

UNIFIED PERSONNEL SYSTEM

Annex Building 4th Floor
400 S. Fort Harrison Ave.
Clearwater, Florida 33756
Phone: (727) 464-3367
FAX: (727) 464-3949
www.co.pinellas.fl.us/persnl
Website: www.pinellascounty.org



Peggy Rowe
Director

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

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

SUBJECT: Career Ladder Recommendation within the Human Resources Department

DATE: March 9, 2015

CAREER LADDER

It is our finding that the duties and responsibilities being assigned to the Human Resources Assistant, Pay Grade CL11, through Human Resources Analyst, Pay Grade CL18 support a non-competitive career ladder process to distinguish between the entry level position tasks and the more advanced job requirements and higher level work scope. Therefore, it is recommended that the career ladder illustrated below, be approved.

Career ladder progression:

Human Resources Assistant	CL11	Human Resources Associate	CL13
Human Resources Associate	CL13	Human Resources Associate, Senior	CL15
Human Resources Associate, Senior	CL15	Human Resources Analyst	CL18

I agree with the recommendation in this report.

Peggy Rowe
Peggy Rowe, Director of Human Resources

PR/JL/gjc

3-11-15
Date