

Clearwater, Florida, February 5, 2015

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: Ricardo Davis, Vice-Chair; Keith C. Dekle; Angela Outten; Joan M. Vecchioli; and Ron Walker.

Not Present: Andrea S. Daggett and James Dates.

Also Present: Peggy Rowe, Director of Human Resources; Michelle A. Wallace, Senior Assistant County Attorney; Michael Schmidt, Board Reporter, Deputy Clerk; and other interested individuals. Minutes by Arlene Smitke, Senior Board Reporter.

AGENDA

PLEDGE OF ALLEGIANCE

- | | |
|-----------------|---|
| Personnel Board | I. NEW BUSINESS |
| | 1. Election of Chair and Vice Chair of the Unified Personnel Board |
| | 2. Presentation of Plaque |
| EAC | II. EMPLOYEE ADVISORY COUNCIL REPRESENTATIVE |
| Human Resources | III. CONSENT AGENDA |
| | 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held November 6, 2014 |
| | 2. Request Approval of the Minutes of the Regular Personnel Board Meeting held December 4, 2014 |
| Human Resources | IV. INFORMATIONAL ITEMS |
| | 1. Action Taken Under Authority Delegated by the Personnel Board |
| | 2. Other Informational Items |

CALL TO ORDER

Vice-Chair Davis called the meeting to order at 6:30 P.M.; whereupon, he led the Pledge of Allegiance to the Flag.

NEW BUSINESS

Election of Chair and Vice-Chair of the Unified Personnel Board

Ms. Vecchioli moved, seconded by Mr. Dekle and carried unanimously, that Ricardo Davis be elected Chair.

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Ms. Outten moved, seconded by Mr. Walker and carried unanimously, that Keith Dekle be elected Vice-Chair.

Presentation of Plaque

Chair Davis indicated that the presentation would take place at the end of the meeting, and no objections were noted.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

Former EAC Chairman Charles E. Toney introduced Lisa Wombles, indicating that she has been elected EAC Chair for the coming year.

Ms. Wombles provided an update regarding EAC activities, relating that Property Appraiser Pam Dubov was the guest speaker at the January EAC Delegate meeting, and Clerk of the Circuit Court and Comptroller Ken Burke will speak at the next meeting; that an Employee Advocate training class will be held on February 20; that there are currently five Advocates, and five prospective Advocates are expected to attend; and that the next semi-annual EAC/Appointing Authority meeting is scheduled to take place on April 24.

CONSENT AGENDA – APPROVED

Minutes of regular meetings held November 6 and December 4, 2014, approved.

Motion	-	Mr. Dekle
Second	-	Ms. Vecchioli
Vote	-	5 – 0

INFORMATIONAL ITEMS

Action Taken Under Authority Delegated by the Personnel Board

The document titled *Action Taken Under Authority Delegated by the Unified Personnel Board* has been attached and made a part of the minutes.

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Other Informational Items

The following miscellaneous informational items were received for filing:

1. Minutes of the EAC Representative meetings of November 12 and December 17, 2014.
2. Minutes of the EAC Delegate Meeting held November 20, 2014.
3. Management and Supervisory Notes for January and February 2015.

NEW BUSINESS - Presentation of Plaque

Chair Davis presented a plaque to outgoing Chair Daniel M. Andriso in appreciation of over 17 years of dedicated service as a member of the Unified Personnel Board.

Ms. Rowe thanked Mr. Andriso for his service, and noting that he served as Chair of the Board for eight years, presented him with a booklet containing his *Unified Personnel System Annual Report* "Message from the Chair" articles, as well as a photograph from his first year of service.

ADJOURNMENT

The meeting was adjourned at 6:40 P.M.

Chair

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IV. 1.

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 **November 30, 2014 thru January 23, 2015.**

Result of Audits

UPWARD RECLASSIFICATIONS

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
Encumbered BCC/C747	Crew Chief 1	CL9	Crew Chief 2	CL11 (PCR)
Encumbered BCC/C2057	Crew Chief 1	CL 9	Crew Chief 2	CL11 (PCR)
Encumbered BCC/C694	Field Operation Supv	CL16	DEI Operation Mgr Asst	CL19 (Pub Wks)

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
23066	Customer Services Technician 1	Administrative Support	Classified	CL9
23068	Customer Services Technician 2	Administrative Support	Classified	CL10
20108	Human Resources Assistant	Technicians	Classified	CL11
20112	Human Resources Associates	Technicians	Classified	CL13
20114	Human Resources Associates, Senior	Professionals	Classified	CL15
20156	Human Resources Business Partner	Professionals	Exempt	P1
20278	Human Resources Division Director	Officials & Managers	Exempt	SM3a
20274	Human Resources Officer	Professionals	Exempt	SM5b
10936	Ambulance Billing Manager	Professionals	Exempt	SM6

Pay Grade Change

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>Pay Grade</u>	<u>RECOMMENDED Pay Grade</u>
06050	Zoning Manager	SM7	SM5a

TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
18144	Health & Human Services Eligibility Spec	Human Services Eligibility Specialist	CL10
13698	DEI Operations Maintenance Mechanic	Operations Maintenance Mechanic	CL13
18146	Health & Human Services Case Mgr 1	Human Services Case Manager 1	CL13
20648	Exemptions Investigator	Exemptions Auditor	CL15
18148	Health & Human Services Case Mgr 2	Human Services Case Manager 2	CL15
17175	DEI Maintenance Supervisor	Maintenance Supervisor	CL17
18120	Health & Human Services Program Analyst	Human Services Program Analyst	CL17
18152	Health & Human Services Team Leader	Human Services Team Leader	CL18
13652	DEI Operations Manager	Operations Manager Assistant	CL19
18110	Health & Human Services Program Manager	Human Services Program Manager	CL20
13654	DEI Operations Manager	Operations Manager	CL22

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Human Resources Director

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TITLE CHANGES (continued)

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
14678	Information Technology Specialist, SME	Information Technology Analyst, Senior	P1
14676	Information Technology Specialist, Senior	Information Technology Analyst	P2
18199	Bureau Director, Health & Human Services	Director, Human Services	SM1
18154	Health & Human Services Program Admin	Human Services Program Administrator	SM4b
17581	DEI Maintenance Section Manager	Maintenance Section Manager	SM5a
14646	Information Technology Team Leader	Information Technology Subject Matter Expert	SM6

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
20140	Human Resources Analyst	CL18
19148	Assistant Director, Inspector General Audit Division	150
19149	Inspector General/Chief Audit Executive	150
19136	Inspector General Auditor 1	150
19138	Inspector General Auditor 2	150
19139	Inspector General Auditor 3	150
19140	Inspector General Auditor, Senior	150
19146	Manager, Inspector General Audit Division	150
19150	Chief Deputy Director, Inspector General Audit Division	150

DELETIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
23072	Tax Assistant	CL6
23074	Tax Assistant, Senior	CL8
23020	Tax Specialist	CL9
20110	Human Resources Aide	CL10
20120	Human Resources Technician	CL13
20130	Human Resources Specialist	CL16
20152	Human Resources Coordinator	P1
20272	Human Resources Manager	SM3b

RE-INSTATED

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
14172	BTS Technologist 1	Technician	Classified	CL11

ESTABLISHING CAREER LADDER TAX COLLECTOR'S OFFICE

Customer Service Technician 1 CL9 Customer Service Technician 2 CL10

EXTENSION OF TEMPORARY EMPLOYMENT

<u>POSITION</u>	<u>CLASSIFICATION</u>	<u>PG</u>	<u>EXTENDED</u>	<u>DEPARTMENT</u>
CCC/T176	Special Project Assistant A	CL55	6 months	Clk Cir Ct