

PERSONNEL BOARD FOR THE PINELLAS COUNTY
UNIFIED PERSONNEL SYSTEM
AGENDA

Date: October 10, 2013

Time: 6:30 p.m.

Location: BCC Assembly Room, fifth floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

PLEDGE OF ALLEGIANCE

EAC

I. Employees' Advisory Council Representative.

II. NEW BUSINESS

Human Resources
APPROVED

1. Request Approval of Change in Meeting Date from January 2, 2014 to January 9, 2014.

Human Resources
APPROVED

2. Request Approval of Change in Meeting Date from July 3, 2014 to July 10, 2014.

Human Resources

3. Annual Performance Review of the Human Resources Director.

III. INFORMATIONAL ITEMS

Human Resources

1. Action Taken Under Authority Delegated by the Personnel Board.

Human Resources

2. Report on Personnel Rule Review Committee.

"Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a verbatim record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

"If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Within two (2) working days of your receipt of this agenda, please contact the Office of Human Rights, 400 S. Fort Harrison Ave., 5th Floor, Clearwater, FL 33756 (727) 464-4062 (V/TDD)."

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 **September 8, 2013 thru October 6, 2013.**

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
18190	Division Director 1, HCS	Ofcls & Mgr	Exempt	SM3a HCS (\$87,635-\$131,453)
18192	Division Director 2, HCS	Ofcls & Mgr	Exempt	SM2a (\$99,321-\$148,982)
18908	Applications Support Analyst	Prof	Exempt	150
18832	Senior Business Analyst	Prof	Exempt	150
18906	Clerk's Technology, Client Services Analyst	Prof	Exempt	150

PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>CURRENT PAY GRADE</u>	<u>RECOMMENDED PAY GRADE</u>
02398	Bureau Director, Management/Budget	SM2a	SM1 (\$110,246-\$165,369)

RE-INSTATEMENT WITH PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
22130	Welder Fabricator	Skilled Craftsman	CL	CL12 REM (\$16.51)

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
20000	Animal Control Officer 1	CL12
20010	Animal Control Officer 2	CL13
19242	CCC Technology Officer	150

Human Resources Director**Action Taken Under Authority Delegated by the Unified Personnel Board****Page 2****DEI PRIORITY 2 POSITIONS**

3	Positions Reclassified from Classified Service to Exempt Service
52	Positions to Receive Upward Reclassifications
23	Positions to Receive Title Changes
2	Position to Receive a Lateral Reclassification
1	Positions to Receive Downward Reclassifications
<u>81</u>	Positions Remain the Same
162	Total

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
10108	Accounting & Finance Clerk	Administrative Supt	Classified	CL9 (\$14.26)
17086	Customer Services Specialist	Administrative Supt	Classified	CL9
17088	Customer Services Specialist, Senior	Administrative Supt	Classified	CL11 (\$15.72)
16388	Transportation Systems Technician 3	Technician	Classified	CL20 (\$24.39)

TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
16972	Utilities Business Support Specialist	Business Support Specialist	CL12 (\$16.51)
16974	Utilities Business Support Supervisor	Business Support Supervisor	CL15 (\$19.11)
16590	Public Works/Utilities Field Inspector	Field Inspector 1	CL13 (\$17.33)
16600	Public Works/Utilities Field Inspector, Sr	Field Inspector 2	CL16 (\$20.06)
16994	Chief Utilities Inspector (16602*)	Field Inspector 3	CL19 (\$23.23)
16796	Engineering Supervisor	Engineering Specialist 3	CL22 (\$26.89)
17172	Utilities Specialist 4	Utilities Maintenance Specialist 4	CL14**(\$18.20)
17480	SCADA & Systems Security Manager	Manager, SCADA & Systems Security	SM6** (\$64,055-\$96,083)
17012	Meter Reader 3	Meter Reader, Senior	CL11** (\$15.72)
13698	Public Works Operations Maint Mechanic	DEI Operations Maintenance Mechanic	CL13 (\$17.33)

*New Spec #/** Pay Grade Change

Present Classifications Deleted/Recommended Classifications Revised

TITLE CHANGES AS A RESULT OF DEI AUDIT

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>	<u># of POSITIONS</u>
10100	Accounting Support Spec	CL11	Accounting & Finance Technician	CL11	41
16796	Engineering Supv	CL22	Engineering Specialist 3	CL22	7
16590	Pub Wks/Util Field Insp	CL13	Field Inspector 1	CL13	4
16600	Pub Wks/Util Field Insp, Sr	CL16	Field Inspector 2	CL16	5
16972	Util Business Support Spec	CL12	Business Support Specialist	CL12	1

DEI PRIORITY 2 POSITIONS (continued)

TITLE CHANGES AS A RESULT OF DEI AUDIT (continued)

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>	<u># of POSITIONS</u>
17150	Utilities Specialist 1	CL7	Utilities Maintenance Specialist 1	CL7	10
17160	Utilities Specialist 2	CL9	Utilities Maintenance Specialist 2	CL9	32
17170	Utilities Specialist 3	CL11	Utilities Maintenance Specialist 3	CL11	36
17172	Utilities Specialist 4	CL14	Utilities Maintenance Specialist 4	CL14	1

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
17000	Meter Reader 1	CL6
16720	Engineering Services Technician 1	CL8
17010	Meter Reader 2	CL8
16500	Traffic Technician 1	CL8
16730	Engineering Services Technician 2	CL10
16530	Traffic Signal Technician 1	CL10
16510	Traffic Technician 2	CL10
16520	Traffic Technician 3	CL11
16540	Traffic Signal Technician 2	CL12
17092	Customer Services Analyst	CL13
17244	Electronic Equipment Technician 1	CL14
16710	Engineering Technician	CL14
17014	Meter Reader Supervisor	CL14
16550	Traffic Signal Technician 3	CL14
16834	Transportation Systems Technician 1	CL14
17094	Customer Services Supervisor	CL16
17246	Electronic Equipment Technician 2	CL16
16792	Engineering Specialist 1	CL17
17248	Electronic Equipment Technician, Senior	CL18
16836	Transportation Systems Technician 2	CL18
16794	Engineering Specialist 2	CL20
16796	Engineering Specialist 3	CL22

DELETION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
16994	Chief Utilities Inspector	CL19

RE-INSTATED WITH PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
17080	Safety Specialist	Professionals	Classified	CL13 (\$17.33)

LIST OF APPROVED (AND POTENTIAL) CLASSIFICATION BASED CAREER LADDER JOB SPECIFICATIONS SEPTEMBER 2013

(NOTE: ONLY THOSE SPECS WITH A “**YES**” ON THE FAR LEFT OF THE PAGE CONTAIN SOME FORM OF NONCOMPETITIVE CAREER LADDER TEXT WRITTEN EITHER UNDER “APPOINTING AUTHORITY MAY REQUIRE” MINIMUM QUALIFICATIONS OR EMBEDDED IN A PUBLISHED SPECIFICATION.)

[See the HR binder for additional details about career ladder policies and plans already approved for 1 or more positions or job classes.]

A. ANI SVCS

Office Specialist	CL6	Office Specialist, Sr	CL8	Yes, Depends on history of position # within specific unit/agency
YES Ani Care Asst	CL6	Ani Care Asst, Sr	CL8	Yes
Ani Care Asst, Sr	CL8	Ani Control Ofcr 1	CL12	No, requires competition
Ani Control Ofcr 1	CL12	Ani Control Ofcr 2	CL13	No
Ani Control Ofcr 2	CL13	Ani Control Ofcr, Sr	CL15	No due to supervision

B. BDRS (BLDG/DRS)

Building Inspector 1	CL13	Building Inspector 2	CL16	Pending Review
Building Permit Technician 1	CL8	Building Permit Technician 2	CL10	Pending Review
Electrical Inspector 1	CL13	Electrical Inspector 2	CL16	Pending Review
Mechanical Inspector 1	CL13	Mechanical Inspector 2	CL16	Pending Review
Plumbing Inspector 1	CL13	Plumbing Inspector 2	CL16	Pending Review

C. BUSINESS TECHNOLOGY SERVICES

BTS Technologist 2	CL14	BTS Technologist 3	CL16	Yes, internal dept career ladder per memo July 23, 2007
EXEMPT				
Info Technology Spec	P3	Information Technology Spec, Sr	P2	
Info Technology Spec, Tech Lead	P1	Info Tech Team Ldr	SM6	

D. CLERICAL SUPPORT

Office Assistant	CL4	Office Specialist	CL6	Depends on history of position # within specific unit/agency
Office Specialist	CL6	Office Specialist, Sr	CL8	Depends on history of position # within specific unit/agency

E. CLERK'S OFFICE

YES Records Specialist 1	CL7	Records Specialist 2	CL8	Yes, See spec 2 for noncompetitive promotion text
Records Specialist 2	CL8	Records Specialist 3	CL9	Pending Review
Records Specialist 3	CL9	Records Specialist Supervisor	CL14	No
Court Records Specialist 1	CL7	Court Records Specialist 2	CL8	Pending Review

E. CLERK'S OFFICE (continued)

Court Records Specialist 2	CL8	Court Records Specialist, Sr	CL11	Pending Review
<u>Court Clerk Aide</u>	<u>CL9</u>			<u>Pending Review</u>
Court Clerk	CL11	Court Clerk, Sr	CL13	Pending Review
Cust Info Center Spec 1	CL7	Cust Info Center Spec 2	CL9	Pending Review

F. DEPARTMENT ENVIRONMENT & INFRASTRUCTURE (DEI)**CONSTRUCTION MANAGEMENT**

<u>YES</u> Field Inspector 1	CL13	Field Inspector 2	CL16	
Field Inspector 2	CL16	Field Inspector 3	CL19	Competitive

CUSTOMER SERVICE (SCALE HOUSE)

Office Asst	CL4	Office Spec	CL6	Yes, Depends on history of position # within specific unit/agency
Office Specialist	CL6	Office Specialist, Sr	CL8	Yes, Depends on history of position # within specific unit/agency

CUSTOMER SERVICE (FIELD SERVICES)

<u>YES</u> Accounting & Finance Clerk	CL9	Accounting & Finance Technician	CL11	
Accounting & Finance Technician	CL11	Accounting Supervisor	CL14	Competitive
<u>YES</u> Meter Reader 1	CL6	Meter Reader 2	CL8	Yes
<u>YES</u> Meter Reader 2	CL8	Meter Reader, Senior	CL11	Yes-Competitive

ENVIRONMENTAL MANAGEMENT

<u>YES</u> Environmental Spec	CL13	Environmental Spec 1	CL14	Yes – in selected categories
<u>YES</u> Environmental Spec 1	CL14	Environmental Spec 2	CL16	Yes – in selected categories

PUBLIC WORKS-MOSQUITO CONTROL

<u>YES</u> Spray Tech	CL8	Spray Tech, Sr	CL9	Yes, see class spec
Spray Tech, Sr	CL9	Ld Spray Tech	CL10	No; requires competition

PUBLIC UTILITIES

<u>YES</u> Maintenance 2	CL5	Utilities Maintenance Wkr	CL6	No
--------------------------	-----	---------------------------	-----	----

MAINTENANCE

Office Spec	CL6	Office Spec, Sr	CL8	Yes, Depends on history of position # within specific unit/agency
<u>YES</u> Utilities Maintenance Wkr	CL6	Utilities Maintenance Specialist 1	CL7	Yes
<u>YES</u> Utilities Maintenance Spec 1	CL7	Utilities Maintenance Specialist 2	CL9	Yes
Utilities Maintenance Specialist 2	CL9	Competitive		No, requires competition

OPERATIONS

<u>YES</u> Wtr/Wstwr Plt Oper Trne	CL9	Wtr/Wstwr Plt Oper 1	CL12	Yes
Wtr/Wstwr Plt Oper 1	CL12	Wtr/Wstwr Plt Oper 2	CL15	No
Wtr/Wstwr Plt Oper 2	CL15	Wtr/Wstwr Plt Oper Sr	CL19	No

F. DEPARTMENT ENVIRONMENT & INFRASTRUCTURE (DEI)

(continued)

PUBLIC WORKS-OPERATIONS (HWY)

Office Asst	CL4	Office Spec	CL6	Yes, Depends on history of position # within specific unit/agency
Office Spec	CL6	Office Spec, Sr	CL8	Yes, Depends on history of position # within specific unit/agency
<u>YES</u> Maintenance 1	CL3	Maintenance 2	CL5	Yes
<u>YES</u> Maintenance 2	CL5	Park/Preserve Maint Wkr	CL6	Yes, See PCR Below

TRAFFIC ENGINEERING

<u>YES</u> Engineering Services Tech 1	CL8	Engineering Services Tech 2	CL10	
<u>YES</u> Engineering Specialist 1	CL17	Engineering Specialist 2	CL20	
Engineering Specialist 2	CL20	Engineering Specialist 3	CL22	Competitive
<u>YES</u> Electronic Equipment Tech 1	CL14	Electronic Equipment Tech 2	CL16	
<u>YES</u> Electronic Equipment Tech 2	CL16	Electronic Equipment Tech, Sr	CL18	
Electronic Equipment Tech, Sr	CL18	Engineering Specialist 3	CL22	Competitive
<u>YES</u> Traffic Signal Technician 1	CL10	Traffic Signal Technician 2	CL12	
<u>YES</u> Traffic Signal Technician 2	CL12	Traffic Signal Technician 3	CL14	
Traffic Signal Technician 3	CL14	DEI Assistant Operations Manager	CL19	Competitive
<u>YES</u> Traffic Technician 1	CL8	Traffic Technician 2	CL10	
<u>YES</u> Traffic Technician 2	CL10	Traffic Technician 3	CL11	
Traffic Technician 3	CL11	DEI Assistant Operations Manager	CL19	Competitive
<u>YES</u> Transportation Systems Tech 1	CL14	Transportation Systems Tech 2	CL18	
<u>YES</u> Transportation Systems Tech 2	CL18	Transportation Systems Tech 3	CL20	
Transportation Systems Tech 3	CL20	Engineering Specialist 3	CL22	Competitive

G. EMERGENCY MANAGEMENT

<u>YES</u> Emer Mgmt Spec	CL14	Emer Mgmt Coord	CL16	Yes
Emer Mgmt Coord	CL16	Emer Mgmt Coord, Sr	CL19	No, due to lead/supervision

H. HEALTH & HUMAN SERVICES

Office Specialist	CL6	Office Specialist, Senior	CL8	No
<u>YES</u> HHS Eligibility Spec	CL10	HHS Case Manager 1	CL13	Yes, see class spec
<u>YES</u> HHS Case Manager 1	CL13	HHS Case Manager 2	CL15	Yes, see class spec

I. HUMAN RESOURCES

Office Spec	CL6	Office Spec, Sr	CL8	Yes
<u>YES</u> Human Resources Tech	CL13	Human Resources Spec	CL16	(UPS Board Approval October 2011)
<u>YES</u> Human Resources Spec	CL16	Human Resources Analyst	CL18	(UPS Board Approval October 2011)

J. HUMAN RIGHTS

Equal Opportunity Specialist	CL13	Equal Opportunity Coordinator	CL15	No
Equal Opportunity Coordinator	CL15	Equal Opportunity Coord, Sr	CL17	No, requires competition

K. PCR (COOEXT & HORT)

Office Spec	CL6	Office Spec, Sr	CL8	Yes
Maint 1	CL3	Maintenance 2	CL5	Yes, see spec-in-line career ladder position (such as Maint 2) in the same org or dept
<u>YES</u> Maintenance 2	CL5	Park/Preserve Maint Wkr	CL6	Yes, See spec (such as Pk/Preserve Maint Wkr or Util Maint Wkr within the same org or dept)
Park/Preserve Maint Wkr	CL6	Maintenance Crew Ldr	CL7	
Maintenance Crew Ldr	CL7	Crew Chief 1	CL9	No, requires competition

L. PINELLAS PLANNING COUNCIL

Office Assistant	CL4	Office Specialist	CL6	Yes, Depends on history of position # within specific unit/agency
------------------	-----	-------------------	-----	---

M. PUBLIC SAFETY SERVICES

<u>YES</u> 911 Pub Safe Telecomm 1	CL9	911 Pub Safety Telecomm 2	CL11	(UPS Board Approval October 2011)
---	-----	---------------------------	------	-----------------------------------

N. PROPERTY APPRAISER

<i>Office Spec</i>	<i>CL6</i>	<i>Property Records Asst</i>	<i>CL9</i>	No
PAO Exemption Tech	CL11	PAO Exemptions Spec	CL13	No
<u>YES</u> Cartographic Cad 1	CL6	Cartographic Cadastralist 2	CL9	No
<u>YES</u> Cartographic Cad 2	CL9	Cartographic Cadastralist 3	CL13	No
<u>YES</u> Cartographic Cad 3	CL13	Cartographic Cadastralist, Sr	CL15	No
Office Spec	CL6	Personal/Real Prop Spec	CL8	No
Personal/Real Prop Spec	CL8	Personal/Real Prop Spec, Sr	CL11	No

N. PROPERTY APPRAISER (continued)

APPRAISER

YES PAO Appraiser 1	CL15	PAO Appraiser 2	CL16	Yes
YES PAO Appraiser 2	CL16	PAO Appraiser 3	CL18	Yes
YES PAO Appraiser 3	CL18	PAO Appraiser 4	CL19	Yes
YES Property Records Asst	CL9	Property Records Technician	CL11	Yes, per August 2011 Pers Bd approval
YES Property Records Tech	CL11	Property Records Specialist	CL13	Yes, per August 2011 Pers Bd approval

O. PURCHASING

Office Specialist	CL6	Office Specialist, Sr	CL8	Yes, Depends on history of position # within specific unit/agency
-------------------	-----	-----------------------	-----	---

P. REAL ESTATE MANAGEMENT

YES Trades/Field ServicesWkr	CL7	Craftworker 1	CL9	Yes
YES Craftworker 1	CL9	Craftworker 2	CL11	Yes
YES Real Property Specialist	CL14	Real Property Specialist, Sr	CL18	Yes per Pers Bd approval August 2011
YES Electrician	CL13	Lead Electrician	CL14	Yes
REM-FLEET MGMT				
YES Mechanic Trainee	CL7	Certified Mechanic	CL13	Yes, see class spec
Certified Mechanic	CL13	Certified Mechanic, Senior	CL14	No, requires competition

Q. SUPERVISOR OF ELECTIONS

Elections Aide	CL6	Office Spec, Sr	CL8	Yes, Depends on history of position # within specific unit/agency
----------------	-----	-----------------	-----	---

R. TAX COLLECTOR'S OFFICE

YES Tax Assistant	CL6	Tax Assistant, Sr	CL8	Yes
YES Tax Assistant, Sr	CL8	Tax Spec	CL9	Yes, as stated in class spec
Tax Specialist	CL9	Competitive from here on in		No
Tax Specialist, Sr	CL11	Ld Tax Spec (Competitive)	CL12	No
Office Spec	CL6	Office Spec, Sr	CL8	Yes, Depends on history of position # within specific unit/agency

S. ALL APPOINTING AUTHORITIES

YES (Trainee Under-Fill)	TBD	Target Classification	TBD	Yes, ALL DEPTS/AA JURISDICTIONS AS APPROPRIATE
[All non career ladder positions with option "YES "(Trainee Under Fill A, B, or C)" Approved Pers Bd October 2011]				

YES—Denotes classification specification contains the standard policy boilerplate option for career ladder noncompetitive promotion or an equivalent statement.

October 2013 Working with Teams

“Alone we can do so little; together we can do so much” ~ Helen Keller

What's this all about, working with teams? Don't we have enough responsibilities and activities to do? Aren't we besieged by multiple top priorities knocking on our door each and every day? How can we afford to take time to work with teams? When will we find the time to get the work done?

“Talent wins games, but teamwork and intelligence wins championships.” ~ Michael Jordan

Modern business research analyzing the characteristics of high performing organizations indicates that we cannot afford to not take the time. Getting the work done and producing the best possible outcomes takes teamwork. And teamwork requires an investment of time. Teamwork provides many benefits:

- Shared responsibility and commitment
- Greater flexibility
- More buy-in
- More variety of thought, leading to more creativity and innovation
- More precise identification of problems
- Better targeted solutions that take into account the impact of their implementation
- Increased job satisfaction and morale
- Better understanding of the organization's mission and objectives
- Increased communication
- Team unity

Building and maintaining an effective team is an integral part of each and every leader's role. Without a coherent team, the work either does not get done or it's poorly executed. Without an effective team, a lot of resources, including valuable time, are wasted. The investment of time taken to work on resolving problems, setting goals, and making decisions with teams pays off in multiples in the long run.

“The greater the loyalty of a group toward the group, the greater is the motivation among the members to achieve the goals of the group, and the greater the probability that the group will achieve its goals.” ~ Rensis Likert

Working with teams demands a different set of skills and behaviors than the traditional hierarchical approach to management. Pinellas County has developed and identified several resources to help guide us. The Innovation Academy Pilot Project, Don't FRET (Forming Running and Ending Teams) has a [web site](#) dedicated to resources for running effective teams. This includes a [Tool Kit of Resources for Work Teams](#) that presents a variety of tools for working effectively with teams based on desired objectives. In each case, the Tool Kit provides a source for step-by-step instructions through the process. It can be used as a guide to accomplish objectives when working with teams.

***“Coming together is a beginning. Keeping together is progress.
Working together is success.” ~ Henry Ford***

Effective teamwork leads to better outcomes, increased commitment, and successful organizations.

October 2013

October 2013							November 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	8	9	10	11	12	10	11	12	13	14	15	16
20	21	15	16	17	18	19	17	18	19	20	21	22	23
27	28	22	23	24	25	26	24	25	26	27	28	29	30

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 29 - Oct 5	Sep 29	30	Oct 1	2	3	4	5
			8:30am 11:00am Preparing for Inventory & Destruc 1:30pm 4:00pm Preparing for Inventory & Destruc		8:30am 4:30pm 5 Questions Every Leader Must Ask (St 9:00am 4:00pm Project Management (Pinellas Park)		
Oct 6 - 12	6	7	8	9	10	11	12
			8:30am 12:00pm Problem-Solving/De cision-Making (Swisher 211)	8:30am 4:30pm Supervisory & Management Competencies Series (Studio B)			
Oct 13 - 19	13	14	15	16	17	18	19
			8:30am 12:00pm What To Do When Conflict Happens (Studio B)	8:30am 12:00pm Communicate This! (Sheriff's Office) 1:00pm 5:00pm Word 2007 Basic/Intermediate	8:30am 4:30pm Ofc/Admin: Customer Responsiv 8:30am 12:30pm Records Management 101 (S	1:00pm 4:30pm Telephone Customer Service (Studio B)	
Oct 20 - 26	20	21	22	23	24	25	26
			8:30am 12:00pm Myers-Briggs Type Indicator (Sheriff's Office)	8:30am 4:30pm Supervisory & Mana 8:30am 12:00pm Sharpening Your Pro 8:30am 11:30am Career Development Forum			
Oct 27 - Nov 2	27	28	29	30	31	Nov 1	2
		8:30am 5:00pm New Employee Orientation (Studio B)		8:30am 4:30pm Supervisory & Management Comp 1:00pm 5:00pm Excel 2007 Basic/Intermediate			



Employees Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

Approved by the EAC

Employees' Advisory Council - Representatives Meeting Minutes -
Wednesday, July 17th, 2013, County Annex, Room 429, 2:30 p.m. - 4:30 p.m.

- 1) Call to order at 2:35pm
- 2) Minutes were approved with a motion from Elaine Billey and a second motion from Clare McGrane.

Guests: Keith Dekle – Personnel Board, Mark Woodard – Assistant County Administrator, Frank Fazio attending for Randy Rose

- 3) Comments from Peggy Rowe - Peggy stated that they are making slow but steady progress with the review of the Personnel Rules. In addition, there are 77 employees that are above the pay range maximum and will be given a 2.8% lump sum payout when others will be receiving their raises in the next fiscal year. Peggy also went on to mention about the “listening sessions” that she does at various locations throughout the county and that she has her staff make the random selections as to who attends these meetings to alleviate the pressure some employees are experiencing and feeling afraid to be seen speaking about office issues with Peggy. Some employees fear retaliation if they comment on concerns they have. Peggy also mentioned there has been a restructuring of the Health and Human Services Department including title changes.
- 4) Personnel Board - update – July 11th A question was brought up by PB member Keith Dekle as to the right of an employee to appeal a termination due to job elimination or layoff to the PB. August 1st meeting there are no appeals scheduled. At the October PB meeting there will be a workshop scheduled with County Attorney Jim Bennett to discuss the Personnel Act and the duties and functions of the PB. EAC members are encouraged to attend for a better understanding of how the PB functions.

Guest:

Mark Woodard - Assistant County Administrator was present and fielded questions that many of us had concerning the budget and the proposed raises for the coming year. There was a long discussion with Steve Yeatman and Mark Woodard concerning how the employees are struggling with the way the budget is being handled with increases.

Steve mentioned that he feels the upper echelon is not in touch with how the employees really feel.

Mark mentioned that we have a structural imbalance in the budget that needs monies previously spent to be replaced by increasing the tax millage rate this



Employees Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

upcoming year for homeowners. Some of the budget increases include: employee raises, FRS increases, EMS 8%, and replenishing the Service Level Continuation Account. Property values are starting to go up and the revenue is slowly returning.

More discussion ensued concerning the budget and the news media uptake and their interpretation of things that are said. Peggy mentioned that we cannot control what the press releases in the papers nor how they write in their stories.

5) Committee Reports:

- Legislative – FRS issues – Charles Toney – Plans to meet with members of the Pinellas County Legislative Delegation when they are back in town from the session in Tallahassee.
- Personnel Rules – Hazel Lane – Continued meetings and discussions, EAC and PB will have draft of changes for review and comment prior to formal changes.

6) Old Business:

- Steve Yeatman requested to have a union representative attend an EAC meeting. Charles replied that an informational speaker would be acceptable but not for purposes of soliciting membership. We could possibly have a union speaker at a future EAC Rep meeting.
- Previous Delegate and joint Appointing Authority meeting minutes are being worked on and will be available in the near future for review.

6) New Business:

- July 25, 2013 from 8am-12pm at the Epi Center on Ulmerton Road the county will have a “reverse trade show” where vendors can approach various county division representatives and learn how to do business with them. It will be a first time show and should be exciting to not only view but participate in as well.
- EAC Representative elections coming up

Motion to adjourn by Tim with second by Elaine - Meeting adjourned at 4:25 p.m.
EAC Representatives not in attendance at this meeting: Lisa Wombles, Mercedes Pearson, Randy Rose, Richard Carvale



Employees Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

Approved by the EAC

Employee Advisory Council – Delegate Meeting Minutes - Thursday, July 25th, 2013 - 8:00 a.m. – 10:00 a.m.

1) Call to order at and pledge 8:05 a.m.

2) Guest speaker- Bob LaSala

We are looking for ways to be more efficient, economic and effective in business by merging departments and functions as well as streamlining operations. This is the new normal because we are not going back to the 2003-2004 times nor are we going back to the 2009-2010 years either. There should be mutual respect and reasonable compensation for the jobs being done in the county. Pinellas County needs to maintain competitiveness in compensation and benefits to attract and retain employees in the Tampa Bay area.

HR's commitment is to put the right people in the right seats on the bus with selective recruitment for positions. We are trying to hire employees for a long term commitment. This being said, also determining the proper compensation. HR will be re-thinking and re-evaluating the evaluation process and judging performance expectations so look for some changes there also. The idea of a 360 degree evaluation process which will include the employee, supervisor and management team is being given some serious consideration.

Bob went on to say that we should embrace the changes coming to our new environment. We are trying to make a good working environment where you are happy to work at is a key goal.

Bob mentioned changes to his department with the elimination of two Assistant Administrator positions and being able to use the money saved in other areas such as bringing back three Code Enforcement positions.

- EAC Chairman Charles Toney asked about salary increases in the future. Bob's answer was to look for a growth in compensation of about 4% is the forecast which would include salary, wages, benefits and that it was based on a modest growth.

- Parks Division Delegate asked Bob if they could have more efficient equipment to use and can't seem to get anywhere when asking for it. Bob mentioned that he would look into that answer for them.

- EAC Representative Mercedes Pearson asked if she could get some clarification for the increase in property taxes that are on the table. Bob said that there are three components to this and that he expects the ¼ mil rate increase to go through, but that the Board thinks the other increases would be too large an amount for this budget year as we are just coming out of a recession.

- EAC Representative Steve Yeatman asked if there was some type of long range plan for salary increases for our employees or are we going to visit this situation yearly? Bob answered with a savvy answer of "loan me your crystal ball of what's going to happen to the economy then I can give you an answer and a plan for you. Until then, I can't give you a guarantee. Our commitment is to continue to remain competitive in the Tampa Bay market place to be able to keep talent and attract talent that we need. They should be fairly compensated based on performance. Beyond that would be a suicide note if I wrote a long term plan," he said.

- Bob also spoke about the High Performance Organization and their efforts to create one here in Pinellas County Government. Someone asked him how he felt it was being implemented. Bob's

response entailed that it “doesn’t happen overnight.” “Change is slow so don’t expect changes as fast as we would like them to be. It is a long term shift in expectations.”

- Someone else questioned Bob on why do we keep changing vendors because it costs us more to re-train people etc... Bob’s answer was, “If I were king I would do away with state statues and antiquated procurement policies and practices because it goes back to the early 1900’s.” He went on to mention that if he could change the rules he would because it was bureaucratic and costs us more money but his hands are tied and he can’t change things.

- Charles Toney asked another question concerning the HPO training and the ability to retain these employees. Bob’s answer included that we were going to stay within some limitations and boundaries of what we ask of them. They are looking for new opportunities and growth and if this is not available they will move on referring to the new younger talent.

- Charles Toney also asked a question of Peggy Rowe concerning what efforts can we do as the EAC to help you in this? Peggy mentioned to get involved in the focus groups, reach out to our fellow UPS employees and encourage them to accept the new normal as Bob had mentioned previously.

- Additional question from the floor included: Can you list where the job is located when you post a new position? Peggy Rowe answered with H.R. is going to change that and it will be indicated from now on in the recruitment flyers so it is becoming more efficient. Peggy said in the near future, individuals will apply for each job separately and the 2 year registers will be going away. They are trying to streamline the process so the more qualified candidates will make it to the lists. Look for these changes in the early fall from H.R. In addition, we will all know what vacancies and the exact location as well as what is required of you for that position. You will be able to apply directly to the new postings. Peggy also stated concerning upcoming raises that employees above the maximum salaries for their positions will receive the full 2.8% of the maximum as a lump sum payment which will not be added to the base pay. This currently affects about 79 employees.

3) Dave Blasewitz from Employee Benefits answered a question from the floor of delegates about weight management and is it covered by our United Healthcare insurance? He said that it was indeed covered for health incentive payments if you go through the approved ones like Weight Watchers for example. Coverage through the health plan is limited, for instance bariatric surgery at selected hospitals. Questions were asked concerning: hearing aids, alternate dental contributions, and shingles vaccines. Obesity is now considered a disease and has a code for insurance billing purposes and this may be part of the question about coverage. In this case obesity is the diagnosis, but the treatment may or may not be a covered service. R-Club is being utilized for childcare during mandatory emergency working situations and apparently the school system employees get a discount with the R-Club child care system – Dave will check on discount for Pinellas County employees.

4) EAC Representative elections are starting again this September and EAC Groups I, II, VI, VIII, Clerk-North (currently vacant), Property Appraiser, and Supervisor of Elections seats are up for 2-year elections.

5) The meeting adjourned at 10:00am.



Employees Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

Approved by the EAC

Employees' Advisory Council - Representatives Meeting Minutes - Wednesday, August 21, 2013, County Annex, Room 429, 2:30 p.m. - 4:30 p.m.

1) Call to order was at 2:35 p.m.

2) Approval of minutes.

Amendment to minutes - Steve Yeatman requested a change to the minutes to state he commented interest in having a guest speaker from the Union do a presentation to the council, and he inquired as to the status of previous EAC Delegate meeting minutes. Minutes to be amended as discussed – amended minutes approved

Welcome / Guests - Meagan Decker to Employee Relations as a Human Resources Coordinator, Ryan Brinson with Planning and Economic Development, Keith Dekle – EAC Personnel Board Appointee.

3) Comments from Peggy Rowe - At a recent Board meeting Bob LaSala indicated a 3% increase for employees is being worked into the budget and that our voices have been heard and acknowledged from the EAC's recommendation to increase it from the original 2.8% that was originally on the table. It will go into effect with the October 1, 2013 budget year and be reflected in our paychecks in the latter part of October's payroll. Also, the Personnel Rules Review Committee has been doing a lot great work and at the EAC's request is recommending two additional floating holidays for employees having 25 plus years of service. In addition to discussion about adding relatives for funeral leave, it was pointed out that the current rule allows for the Appointing Authority to grant a leave of absence with pay if the leave is deemed to be in the best interest of the classified service. Adding other family members, mainly spouses grandparents, is still being discussed. It is ultimately up to the appointing authority to approve the administrative leave. Peggy's plan is to present the new rules as a package that reflects the old rules verses the new rules so that employees and management can clearly see the changes in black and white format.

Steve Yeatman commented on the fact that we are human and will have sick days yet doesn't like the fact that it goes on the books as unscheduled leave time and that it is reflected in our reviews. He stated that the people that do it repeatedly are where the light should be shined on and not the occasional person who calls in. It should not be treated the same for the 56 hours straight because of the flu for example versus 5 Mondays in a row. Dave Blasewitz responded that we have moved away from that rule a long time ago and that it was just a guideline for management. Times have changed immensely and we try to make the employee and management feel better about the unscheduled leave because it does not hold the same weight as it once did.

There used to be the thought that if the employee wanted off and had the hours to do so that management was obligated to give them the time off.

Dave also answered this topic by stating that it is untrue and it is based on department needs as to whether it gets approved or not. Peggy stated that if we are facing any difficulties concerning this leave time or unscheduled leave topic in the workplace that she or someone from her staff would be happy to come out to the workplace to speak to employees and management about the leave time as well as unscheduled and how exactly it works for clarification purposes. At this time Jim Valliere also stated to please have the employee call Employee Relations department if they have leave time issues that need resolving.

- 4) Personnel Board – September 12th Personnel Board meeting – a termination appeal is scheduled and we are encouraging people to attend to view the proceedings as both sides (employee) as well as (management) will be represented by legal counsel.

- 5) Committee reports –

Legislative – Charles Toney – The FRS liability is better than expected for percentages as well as money currently in the coffers.

Personnel Rules – Recommended changes are being tracked. Hiring and pay to be worked on. Rule 28 – Inactive Service – currently under legal review. Other – as noted above for funeral and accrued leave.

Advocates – still in need of additional advocates.

- 6) Old Business – Human Resources is checking on possible Pinellas County Employee discount at R-Club childcare facilities. R-Club is a childcare provider for employees responding during emergency situations.

7) New Business –

We are currently looking into getting the elections committee together for our upcoming EAC elections in the fall.

We are looking for a guest speaker for our next EAC Delegate meeting.

Reminder of the Veterans Honor Flight that is scheduled to return to the St. Pete / Clearwater Airport at 8:30 p.m. on Tuesday September 17th.

Maria Keller asked the question as to having the interim evaluations changed from quarterly to perhaps another scheduled time to allow supervisors that have many employees enough time to gather information as well as create the interim review while still maintaining their daily work load. Personnel stated that the interims are open to be done on their own scheduled time and can be done at 3-4-6 month intervals whichever is deemed appropriate and approved by management team under their own appointing authority.

The meeting adjourned at 4pm. Motion by Tim, second by Elaine.