title Changes, Revisions and Re-instatement of Class Specifications

DATE: January 31, 2013

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.

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
19139	Inspector General Auditor 3	150
18153	Veterans Service Manager	SM8

TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
19146	Inspector General Audit Manager	Manager, Inspector General Audit Division	150
19149	Director , Inspector General Division	Director , Inspector General Audit Division	150

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
19136	Inspector General Auditor 1	150
19138	Inspector General Auditor 2	150
19140	Inspector General Auditor, Senior	150

RE-INSTATED

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
19148	Assistant Director, Inspector General Audit Division	150
19150	Chief Deputy Director, Inspector General Audit Division	150

PR/JL/gjc
 Doc ID: Hskpg Feb 2013

INSPECTOR GENERAL AUDITOR 3

Job Code	Pay Grade
19139	150

Nature of Work

This is advanced professional work in the Inspector General Auditor line of work (IGA Career Series) performing audits and investigations for the county in areas such as fiscal, budgetary, personnel, procurement, and contracting programs. An employee in this classification performs a wide range of internal audits and investigations based on programs designed to assure the accuracy and effectiveness of all operating policies, procedures, and systems. Duties include responsibility for review and appraisal of departmental operations to determine compliance with laws, rules, and regulations, and to assure the reliability, accuracy, and completeness of records. Work must conform to the applicable professional standards for audits and investigations of the organization. The incumbent may provide training, guidance, and leadership on assignments. An incumbent is required to take initiative, work independently, provide leadership, problem solve, and create or recommend solutions to problems. The position reports to an Audit Manager, Senior Auditor or designated official.

Minimum Qualification Requirements

- 3 years with the Division of Inspector General as an IG auditor plus a minimum of 3 highly desirable credentials identified by the Appointing Authority from the below list of occupation related certifications; or
- Bachelor's degree from an accredited college or university in business, finance, accounting, public administration (preferred major college education subject matter areas) or a related field that includes technical and professional education and training evidencing competency to assess, analyze, investigate, and/or evaluate information to ascertain and document compliance appropriate with applicable policies, procedures, and requirements plus 3 years related experience that evidences demonstrated leadership on large organization audit assignments, supervisory training or supervision of audit staff; or
- Master's degree with education and 1 year 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 possessing highly desirable qualifications that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), Certified Fraud Specialist (CFS), Certified In Risk Management Assurance (CRMA) or other equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Participates in developing audit and investigative programs for specific assignments.
- Performs interviews, collects supporting documentation, and reviews facts to substantiate conclusions in an investigation.
- Performs work specified in approved audit and investigative programs including research, analysis, and interviews to prepare evaluations and recommendations for improvements.
- Evaluates internal accounting and administrative controls in relation to cost benefits and effectiveness.
- Prepares comprehensive audit reports, investigative audit reports, and special studies for review by supervisor.
- Assists in providing counsel and advice to county officials on matters related to audit reports, investigative reports, special studies, and other related recommendations.

INSPECTOR GENERAL AUDITOR 3 (continued)

Job Code	Pay Grade
19139	150

Illustrative Tasks (continued)

- Assists State of Florida, federal, and other independent auditors and investigators as required.
- As assigned, provides technical leadership on audits or projects and provides technical leadership for co-worker efforts.
- Completes IGA 3 in-charge assignments, reviews and takes responsibility for work papers prepared by IG staff.
- Monitors organization audits and work organization work plans to ensure goals and objectives are met within scheduled time limits.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the following standards, procedures, and practices for audits and investigations including: The Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of systems of internal controls.
- Knowledge of accounting and/or business principles, procedures, and practices.
- Ability to apply auditing and management principles to the variety of policies, practices, and systems found in a large and complex governmental organization.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both in writing and orally.
- Ability to comprehend and interpret Florida Statutes, Attorney General Opinions, and county policies and procedures.
- Ability to conduct investigations, including knowledge of generally accepted investigative practices, interviewing, and interrogation techniques.
- Ability to coordinate assignments, train, and lead others.

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Created	EEOC Code	Overtime Code
2/13		Exempt

VETERANS SERVICE MANAGER

Job Code	Pay Grade
18153	SM8

Nature of Work

This is highly responsible management and administrative work managing the Pinellas County Veterans Services Program. Work involves responsibility for administration and coordination of the program, plus development of policies and procedures for review and approval by the Bureau Director, Health & Human Services or designee. Supervision is exercised over professional and clerical support staff engaged in counseling and providing assistance to veterans and veterans' dependents in preparing, filing, and appealing benefit claims. A special emphasis is placed on the outreach and recruitment of homeless veterans and their families. An incumbent maintains contact with national, state and local organizations concerned with veterans. The incumbent exercises considerable independent judgment and initiative in carrying out homeless and veterans affairs program. The incumbent reports to the Bureau Director, Health & Human Services or designee.

Minimum Qualification Requirements

- Must be a veteran (or the surviving spouse of any such veteran) and meet the requirements in Title 38, U.S. Code and Florida Statute 292.11 applicable to Florida county veteran service officers and possess a Bachelor's Degree plus 6 years of administrative experience that includes 3 years experience counseling veterans and others about veterans benefits, public assistance, employment, vocational programs, health care, personal counseling or directly related field that includes supervisor or manager 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.
- Candidate to successfully complete training prescribed by the Florida Department of Veterans Affairs.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

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

- Plans, directs, coordinates, and supervises activities of personnel engaged in providing Pinellas County assistance to veterans and their dependents; establishes policies and procedures for department operations.
- Interprets pertinent federal laws and Department of Veterans Affairs rules and regulations adopted to clarify laws relating to veteran benefits.
- Directs and supervises an outreach program for veterans and their dependents who reside in Pinellas County.
- Assists subordinates, veterans and their dependents to interpret medical terms and procedures.
- Prepares periodic reports and maintains accurate records.
- Complete Performance Development Plan with staff with a focus on Quality Improvement Initiatives.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of veterans services administration processes, laws, rules, and regulations.
- Knowledge of federal, State of Florida, and local laws and guidelines pertaining to veterans services.
- Knowledge of the principles of management and supervision.
- Knowledge of laws, rules and regulations applicable to county government.
- Ability to develop and implement progressive policies and practices to achieve veterans services objectives.
- Ability to supervise a diverse staff responsible to implement a comprehensive mix of services for veterans.
- Ability to establish and maintain effective working relationships with administrative officials, associates, and the general public.

VETERANS SERVICE MANAGER (continued)

Job Code	Pay Grade
18153	SM8

Knowledge, Skills, and Abilities

- Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives.
- Ability to effectively communicate both orally and in writing to groups and individuals.

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Created	EEOC Code	Overtime Code
2/13	Officials & Manager	Exempt

MANAGER, INSPECTOR GENERAL AUDIT DIVISION

Job Code	Pay Grade
19146	150

Nature of Work

This is responsible supervisory, administrative, and professional work planning, directing and performing the audit and investigative function. An employee in this class develops, plans, directs, and performs audit and investigations designed to assure the accuracy and the effectiveness of accounting, financial, budgeting, personnel, procurement, contracting, and other operating policies, procedures and systems. Duties include responsibility for review and appraisal of departmental operations to determine compliance with laws, rules, and regulations and to assure the reliability, accuracy, and completeness of records. Work is to conform to the professional standards for audits and investigations of the division. The position reports to the Chief Deputy Director, Inspector General Division and the Assistant Director or designee.

Minimum Qualification Requirements

- 3 years with the Division of Inspector General plus a minimum of 3 highly desirable credentials identified by the Appointing Authority from the below list of occupation related certifications; or
- Bachelor's degree from an accredited college or university in business, finance, accounting, public administration (preferred major college education subject matter areas) or a related field that includes technical and professional education and training evidencing competency to assess, analyze, investigate, and/or evaluate information to ascertain and document compliance appropriate with applicable policies, procedures, and requirements plus 5 years of professional financial compliance and investigative auditing and investigating experience in major government organizations and/or large corporate organizations that includes 1 year managing auditors and investigators performing audit functions. (Preference will be given to candidates with professional management experience in governmental agencies and/or corporations that required the candidate to manage audit staffs.); or
- Master's degree and 4 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 possessing highly desirable qualifications that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), Certified Fraud Specialist (CFS), Certified In Risk Management Assurance (CRMA) or equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Manages staff and several ongoing audits and investigations simultaneously.
- Develops audit and investigative programs for specific assignments in the systematic evaluation of financial transactions and operations.
- Performs interviews, collects supporting documentation, and reviews facts to substantiate conclusions in an investigation.
- Performs work specified in approved audit and investigative programs.
- Evaluates internal accounting and administrative controls in relation to cost benefits and effectiveness.
- Monitors assigned staff to ensure work is done as intended.
- Instructs, trains, and gives assignments to subordinates; evaluates the work performance of same.

MANAGER, INSPECTOR GENERAL AUDIT DIVISION (continued)

Job Code	Pay Grade
19146	150

Illustrative Tasks (continued)

- Reviews audit reports, investigative reports, as well as special studies produced by subordinates and prepares comprehensive final reports for consideration by senior management.
- Provides counsel and advice to county officials on matters related to audit reports, investigative audit reports, special studies, and other related recommendations.
- Provides final work paper review and ensures work paper for audits under their management complies with office policies and professional standards.
- Assists State of Florida, federal, and other independent auditors as required.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the following standards, procedures, and practices for audits and investigations including: The Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of accounting principles, procedures, and practices.
- Knowledge of systems of internal controls for governmental entities.
- Ability to apply auditing knowledge to the variety of policies, practices and systems found in a large and complex governmental organization. Ability to apply accounting knowledge to a wide variety of transactions and problems.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both in writing and orally.
- Ability to comprehend and interpret Florida Statutes, Attorney General Opinions, and county policies and procedures.
- Ability to train and supervise professional subordinates.
- Ability to manage and supervise professional, technical, and clerical staff.

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Revised	EEOC Code	Overtime Code
2/13	Officials & Managers	Exempt

DIRECTOR, INSPECTOR GENERAL AUDIT DIVISION

Job Code	Pay Grade
19149	150

Nature of Work

This is responsible executive, administrative, professional, technical, and senior management level work in the official position responsible for Inspector General/Chief Audit Executive (IG/CAE) tasks and activities. This is responsible executive work planning, directing, and performing county audit and investigation functions. The incumbent develops, plans, directs, and performs all internal audit programs and investigations designed to ensure the accuracy and the effectiveness of accounting, financial, budgeting, personnel, procurement, contracting, and other operating policies, procedures, and systems. Duties include responsibility for review and appraisal of departmental operations to determine compliance with laws, rules, and regulations and to assure the reliability, accuracy, and completeness of records for proper protection and use of funds and resources. The incumbent directs a staff and performs audit functions that must conform to the minimum standards of those contained in the Standards for the Professional Practice of Internal Auditing and Standards of the Association of Inspectors General and other recognized professional societies. The incumbent directs investigations from information received regarding possible fraud, waste, or abuse that must conform to the minimum standards of those contained in the Florida Inspectors General Standards Manual and Standards of the Association of Inspectors General. Work is performed under the direction of the Clerk of the Circuit Court and Comptroller.

Minimum Qualification Requirements

- Bachelor's degree from an accredited college or university in business, finance, accounting, public administration (preferred major college education subject matter areas) or a related field plus 8 years of professional financial compliance and investigative auditing and investigating experience in major government organizations and/or large corporate organizations that includes 3 years as a supervisor or manager over auditors and investigators performing audit functions. (Preference will be given to candidates with professional management experience in governmental agencies that required the candidate to supervise and manage audit staffs.); or
- Master's degree and 6 years experience as described above.

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 possess or obtain other highly desirable qualifications that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), Certified Fraud Specialist (CFS), Certified In Risk Management Assurance (CRMA) or equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Develops, plans, directs, leads, supervises, and manages the work of a professional staff of internal auditors engaged in the systematic auditing of fiscal and financial transactions and investigations.
- Evaluates internal accounting and administrative controls in relation to cost-benefits and effectiveness.
- Reviews audit reports, investigative reports, and special studies that are prepared by subordinates and prepares comprehensive final reports to audits and recommendations.
- Provides counsel and advice to county officials on matters related to audit reports, special studies, and other related recommendations.

DIRECTOR, INSPECTOR GENERAL AUDIT DIVISION (continued)

Job Code	Pay Grade
19149	150

Illustrative Tasks (continued)

- Assists State of Florida, federal, as well as other independent auditors as required, and reviews final audit reports.
- Supervises and conducts investigations of suspected fraud, waste, or abuse.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the following standards, procedures, and practices for audits and investigations including: The Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of systems of internal controls for large and complex governmental entities.
- Knowledge of Florida Statutes, Attorney General Opinions, and general practices associated with Florida county government.
- Knowledge of legal issues concerning investigations.
- Ability to apply computer applications and software.
- Ability to apply knowledge of internal auditing to the variety of policies, practices and systems found in a large and complex governmental organization.
- Ability to conduct investigations, including knowledge of generally accepted investigative practices, interviewing, and interrogation techniques.
- Ability to develop, plan, direct, and supervise professional employees.
- Ability to effectively communicate, both orally and in writing.
- Ability to supervise and manage subordinates.

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Revised	EEOC Code	Overtime Code
2/13	Officials & Managers	Exempt

INSPECTOR GENERAL AUDITOR 1

Job Code	Pay Grade
19136	150

Nature of Work

This is professional work in the Inspector General Auditor line of work (IGA Career Series) performing basic audits and investigations for the county in areas such as fiscal, budgetary, personnel, procurement and contracting programs. An employee in this class performs basic internal auditing and investigations based on programs designed to assure the accuracy and effectiveness of all operating policies, procedures, and systems. Duties include responsibility for review and appraisal of departmental operations to determine compliance with laws, rules, and regulations, and to assure the reliability, accuracy, and completeness of records. Work must conform to the applicable professional standards for audits and investigations of the organization. Work is performed under the direction of a Senior Auditor, Audit Manager or designated official.

Minimum Qualification Requirements

- Bachelor's degree from an accredited college or university in business, finance, accounting, public administration (preferred major college education subject matter areas), or a related field that includes technical and professional education and training that evidences competency to assess, analyze, investigate, and/or evaluate information to ascertain and document compliance appropriate with applicable policies, procedures, and requirements; 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 highly desirable qualifications that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), Certified Fraud Specialist (CFS), Certified In Risk Management Assurance (CRMA) or other equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Executes audit and investigative procedures.
- Performs interviews, collects supporting documentation, and reviews facts to substantiate conclusions in an investigation.
- Evaluates internal accounting and administrative controls in relation to cost benefits and effectiveness.
- Assists in preparation of comprehensive audit reports, investigative reports and special studies for review by supervisor.
- Assists State of Florida, federal, as well as other independent auditors and investigators.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the following standards, procedures, and practices for audits and investigations including: The Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of systems of internal controls.
- Knowledge of accounting and/or business principles, procedures, and practices.

INSPECTOR GENERAL AUDITOR 1 (continued)

Job Code	Pay Grade
19136	150

Knowledge, Skills, and Abilities (continued)

- Ability to apply auditing and management principles to the variety of policies, practices, and systems found in a large and complex governmental organization.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both in writing and orally.
- Ability to comprehend and interpret Florida Statutes, Attorney General Opinions, county policies and procedures.
- Ability to conduct investigations, including knowledge of generally accepted investigative practices, interviewing, and interrogation techniques.

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Revised	EEOC Code	Overtime Code
2/13	Professionals	Exempt

INSPECTOR GENERAL AUDITOR 2

Job Code	Pay Grade
19138	150

Nature of Work

This is full performance professional work in the Inspector General Auditor line of work (IGA Career Series) performing audits and investigations for the county in areas such as fiscal, budgetary, personnel, procurement, and contracting programs. An employee in this classification performs a wide range of internal audits and investigations based on programs designed to assure the accuracy and effectiveness of all operating policies, procedures, and systems. Duties include responsibility for review and appraisal of departmental operations to determine compliance with laws, rules, and regulations, and to assure the reliability, accuracy, and completeness of records. Work must conform to the applicable professional standards for audits and investigations of the organization. The incumbent may provide training, guidance, and supervision to staff. The position reports to a Senior Auditor, Audit Manager, or designated official.

Minimum Qualification Requirements

- 2 years with the Division of Inspector General as an IG auditor plus a minimum of 2 highly desirable credentials identified by the Appointing Authority from the below list of occupation related certifications; or
- Bachelor's degree from an accredited college or university in business, finance, accounting, public administration (preferred major college education subject matter areas) or a related field that includes technical and professional education and training evidencing competency to assess, analyze, investigate, and/or evaluate information to ascertain and document compliance appropriate with applicable policies, procedures, and requirements plus 2 years related experience that includes auditing project leadership or supervisory training; or
- Master's degree that includes technical and professional education and training that evidences competency in a related field 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 possessing highly desirable qualifications that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), Certified Fraud Specialist (CFS), Certified In Risk Management Assurance (CRMA) or other equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Participates in developing audit and investigative programs for specific assignments.
- Performs interviews, collects supporting documentation, and reviews facts to substantiate conclusions in an investigation.
- Performs work specified in approved audit and investigative programs including research, analysis, and interviews to prepare evaluations and recommendations for improvements.
- Evaluates internal accounting and administrative controls in relation to cost benefits and effectiveness.
- Prepares comprehensive audit reports, investigative reports, and special studies for review by supervisor.
- Assists in providing counsel and advice to county officials on matters related to audit reports, investigative reports, special studies, and other related recommendations.
- Assists State of Florida, federal, as well as other independent auditors and investigators.
- Performs related work as assigned or required.

INSPECTOR GENERAL AUDITOR 2 (continued)

Job Code	Pay Grade
19138	150

Knowledge, Skills, and Abilities

- Knowledge of the following standards, procedures, and practices for audits and investigations including: The Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of systems of internal controls.
- Knowledge of accounting and/or business principles, procedures, and practices.
- Ability to apply auditing and management principles to the variety of policies, practices, and systems found in a large and complex governmental organization.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both in writing and orally.
- Ability to comprehend and interpret Florida Statutes, Attorney General Opinions, and county policies and procedures.
- Ability to conduct investigations, including knowledge of generally accepted investigative practices, interviewing, and interrogation techniques.

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Revised	EEOC Code	Overtime Code
2/13	Professionals	Exempt

INSPECTOR GENERAL AUDITOR, SENIOR

Job Code	Pay Grade
19140	150

Nature of Work

This is supervisory professional work performing Inspector General Auditor (IGA) audits and investigations for the county in areas such as fiscal, budgetary, personnel, procurement and contracting programs. This position is in charge of fieldwork as assigned and supervises staff on a day-to-day basis. An employee in this class performs a wide range of audits and investigations based on programs designed to assure the accuracy and effectiveness of all operating policies, procedures, and systems. Duties include responsibility for review and appraisal of organization operations to determine compliance with laws, rules, and regulations, and to assure the reliability, accuracy, and completeness of records. Work is to conform to the applicable professional standards for audits and investigations of the organization. The position reports to the Audit Manager or designated official.

Minimum Qualification Requirements

- 3 years with the Division of Inspector General as an IG auditor plus a minimum of 3 highly desirable credentials identified by the Appointing Authority from the below list of occupation related certifications; or
- Bachelor's degree from an accredited college or university in business, finance, accounting, public administration (preferred major college education subject matter areas) or a related field that includes technical and professional education and training evidencing competency to assess, analyze, investigate, and/or evaluate information to ascertain and document compliance appropriate with applicable policies, procedures, and requirements plus 4 years related experience that evidences demonstrated leadership on large organization audit assignments, supervisory training or preferably supervision of audit staff; or
- Master's degree with education and 1 year 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 possessing highly desirable qualifications that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), Certified Fraud Specialist (CFS), Certified In Risk Management Assurance (CRMA) or equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Leads staff, tracks assignments or projects and serves as a supervisor in charge of fieldwork initiating, guiding, and supervising and evaluating the day-to-day work and completed assignments of subordinate audit staff.
- Communicates with management officials and staff to achieve organization-wide short-term and long-term audit goals and objectives as well as the development of specific audit and investigative plans and initiatives.
- Initiates and completes action plans to implement IG strategies to achieve the organization's goals and objectives.
- Leads and trains other IG auditors in the conduct of routine, medium, complex, as well as the most advanced audits and investigations.
- Performs interviews, collects supporting documentation, and reviews facts to substantiate conclusions in an investigation.
- Performs work specified in approved audit and investigative programs including research, analysis, and interviews to prepare evaluations and recommendations for improvements.
- Evaluates internal accounting and administrative controls in relation to cost benefits and effectiveness.
- Prepares comprehensive audit reports, investigative audit reports, and special studies for review by senior officials.

INSPECTOR GENERAL AUDITOR, SENIOR (continued)

Job Code	Pay Grade
19140	150

Illustrative Tasks (continued)

- Assists in providing counsel and advice to county management officials on matters related to audit reports, investigative reports, special studies, and other related recommendations.
- On in-charge assignments, reviews and is responsible for all working papers prepared by staff.
- Monitors IGA staff continuously to ensure work is done as intended within time constraints.
- Assists State of Florida, federal, as well as other independent auditors and investigators.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the following standards, procedures, and practices for audits and investigations including: The Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of systems of internal controls.
- Knowledge of accounting and/or business principles, procedures, and practices.
- Ability to apply auditing and management principles to the variety of policies, practices, and systems found in a large and complex governmental organization.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both in writing and orally.
- Ability to comprehend and interpret Florida Statutes, Attorney General Opinions, and county policies and procedures.
- Ability to conduct investigations, including knowledge of generally accepted investigative practices, interviewing, and interrogation techniques.
- Ability to provide leadership and supervise.

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Revised	EEOC Code	Overtime Code
2/13	Professionals	Exempt

ASSISTANT DIRECTOR, INSPECTOR GENERAL AUDIT DIVISION

Job Code	Pay Grade
19148	150

Nature of Work

This is responsible senior management administrative, professional, technical, and senior management level work in the official position responsible for Inspector General/Chief Audit Executive (IG/CAE) tasks and activities. This is responsible delegated executive work managing, planning, directing, and performing county audit and investigation functions. The incumbent develops, plans, directs, and performs all internal audit programs and investigations designed to ensure the accuracy and the effectiveness of accounting, financial, budgeting, personnel, procurement, contracting, and other operating policies, procedures, and systems. Duties include responsibility for review and appraisal of departmental operations to determine compliance with laws, rules, and regulations and to assure the reliability, accuracy, and completeness of records for proper protection and use of funds and resources. The incumbent directs a staff and performs audit functions that must conform to the minimum standards of those contained in the Standards for the Professional Practice of Internal Auditing and Standards of the Association of Inspectors General and other recognized professional societies. The incumbent directs investigations from information received regarding possible fraud, waste, or abuse that must conform to the minimum standards of those contained in the Florida Inspectors General Standards Manual and Standards of the Association of Inspectors General. This position reports to the Director or Chief Deputy Director.

Minimum Qualification Requirements

- Bachelor's degree from an accredited college or university in business, finance, accounting, public administration (preferred major college education subject matter areas) or a related field plus 6 years of professional financial compliance and investigative auditing and investigating experience in major government organizations and/or large corporate organizations that includes 1 year as a supervisor or manager over auditors and investigators performing audit functions. (Preference will be given to candidates with professional management experience in governmental agencies that required the candidate to supervise and manage audit staffs.); or
- Master's degree and 4 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.
- Candidate to possess or obtain other highly desirable qualifications that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), Certified Fraud Specialist (CFS), Certified In Risk Management Assurance (CRMA) or equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Develops, plans, directs and supervises the work of a professional staff of internal auditors engaged in the systematic auditing of fiscal and financial transactions and investigations.
- Evaluates internal accounting and administrative controls in relation to cost-benefits and effectiveness.
- Reviews audit reports, investigative reports, and special studies prepared by subordinates to prepare comprehensive final reports to audits and recommendations.

ASSISTANT DIRECTOR, INSPECTOR GENERAL AUDIT DIVISION
(continued)

Job Code	Pay Grade
19148	150

Illustrative Tasks (continued)

- Provides counsel and advice to county officials on matters related to audit reports, special studies, and other related recommendations.
- Assists State of Florida, federal, as well as other independent auditors and reviews final audit reports.
- Supervises and conducts investigations of suspected fraud, waste, or abuse.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the following standards, procedures, and practices for audits and investigations including: The Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of systems of internal controls for large and complex governmental entities.
- Knowledge of Florida Statutes, Attorney General Opinions, and general practices associated with Florida county government.
- Knowledge of legal issues concerning investigations.
- Ability to apply computer applications and software.
- Ability to apply knowledge of internal auditing to the variety of policies, practices and systems found in a large and complex governmental organization.
- Ability to conduct investigations, including knowledge of generally accepted investigative practices, interviewing, and interrogation techniques.
- Ability to develop, plan, direct, and supervise professional employees.
- Ability to effectively communicate, both orally and in writing.
- Ability to supervise and manage subordinates.

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Re-instated	EEOC Code	Overtime Code
2/13	Officials & Manager	Exempt

CHIEF DEPUTY DIRECTOR, INSPECTOR GENERAL AUDIT DIVISION

Job Code	Pay Grade
19150	150

Nature of Work

This is responsible senior management administrative, professional, technical, and senior management level work in the official position responsible for Inspector General/Chief Audit Executive (IG/CAE) tasks and activities. This is responsible delegated executive work managing, planning, directing, and performing county audit and investigation functions. The incumbent develops, plans, directs, and performs all internal audit programs and investigations designed to ensure the accuracy and the effectiveness of accounting, financial, budgeting, personnel, procurement, contracting, and other operating policies, procedures, and systems. Duties include responsibility for review and appraisal of departmental operations to determine compliance with laws, rules, and regulations and to assure the reliability, accuracy, and completeness of records for proper protection and use of funds and resources. The incumbent directs a staff and performs audit functions that must conform to the minimum standards of those contained in the Standards for the Professional Practice of Internal Auditing and Standards of the Association of Inspectors General and other recognized professional societies. The incumbent directs investigations from information received regarding possible fraud, waste, or abuse that must conform to the minimum standards of those contained in the Florida Inspectors General Standards Manual and Standards of the Association of Inspectors General. Work is performed under the direction of the Clerk of the Circuit Court and Comptroller.

Minimum Qualification Requirements

- Bachelor's degree from an accredited college or university in business, finance, accounting, public administration (preferred major college education subject matter areas) or a related field plus 6 years of professional financial compliance and investigative auditing and investigating experience in major government organizations and/or large corporate organizations that includes 2 years as a supervisor or manager over auditors and investigators performing audit functions. (Preference will be given to candidates with professional management experience in governmental agencies that required the candidate to supervise and manage audit staffs.); or
- Master's degree and 4 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.
- Candidate to possess or obtain other highly desirable qualifications that include: Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Government Finance Officer (CGFO), Certified in Risk and Information Systems Control (CRISC), Certified Information Technology Professional (CITP), Certified Fraud Specialist (CFS), Certified In Risk Management Assurance (CRMA) or equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Develops, plans, directs and supervises the work of a professional staff of internal auditors engaged in the systematic auditing of fiscal and financial transactions and investigations.
- Evaluates internal accounting and administrative controls in relation to cost-benefits and effectiveness.
- Reviews audit findings, documents, papers, investigative reports, and special studies prepared by subordinates to prepare comprehensive final reports to audits and recommendations.
- Provides counsel and advice to county officials on matters related to audit reports, special studies, and other related recommendations.

**CHIEF DEPUTY DIRECTOR, INSPECTOR GENERAL AUDIT DIVISION
(continued)**

Job Code	Pay Grade
19150	150

Illustrative Tasks (continued)

- Assists State of Florida, federal, as well as other independent auditors as required, and reviews final audit reports.
- Supervises and conducts investigations of suspected fraud, waste, or abuse.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

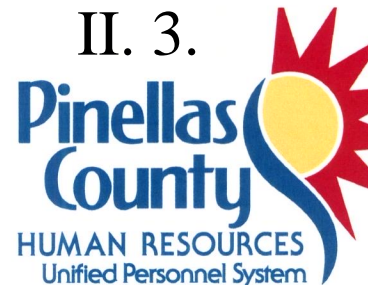
- Knowledge of the following standards, procedures, and practices for audits and investigations including: The Florida Inspectors General Standards Manual, Principles and Standards for Offices of Inspector General of the Association of Inspectors General, and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.
- Knowledge of systems of internal controls for large and complex governmental entities.
- Knowledge of Florida Statutes, Attorney General Opinions, and general practices associated with Florida county government.
- Knowledge of legal issues concerning investigations.
- Ability to apply computer applications and software.
- Ability to apply knowledge of internal auditing to the variety of policies, practices and systems found in a large and complex governmental organization.
- Ability to conduct investigations, including knowledge of generally accepted investigative practices, interviewing, and interrogation techniques.
- Ability to develop, plan, direct, and supervise professional employees.
- Ability to effectively communicate, both orally and in writing.
- Ability to supervise and manage subordinates.

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Re-instated	EEOC Code	Overtime Code
2/13	Officials & Managers	Exempt

UNIFIED PERSONNEL SYSTEM

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 Website: www.pinellascounty.org



Peggy Rowe
 Director

TO: Robert S. LaSala, County Administrator

FROM: Peggy Rowe, Director of Human Resources *[Signature]*

DISTRIBUTION: David Scott, Executive Director, Environment & Infrastructure
 Steve Carroll, Division Director 1, DEI, Finance Division *[Signature]*
 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.

[Signature: Mark S. Woodward]
 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</u>		<u>RECOMMENDED</u>	
		<u>CLASSIFICATION</u>	<u>PG</u>	<u>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

<u>DIVISION</u>	<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>PROPOSED PAY GRADE</u>
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:

<u>DIVISION</u>	<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>
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:

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
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:

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
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:

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
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.

For official use only

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.

For official use only

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)

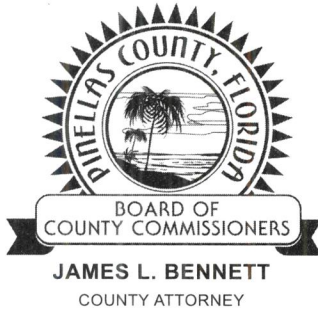
Job Code	Pay Grade
17254	CL18

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.

For official use only

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



PINELLAS COUNTY OFFICE OF COUNTY ATTORNEY

PHONE (727) 464-3354 • FAX (727) 464-4147 • 315 COURT STREET • CLEARWATER, FLORIDA 33756

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

THROUGH: Peggy Rowe, Director of Human Resources *PR*

FROM: James L. Bennett, County Attorney *JB*

SUBJECT: Extension of Temporary Law Clerk 1

DATE: February 7, 2013

RECOMMENDATION: It is recommended that the Unified Personnel Board approve the extension of the temporary hire of Miles S. Belknap in the position of Law Clerk 1 in the County Attorney's Office for an additional period not to exceed six (6) months.

BACKGROUND: Mr. Belknap is involved in a number of research projects for various attorneys in our office and it is anticipated that his services will be needed for another six (6) months to complete those, as well as other routine law clerk projects.

There are funds in the current budget to cover this expenditure.

Belknap, Miles S

Office	Classification	Hire Date	Extension Date	Termination Date
County Attorney	Law Clerk 1	08/13/2012	N/A	NLT 08/13/2013

UNIFIED PERSONNEL SYSTEM

Annex Building 4th Floor
400 S. Fort Harrison Ave
Clearwater, FL 33756
Phone: (727) 464-3367
Fax: (727) 453-3638
Website: www.pinellascounty.org/hr



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.

February 2013

Building a “Successful” Workplace Environment

“A successful man is one who can lay a firm foundation with the bricks others have thrown at him.” ~ David Brinkley

The concept of success vs. failure can be a bit fuzzy within public sector environments because—beyond the broad mission of providing services that help citizens—goals and objectives can be unclear and, at times, seem a bit contradictory. However, effective public sector managers will find ways to define success within their areas of responsibility, even in the most challenging of environments.

So how can managers generate a “success” mindset among employees? Here are few things to consider.

- Breaking up complex, unclear goals into manageable and achievable sub-goals will often create a productive sense of success among employees. For example, if a project requires an array of complex actions / accomplishments, acknowledging the achievement of each one as you move through the entire project will generate a sense of confidence and motivation.
- Negativity tends to beget more negativity, leading to a strong sense of failure. Managers can promote a successful work environment by maintaining a positive outlook, even when things look bleak.
- Look on setbacks as learning opportunities. If efforts are not achieving desired outcomes, step back, take a deep breath, and determine the source(s) of the problem. This process will minimize the repeating of errors and poor processes, while creating a learning environment.

“Along with success comes a reputation for wisdom.” ~ Euripides

Most of us have heard the saying that “success is contagious,” meaning that success can build its own momentum. Rosabeth Moss Kanter, well-known author within the business management field recently posted an article in the Harvard Business Review Blog Network noting 10 reasons why winners in sports keep winning.* While winning in sports does not translate perfectly to surviving in government, her comments are certainly applicable. Here are a few reasons why winning generates more winning, according to Professor Kantor, or, in our case, why success generates more success.

- Winning creates a mood of optimism that affects performance and resiliency. Kantor points out that “winning is infectious while loser’s gloom can be toxic.”
- People who feel like winners are more likely to remain connected and actively involved with groups. Kantor cites her research that shows that successful organizations have less absenteeism and tardiness.
- Losers become defensive, less likely to accept feedback on performance. On the other hand, winners are more responsive to critical feedback, believing it will just make them perform better.

As a manager, you have an opportunity to create a winning or success-based workplace environment that will, most likely, generate greater performance and motivation among employees.

“Success is liking yourself, liking what you do, and liking how you do it.” ~ Maya Angelou

** Rosabeth Moss Kanter. “Ten Reasons Winners Keep Winning, Aside from Skill.”
HBR Blog Network (August 1, 2012)*

February 2013

February 2013							March 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30
							31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 27 - Feb 2	Jan 27	28	29	30	31	Feb 1	2
Feb 3 - 9	3	4	5	6	7	8	9
					10:00am 12:00pm Managing Electronic Records (Swisher 111)		
Feb 10 - 16	10	11	12	13	14	15	16
			8:30am 12:00pm Communicate This! (Sheriff's Office) 8:30am 12:00pm Time Management (Swisher 211)				
Feb 17 - 23	17	18	19	20	21	22	23
		In-Service Day 			8:30am 12:00pm Dealing with Difficult People (Annex 429) 8:30am 12:00pm Ethics for County Government (Studio		
Feb 24 - Mar 2	24	25	26	27	28	Mar 1	2
		8:30am 5:00pm New Employee Orientation (Annex 429)	8:30am 12:00pm Effective Listening (Studio B)	8:30am 4:30pm Intro to Supervision for Non-Supervisors (St 8:30am 12:00pm Accountability That Works (Sheriff's Offic	1:00pm 4:30pm Getting Ready for Retirement (Studio B)		



Employees Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

APPROVED BY THE EAC

Employees Advisory Council (EAC) Representatives Meeting – Minutes
County Office Annex, Room 429, Clearwater, Florida
December 19, 2012

Call to Order

- ▶ Chairman Charles Toney called the meeting to order at 2:36 P.M.

Introductions

- ▶ The representatives in attendance introduced themselves. Outgoing and incoming representatives were recognized.

Approval of Minutes

- ▶ The minutes of the October, and November 2012 EAC Representatives and the September and November 2012 Delegates meeting were approved unanimously.

Comments from Peggy Rowe, Human Resources (HR) Director

Ms. Rowe extended holiday wishes to everyone.

- ▶ Ms. Rowe and David Blasewitz, Benefits Manager, provided an update on the United Health Care(UHC)/BayCare dispute, noting the attendance of UHC representatives at the November 2012 EAC Delegates Meeting, and indicated that negotiations between the parties resumed yesterday; that approximately 15 meetings regarding the dispute and impacts have been held, including the November EAC Delegates meeting, and all have gone well; that HR and the County are working out the details with UHC regarding the extra costs to employees; and that several employees have either postponed or gone to walk-in clinics for non-emergent care, noting that for every \$1.00 an employee spends on out-of-network costs, the County spends \$4.00; and that employees not using out-of-network benefits saves money and can be helpful in the ongoing negotiations.
- ▶ Ms. Rowe related that as a result of the dispute, the County initiated and held a press conference with several other municipal officers in attendance to stress the impacts of the dispute on the employees and to urge UHC and BayCare to resolve the dispute quickly.
- ▶ Ms. Rowe noted that the County has agreed to pay 50 percent of the additional BayCare out-of-network costs through the end of the 2012 calendar year.
- ▶ Ms. Rowe related that UHC is helping BayCare doctors obtain admitting rights at non-BayCare hospitals, noting that there are 300 BayCare doctors and 12,000 non-BayCare doctors available to employees.
- ▶ Ms. Rowe noted that the next update is anticipated to be sent to employees by Friday, December 21, 2012; and assured everyone that the County is researching all possibilities relating to the UHC/BayCare health benefits situation, pointing out that the County has a contract with UHC, which must be taken into consideration.

- ▶ Mr. Blasewitz noted that the employees' responses to the issue have been good; and that several employees have offered positive comments and suggestions.
- ▶ Keith Dekle, EAC-appointee to the Unified Personnel Board, complimented HR on getting the 8 UHC representatives to attend, thanked the UHC representatives for attending, the November EAC Delegates meeting, commented on the UPB Chairman's attendance at the press conference held by the County on Friday, November 7, 2012, and stated that, with the EAC's approval, he will make a motion at the January UPB meeting to get BayCare and UHC together, and no objections were noted.
- ▶ In response to query, Ms. Rowe and Mr. Blasewitz indicated that the buyout of the Diagnostic Clinic by Blue will have no immediate impact on an employee's ability to use the Diagnostic Clinic; and that any potential long-term impacts are unknown at this time.

Unified Personnel Board (UPB)

- ▶ Next meeting will be held Thursday, January 10, 2013 at 6:30 p.m. in the County Commission Assembly Room, 315 Court Street, 5th Floor; all new representatives are encouraged to attend a few meetings, especially when there is a grievance or appeal hearing.
- ▶ George Tragos, one of the EAC-appointed UPB members, had to resign from the UPB. The EAC is looking at the resumes of two candidates to choose a replacement for Mr. Tragos. If anyone has any names of any potential candidates, please forward them to your EAC representative.
 - ▶ Dr. Doug Duncan, Senior Vice-President, St. Petersburg College has a career background in Human Resources and supports employees' ability to have time to serve on the EAC.
 - ▶ Ryan Barack, Esquire has represented (or someone from his firm has represented) County employees before the UPB previously and has requested information from HR to determine whether a conflict of interest would exist if he served on the UPB.
 - ▶ Interviews will be set up for the January EAC Representatives meeting.

Committee Reports

- ▶ Mr. Toney provided an update on the Legislative Delegation Florida Retirement System (FRS) lawsuit, indicating that there is nothing new to report at this time; and encouraged employees to contact the local Legislative Delegation members to express their views, as these are the people that go to Tallahassee to vote on issues affecting County employees.
 - ▶ Mr. Toney noted that the local Legislative Delegation usually holds two meetings per year (one in December and one in January); that he was unable to attend the December meeting, but hopes to attend the January meeting and will provide the EAC Representatives the meeting information once it has been received; and encouraged County employees to attend the meetings to request that the FRS benefits not be further diminished.
 - ▶ Mike Powell indicated that he heard from an attorney who heard the hearing tapes that the outcome does not look good for the employees; and that the position has been taken that Florida is a work at-will state and there is no contract for employment.
- ▶ Hazel Lane provided an update on the ongoing review of the Personnel Rules, indicating that she is on the discipline sub-committee that is reviewing the discipline rules; that the sub-committee has turned over its suggestions to the main Committee; that the sub-committee

discussed a discipline table; and that the next sub-committee meeting will be held on January 13, 2013. The Funeral Leave rules are also being reviewed at this time.

- ▶ Clare McGrane provided an update on the recent EAC Representative elections, indicating that the process went smoothly; and that the ballots were counted in a controlled environment; and Mr. Toney provided an overview of the elections process, and recognized Peggy Sellards, HR, for her often unseen efforts in assisting the EAC with the elections process.
- ▶ Mr. Toney provided an update on the Employee Advocate program, (and indicated that EAC Vice-Chair Lisa Wombles is having issues being able to attend the EAC meetings due to staffing issues within her department, which is being discussed with HR); that currently there are only five Employee Advocates, one of which is temporarily inactive, leaving four advocates to handle all of the cases; and that there is a desperate need for more advocates.
 - ▶ Discussion was held regarding the previous idea to advertise the Advocate Program on the web to try to recruit volunteers and possibly law students from outside the County. The Advocate Committee will need to meet to discuss the requirements for recruitments from outside the County.
 - ▶ Mr. Toney plans to attend an upcoming REPCO meeting to see if any retired County employees would be interested in serving as employee advocates.
 - ▶ Jean Magee, HR, requested that representatives ensure that individuals interested in serving as an advocate are in it for the right reason.
 - ▶ Jim Valliere, HR, pointed out that the Advocate Program is an EAC function; and that Human Resources (Employee Relations) assists employees with obtaining an advocate, reiterating that more advocates are desperately needed.
 - He will verify whether Ira Wolf can still serve as the Advocate Program Vice-Chair since Mr. Wolf will no longer be an EAC Representative, but will remain a Delegate. (After the meeting, discussion with Lisa Wombles indicated that advocates and members of the Advocate Committee are not required to be EAC Representative or Delegates.)
 - ▶ Mr. Dekle provided input regarding the training provided to employee advocates, noting that the County Attorney's Office speaks at the training. He related that about 8 to 12 advocates would be a good amount; and in response to queries by Steve Yeatman, indicated that advocates have the right to deny representation of an employee, which is why employees are given the name of three advocates.

Old Business

- ▶ EAC Website information updates
 - ▶ Discussion was held regarding the need to update the EAC's goals, annual report, and brochure, as well as possibly adding the EAC's new initiatives, such as reviewing the Personnel Rules, to the website.

New Business

- ▶ Election of EAC Officers for 2013 – Nominations/Votes
 - ▶ Mr. Toney noted that the representative position previously held by Sam Rastom, Clerk North, has been vacated by Mr. Rastom; that per the EAC bylaws, there was no runner-up to appoint and the Council has the authority to appoint someone by a two-thirds vote to fill

the vacant position; and that because there is one year remaining on the term, the newly appointed representative will have voting rights.

- ▶ Ira Wolf moved, seconded by Tim Clark and unanimously carried, that current Clerk North EAC Delegate Tammy L. Burgess be appointed to fill the spot vacated by Mr. Rastom.
- ▶ Chairman Charles Toney and Vice-Chairman Lisa Wombles were re-elected to serve in their current capacity as EAC officers for 2013; and Tammy L. Burgess was elected Secretary for 2013.
- ▶ Noting that Ira Wolf will no longer be able to serve as the EAC's At-Large Representative, Mr. Toney opened the floor for nominations, wherein Mercedes Pearson volunteered to fill the position, which was unanimously approved by the Council.
- ▶ Mr. Toney recognized Communications Department liaison Irena Milasinovic. Ms. Milasinovic offered her business cards to the Representatives and indicated that Communications will be taping 60-second clips of "fun" jobs within the County; whereupon, following brief discussion, nominations were made that the first 60-second clip be done on Ira Wolf.
- ▶ Mr. Toney referenced the list of upcoming/potential/past guest speakers at the Delegates meetings and noted that Jim Valliere, will give the third of three presentations that were given to the Personnel Board earlier this year, at the January 24, 2013 EAC Delegate meeting.
- ▶ Mr. Toney opened the floor for suggestions for potential new goals for the EAC:
 - ▶ EAC needs more exposure; too many employees do not know about the EAC's existence or what it does.
 - ▶ Annual survey to employees of how their respective departments are performing; should be department-specific, not by appointing authority.
 - ▶ Continue to seek raises for the employees.
- ▶ Messrs. Toney and Dekle provided input regarding the Representatives' responsibilities, including ensuring that there are delegates for each of their respective areas, keeping the delegates informed, and ensuring information is disseminated to the delegates and the employees in the respective departments represented.
- ▶ Mr. Clark advised the incoming EAC Representatives that, each month, the Representatives donate \$1.00 each to help defer the cost for the refreshments at the Delegate meetings.

Adjournment

- ▶ As a final act as an EAC Representative, Mr. Wolf motioned to adjourn the meeting at 4:12 P.M.