

Peggy Rowe  
Director

TO: Robert S. LaSala, County Administrator

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

DISTRIBUTION: Paul Cozzie, Bureau Director, Parks & Conservation Resources  
Mary Campbell, Director, Extension Services

SUBJECT: Audit of One (1) Encumbered Extension Specialist, Senior Position BCC/C117 (pay grade CL15, \$39,748-\$62,420) in the Department of Parks & Conservation Resources (PCR)

DATE: February 25, 2013

As requested, the Human Resources Department has reviewed the duties and responsibilities assigned the subject position. This position was last audited over four years ago.

**RECOMMENDATION:**

It is our finding that the duties and responsibilities being assigned to the following position are not at the level of the current classification. It is therefore recommended that you either:

- a) Assign duties and responsibilities to the level of the current classifications,
- 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>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/117	Extension Spec, Sr	CL15	Ext Service Prog Coord	CL17 (\$43,825-\$69,596)

I agree with recommendation b) in this report. Funds are available for implementation.

*Robert S. LaSala*  
Robert S. LaSala, County Administrator

*2/27/13*  
Date

## **ANALYSIS**

A more complex scope of work with additional duties and responsibilities are now assigned to this position. These duties were transferred to the Department of Parks & Conservation Resources, Extension Services due to the elimination of the Department of Environmental Management. This position performs professional work with responsibility of managing, developing and coordinating extension education programs specifically within the education centers of Brooker Creek Preserve and Weedon Island Preserve. Duties include developing budgets and monitoring expenditures for the preserves as well as assisting the Extension Services Director with administrative functions concerning budget, program funding, partner organizations, and various operational agreements. This position serves as liaison between the University of Florida specialists, Pinellas County Extension Services, and the public. Based on internal equity within the county, it is therefore recommended that this position receive an upward reclassification to Extension Services Program Coordinator, pay grade CL17 (\$43,825-\$69,596).

## EXTENSION SERVICES PROGRAM COORDINATOR

Job Code	Pay Grade
14920	CL17

### Nature of Work

This is professional work with designated supervisory responsibility in the development and coordination of extension education programs with specific emphasis on the education centers within Brooker Creek and Weedon Island Preserves. Employees in this class are responsible for coordinating the public outreach education programs within the County Extension Division of the Parks & Conservation Resources Department. Employees in this class manage and operate the statewide extension educational programs concerning the Preserves. Employees in this class are responsible for managing and implementing educational programs and providing guidance to departmental staff concerning Extension Services program areas. Evening and occasional weekend work may be required. Duties include a high degree of public contact and entail making independent work decisions based on experience and knowledge of departmental operations. The position reports to the Extension Services Director.

### Minimum Qualification Requirements

- Must provide personal properly licensed and insured automobile transportation for the performance of fieldwork; AND
- 6 years experience in science, biology, chemistry, horticulture, life sciences, natural resources, family/consumer sciences, urban sustainability, marine sciences, or related field; or
- Bachelor's degree in education, science, biology, chemistry, horticulture, life sciences, natural resources, family and consumer sciences, urban sustainability, marine sciences, or related field and 2 years of experience that includes team leader experience, supervision or supervisory training; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

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

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

- Manages the coordination and implementation of extension education programs and activities for Brooker Creek Preserve and Weedon Island Preserve.
- Coordinates, plans, promotes, schedules, and conducts educational programs through presentations before various groups at a professional level.
- Assists the Extension Services Director with administrative functions concerning budget, program funding, partner organizations, and various operational agreements.
- Develops budgets and monitors expenditures for Brooker Creek Preserve and Weedon Island Preserve.
- Serves as liaison between the University of Florida specialists, Pinellas County Extension Services, and the public.
- Serves as department contact concerning functions and management of the Preserves.
- Provides in-house training concerning the use of internet, podcasts, blogs, and forums to further promote distance learning modules via the internet and advanced technology.
- Manages and supervises Extension Services staff dealing with the public.
- Prepares, creates, writes, and distributes bulletins, leaflets, newsletters and other written information to the public.
- Prepares, creates, and writes advanced level correspondence in response to written and verbal questions.
- Serves as committee leader on various coalitions and committees with other community agencies.
- Supervises the activities of volunteer personnel as needed within the section or department.
- Performs related work as assigned or required.

## EXTENSION SERVICES PROGRAM COORDINATOR (continued)

Job Code	Pay Grade
14920	CL17

### Knowledge, Skills, and Abilities

- Knowledge of pertinent laws, rules, regulations, policies and procedures relating to the County Extension Division.
- Knowledge of county extension programs or related programs, curricula and materials.
- Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of personnel, finance, and business administration, as applied in an organization.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of modern office equipment, practices and procedures.
- Knowledge of educational methodologies and ability to provide information correctly and concisely, orally and in writing.
- Skill in public speaking and/or dealing with the public.
- Skill in mass media techniques such as the various aspects of the internet, video educational presentations, PowerPoint presentations, radio interviews, etc.
- Ability to formulate and present ideas and topics clearly and concisely in written, oral or graphic form.
- Ability to work evenings, as necessary.
- Ability to relate courteously and effectively with the general public and others.
- Ability to make independent sound judgments.

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Created	EEOC Code	Overtime Code
3/13	Professionals	Classified