

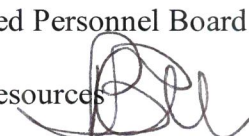
**BOARD OF COUNTY  
COMMISSIONERS**

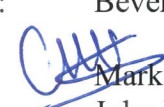

Dave Eggers  
Pat Gerard  
Charlie Justice  
Janet C. Long  
John Morroni  
Karen Williams Seel  
Kenneth T. Welch



Mark S. Woodard  
County Administrator

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

THROUGH: Beverly Waldron, Interim Director of Human Resources 

FROM:  Mark S. Woodard, County Administrator  
John Bennett, Assistant County Administrator 

SUBJECT: Elimination of Classifications in Animal Services

DATE: August 21, 2015

**INFORMATION:** The Animal Services Department has been implementing a comprehensive reorganization for some time. Below you will find the timeline that explains the steps in the process used by the Animal Services Department to date.

The next step in this reorganization is the elimination of the Office Specialist classification. There is one remaining encumbered position in this classification and, therefore, in order to eliminate the classification, the incumbent employee is subject to layoff under Unified Personnel System, Rule 23. Notice is hereby provided pursuant to Rule 23.

The Appointing Authority is not implementing displacements in this situation. The individual has rejected an offer of an alternative position within the department and will be separated from the Classified Service by layoff effective September 30, 2015.

**TIMELINE:** Beginning in May 2013, Maureen Freaney, Director of Animal Services, began the process of a comprehensive reorganization of the Animal Services department addressing programs, services, and resources including staffing that best supported the Commission's strategic directives for Pinellas County. The first priority discussed at that time was the impact of removing all three Office Specialist positions and one Administrative Support Specialist position and establishing the new Animal Services Representative classification in order to facilitate improved efficiencies in service delivery.

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Beginning in May 2013, Maureen Freaney met with all staff in the Office Specialist and Administrative Support Specialist positions to inform them that the Department was reorganizing their functions. They were also informed that both the Office Specialist and Administrative Support Specialist classifications were being eliminated. During these meetings, the staff was advised of the duties and responsibilities associated with the new Animal Services Representative classification which include a requirement of handling animals.

Following is a summary of events related to the four positions that are being eliminated:

- January 2015, one incumbent Office Specialist transitioned to the new Animal Services Representative classification.
- February 2015, with management's assistance, a second Office Specialist incumbent accepted a position with Building Services.
- August 2015, one Administrative Support Specialist transitioned to the new Animal Services Representative classification.

The remaining obsolete Office Specialist position is still encumbered. The intention is to eliminate the Office Specialist position and replace it with an Animal Services Representative position.