

UNIFIED PERSONNEL SYSTEM

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Peggy Rowe
Director

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

FROM: Peggy Rowe, Director of Human Resources

SUBJECT: Approval of Resolution of Delegation to the Human Resources Director

DATE: March 1, 2013

RECOMMENDATION: That the Board approve attached resolution delegating authority to the Director of Human Resources to act on behalf of the Board and exercise authority over the following:

1. To establish new classifications within the Classification Plan and to assign the proper classification to such classifications.
2. To amend existing classifications within the Classification Plan, subject to the appeal rights set forth in Unified Personnel System Rule IV.F, as it may be amended from time to time.
3. To establish new classifications within the exempt service.
4. To approve extensions of temporary employment, as defined in the Unified Personnel System Rules, beyond the initial appointment for a period not to exceed six months.
5. To approve initial appointments to the classified service at more than the third quartile of the pay grade range established or the job classification.

DISCUSSION: As we have discussed previously I am recommending that the Personnel Board delegate certain administrative responsibilities currently requiring approval of this Board for the items enumerated above to me. The request is made to allow Human Resources to increase the efficiency of some of our processes for the benefit of the Unified Personnel System. I am seeking delegation as opposed to rule changes on these issues at this time so as not to disrupt the rule revision project currently underway. However, as the Personnel Rules are revised, this delegated authority will be reflected in those changes.

This request involves the Classification Plan, the establishment of new classes of classified and of exempt positions, the limited extension of temporary employment, and the hiring of classified employees at pay rates above the third quartile of the pay established in the Pay Plan. With the exception of the creation of new exempt positions, authority for action on these items has been reserved to the Board specifically by Board Rule.

The Special Act establishing and governing the Unified Personnel System Laws of Florida 77-642, establishes the areas of authority and the duties of the Board. Pursuant to Section 2(4), the Board has the duty to adopt rules and regulations for a variety of areas, including maintaining a classification plan for the classified service and providing for temporary appointments. Currently, pursuant to Unified Personnel System Rule IV, the Classification Plan, establishment of new classifications in the classified service and changes to existing classifications require Board approval. Pursuant to Unified Personnel System Rule III, extensions of temporary employment beyond 6 months also require Board approval.

This Board has adopted a rule governing the classified service pay plan. That rule requires Board approval for initial appointments made at more than the third quartile of the pay grade range established for the job classification. The Special Act vests authority to create new exempt positions in the Board pursuant to Section 1 (1).

Since the Board only meets monthly, the processes for beginning recruitment on new or reclassified positions, for making changes to classified employees' salaries which result from reclassifications, for negotiating salaries with applicants, and for extending temporary assignments are unnecessarily delayed. Making the delegations requested herein will alleviate such delays and allow Human Resources to more effectively serve the Unified Personnel System.

Delegating the authority to the Director of Human Resources to establish new classes of employees in both the classified and exempt service and to make changes in the classified employee Classification Plan will allow hiring authorities to begin recruiting and to make salary adjustments resulting from reclassifications of classified positions in a more timely manner. Delegating the authority to the Director of Human Resources to approve initial appointments at more than the third quartile of the pay grade range established for the job classification will allow hiring authorities to make employment offers and hire employees with greater efficiency.

Delegating authority to the Director of Human Resources to approve extensions of temporary appointments beyond the initial 6 month period, not to exceed 6 additional months, will give departments more flexibility in managing their temporary workers and eliminate the need for Board action on such offers.

Checks and balances remain in place under the proposed delegation since all delegated authority will be exercised by affirmative act of the Director of Human Resources. In addition, the appeal rights of classified employees regarding reclassification found in Unified Personnel System Rule IV will not be affected.

Should this delegation be approved, I will bring forth each item on which I have exercised delegated authority to the Personnel Board as an informational item at the earliest available Board meeting following the action. As the Personnel Rules are revised, this delegated authority will be reflected in those changes.

I respectfully request that the Board approve the attached resolution.