

Clearwater, Florida, May 22, 2014

The Unified Personnel Board (UPB) met in special 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: Ricardo Davis, Vice-Chair; Andrea S. Daggett; Keith C. Dekle; Angela Outten; and Joan Vecchioli.

Not Present: Daniel M. Andriso, Chair; and Keith Bailey.

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	<u>Item I. Employees' Advisory Council Representative</u>
Human Resources	<u>Item II. New Business</u>
	1. Consent Decree
	2. Request Approval of Change in Meeting Date from August 7, 2014 to August 14, 2014
Human Resources	<u>Item III. Informational Items</u>
	Action Taken Under Authority Delegated by the Personnel Board

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 stated that the review of the Personnel Rules is going well and a partial revision will be before the Board by July or August, and Ms. Rowe concurred.

EAC Vice-Chair Richard Carvale indicated that Interim County Administrator Mark Woodard was the guest speaker at the recent EAC Delegates meeting; that the EAC Representatives participated in a focus group hosted by Human Resources pertaining to the evaluation process; and that the meetings resulted in a successful exchange of information.

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NEW BUSINESS

Consent Decree

Referring to various documents pertaining to the 1980 Consent Decree, copies of which have been filed and made a part of the record, Attorney Wallace related that, at the time of the federal lawsuit, the Pinellas County Sheriff's Office was part of the Unified Personnel System; and that the Sheriff's Office is no longer part of the system and is working separately with the Department of Justice with regard to compliance matters.

Attorney Wallace indicated that the County Attorney's Office has been working with the Department of Justice for approximately a year and a half; and that the parties now wish to dissolve the matter with respect to the County, as the Department feels that the County has been a good employer and has stopped any discriminatory practices.

Noting that the Personnel Board is named as a defendant in the lawsuit, Attorney Wallace indicated that the purpose of today's special meeting is to provide an overview of the Joint Motion for Partial Dissolution of the Consent Agreement and obtain the Board's approval to proceed; whereupon, Ms. Rowe recognized Appointing Authorities and representatives in the audience, noting that the Authorities are in support of moving forward with the Motion.

Responding to query by Vice-Chair Davis regarding the Joint Motion to Reopen Case, Attorney Wallace indicated that the two motions are separate actions; that the case must be reopened before it can be dissolved; and that the Board must approve both documents.

Ms. Vecchioli moved, seconded by Mr. Dekle and carried unanimously, that the Joint Motion to Reopen the Case be approved.

Thereupon, Mr. Dekle moved, seconded by Ms. Vecchioli, that the Joint Motion for Partial Dissolution be approved; whereupon, in response to query by Ms. Vecchioli, Attorney Wallace expressed confidence that the motions will be granted, as County staff has worked closely with the Department of Justice in the matter.

Upon call for the vote, the motion carried unanimously.

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Change in Date for August Meeting

Ms. Vecchioli moved, seconded by Ms. Daggett and carried unanimously, that the August 7 Unified Personnel Board meeting be rescheduled to August 14, 2014.

INFORMATION ITEMS

Action Taken Under Authority Delegated by the Personnel Board

Referring to the document titled *Action Taken Under Authority Delegated by the Unified Personnel Board*, which has been attached and made a part of the minutes, Ms. Rowe noted that there are typographical errors. Referring to the “Additions” section, she noted that minimum pay rate for Pay Grades CL17 and CL19 should be \$21.07 and \$23.23, respectively; whereupon, Vice-Chair Davis confirmed that the corrections were noted for the record.

In response to query by Mr. Dekle regarding the pay range for the exempt Director of Land Records classification, Ms. Rowe related that the Appointing Authorities have the authority to determine their exempt employees’ pay; that most Appointing Authorities have Human Resources conduct market surveys to confirm that the positions and salaries align with those of their peers; and that, rather than specifying different pay grades for various positions, the Property Appraiser uses Pay Grade 150 to encompass her entire exempt pay plan, and Property Appraiser Pam Dubov provided input.

Responding to query by Ms. Daggett, Ms. Rowe confirmed that there are many pay grades within Pay Grade 150; whereupon, Mr. Dekle discussed the Alternate Pay Plan previously approved by the personnel Board, noting that the Plan was dissolved years ago.

MISCELLANEOUS INFORMATION ITEMS RECEIVED – None.

ADJOURNMENT

The meeting was adjourned at 6:46 P.M.

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 MAY 4, 2014 thru MAY 18, 2014.

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
08456	Procurement Analyst Assistant	Technicians	Classified	CL14 Purchasing (\$18.20)
08458	Procurement Analyst Coordinator	Professionals	Classified	CL17 Purchasing (\$18.20)
08460	Procurement Analyst, Lead	Professionals	Classified	CL19 Purchasing (\$18.20)
21174	Director of Land Records	Officials & Manager	Exempt	150 Prop Appr (20,800-203,840)

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
16602	Field Inspector 3	CL19

REAL ESTATE MANAGEMENT CYCLIC

UPWARD RECLASSIFICATIONS (Effective 5/4/14)

1	Position Reclassified from Classified Service to Exempt Service
17	Positions to Receive Upward Reclassification
6	Positions to Receive Title Change
2	Positions to Receive a Lateral Reclassification
2	Positions to Receive Downward Reclassification
29	Positions Remain the Same
57	Total

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
12994	Fleet Fuel Systems Specialist	Technicians	Classified	CL13 (\$17.33)
12992	Fleet Service Coordinator	Technicians	Classified	CL13
12982	Fleet Mechanic	Technicians	Classified	CL14 (\$18.20)
12976	Fleet Mechanic/Electro-Mechanical	Technicians	Classified	CL15 (\$19.11)
12984	Fleet Mechanic Supervisor	Technicians	Classified/Excluded	CL17 (\$21.07)

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TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>NEW SPEC NO.</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
22190	Mechanic Trainee	12980	Fleet Mechanic Trainee**	CL7
22250	Parts Clerk	12968	Fleet Parts Clerk**	CL9
22228	Certified Mechanic, Sr	12982	Fleet Mechanic	CL14
22399	Manager, Fleet Management	13000	Manager, Fleet Operations	SM3a

Present Classifications Deleted/**Recommended Classifications Revised

DELETIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
22278	Fleet Service Advisor	CL12
22300	Fuel Systems Specialist	CL12
22110	Certified Auto Body Mechanic, Senior	CL13
22218	Certified Mechanic	CL13
22180	Electro-Mechanical Technician	CL13
22178	Certified Mechanic/Electro-Mechanical	CL14
22230	Certified Mechanic, Supervisor	CL16

ESTABLISHING CAREER LADDER-PURCHASING DEPARTMENT

Buyer	CL13	Procurement Analyst Assistant	CL14
Procurement Analyst	CL16	Procurement Analyst Coordinator	CL17
Procurement Analyst, Sr	CL18	Procurement Analyst, Lead	CL19