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

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

FROM: Robert S. LaSala, County Administrator *LaSala*  
Gwendolyn Warren, Director, Health & Human Services *Warren*

SUBJECT: Elimination of Classification in Health and Human Services

DATE: July 8, 2013

**INFORMATION:** The Health and Human Services Department has been implementing a comprehensive reorganization for some time. Below you will find the timeline that explains the steps in the process used by the Health and Human Services Department to date.

The next step in this reorganization is the elimination of the Team Leader classification. There is one remaining encumbered position in this classification and, therefore, in order to eliminate the classification, the individual is subject to layoff under Unified Personnel System Rule 23. Notice is hereby provided pursuant to Rule 23.

The Appointing Authority is not implementing displacements in this situation. The individual has rejected offers of alternative positions within the department and will be separated from the Classified Service by layoff effective August 8, 2013.

**TIMELINE:** Beginning in May 2012, Gwendolyn Warren, Director of Health and Human Services, began the process of a comprehensive reorganization for the Health and Human Services department addressing programs, services, and resources including staffing that best supported the Commission's strategic directives for Pinellas County. The first priority discussed at that time was the impact of removing all of the Health and Human Services Team Leader positions, (8) at the time, in order to create 3 Program Manager positions that would create improved efficiencies in service delivery and program oversight within the Client Services Unit.

Between June 2012 and August 2012, The Health and Human Services Department reclassified 3 vacant Team Leader positions to Program Manager positions with the intention of eliminating the Team Leader classification following the selection of the Program Managers.

During the week of August 20 – 24, 2012, Gwendolyn Warren met with all staff in the Team Leader positions to inform them that the Department was reorganizing its functions and the entire classification in which all were currently employed - Health and Human Services Team

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Leader was being eliminated. During these meetings, the staff was advised of the Program Manager positions' duties and responsibilities and all were encouraged to apply.

On September 24, 2012, the recruitment announcement regarding the Program Manager positions was sent out to all staff via email.

In January 2013, interviews for the Program Manager positions were held. All interested Team Leaders were interviewed. Three candidates were selected for the Program Manager positions and assumed those positions in February 2013. The remaining Team Leaders, with the exception of the one remaining, have voluntarily resigned, or retired, or have competed and been selected for other positions.