

## RESOLUTION

### RESOLUTION REGARDING THE AUTHORITY OF THE HUMAN RESOURCES DIRECTOR TO ACT ON BEHALF OF THE UNIFIED PERSONNEL BOARD, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Unified Personnel Board (the “Board”), pursuant to the Special Act, Laws of Florida 77-642 (“Special Act”) has responsibilities for a variety of areas, including maintaining a Classification Plan for the employees of the classified service (Classification Plan), creating new exempt positions and approving certain initial appointments, approving extensions to temporary employment assignments; and

WHEREAS, the Director of Human Resources is the executive head of the Human Resources Department and is authorized to direct all of its administrative and technical activities; and

WHEREAS, the Board has required by rule all changes to the Classification Plan be approved by vote of the Board after study and audit by professional Human Resources staff; and

WHEREAS, the Board has required by rule all extensions of temporary assignments beyond six (6) months to be approved by vote of the Board; and

WHEREAS, the Special Act reserves to the Board the Authority to create new exempt positions; and

WHEREAS, the Board has required by rule that any initial appointments to the classified service above the third quartile of the pay range established for the job classification be approved by vote of the Board; and

WHEREAS, the Board, in approving Classification Plan changes, establishment of new positions, extension of temporary assignments and initial appointment above the third quartile is reliant on the technical expertise of the Human Resources staff; and

WHEREAS, the Unified Personnel Board finds that the Director of Human Resources is the most appropriate official to make technical determinations relating to the Classification Plan, temporary appointment extensions, establishment of new positions, and appropriateness of compensation at initial appointment; and

WHEREAS, the Board now desires to vest authority for such responsibilities in the Director of Human Resources in order to foster efficiency.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

Section 1. The Director of Human Resources is vested with the authority to act on behalf of the Board on all matters involving establishing new classifications in, and making changes to the Classification Plan, establishing new classifications in the exempt service, approving extensions of temporary employment beyond the initial period, and approving initial classified service appointments at more than the third quartile of the pay range established for the job classification, and in doing so shall exercise authority over the following:

a. After making appropriate study, determine and assign the proper classification within the Classification Plan on newly approved classifications in the classified service and in doing so ensure such establishment reflects the duties and responsibilities of the work assigned to the positions within the class.

b. After appropriate audit and study, make changes to existing classifications within the Classification Plan, subject to employee appeal rights as set forth in Unified Personnel System Rule IV.F, as it may be amended from time to time.

c. After appropriate audit and study, establish new classifications within the exempt service.

d. To extend under appropriate circumstances, the appointment of a temporary employee, as defined in Unified Personnel System Rules, beyond the initial appointment for a period not to exceed six (6) months.

e. In appropriate circumstances, to approve initial classified appointments at more than the third quartile of the pay grade established for the job classification.

Section 2. This resolution shall take effective immediately upon its adoption.

In a regular meeting duly assembled on the \_\_\_\_\_ day of \_\_\_\_\_, 2013,  
\_\_\_\_\_ offered the foregoing resolution and moved its adoption, which was  
seconded by \_\_\_\_\_ and upon roll call the vote was:

AYES:

NAYS: