

Clearwater, Florida, June 6, 2013

The Unified Personnel Board (UPB) met in regular session at 6:32 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: Ricardo Davis, Vice-Chair; Keith Bailey; Andrea S. Daggett; Keith C. Dekle; and Angela Outten.

Not Present: Daniel M. Andriso, Chair; and Joan Vecchioli.

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

AGENDA

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| EAC | <u>Item I. Employees' Advisory Council Representative</u> |
| | <u>Item II. Consent Agenda</u> |
| Human Resources | 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held April 11, 2013. |
| | <u>Item III. New Business</u> |
| Human Resources | 1. Request Approval of FY 2014 Pay Plan Adjustments |
| Human Resources | 2. Request Approval of Proposed FY2014 Human Resources Department Budget |
| Personnel Board | 3. Request Approval of Change in Meeting Date from July 4 to July 11, 2013. |
| Personnel Board | 4. Request Approval of Change in Meeting Date from September 5 to September 12, 2013. |
| | <u>Item IV. Appeal of Termination</u> |
| DEI, Finance Division | 1. <u>Motion to Deem Appeal Withdrawn – Jessica Santana</u> |
| | <u>Item V – Information Item</u> |
| Human Resources | 1. Action Taken Under Authority Delegated by the Unified Personnel Board to the Human Resources Director. |
| Human Resources | 2. Update on Revisions to the Personnel Rules |

CALL TO ORDER

Vice-Chair Davis called the meeting to order at 6:32 P.M.; whereupon, he led the Pledge of Allegiance to the Flag.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

Mr. Toney reported that Assistant County Administrator Mark Woodard had attended the recent EAC Representative meeting and discussed the proposed 2.8-percent salary increase for County employees; that Tom Iovino, Communications, gave a hurricane preparedness presentation at the EAC Delegate meeting; and that the EAC members had their semi-annual meeting this morning with the Appointing Authorities, noting that topics of discussion included the Personnel Rules review, career ladders, training, employee compensation, the Employee Advocate program, favoritism, and legislative concerns.

Referring to the Florida Retirement System, Mr. Toney reported that there will be no changes to the system this year; that proposed legislation would have eliminated the pension program for new employees, creating an investment-only program and drastically reducing incoming collections that help sustain the fund; that he had sent an e-mail expressing the EAC's concerns to Senator Jack Latvala; and that he had spoken with Senator Latvala briefly this week and thanked him for taking a stance to prevent the proposed changes; whereupon, he indicated that the EAC plans to contact local legislators prior to the start of next year's session.

Mr. Toney acknowledged the retirement of Human Resources Manager Jean Magee, noting that she was key in working with the employees and will be missed; whereupon, Ms. Rowe noted that Jim Valliere has been promoted to Employee Relations Manager to replace Ms. Magee upon her retirement.

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Deviating from the agenda, Vice-Chair Davis welcomed Senior Assistant County Attorney Michelle Wallace, who will be replacing Attorney Ester as Counsel to the UPB; and following brief comments by the attorneys, he thanked them for their service.

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CONSENT AGENDA ITEM NO. II.1 – APPROVED

Motion	-	Mr. Bailey
Second	-	Mr. Dekle
Vote	-	5 – 0

1. Minutes of regular meeting held April 11, 2013.

NEW BUSINESS

Fiscal Year 2014 Pay Plan Adjustments

Ms. Rowe recommended that the Board approve a one-percent increase in the maximum pay rates of the Classified, Exempt, and Fire Fighting Personnel pay plans, as set forth in her memorandum dated May 29, 2013, a copy of which has been filed and made a part of the record; whereupon, she clarified that no change is recommended to the minimum wage specified in the ranges; and that the change is not related to any salary adjustments for individual employees, but is a change in the pay plan itself.

Responding to queries by Vice-Chair Davis and Mr. Dekle, Human Resources Manager Jack Loring related that market data from government organizations and from the Bureau of Labor Statistics indicates that a one-percent increase in the maximum is appropriate; that, although there has been a small uptick in the economy, wages at the entry level and lower end of the ranges are still competitive; that there are many different indices under the Consumer Price Index (CPI); and that the recommendation is consistent with the Employment Cost Index (ECI), which focuses on the cost of labor.

Ms. Rowe reiterated that the request is for an increase in the maximum of the various pay ranges; and that there is no associated salary adjustment for employees; whereupon, Mr. Dekle moved, seconded by Ms. Daggett and carried, that the Fiscal Year 2014 Pay Plan adjustments be approved as presented.

Proposed Fiscal Year 2014 Human Resources Department Budget

Ms. Rowe recommended that the Board approve the proposed Fiscal Year 2014 Human Resources Department budget in the amount of \$3,219,350, as outlined in her April 19, 2013 memorandum to Office of Management and Budget (OMB) Director Eric Naughton, a copy of which has been filed and made a part of the record. Noting that the proposed budget

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meets the target amount set by OMB, she indicated that as a part of this year's budget process, the Board of County Commissioners (BCC) has directed that the departments submit requests for additional funding as part of a "Decision Package," along with appropriate documentation; and that she is requesting an additional \$70,000 in one-time funding to allow the department to assess its recruitment and hiring practices and implement changes to improve the effectiveness and efficiency thereof.

Discussion ensued, and responding to queries by the members, Ms. Rowe indicated that the proposed budget is slightly higher than the Fiscal Year 2013 budget; that the OMB target number allows a small variance to cover increased costs; that the program structure has been realigned to more accurately reflect functional distinctions within the department; and that while the BCC is responsible for final approval of the budget, it would look favorably on a positive recommendation by the UPB.

Stating that he concurs with the goals and objectives related to the \$70,000 request, Mr. Dekle inquired as to the activities associated with the proposed expenditure; whereupon, Ms. Rowe stated that she will look at the processes and determine ways to improve effectiveness and efficiency; that she is uncertain how that will be achieved; and that an outside contractor may be utilized for certain services to allow staff to focus on assisting managers and directors to achieve a faster recruiting turnaround with better results. Reiterating his support for the concept, Mr. Dekle expressed his reservations, stating that he is reluctant to approve a \$70,000 expenditure without better structure as to its proposed use.

In response to queries by Vice-Chair Davis, Ms. Rowe confirmed that the \$70,000 Decision Package item is over and above the proposed base budget in the amount of \$3,219,350; whereupon, Mr. Dekle moved, seconded by Ms. Daggett and carried, that the proposed budget be approved.

Thereupon, at the request of Vice-Chair Davis, Ms. Rowe provided additional information pertaining to the \$70,000 request. She described the current recruiting process, noting that it is very labor intensive and results in a large number of candidates whose tests and qualifications must be scrutinized prior to providing information to the departments; that she has met with organizations utilized by municipalities to perform that task and has an idea of the costs involved; that contracting out the process would free up her employees to perform other, more value-added jobs within the Human Resources arena; and that she expects to be able to fold any associated costs into the regular department budget moving forward. Responding to query by Ms. Daggett, she indicated that the timeline from receipt of a requisition until release of the

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register can be 30 to 60 days; and that the total time to fill a position is dependent upon how long the departments take to review the documentation and conduct interviews.

Acknowledging Ms. Rowe's objective, Vice-Chairman Davis noted that the cost of doing business with the current processes is not available, nor is there an understanding of how much the cost could be driven down as a result of the \$70,000 investment; and Ms. Rowe indicated that she should be able to provide quantifying information at a future date, probably in a year; and that associated savings will more than exceed the \$70,000 investment.

Following additional comments by Mr. Dekle and Ms. Rowe, Ms. Daggett moved that the Unified Personnel Board support the \$70,000 request; and the motion died for lack of a second; whereupon, Mr. Dekle moved that the Board fully supports the goals and objectives of Ms. Rowe's proposal, but would like to see more structure and definition before approving the request. Hearing no second, Vice-Chair Davis stated that the Board is not able to act on the request at this time, suggesting that Ms. Rowe provide the members with additional information quantifying the value of potential savings; and Ms. Daggett requested that the information to be provided include a description of how any new process or best practice would substantially differentiate it from what is currently in place, indicating that the goal would be to make both quantitative and qualitative improvements.

Changes in Dates for July and September Meetings

Mr. Bailey moved, seconded by Mr. Dekle and carried, that the July 4 and September 5 Unified Personnel Board meetings be rescheduled for July 11 and September 12, respectively.

APPEAL OF TERMINATION

Motion to Deem Appeal Withdrawn – Jessica Santana

Attorneys Wallace and Ester related that the County Attorney's Office has attempted to contact Ms. Santana via Certified Mail regarding her termination appeal; that two letters related to the pre-hearing conference were returned unclaimed; and that the motion for withdrawal and notice of tonight's hearing was signed for and received. Responding to query by Ms. Outten, Attorney Ester confirmed that notice of the pre-hearing conference was sent ten days prior to the scheduled date; whereupon, Mr. Bailey moved, seconded by Ms. Daggett and carried, that the Appeal of Termination of Jessica Santana be deemed withdrawn.

INFORMATION ITEMS

Human Resources Director Action Taken Under Authority Delegated by the UPB

Vice-Chair Davis referred to the document titled *Human Resources Director Action Taken Under Authority Delegated by the Unified Personnel Board*, which has been attached and made a part of the minutes, and indicated that the item is informational in nature and requires no action by the Board.

Update on Revisions to the Personnel Rules

Ms. Rowe related that a committee consisting of employees and managers from various levels and Appointing Authorities is reviewing the Special Act that governs the Personnel Board and the Personnel Rules to see whether they are aligned; that certain rules of a similar nature, such as compensation and time off, will be combined; that some are more appropriate as departmental or Unified Personnel System policies, rather than rules; that each rule will be reviewed to see if it is appropriate in today's world; and that when the Committee has completed its work, any proposed changes will be distributed to the Board to take home and review for discussion and action at the following meeting.

Stating that the update of the Personnel Rules is a huge job that has been ongoing for a year and a half; that it is potentially the most impactful item that will come before the Board this year; and that it would be too time consuming and burdensome for the Board to address the entire package in one evening, Mr. Dekle requested that Ms. Rowe present the various sections as they become ready; whereupon, Ms. Rowe reiterated that the Board would have the proposed revisions one to two months before they would be expected to approve them; that many rules are in draft form but must be reviewed by the Appointing Authorities and Employees' Advisory Council; and that she will be happy to bring them to the Board once they have gone through the process and reached some finality.

MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Management and Supervisory Notes for June 2013.
2. Training Schedule for June 2013.

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3. Minutes of the EAC Representatives meeting of March 20, 2013.

ADJOURNMENT

The meeting was adjourned at 7:10 P.M.

Vice-Chair

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Human Resources Director

Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following action from April 22, 2013 thru May 19, 2013.

UPWARD RECLASSIFICATIONS

<u>Position</u>	<u>Classification</u>	<u>PG</u>	<u>Classification</u>	<u>PG</u>
Encumbered BCC/C3265	Office Spec, Sr	CL8	Acctg Supt Spec	CL11 DEI (\$32,697-\$50,169)*
Encumbered BCC/C1975	Craftworker 2	CL11	Electronics Specialist	CL14 REM (\$37,856-\$59,092)
Encumbered BCC/C422	Chf Campground Ranger	CL12	Chief Park Ranger 1	CL15 PCR (\$39,748-\$62,420)
Encumbered BCC/C3649	Chief Park Ranger	CL11	Chief Park Ranger 1	CL15
Encumbered BCC/C421	Chief Park Ranger	CL11	Chief Park Ranger 2	CL17 PCR (\$43,825-\$69,596)
Encumbered BCC/C512	Chief Park Ranger	CL11	Chief Park Ranger 2	CL17
Encumbered BCC/C3119	Chief Park Ranger	CL11	Chief Park Ranger 2	CL17
Encumbered BCC/C3173	Chief Park Ranger	CL11	Chief Park Ranger 2	CL17

*Result of an Appeal in DEI

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
14772	Chief Park Ranger 1	Protective Services	Classified	CL15 (\$39,748-\$62,420)
14774	Chief Park Ranger 2	Protective Services	Classified	CL17 (\$43,825-\$69,596)
19237	CCC Assistant Project Officer	Officials & Managers	Exempt	150 CCC (\$20,800-\$203,840)
15906	Insurance Manager	Professionals	Exempt	SM5b Risk (\$68,236-\$102,354)

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
20000	Animal Control Officer 1	CL12
17232	Electrical/Mechanical Technician 1	CL12
20010	Animal Control Officer 2	CL13
20568	Cartographic Cadastralist 3	CL13
20020	Animal Control Officer, Senior	CL15
13246	Senior Facility Manager	SM5b

DELETIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
14770	Chief Park Ranger	CL11
14790	Chief Campground Ranger	CL12
20232	Appraiser 5	CL16
16620	Projects Supervisor	CL20

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RE-INSTATEMENTS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
20634	Abstractor 1	Technicians	Classified	CL8
20636	Abstractor 2	Technicians	Classified	CL10
01550	Manager, Intergovernmental Relations	Officials & Managers	Exempt	SM3b

DEI PRIORITY POSITIONS

16	Positions Reclassified from Classified Service to Exempt Service
37	Positions to Receive Upward Reclassifications
2	Positions to Receive Title Changes
1	Position to Receive a Lateral Reclassification
3	Positions to Receive Downward Reclassifications
<u>9</u>	Positions Remain the Same
68	Total

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
17195	Water Quality Technician	Technicians	Classified	CL11 (\$15.72)
17445	Electronic Security Systems Technician	Technicians	Classified	CL14 (\$18.20)
17175	DEI Maintenance Supervisor	Service Maintenance	Classified	CL16 (\$20.06)
16797	Professional Engineer	Professional	Exempt	P1 (\$59,552)
16783	Professional Land Surveyor Supervisor	Professional	Exempt	SM6 (\$64,055)
17581	DEI Maintenance Section Manager	Officials & Managers	Exempt	SM5a (\$71,079)
16835	Engineering Support Services Supervisor	Professional	Exempt	SM4b (\$75,792)
16836	Engineering Support Services Supervisor-PE	Professional	Exempt	SM4a (\$78,950)

TITLE CHANGES AS A RESULT OF DEI AUDIT

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>	<u>POSITIONS</u>
16792	Public Works Engineering Specialist 1	Engineering Specialist 1	CL17	5
13652	Assistant District Operations Manager	DEI Assistant Operations Manager	CL19	3
16794	Public Works Engineering Specialist 2	Engineering Specialist 2	CL20	11
13654	District Operations Manager	DEI Operations Manager	CL22	7
16796	Public Works Engineering Supervisor	Engineering Supervisor	CL22	9

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DEI PRIORITY POSITIONS (continued)

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
02432	Environmental Specialist 2	CL16
13622	Field Operations Supervisor	CL16

DELETIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
13646	Public Works Operations District Clerk	CL8
17446	SCADA Support Specialist	CL15
17176	Utilities Maintenance Supervisor	CL15
16782	Land Survey Specialist	CL22
17582	Maintenance Manager	SM5b
16800	CIP Water & Sewer Systems Supervisor, DEI	SM4a