

Clearwater, Florida, March 6, 2014

The Unified Personnel Board (UPB) met in regular session on this date in the County Commission Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, with the following members present: Daniel M. Andriso, Chair; Ricardo Davis, Vice-Chair; Keith Bailey; Andrea S. Daggett; Keith C. Dekle; Angela Outten; and Joan Vecchioli.

Also Present: Peggy Rowe, Director of Human Resources; Michelle A. Wallace, Senior Assistant County Attorney; Charles E. Toney, Employees' Advisory Council Chair; Trudy Futch, Board Reporter, Deputy Clerk; and other interested individuals.

#### AGENDA

EAC Item I. Employee Advisory Council Representative

Human Resources Item II. Consent Agenda

Request Approval of the Minutes of the Regular Personnel Board Meetings held December 5, 2013 and February 6, 2014.

Human Resources Item III. New Business

The Hiring Process.

Human Resources Item IV. Informational Items

Action Taken Under Authority Delegated by the Unified Personnel Board to the Human Resources Director.

#### CALL TO ORDER

Chair Andriso called the meeting to order at 6:29 P.M.; whereupon, he led the Pledge of Allegiance to the Flag.

#### EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Chairman Charles E. Toney related that he has been re-elected Chair of the Employees' Advisory Council, and introduced newly-elected Co-Chair Richard Carvale and Secretary Hazel Lane.

Noting that Ms. Rowe would be discussing personnel rules and improvement of the recruitment process, Mr. Toney provided a brief overview and requested that the Employees'

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Advisory Council be involved in the discussion, as there are concerns regarding the revocation of seniority points allotted to employees applying for other positions within the County; whereupon, Chair Andriso confirmed that the Board would monitor the employee benefit.

Mr. Toney reported that he spoke to Legislator Larry Ahern regarding the proposed changes to the Florida Retirement System (FRS) Pension Plan. He stated that when new hires leave positions unvested, or dependant provisions have not been provided for prior to the death of an FRS member, the funds remain in the pension plan, producing a stable retirement fund; that should the present pension be eliminated and replaced by the investment-only plan, some of the pension plan funding would cease; and that this would drastically reduce income to sustain the fund and diminish assets for future retiring employees; whereupon, he related that Senator Jack Latvala has been instrumental in preempting changes to the FRS Pension Plan from moving forward in the Senate.

#### CONSENT AGENDA – APPROVED

Minutes of regular meetings held December 5, 2013 and February 6, 2014, approved.

Motion	-	Davis
Second	-	Vecchioli
Vote	-	7 – 0

#### NEW BUSINESS

##### The Hiring Process

Ms. Rowe provided an overview of the hiring process and stated that the existing process is cumbersome to (1) the Human Resources Department, as hundreds of people are tested to determine if minimum qualifications are met; (2) the applicants, as the register does not specify the location of the job; and (3) the hiring manager, as the register has numerous applicants that are not qualified for the particular job; whereupon, in response to query by Chair Andriso, Ms. Rowe indicated that the Personnel Rule currently is that an applicant stays on the register for one year, or two years if a County employee; and that the Rule could easily be changed; whereupon, Ms. Rowe related that, with the new Taleo Business Edition system, the registers are eliminated, and the specific job position and location are advertised.

Noting that the existing system assigns point values for test scores, veteran status, and County employee seniority, Ms. Rowe explained that the scores are combined and points are

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not assessed for other skills; that this does not allow managers to pick the best candidate; and that the new Taleo software allows managers to sort by test scores, employee, and veteran status; whereupon, in response to queries by Chair Andriso and the concerns of Mr. Toney, Ms. Rowe indicated that the candidates included on the new list will be knowledgeable about the position, the location of the job, and the shift; that overwhelming support has been shown from employees and appointing authorities over the years for a change in the hiring process; and that the new Rules would be included when the Board reviews the revamped Rules in a few months.

With regard to seniority, Ms. Rowe stated that the County wants to promote people from within over hiring from the outside; and that anytime there are two identically qualified candidates, the County employee should be given higher consideration.

In response to queries by Ms. Daggett and Mr. Dekle, Human Resources Manager Jack Loring, with input by Ms. Rowe, related that some of the job classifications now are very broad; that with the new software, only candidates interested in the specific position and location would apply; that filling vacancies would become more efficient; that the manufacturer no longer supports the current program, and a Human Resources employee has been encoding the point assessment system; that the new system is incapable of tracking seniority, and seniority does not guarantee superlative skills; and that seniority does matter, as institutional knowledge is an asset to the County; whereupon, Mr. Dekle pointed out that the seniority points allow an employee greater visibility in the hiring process, and discussion ensued.

In response to queries by the members, Mr. Loring, with input by Ms. Rowe, stated that the Office of Human Rights indicates which minority is underutilized in the County, and Human Resources is mandated to add veteran points if a points system is used; and that “seniority” has not been stricken from Rule II, *Recruitment, Applications, and Examinations Selection and Appointment*, a copy of which has been filed and made a part of the record, and will be taken into account but will not be used in the scoring; whereupon, Ms. Outten suggested that Section H under Rule II be amended to omit the portion that relates to the assignment of points.

Mr. Davis related that the Rules should not regulate how the manager exercises judgment in hiring; that the applicant system should be as efficient as possible; and that the impact of the new system should be evaluated over a period of time; whereupon, during discussion, Mr. Loring, with input by Ms. Rowe, stated that the hiring manager must submit a justification memo to the Office of Human Rights indicating why the other individuals were not selected; that the new system and process is a two-year pilot program, and it will be determined

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at the end of two years whether or not to continue the program; and that if an employee is laid-off, the employee has priority on every register for which they are qualified.

In response to query by Ms. Outten and the concerns of Messrs. Toney and Dekle, Ms. Rowe indicated that the hiring managers feel strongly about seniority, and its importance is stated in the hiring manual; and that Human Resources will stress the importance of seniority in the hiring materials and as employees are trained on the new system.

Thereupon, Ms. Vecchioli moved, seconded by Mr. Davis, that the amendments to Personnel Rules II and III, as described in Ms. Rowe's March 14, 2014 memorandum, be approved; and upon call for the vote, the motion carried 6 to 1, with Mr. Dekle casting the dissenting vote.

#### INFORMATION ITEMS

##### Human Resources Director Action Taken Under Authority Delegated by the UPB

This item was not addressed in the meeting. The document titled *Action Taken Under Authority Delegated by the Personnel Board* has been attached and made a part of the minutes.

#### MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Management and Supervisory Notes for March 2014.
2. Training Schedule for March 2014.
3. Minutes of the EAC Representative meeting of January 15, 2014.
4. Minutes of the EAC Delegate meeting of January 23, 2014.

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ADJOURNMENT

The meeting was adjourned at 7:29 P.M.

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Chair