

PLEASE POST

PERSONNEL BOARD FOR THE PINELLAS COUNTY  
UNIFIED PERSONNEL SYSTEM  
AGENDA

Date: September 3, 2015

Time: 6:30 p.m.

Location: BCC Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida

PLEDGE OF ALLEGIANCE

EAC

I. Employees' Advisory Council Representative

Human Resources

II. CONSENT AGENDA

1. Request Approval of the Minutes of the Regular Personnel Board Meeting held August 6, 2015

Human Resources

III. NEW BUSINESS

1. Request Approval of FY 2016 Pay Plan Adjustments
2. Pre-workshop Discussion

Human Resources

IV. INFORMATIONAL ITEMS

Animal Services

1. Action Taken Under Authority Delegated by the Personnel Board
2. Details on Re-Organization of Animal Services Resulting In the Elimination of One Encumbered Position
3. Other Informational Items

Safety and Emergency Services  
Regional 911

V. TERMINATION APPEAL

1. Danielle Frewer

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a verbatim record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Persons with a disability needing reasonable accommodation(s) to participate in this proceeding should contact the Office of Human Rights, 400 S. Fort Harrison Ave., 5th Floor, Clearwater, FL 33756 (727) 464-4062 (V/TDD) no later than 48 hours prior to the meeting.

Clearwater, Florida, August 6, 2015

The Unified Personnel Board (UPB) met in regular session at 6:32 P.M. 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, Chair; Keith C. Dekle, Vice-Chair; Andrea S. Daggett; Angela Outten; and Ron Walker (late arrival).

Not Present: James Dates and Joan Vecchioli.

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

### AGENDA

#### PLEDGE OF ALLEGIANCE

- |                 |                                                                                              |
|-----------------|----------------------------------------------------------------------------------------------|
| EAC             | I. EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE                                                |
|                 | II. CONSENT AGENDA                                                                           |
| Human Resources | 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held April 2, 2015 |
|                 | III. NEW BUSINESS                                                                            |
| Human Resources | 1. Appointment of the Interim Human Resources Director                                       |
|                 | 2. Personnel Rules Update                                                                    |
|                 | IV. INFORMATIONAL ITEMS                                                                      |
| Human Resources | 1. Action Taken Under Authority Delegated by the Personnel Board                             |
|                 | 2. Other Informational Items                                                                 |
|                 | V. TERMINATION APPEAL                                                                        |
| Tax Collector   | 1. Leona Daniels                                                                             |

### CALL TO ORDER

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

EAC Chairman Lisa Wombles discussed future EAC elections, indicating that voting will occur online and paper ballots will no longer be used; whereupon, she related that at the EAC Representatives/Appointing Authorities joint meeting held last week, the firm of Towers Watson

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presented information regarding a federal excise tax scheduled to take effect in 2018 on employer-sponsored health coverage.

Ms. Wombles related that she and former EAC Chairman Charles E. Toney had met with County Administrator Mark S. Woodard regarding inconsistencies in a certification pay issue in Utilities; and that Mr. Woodard and his staff are reviewing the matter; whereupon, she thanked Mr. Woodard for his willingness to discuss employee issues and expressed appreciation with regard to his welcoming demeanor.

Ms. Wombles reported that Governor Rick Scott appointed Myriam Irizarry to the Pinellas County Court; that she has served as Chief Deputy and General Counsel to the Clerk of the Circuit Court and Comptroller since 2003; and that several EAC members will be attending the Investiture Ceremony; whereupon, she indicated that she had met with Ms. Rowe regarding the draft version of the Personnel Rules; that additional changes were made; and that those changes will be discussed at the next EAC meeting.

Noting that Ms. Rowe is leaving employment with Pinellas County, Ms. Wombles expressed appreciation for all her hard work and wished her well in future endeavors.

#### CONSENT AGENDA – APPROVED

Minutes of regular meeting held April 2, 2015, approved.

Motion	-	Mr. Dekle
Second	-	Ms. Outten
Vote	-	4 – 0

#### NEW BUSINESS

##### Appointment of Interim Human Resources (HR) Director

Chair Davis related that he received a request from Mr. Woodard to address the Board; and that due to the anticipated nature of the conversation, he would not participate in any discussion on the matter due to a conflict of interest, and in accordance with the provisions of the Standards of Conduct Law, submitted a Memorandum of Voting Conflict, which has been filed and made a part of the record; whereupon, Attorney Wallace indicated that she will offer legal advice subsequent to Mr. Woodard addressing the members.

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\* \* \* \*

At this time, 6:38 P.M., Mr. Walker entered the meeting.

\* \* \* \*

Mr. Woodard recommended that the members consider selecting Chair Davis as Interim Human Resources Director, and presented his reasons for the recommendation, indicating that Chair Davis has served on the Personnel Board for six years; and that he has the education and experience to fulfill the duties of the position; whereupon, Mr. Woodard related that as the largest customer of Human Resources, he wishes to ensure a smooth and efficient transition during the search for a permanent Director.

During discussion and in response to comments and queries by the members, Attorney Wallace related that the last time the Personnel Board was faced with selecting an Interim Director, the members had allowed the Director to make a recommendation and the Board concurred; and that she can see no reason to deviate from that process; whereupon, she pointed out that according to the Special Act, five individuals will be tasked with creating a selection process to assist the members in their search for a permanent Director; and that past practice does not constrict the members regarding how they wish to proceed.

Attorney Wallace indicated that it was her understanding that the members had received communications from Property Appraiser Pam Dubov and Ms. Rowe regarding their proposals for the selection of an Interim Director. During discussion, some of the members reported that they had not received or read the recommendations of Ms. Rowe or Dubov; whereupon, Ms. Rowe related that she could present her proposal at this time.

Ms. Rowe recommended that the members consider selecting HR Manager Beverly Waldron as the Interim Director, and presented her reasons for the recommendation. She related that because Ms. Waldron will not be a candidate for the Director position, it will allow an even playing field for all others who wish to apply; and that because Ms. Waldron is well versed in all aspects of the department, she will not require a learning curve; whereupon, Ms. Rowe expressed her hope that Chair Davis will apply for the permanent position, noting that he would make a remarkable Director.

Mr. Walker reported that he has reviewed the Property Appraiser's email; and summarizing the key points, related that Ms. Dubov would essentially like the interim appointment postponed until a thorough discussion can take place regarding potential candidates; whereupon, Chair Davis read Ms. Dubov's email dated August 6, 2015 into the record.

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Mr. Dekle related that he does not wish to postpone the appointment since the present Director's final day of employment is tomorrow; that selecting an individual who will not be a candidate allows for a level playing field as expressed by Ms. Rowe; and that he supports appointing Ms. Waldron as the Interim Director; whereupon, Ms. Daggett indicated that Chair Davis has the objective credentials and can ascertain what is needed in the interim role; that she sees no conflict regarding an external candidate being appointed as Interim Director and then competing for the Director role; and that the Board is not encumbered by past practice.

Ms. Outten opined that it would be prudent to select a candidate who has experience in the department, is aware of what is presently taking place, and knows the people; and that she supports following past practice and accepting the nomination of Ms. Waldron, and Mr. Walker provided input.

Following brief discussion, Mr. Dekle moved, seconded by Ms. Outten, that Ms. Waldron be appointed as the Interim Human Resources Director; whereupon, upon call for the vote, the motion carried 3 to 1, with Ms. Daggett casting the dissenting vote and Chair Davis abstaining.

#### Adjusting Ms. Waldron's Salary During Her Time as Interim Human Resources Director

Following the appointment of Ms. Waldron as the Interim Director, Chair Davis stated that he would entertain a motion to consider adjusting her salary to include a 10-percent increase during the interim period, and Mr. Walker moved the item for consideration; whereupon, in response to queries by Ms. Daggett regarding past practice, Chair Davis related that although unaware of past practice, his motivation for the salary increase is due to the expanded duties that come with the Interim Director role.

In response to queries by the members, Ms. Rowe discussed the timeframe for a pay increase to take effect, relating that it would occur on the first day of the next pay period, Sunday, August 9; that Ms. Waldron would receive a 10-percent increase to her base salary for the period of time she is Interim Director; and that the members would need to take action for the increase to occur; whereupon, following brief discussion, Ms. Daggett seconded the motion. Upon call for the vote, the motion carried 5 to 0.

#### Upcoming Search for Human Resources Director

Chair Davis reported that he has been working with legal counsel to initiate the process by which the Selection Committee, a committee comprised of the County Administrator and the four Constitutional Officers, will select candidates to submit to the Personnel Board for consideration as the next Human Resources Director.

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In response to comments and queries by Mr. Dekle, Ms. Rowe discussed the process by which Human Resources determines important skills and standards when going through the selection process, indicating that Lominger Cards are used in that effort. She suggested that the members encourage the position recruiter to promote the use of Lominger Cards as a way for the Selection Committee to review suitable candidates; and that other stakeholders, including the EAC, could also take advantage of the method.

Chair Davis indicated that because the County Administrator and Constitutional Officers are actually tasked with establishing the process, it would be more appropriate for the members to decide how they plan to choose a candidate from those put forward, and Attorney Wallace agreed; whereupon, during discussion, Mr. Dekle expressed his desire to move forward, and Ms. Rowe remarked that getting input from all of the stakeholders will likely be part of the process.

Ms. Daggett discussed factors that are usually considered before using Lominger Cards, including review of an organization's goals, business plan, and top priorities. She related that while there are a wide range of competencies to consider, some competencies are so vital to the position that they must be carefully evaluated, thus contributing to a fairly complex selection process; and that at the appropriate time, the members can move forward under a thorough and transparent process.

Mr. Dekle moved that the Lominger process be initiated at this time, and in response to queries by Chair Davis, he clarified his motion, indicating that the Personnel Board should be provided the competencies now in order to ensure an absolutely transparent process; whereupon, Mr. Walker suggested that a workshop be scheduled; and that a presentation take place regarding what the members should consider as they review candidates submitted by the Selection Committee.

Ms. Rowe pointed out that the Special Act requires that the four Constitutional Officers and the County Administrator actually define the process, and suggested that a workshop be scheduled in which the Selection Committee can relay the information to the members; whereupon, Mr. Dekle amended his motion to first allow the Selection Committee to define the process before having a workshop with the members.

Following lengthy discussion, Mr. Dekle withdrew his motion; whereupon, Chair Davis related that the members will have full discretion to use their own judgment upon delivery of the Selection Committee recommendation, and Attorney Wallace advised that the ultimate determination regarding the Human Resources Director is entirely within the purview of the Personnel Board, and Mr. Walker and Ms. Daggett provided input.

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### Presentation of Plaque

Chair Davis presented a plaque to Ms. Rowe in appreciation of her many years of dedicated service to Pinellas County.

\* \* \* \*

At this time, 7:17 P.M., the meeting was recessed and reconvened at 7:31 P.M., with all members in attendance.

\* \* \* \*

### Personnel Rules Update

Ms. Rowe presented an update on the progress of the new Personnel Rules, relating that she recently met with the Appointing Authorities, the EAC, and EAC Chairman Lisa Wombles to provide an overview of the rule changes. Ms. Rowe presented revised copies of the new rules to the members, and related that she would email further information regarding where the actual changes were made; whereupon, she provided revised copies to Ms. Wombles and Mr. Schmidt.

Ms. Rowe suggested that because the members will be hearing appeals for the next several months, they establish a date to hold a work session regarding the rule changes. Following brief discussion, Chair Davis recommended that Ms. Waldron contact the members regarding potential dates, and Ms. Rowe related that she would be happy to return for the work session and explain any changes to the rules.

### 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.

#### Other Informational Items

Ms. Rowe related that about a year ago, Human Resources launched the FACE of Performance, a new system which was implemented to evaluate the performance of employees; that the County has been moving away from the practice of rating employees' performance for an entire year to a system where supervisors are having ongoing conversations with employees during the year

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concerning their performance, with the focus on setting and achieving organizational and personal goals; and that the FACE acronym stands for Feedback, Ask questions, Conversation, and Explore options.

Ms. Rowe related that Meagan Decker and Matt Stewart, Human Resources, were invited to present the FACE of Performance at the Alliance for Innovation Conference in April 2015; and that as a result of the presentation, the International Personnel Management Association published an article titled *FACEing Up to Performance Management: A Florida County Reconceives the Process*, a copy of which has been filed and made a part of the record.

#### Next Meeting Date

Following discussion, Chair Davis reported that the next Personnel Board meeting will take place on September 10, 2015, and no objections were noted. Following the meeting, staff advised that the next meeting will take place on September 3, 2015, as originally scheduled.

#### APPEAL OF TERMINATION OF LEONA DANIELS, FORMERLY OF THE TAX COLLECTOR'S OFFICE – DENIED

Appeal of Termination filed by Leona Daniels, formerly of the Tax Collector's Office, was presented by Employee Advocates Lisa Wombles and Steve Yeatman, representing the Appellant, and by Rose DiGennaro, Senior Manager, Tax Collector's Office, representing the Appointing Authority.

At the request of Chair Davis, the witnesses were sworn by the Deputy Clerk; whereupon, Attorney Wallace confirmed that no exceptions to the prehearing conference statement have been made.

Ms. Wombles requested that she be allowed to submit into evidence eight pages of material that were provided to the employee at the pre-hearing conference but not included in the members' backup materials, and no objections were noted by Ms. DiGennaro or the members; whereupon, Attorney Wallace reviewed the procedural rules for the hearing.

Following the completion of the testimony and final statements, Attorney Wallace reviewed the issues to be resolved by the Board and indicated that the first issue to be resolved is whether the Appellant did commit the activities for which she was disciplined.



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Ms. Daggett moved, seconded by Mr. Walker, that the Appellant engaged in the activities for which she was terminated, including substandard performance of duties, excessive amount of retraining, and Internet use in violation of policy, which are in violation of Personnel Rule XXIV, Paragraph J, Items Nos. 1, 16, and 38.

Chair Davis offered a friendly amendment to place specific references in the record, indicating that based on the testimony provided by Lori Dombrowski, Dawn Teabout, Debra Tierney, Geoff Giaquinto, Sherrie Jennings, and Cecilia May, the Board finds that the Appellant engaged in the activities for which she was terminated, citing Section B, Pages 26, 27, and 48; Section E, Pages 232, 238, 300, 301, 302, 303, and 304; Section H, Page 731; and Section I, Page 772, and the maker and seconder of the motion concurred. Following discussion and upon call for the vote, the motion carried 4 to 1, with Mr. Dekle casting the dissenting vote.

Attorney Wallace related that the second issue to be resolved is whether the Board finds that cause existed for the disciplinary action in that the abovementioned activities violated Personnel Rule XXIV, Paragraph J, Items Nos. 1, 16, and 38; whereupon, Mr. Walker moved, seconded by Ms. Daggett, that the Board does find that such cause did exist. Following discussion and upon call for the vote, the motion carried 4 to 1, with Mr. Dekle casting the dissenting vote.

Attorney Wallace related that the third and final issue to be resolved is whether the disciplinary action taken by the Appointing Authority was appropriate. Following discussion, Ms. Daggett moved, seconded by Ms. Outten, that the Board does find that the disciplinary action was appropriate. Upon call for the vote, the motion carried 4 to 1, with Mr. Dekle casting the dissenting vote.

A digital recording of the proceeding has been made a part of the record.

#### MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Representative meetings of March 18, April 15, and May 20, 2015.
2. Minutes of the EAC Delegate meetings of March 26 and May 28, 2015.
3. Agenda of the EAC Representative meeting of June 17, 2015.
4. Consortium Training Three-Month Calendar for July, August, and September 2015.
5. Leadership Notes for May, June, and July 2015.

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ADJOURNMENT

The meeting was adjourned at 11:30 P.M.

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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 April 5, 2015 thru August 3, 2015.

**Result of Audits**

**UPWARD RECLASSIFICATIONS**

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C1673	Office Spec Sr	CL8	Acctg & Fin Tech	CL11-(Util)
BCC/C3569	911 GEO Base Tech	CL9	911 Database Analyst	CL14-(SES)
BCC/C621	Admin Supt Spec	CL11	Planning Analyst	CL14-(PLNG)
BCC/C2347	911 MSAG Coord	CL12	911 MSAG Analyst	CL14-(SES)
BCC/C2933	Accountant 1	CL13	Accountant 2	CL15-(AIRPT)
BCC/C2474	Radio Comm Analyst	CL15	911 Radio Systems Admin	CL20-(SES)
BCC/C3539	Planner	CL16	Prog Planner	CL19-(PLNG)
BCC/C2835	Radio Systems Coord	CL17	911 Radio Systems Coord	CL18-(SES)
BCC/C3648	Envir Spec Sr	CL18	Envir Prog Mgr	CL20-(PW)
BCC/G138	Grant Wkr A	CL55	Planner	CL16-(PLNG)
BCC/G150	Grant Wkr A	CL55	Planning Analyst	CL14-(PLNG)

**DOWNWARD RECLASSIFICATION (REM)**

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
Encumbered BCC/C3301	Facility Operations Manager	CL19	Surplus Coordinator	CL14

**ADDITIONS**

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
08442	Purchasing Support Specialist	Administrative Support	Classified	CL12
23056	Tax Technician, Senior	Professionals	Classified	CL12
23058	Tax Technician, Lead	Professionals	Classified	CL13
10872	911 Database Analyst	Technicians	Classified	CL14
10878	911 MSAG Analyst	Technicians	Classified	CL14
17008	Water Conservation Coordinator	Officials & Managers	Classified/Excluded	CL17
10812	911 Radio Systems Coordinator	Technicians	Classified/Excluded	CL18
10802	911 Radio Systems Analyst	Technicians	Classified/Excluded	CL20
19108	Assistant Director, Finance Division	Professionals	Exempt	150
21266	PAO Director Information Systems	Officials & Managers	Exempt	150
01534	Director, Public Works & Utilities	Officials & Managers	Exempt	E3
02346	Strategic Performance Mgmt Analyst	Professionals	Exempt	P1
10982	Division Director, SES	Officials & Managers	Exempt	SM3a
01532	Workforce Development Manager	Officials & Managers	Exempt	SM3a

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**Human Resources Director**  
**Action Taken Under Authority Delegated by the Unified Personnel Board**  
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**PAY GRADE CHANGE**

<b><u>SPEC NO.</u></b>	<b><u>PRESENT CLASSIFICATION</u></b>	<b><u>Pay Grade</u></b>	<b><u>RECOMMENDED Pay Grade</u></b>
23050	Tax Collector Supervisor	CL14	CL16

**TITLE/PAY GRADE CHANGE**

<b><u>SPEC NO.</u></b>	<b><u>PRESENT CLASSIFICATION</u></b>	<b><u>PG</u></b>	<b><u>SPEC NO.</u></b>	<b><u>RECOMMENDED CLASSIFICATION</u></b>	<b><u>PG</u></b>
20040	Animal Care Assistant, Senior	CL8	20050	Animal Care Supervisor	CL10
14752	Aquatics Supervisor	CL11	14752	Aquatics Program Supervisor	CL14
08498	Assistant Director, Purchasing	SM4b	08498	Manager of Purchasing Operations	SM3b
08478	Purchasing Operations Manager	SM8	08478	Manager of Purchasing Support	SM5a
21964	Sr Economic Development Mgr	SM6	21964	Economic Development Mgr, Sr	SM5a

**TITLE CHANGES**

<b><u>SPEC NO.</u></b>	<b><u>PRESENT CLASSIFICATION</u></b>	<b><u>RECOMMENDED CLASSIFICATION</u></b>	<b><u>PG</u></b>
10800	Radio Communications Analyst	911 Radio Communications Analyst	CL15
23276	Tax Collector Assistant Agency Admin	Tax Collector Assistant Branch Manager	E-12
23278	Tax Collector Agency Administrator	Tax Collector Branch Manager	E-13
18868	Assistant Manager, Records & Info Mgmt	Assistant Manager, Records Mgmt	150
19128	Manager, Records & Information Management	Manager, Records Management	150
16842	Section Manager 1, DEI	Section Manager 1	SM5a
16844	Section Manager 2, DEI	Section Manager 2	SM4a
16846	Section Manager 3, DEI	Section Manager 3	SM3a
16906	Division Director 1, DEI	Division Director 1	SM2a
16907	Division Director 2, DEI	Division Director 2	SM1

**RE-INSTATED**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>EEO4 CODE</u></b>	<b><u>OT CODE</u></b>	<b><u>PG</u></b>
03344	Museum Specialist	Technicians	Classified	CL13
21278	Assistant Director of Commercials Appraisals	Professional	Exempt	150
21200	Director of PAO Public Information Services	Professionals	Exempt	150

**REVISIONS**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
14730	Lifeguard	CL5
17619	Interagency Water Manager	SM3b
13058	Senior Registered Architect	SM5a

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Human Resources Director  
Action Taken Under Authority Delegated by the Unified Personnel Board  
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**DELETIONS**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
10870	911 Geo Base Technician	CL9
10876	911 MSAG Coordinator	CL12
10810	Radio Systems Coordinator	CL17
23076	Tax Specialist, Senior	CL11
23078	Tax Specialist, Lead	CL12
16919	Executive Director, Environment & Infrastructure	E3

## UNIFIED PERSONNEL SYSTEM

Annex Building 4th Floor  
400 S. Fort Harrison Ave.  
Clearwater, Florida 33756  
Phone: (727) 464-3367  
FAX: (727) 464-3949  
[www.pinellascounty.org/hr](http://www.pinellascounty.org/hr)



**Beverly Waldron**  
Interim Director

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

FROM: Beverly Waldron, Interim Director of Human Resources

SUBJECT: FY 2016 Pay Plan Adjustments

DATE: September 3, 2015

**Recommendation:** I recommend a 2% increase to the minimum and maximum pay rates of the following pay plans:

- Classified Pay Plan
- Fire Fighting Personnel Pay Plan

The maximum pay rates will be adjusted on September 27, 2015 and the minimum pay rates will be adjusted on December 27, 2015.

**Background:** The last adjustments to the pay rates occurred in September 2013 when the maximum pay rates for the above ranges were increased by 1% and in September 2007 when the minimums and maximums of the pay rates for the above ranges were increased by 3%. Only the maximums were increased in 2013 to provide relief to those employees whose salaries were capped at the maximum of their pay range.

It has always been the goal of the UPS to recruit, develop, reward and retain employees with the skills necessary to meet the business needs of the county. This objective includes providing a competitive pay plan that is based upon market values that is commensurate with the skill set needed for success. The Tampa Bay labor market is beginning to rebound and our pay ranges should be adjusted to allow us to stay competitive for top talent.

Our original recommendation was to have both the minimums and maximums adjusted effective December 27, 2015. Moving the minimums to the pay period at the start of the next calendar year provides separation from the general increases awarded at the start of the fiscal year and prevents increased compression. For example, if the minimums of the ranges move prior to the general increase, all individuals at the minimum rate of pay will be adjusted to the new minimum (a 2% increase) and will then receive the general increase of 3% providing them with a cumulative pay increase of 5.06% while all other employees receive only the 3% general increase.

However, at the request of the County Administrator, we now propose adjusting the maximums on September 27, 2015 prior to the 3% general increase that will be awarded on October 4, 2015. Currently 46 individuals are frozen at over the maximum of the pay range and 211 employees are at the maximum of the pay range. Moving forward the date of adjusting maximums will allow those employees to incorporate a higher percentage of the general increase into their base-building salary, as opposed to a lump sum payment.

We anticipate that in future years when adjustments need to be made, the adjustments to both the minimums and maximums will occur in January.

# Pinellas County Classified Pay Plan

Effective Date September 27, 2015

*Actual Pay Rates May Vary Due to Rounding*

Grade	Rate	Minimum	Midpoint	3rd Quartile	Maximum
CL1	Hourly	\$9.65	\$12.15	\$13.40	\$14.65
	Biweekly	\$772.00	\$972.00	\$1,072.00	\$1,172.00
	Annual	\$20,072.00	\$25,272.00	\$27,872.00	\$30,472.00
CL2	Hourly	\$10.14	\$12.76	\$14.07	\$15.38
	Biweekly	\$811.20	\$1,020.80	\$1,125.60	\$1,230.40
	Annual	\$21,091.20	\$26,540.80	\$29,265.60	\$31,990.40
CL3	Hourly	\$10.64	\$13.40	\$14.78	\$16.16
	Biweekly	\$851.20	\$1,072.00	\$1,182.40	\$1,292.80
	Annual	\$22,131.20	\$27,872.00	\$30,742.40	\$33,612.80
CL4	Hourly	\$11.18	\$14.07	\$15.51	\$16.95
	Biweekly	\$894.40	\$1,125.60	\$1,240.80	\$1,356.00
	Annual	\$23,254.40	\$29,265.60	\$32,260.80	\$35,256.00
CL5	Hourly	\$11.73	\$14.90	\$16.48	\$18.06
	Biweekly	\$938.40	\$1,192.00	\$1,318.40	\$1,444.80
	Annual	\$24,398.40	\$30,992.00	\$34,278.40	\$37,564.80
CL6	Hourly	\$12.32	\$15.74	\$17.45	\$19.16
	Biweekly	\$985.60	\$1,259.20	\$1,396.00	\$1,532.80
	Annual	\$25,625.60	\$32,739.20	\$36,296.00	\$39,852.80
CL7	Hourly	\$12.94	\$16.53	\$18.32	\$20.11
	Biweekly	\$1,035.20	\$1,322.40	\$1,465.60	\$1,608.80
	Annual	\$26,915.20	\$34,382.40	\$38,105.60	\$41,828.80
CL8	Hourly	\$13.58	\$17.39	\$19.30	\$21.21
	Biweekly	\$1,086.40	\$1,391.20	\$1,544.00	\$1,696.80
	Annual	\$28,246.40	\$36,171.20	\$40,144.00	\$44,116.80
CL9	Hourly	\$14.26	\$18.28	\$20.29	\$22.30
	Biweekly	\$1,140.80	\$1,462.40	\$1,623.20	\$1,784.00
	Annual	\$29,660.80	\$38,022.40	\$42,203.20	\$46,384.00
CL10	Hourly	\$14.97	\$19.32	\$21.49	\$23.66
	Biweekly	\$1,197.60	\$1,545.60	\$1,719.20	\$1,892.80
	Annual	\$31,137.60	\$40,185.60	\$44,699.20	\$49,212.80
CL11	Hourly	\$15.72	\$20.28	\$22.57	\$24.85
	Biweekly	\$1,257.60	\$1,622.40	\$1,805.60	\$1,988.00
	Annual	\$32,697.60	\$42,182.40	\$46,945.60	\$51,688.00
CL12	Hourly	\$16.51	\$21.38	\$23.82	\$26.25
	Biweekly	\$1,320.80	\$1,710.40	\$1,905.60	\$2,100.00
	Annual	\$34,340.80	\$44,470.40	\$49,545.60	\$54,600.00

CL13	Hourly	\$17.33	\$22.55	\$25.16	\$27.76
	Biweekly	\$1,386.40	\$1,804.00	\$2,012.80	\$2,220.80
	Annual	\$36,046.40	\$46,904.00	\$52,332.80	\$57,740.80
CL14	Hourly	\$18.20	\$23.73	\$26.50	\$29.26
	Biweekly	\$1,456.00	\$1,898.40	\$2,120.00	\$2,340.80
	Annual	\$37,856.00	\$49,358.40	\$55,120.00	\$60,860.80
CL15	Hourly	\$19.11	\$25.01	\$27.96	\$30.92
	Biweekly	\$1,528.80	\$2,000.80	\$2,236.80	\$2,473.60
	Annual	\$39,748.80	\$52,020.80	\$58,156.80	\$64,313.60
CL16	Hourly	\$20.06	\$26.38	\$29.53	\$32.69
	Biweekly	\$1,604.80	\$2,110.40	\$2,362.40	\$2,615.20
	Annual	\$41,724.80	\$54,870.40	\$61,422.40	\$67,995.20
CL17	Hourly	\$21.07	\$27.77	\$31.12	\$34.47
	Biweekly	\$1,685.60	\$2,221.60	\$2,489.60	\$2,757.60
	Annual	\$43,825.60	\$57,761.60	\$64,729.60	\$71,697.60
CL18	Hourly	\$22.12	\$29.18	\$32.71	\$36.24
	Biweekly	\$1,769.60	\$2,334.40	\$2,616.80	\$2,899.20
	Annual	\$46,009.60	\$60,694.40	\$68,036.80	\$75,379.20
CL19	Hourly	\$23.23	\$30.76	\$34.54	\$38.29
	Biweekly	\$1,858.40	\$2,460.80	\$2,762.88	\$3,063.20
	Annual	\$48,318.40	\$63,980.80	\$71,834.88	\$79,643.20
CL20	Hourly	\$24.39	\$32.50	\$36.56	\$40.62
	Biweekly	\$1,951.20	\$2,600.00	\$2,924.80	\$3,249.60
	Annual	\$50,731.20	\$67,600.00	\$76,044.80	\$84,489.60
CL21	Hourly	\$25.61	\$34.28	\$38.62	\$42.95
	Biweekly	\$2,048.80	\$2,742.40	\$3,089.60	\$3,436.00
	Annual	\$53,268.80	\$71,302.40	\$80,329.60	\$89,336.00
CL22	Hourly	\$26.89	\$36.08	\$40.67	\$45.27
	Biweekly	\$2,151.20	\$2,886.40	\$3,253.60	\$3,621.60
	Annual	\$55,931.20	\$75,046.40	\$84,593.60	\$94,161.60
CL23	Hourly	\$28.23	\$37.98	\$42.85	\$47.73
	Biweekly	\$2,258.40	\$3,038.40	\$3,428.00	\$3,818.40
	Annual	\$58,718.40	\$78,998.40	\$89,128.00	\$99,278.40
CL24	Hourly	\$29.64	\$39.85	\$44.96	\$50.06
	Biweekly	\$2,371.20	\$3,188.00	\$3,596.80	\$4,004.80
	Annual	\$61,651.20	\$82,888.00	\$93,516.80	\$104,124.80
CL55	Hourly	\$8.05	\$29.78	\$40.65	\$51.51
	Biweekly	\$644.00	\$2,382.40	\$3,252.00	\$4,120.80
	Annual	\$16,744.00	\$61,942.40	\$84,552.00	\$107,140.80



## Pinellas County Fire Fighting Personnel Pay Plan

Effective Date September 27, 2015

*Actual Pay Rates May Vary Due to Rounding*

Grade	Rate	Minimum	Midpoint	3rd Quartile	Maximum
CF10	Hourly	\$12.48	\$16.10	\$17.91	\$19.72
	Biweekly	\$1,198.08	\$1,545.60	\$1,719.36	\$1,893.12
	Annual	\$31,150.08	\$40,185.60	\$44,703.36	\$49,221.12
CF15	Hourly	\$15.93	\$20.85	\$23.31	\$25.77
	Biweekly	\$1,529.28	\$2,001.60	\$2,237.76	\$2,473.92
	Annual	\$39,761.28	\$52,041.60	\$58,181.76	\$64,321.92

# Pinellas County Classified Pay Plan

Effective Date December 27, 2015

*Actual Pay Rates May Vary Due to Rounding*

Grade	Rate	Minimum	Midpoint	3rd Quartile	Maximum
CL1	Hourly	\$9.84	\$12.24	\$13.45	\$14.65
	Biweekly	\$787.20	\$979.20	\$1,076.00	\$1,172.00
	Annual	\$20,467.20	\$25,459.20	\$27,976.00	\$30,472.00
CL2	Hourly	\$10.34	\$12.86	\$14.12	\$15.38
	Biweekly	\$827.20	\$1,028.80	\$1,129.60	\$1,230.40
	Annual	\$21,507.20	\$26,748.80	\$29,369.60	\$31,990.40
CL3	Hourly	\$10.85	\$13.50	\$14.83	\$16.16
	Biweekly	\$868.00	\$1,080.00	\$1,186.40	\$1,292.80
	Annual	\$22,568.00	\$28,080.00	\$30,846.40	\$33,612.80
CL4	Hourly	\$11.40	\$14.18	\$15.56	\$16.95
	Biweekly	\$912.00	\$1,134.40	\$1,244.80	\$1,356.00
	Annual	\$23,712.00	\$29,494.40	\$32,364.80	\$35,256.00
CL5	Hourly	\$11.96	\$15.01	\$16.54	\$18.06
	Biweekly	\$956.80	\$1,200.80	\$1,323.20	\$1,444.80
	Annual	\$24,876.80	\$31,220.80	\$34,403.20	\$37,564.80
CL6	Hourly	\$12.57	\$15.86	\$17.51	\$19.16
	Biweekly	\$1,005.60	\$1,268.80	\$1,400.80	\$1,532.80
	Annual	\$26,145.60	\$32,988.80	\$36,420.80	\$39,852.80
CL7	Hourly	\$13.20	\$16.66	\$18.39	\$20.11
	Biweekly	\$1,056.00	\$1,332.80	\$1,471.20	\$1,608.80
	Annual	\$27,456.00	\$34,652.80	\$38,251.20	\$41,828.80
CL8	Hourly	\$13.85	\$17.53	\$19.37	\$21.21
	Biweekly	\$1,108.00	\$1,402.40	\$1,549.60	\$1,696.80
	Annual	\$28,808.00	\$36,462.40	\$40,289.60	\$44,116.80
CL9	Hourly	\$14.54	\$18.42	\$20.36	\$22.30
	Biweekly	\$1,163.20	\$1,473.60	\$1,628.80	\$1,784.00
	Annual	\$30,243.20	\$38,313.60	\$42,348.80	\$46,384.00
CL10	Hourly	\$15.27	\$19.47	\$21.57	\$23.66
	Biweekly	\$1,221.60	\$1,557.60	\$1,725.60	\$1,892.80
	Annual	\$31,761.60	\$40,497.60	\$44,865.60	\$49,212.80
CL11	Hourly	\$16.03	\$20.44	\$22.64	\$24.85
	Biweekly	\$1,282.40	\$1,635.20	\$1,811.20	\$1,988.00
	Annual	\$33,342.40	\$42,515.20	\$47,091.20	\$51,688.00
CL12	Hourly	\$16.84	\$21.55	\$23.90	\$26.25
	Biweekly	\$1,347.20	\$1,724.00	\$1,912.00	\$2,100.00
	Annual	\$35,027.20	\$44,824.00	\$49,712.00	\$54,600.00

CL13	Hourly	\$17.68	\$22.72	\$25.24	\$27.76
	Biweekly	\$1,414.40	\$1,817.60	\$2,019.20	\$2,220.80
	Annual	\$36,774.40	\$47,257.60	\$52,499.20	\$57,740.80
CL14	Hourly	\$18.56	\$23.91	\$26.59	\$29.26
	Biweekly	\$1,484.80	\$1,912.80	\$2,127.20	\$2,340.80
	Annual	\$38,604.80	\$49,732.80	\$55,307.20	\$60,860.80
CL15	Hourly	\$19.49	\$25.20	\$28.06	\$30.92
	Biweekly	\$1,559.20	\$2,016.00	\$2,244.80	\$2,473.60
	Annual	\$40,539.20	\$52,416.00	\$58,364.80	\$64,313.60
CL16	Hourly	\$20.46	\$26.58	\$29.63	\$32.69
	Biweekly	\$1,636.80	\$2,126.40	\$2,370.40	\$2,615.20
	Annual	\$42,556.80	\$55,286.40	\$61,630.40	\$67,995.20
CL17	Hourly	\$21.49	\$27.98	\$31.22	\$34.47
	Biweekly	\$1,719.20	\$2,238.40	\$2,497.60	\$2,757.60
	Annual	\$44,699.20	\$58,198.40	\$64,937.60	\$71,697.60
CL18	Hourly	\$22.56	\$29.40	\$32.82	\$36.24
	Biweekly	\$1,804.80	\$2,352.00	\$2,625.60	\$2,899.20
	Annual	\$46,924.80	\$61,152.00	\$68,265.60	\$75,379.20
CL19	Hourly	\$23.69	\$30.99	\$34.64	\$38.29
	Biweekly	\$1,895.20	\$2,479.20	\$2,771.20	\$3,063.20
	Annual	\$49,275.20	\$64,459.20	\$72,051.20	\$79,643.20
CL20	Hourly	\$24.88	\$32.75	\$36.68	\$40.62
	Biweekly	\$1,990.40	\$2,620.00	\$2,934.40	\$3,249.60
	Annual	\$51,750.40	\$68,120.00	\$76,294.40	\$84,489.60
CL21	Hourly	\$26.12	\$34.54	\$38.74	\$42.95
	Biweekly	\$2,089.60	\$2,763.20	\$3,099.20	\$3,436.00
	Annual	\$54,329.60	\$71,843.20	\$80,579.20	\$89,336.00
CL22	Hourly	\$27.43	\$36.35	\$40.81	\$45.27
	Biweekly	\$2,194.40	\$2,908.00	\$3,264.80	\$3,621.60
	Annual	\$57,054.40	\$75,608.00	\$84,884.80	\$94,161.60
CL23	Hourly	\$28.79	\$38.26	\$42.99	\$47.73
	Biweekly	\$2,303.20	\$3,060.80	\$3,439.20	\$3,818.40
	Annual	\$59,883.20	\$79,580.80	\$89,419.20	\$99,278.40
CL24	Hourly	\$30.23	\$40.15	\$45.10	\$50.06
	Biweekly	\$2,418.40	\$3,212.00	\$3,608.00	\$4,004.80
	Annual	\$62,878.40	\$83,512.00	\$93,808.00	\$104,124.80
CL55	Hourly	\$8.21	\$29.86	\$40.69	\$51.51
	Biweekly	\$656.80	\$2,388.80	\$3,255.20	\$4,120.80
	Annual	\$17,076.80	\$62,108.80	\$84,635.20	\$107,140.80

## Pinellas County Fire Fighting Personnel Pay Plan

Effective Date December 27, 2015

*Actual Pay Rates May Vary Due to Rounding*

Grade	Rate	Minimum	Midpoint	3rd Quartile	Maximum
<b>CF10</b>	Hourly	\$12.73	\$16.22	\$17.97	\$19.72
	Biweekly	\$1,222.08	\$1,557.12	\$1,725.12	\$1,893.12
	Annual	\$31,774.08	\$40,485.12	\$44,853.12	\$49,221.12
<b>CF15</b>	Hourly	\$16.25	\$21.01	\$23.39	\$25.77
	Biweekly	\$1,560.00	\$2,016.96	\$2,245.44	\$2,473.92
	Annual	\$40,560.00	\$52,440.96	\$58,381.44	\$64,321.92

Informational Item:

The Personnel Board is scheduled to meet September 15, 2015 to discuss the draft revision of the rules and policies that were provided to you at the August 6, 2015 Personnel Board meeting. The draft was also circulated to each Appointing Authority as well as the Employee Advisory Council (EAC). We also met with the original rules committee on August 31, 2015 and may schedule a future meeting with them. Based on input from these three groups we have slight modifications to the draft. Suggestions are being circulated back to the Appointing Authorities for their input/comment. An updated copy will be provided to you no later than September 4, 2015. It is our intention to highlight all recent revisions/additions so that they may be clearly identified. We will also provide you with a document that highlights changes.

In order to make the best use of the Board's time, we are suggesting that Board members review the rules and policies in advance of the meeting and group them according to the following criteria:

1. Rules and policies that appear to be acceptable in the present form
2. Rules and policies that are substantively correct but may require minor changes in wording
3. Rules and policies for which you have questions and wish to hold discussion

We are requesting that you notify Beverly Waldron, Interim Human Resources Director, at [bwaldron@pinellascounty.org](mailto:bwaldron@pinellascounty.org) of your grouping of the rules and policies by the broad categories shown above by Friday, September 11<sup>th</sup>. She will compile the results and provide a summary of the results to allow you to better focus on the items you wish to discuss at the September 15<sup>th</sup> meeting. Please also include any questions you may have or requests for additional information which may require the gathering of information so we may conduct the necessary research and provide the data at the meeting.

**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 **August 9, 2015 thru August 29, 2015.**

**Result of Audits**

**UPWARD RECLASSIFICATIONS-Public Wks**

<b><u>POSITION</u></b>	<b><u>PRESENT CLASSIFICATION</u></b>	<b><u>PG</u></b>	<b><u>RECOMMENDED CLASSIFICATION</u></b>	<b><u>PG</u></b>
BCC/C808	Office Specialist, Senior	CL8	Property & Stores Clk 3	CL10
BCC/C1882	Field Operations Supv	CL16	Operations Manager Asst	CL19
BCC/E407	PW Operations Sys Mgr	SM5a	Section Manger 2	SM4a

**ADDITIONS**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>EEO4 CODE</u></b>	<b><u>OT CODE</u></b>	<b><u>PG</u></b>
17193	Water/Wastewater Plant Oper, Chf	Technicians	Classified/Excluded	CL21

**REVISIONS**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
17086	Customer Services Specialist	CL9
17088	Customer Services Specialist, Senior	CL11
16972	Business Support Specialist	CL12
17092	Customer Services Analyst	CL13
17445	Electronic Security Systems Technician	CL14
16974	Business Support Specialist, Lead	CL15
17094	Customer Services Supervisor	CL16
17448	SCADA Support Coordinator	CL17
17236	Electrical/Mechanical Technician, Senior	CL18
17248	Electronic Equipment Technician, Senior	CL18
16968	Solid Waste Program Manager	CL20

**Human Resources Director**

**Action Taken Under Authority Delegated by the Unified Personnel Board**

**Page 2**

**EXTENSION OF TEMPORARY EMPLOYMENT**

<b><u>POSITION</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>PG</u></b>	<b><u>EXTENDED</u></b>	<b><u>DEPARTMENT</u></b>
BCC/T1107	Special Project Assistant A	CL55	6 months	Public Works

**UPDATING CAREER LADDER**

<b><u>REM</u></b>			
Real Property Technician	CL10	Real Property Specialist	CL14
Real Property Specialist	CL14	Real Property Specialist, Senior	CL18

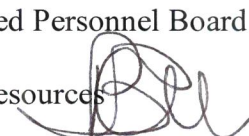
**BOARD OF COUNTY  
COMMISSIONERS**

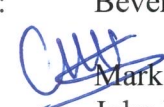

Dave Eggers  
Pat Gerard  
Charlie Justice  
Janet C. Long  
John Morroni  
Karen Williams Seel  
Kenneth T. Welch



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.

PLEASE ADDRESS REPLY TO:  
Pinellas County Administration  
315 Court St. • Room 601  
Clearwater, FL 33765  
Main Office: (727) 464-3485  
FAX: (727) 464-4384  
V/TDD: (727) 464-4062

[www.pinellascounty.org](http://www.pinellascounty.org)



Elimination of Classifications in Animal Services  
August 21, 2015  
Page Two

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.



# BOARD OF COUNTY COMMISSIONERS

**DATE:** September 24, 2015  
**AGENDA ITEM NO.**

**Consent Agenda** ☐

**Regular Agenda** ☐

**Public Hearing** ☐

**County Administrator's Signature:**

**Subject:**

Exempt Pay Plan of the Board of County Commissioners

**Department:**

Human Resources

**Staff Member Responsible:**

Beverly Waldron, Interim Director

**Recommended Action:**

I RECOMMEND THE FOLLOWING AMENDMENTS TO THE EXEMPT PAY PLAN OF THE BOARD OF COUNTY COMMISSIONERS (BOARD):

1. ADJUST THE MAXIMUM OF THE PAY RANGES UPWARD BY 2% EFFECTIVE SEPTEMBER 27, 2015 AND THE MINIMUM OF THE PAY RANGES UPWARD BY 2% EFFECTIVE DECEMBER 27, 2015.
2. FUTURE ADJUSTMENT(S) TO THE EXEMPT PAY PLAN TO BE MADE IN ACCORDANCE WITH THE RECOMMENDATIONS APPROVED BY THE UNIFIED PERSONNEL BOARD FOR THE CLASSIFIED PAY PLAN, UNTIL SUCH TIME AS A NEW EXEMPT PAY PLAN IS PRESENTED TO AND APPROVED BY THE BOARD.
3. EXEMPT PAY PLAN TO INCLUDE TWO ADDITIONAL PAY RANGES: MS (\$110,246 - \$209,997) AND PS (\$59,552 - \$113,192).
4. AN APPOINTING AUTHORITY, WITH CONCURRENCE OF THE DIRECTOR OF HUMAN RESOURCES, BE PERMITTED TO PAY ABOVE THE MAXIMUM OF THE DESIGNATED EXEMPT PAY RANGE NOT TO EXCEED 10% ABOVE THE MAXIMUM OF THE PAY RANGE; AS THE PERSONNEL RULES GOVERNING PAY FOR CLASSIFIED EMPLOYEES ALLOW, IN EXTENUATING CIRCUMSTANCES, THE PRESERVATION OF PAY UP TO 10% ABOVE THE MAXIMUM OF THE PAY RANGE.

**Summary Explanation/Background:**

**Adjustment to the ranges for Fiscal Year 2016 (FY16):** The exempt pay plan is a table of pay rates that establishes the ranges of pay within which exempt employees will be paid. The Exempt Pay Plan of the Board is used for the exempt positions under the Board (the Board, the County Administrator and the County Attorney) and the Appointing Authorities of the Unified Personnel System who are not Constitutional Officers. The Exempt Pay Plan of the Board was approved and became effective in September 2004. Since its establishment in 2004, only one adjustment has been approved. In September 2013 the Board approved a 1% upward adjustment of the maximum of the pay ranges effective October 1, 2013. Over the last several years, the economy has begun rebounding and analysis shows this has resulted in changes to pay within the labor market. As a result, to keep our salary ranges competitive and allow for the recruitment and retention of well qualified and skilled employees, we are recommending that the ranges be adjusted upward by 2%. The maximum of the pay ranges will be adjusted on September 27, 2015 and the minimum of the ranges will be adjusted on December 27, 2015.

**Future adjustments of the ranges:** On an ongoing basis the Human Resources Department conducts salary and pay practice studies to ensure the County's pay administration and salaries are reflective of the changes that occur in the labor market. As a result of these studies, adjustments for the Classified Pay Plan are recommended and approved by the Unified Personnel Board. It is recommended that the same data be used to ensure the Exempt Pay Plan of the Board is reflective of the demands of the labor market and that the Exempt Pay Plan of the Board is adjusted in the same manner as the adjustments to the Classified Pay Plan, which are approved by the Unified Personnel Board.

**Addition of two special pay ranges:** Until recently, the pay grades of the Exempt Pay Plan of the Board have proven sufficient to meet the required salary ranges of the exempt service positions. In the last year, market driven factors have created issues with select positions (examples; Director of Convention and Visitors Bureau and information technology positions requiring critical skills sets which are in short supply within the labor market). To help recruit and retain qualified employees for these positions, it is recommended adding one special pay range to the Supervisory and Management section and one pay range to the Professional and Technical section. Positions will be placed into these pay ranges on a position by position basis on the recommendation of the Appointing Authority and the review and approval of the Director of Human Resources. Each position placed within these special pay ranges will be reviewed prior to filling the vacant position and on a regular basis of at least every two years. When it is determined that market factors no longer support the position's placement in the special ranges, it will be returned to the appropriate exempt pay range.

**Pay above the maximum of the pay range:** On rare occasions, extenuating circumstances may create a need for an Appointing Authority to pay above the maximum of the pay range designated for a job classification. Examples of such extenuating circumstances include when an employee's position is eliminated due to a reduction in force and the employee is placed in another position in lieu of layoff or when an employee's position is adjusted downward due to a lower level due to reorganization. These changes to an employee's classification (and associated pay grade) are not the result of performance issues or inability, but rather the result of management's restructuring of the organization or a reduction in force. In some situations the Appointing Authority will wish to minimize the impact to the employee in recognition of value added skills and knowledge. Within the Classified Pay Plan, provisions are provided for preservation of pay at up to 10% over the maximum of the pay range. We recommend extending similar ability to the Appointing Authorities within the exempt service. Pay above the maximum would be capped at 10% above the maximum of the pay grade and require the consideration and approval of the Appointing Authority and the Director of Human Resources.

**Fiscal Impact/Cost/Revenue Summary:**

For FY16, no financial impact is expected as the departments will be required to maintain their budgets and salaries awarded along with any salary increases within the amounts which will be approved by the Board.

For future years, any impact will be governed by budget and salary adjustments as approved by the Board.

**Exhibits/Attachments Attached:**

Proposed Exempt Pay Plan of the Board of County Commissioners

# Pinellas County Exempt Pay Plan

Actual Pay Rates May Vary Due to Rounding

## Executives, (E)

Grade	Minimum	Midpoint	Maximum
E1	159,130	200,106	241,082
E2	143,120	179,973	216,827
E3	129,024	162,248	195,471
E4	118,908	149,527	180,146
E5	104,462	131,361	158,260

## Supervisors & Managers, (SM)

Grade	Minimum	Midpoint	Maximum
SM1	110,246	138,634	167,023
SM2a	99,321	124,896	150,472
SM2b	95,348	119,900	144,452
SM3a	87,635	110,201	132,768
SM3b	84,130	105,793	127,457
SM4a	78,950	99,280	119,609
SM4b	75,792	95,308	114,825
SM5a	71,079	89,382	107,685
SM5b	68,236	85,807	103,378
SM6	64,055	80,549	97,044
SM7	57,721	72,584	87,448
SM8	52,021	65,417	78,812

## Professional, Administrative, & Technical, (P)

Grade	Minimum	Midpoint	Maximum
P1	59,552	74,887	90,221
P2	53,649	67,464	81,279
P3	48,332	60,777	73,223
P4	43,015	54,092	65,168
P5	38,283	48,141	57,999
P6	34,072	42,846	51,619

## Pinellas County Exempt Pay Plan

Actual Pay Rates May Vary Due to Rounding

\* Indicates proposed special broad range

### Executives, (E)

Grade	Minimum	Midpoint	Maximum
E1	159,130	202,517	245,904
E2	143,120	182,142	221,163
E3	129,024	164,202	199,381
E4	118,908	151,328	183,749
E5	104,462	132,944	161,425

### Supervisors & Managers, (SM)

Grade	Minimum	Midpoint	Maximum
MS*	110,246	160,121	209,997
SM1	110,246	140,305	170,363
SM2a	99,321	126,401	153,481
SM2b	95,348	121,345	147,341
SM3a	87,635	111,529	135,423
SM3b	84,130	107,068	130,006
SM4a	78,950	100,476	122,001
SM4b	75,792	96,457	117,121
SM5a	71,079	90,459	109,839
SM5b	68,236	86,841	105,445
SM6	64,055	81,520	98,985
SM7	57,721	73,459	89,197
SM8	52,021	66,205	80,389

### Professional, Administrative, & Technical, (P)

Grade	Minimum	Midpoint	Maximum
PS*	59,552	86,372	113,192
P1	59,552	75,789	92,026
P2	53,649	68,277	82,904
P3	48,332	61,510	74,687
P4	43,015	54,743	66,472
P5	38,283	48,721	59,159
P6	34,072	43,362	52,651

Effective September 27, 2015

# Pinellas County Exempt Pay Plan

Actual Pay Rates May Vary Due to Rounding

\* Indicates proposed special broad range

## Executives, (E)

Grade	Minimum	Midpoint	Maximum
E1	162,302	204,103	245,904
E2	145,974	183,569	221,163
E3	131,602	165,491	199,381
E4	121,285	152,517	183,749
E5	106,538	133,981	161,425

## Supervisors & Managers, (SM)

Grade	Minimum	Midpoint	Maximum
MS*	112,445	161,221	209,997
SM1	112,445	141,404	170,363
SM2a	101,296	127,389	153,481
SM2b	97,302	122,322	147,341
SM3a	89,378	112,400	135,423
SM3b	85,821	107,913	130,006
SM4a	80,538	101,270	122,001
SM4b	77,314	97,217	117,121
SM5a	72,509	91,174	109,839
SM5b	69,597	87,521	105,445
SM6	65,333	82,159	98,985
SM7	58,885	74,041	89,197
SM8	53,061	66,725	80,389

## Professional, Administrative, & Technical, (P)

Grade	Minimum	Midpoint	Maximum
PS*	60,736	86,964	113,192
P1	60,736	76,381	92,026
P2	54,725	68,815	82,904
P3	49,296	61,992	74,687
P4	43,867	55,169	66,472
P5	39,042	49,100	59,159
P6	34,757	43,704	52,651

Effective December 27, 2015



## **Employees' Advisory Council – Representative Meeting Minutes**

County Office Annex, Room 429, Clearwater, FL

Wednesday, July 15, 2015, 2:30 p.m. – 4:30 p.m.

### **Call to Order**

The EAC Representative meeting was called to order at 2:30 p.m. by Chair, Lisa Wombles.

### **Approval of Minutes**

Clare McGrane motioned to approve the EAC Representative Delegate Minutes for June. The motion was seconded by Hazel Lane. The minutes were approved as written.

### **Comments from Director of Human Resources – Jim Valliere for Peggy Rowe**

The LEAD succession management program application period has been extended for one week.

Two Minute Tuesdays: Jim Valliere encouraged everyone to sign up to get Two Minute Tuesdays.

[ Visit [www.pinellascounty.org/hr/two](http://www.pinellascounty.org/hr/two) ] Also HR is looking for topics of interest to ALL divisions.

Ideas offered:

- \*Advertise upcoming consortium classes
- \*Better working relationship versus control that snuffs creativity
- \*How departments work together to common goal/ project

A request for input will be made at the Delegates meeting.

Questions:

Randy Rose: Tampa Bay Times had an article about an employee survey for City of St. Petersburg.

The newspaper noted that there was no allowance for employee comments. Were our surveys similar to St Pete's?

Laura Berkowitz: Pinellas County Human Resources had an employee survey in 2013 and plans on another one in 2015. The 2013 survey included a question that rated the EAC on representing employees. This survey had a great response with 74%; responses showed that a majority was unhappy with how performance measures were handled; as a result, changes were made. Laura will be sending the EAC question for the next survey to Lisa for review and input.

Randy Rose: Express Scripts was noted as not a great employer in a newspaper article. After they took over Medco, service to the County employees declined severely. The County demands excellent customer services from its employees. Why not also from our contractors?

Dave Blasewitz: He will review the survey report to validate the information, and work with our account reps on transition issues. Medco had a good customer service reputation; however, after the merger with Express Scripts occurred, isolated service issues have arisen. HR meets regularly with Express Scripts and is actively working to ensure the best possible service for employees and their families.

Is there a survey for ALL County employees who leave service regardless of how or why?

The answer is yes; and some of the Appointing Authorities do them face-to-face.

Dawn Grasso: Spoke on the subject of the wellness incentive points versus cash payment. There are employees who would like to change how they receive their points. It was explained they will need to go to the HR website [ visit [www.pinellascounty.org/hr/incentive](http://www.pinellascounty.org/hr/incentive) ] to change their election of reward points to dollars. The system automatically defaults to points unless changed by the employee. The





change will not be effective until the next quarter. Those who have opted out of the County health insurance can still log on to UHC to see their wellness points. [ Visit <http://www.pinellascounty.org/hr/benefits/pdf/myuhc-help.pdf#page=21> for instructions. ]

#### Innovation Academy:

Richard Castle and Dawn Grasso are attending the Innovation Academy 12 week course. Dawn spoke about the class and gave 2 different scenarios that included comments and opposite attitudes from other attendees.

One scenario was an employee who was struggling with the concept of applying Innovation on the job. The employee was asking, "Why am I here? What am I supposed to do? At my job I'm not allowed to come up with new ideas, I can only do as I am told." This employee also relayed a story about a colleague who was about to retire. The employee about to retire had compiled notebooks filled with maps, valve locations, etc. as well as years of institutional knowledge. Upon retirement, the County did not request that any institutional knowledge from the retiree be shared with anyone. The retiree felt devalued and in turn did not volunteer any institutional knowledge back to the County. Result: Valuable information was lost.

The second scenario involved a supervisor who had an energetic employee with great ideas and plans. The supervisor sat down with the employee and discovered the employee's goals then helped map out a career path that included training courses to prepare the employee for advancement. The supervisor stated, "If you are going to take my job one day then we'd better get you in the right classes so you are prepared to do the job when you get here."

In short, if we want to attract and retain the best and the brightest, why are we not creating an environment of innovation? Why are we beating up on everyone every day? This only makes employees feel like they have no value and stifles any creative or innovative thinking. Doesn't the attitude of the supervisor in the second scenario better reflect how the attitude of all County Departments should be? And if so, is the disconnect between the first and the second scenario possibly in the mid-management staff who may be concerned about being replaced by any new hires who may bring innovative thinking to the job?

Dawn also stated it was a very good class and encouraged others to take it if possible.

Jim Valliere: There are mandatory Supervisory and Management Competencies Series classes for supervisors/managers. All Appointing Authorities should be sending their supervisors to the classes.

Gene Pressoir: HR does not police attendance at the mandated supervisory courses. There may be changes coming to how HR delivers supervisory training. Do the Appointing Authorities have to do the same as BCC? Yes, the same competencies apply.

Dave Blasewitz: FACE is a place to monitor activity, classes, etc.

Is HR's role to help in situations like those above? This is a big organization. As with other issues, some supervisors may handle things better than others. That is where HR can help.

#### Hazel Lane:

Is more training coming for FACE?





# Employees' Advisory Council



*to continually improve the Pinellas County classified employees' quality of work life*

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Laura Berkowitz: Yes. Performance expectation (goals) training is underway now. Onsite FACE training for groups is available upon request. Contact Carol Barkalow at 464-5579.

Jennifer Gundel: A lot of temps go into full-time positions with Pinellas County, but time as a temporary employee does not count toward the 5 year anniversary certificate.

Dave Blasewitz: He will evaluate this issue.

## Clerk of the Court:

Due to State budgetary issues, State funded employees that work in the Clerk of Court's office must take 2 furlough days off after July 1<sup>st</sup> and before September 30<sup>th</sup>. This affects about 310 employees. Clerk office hours for the public will change to 8:30 to 4:30. The Clerk's filing fees go to State. This year the State did not return as much as they should have. Ken Burke stated one priority was to avoid any layoffs.

Miriam Irizarry, who previously held the position of Chief Deputy Director with more than 25 years of service to Pinellas County, has been appointed Judge by Governor Rick Scott. Her Investiture Ceremony is scheduled on August 14, 2015. The EAC has been invited and members will attend.

## EAC Elections Process Committee Report

Dawn Grasso discussed how Survey Monkey could be used for an electronic election process. This will also be presented at the July delegate meeting next week.

Dawn explained there are 3 options to consider (see attached handout):

- Option 1 – Retain current process with paper ballots.
- Option 2 – Supervisor of Elections ballots: Use the same voter education system as used at schools in the County. There will still be some paper to retain.
- Option 3 – Survey Monkey online (non-paper)  
An email would be send to each employee with unique URL. There may be an issue with spam blockers. But, if necessary, the employee can access the spam filter to pull up the email. The ballots would be anonymous. The system allows the EAC information only on whether a person voted, and not on who a person votes for.

Richard Castle motioned to adopt the electronic Survey Monkey voting option. The motion was seconded by Hazel Lane. This new process was voted unanimously by the council.

By-Laws will have to address any change in process.

By-Laws Change Committee: Josh Chance, Richard Castle, and Dawn Grasso.

## Old Business

Advocates: Steve Yeatman will continue to work with the advocate program in a research and training capacity.

Update on the Utility Certification Pay: Mark Woodard and his staff are actively working on this issue in researching and looking to improve the process moving forward.



# Employees' Advisory Council



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The EAC Chair relayed to the council how nice it is to have Mark Woodard as a County Administrator because of his willingness to sit down and discuss employee issues and concerns as well as looking to make a positive impact in the community concerning Pinellas County employees.

## **New Business**

An appeal is scheduled before the Personnel Board on August 6<sup>th</sup>, 2015 @6:30pm.

## **Adjourned**

Mike Powell made a motion that the meeting be adjourned at 4:30 pm, and it was seconded by Richard Castle.

Charles Toney	*Randy Rose	*Clare McGrane	*Joshua Chance	*Chuck Mangio
*Richard Carvale	*Lisa Wombles	Steve Yeatman	*Richard Castle	Mercedes Pearson
*Hazel Lane	*Mike Powell	*Jennifer Gundel	*Dawn Grasso	*Peggy Poole

\*EAC Representatives in attendance at this meeting.



# Employees' Advisory Council



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## **Employee Advisory Council – Delegate Meeting Minutes**

Extension Services, 12520 Ulmerton Road, Largo, FL

Thursday, July 23, 2015, 8:00 a.m. – 10:00 a.m.

### **Call to Order**

The EAC Delegate meeting was called to order at 8:30 a.m. by Chair, Lisa Wombles.

### **Comments from Director of Human Resources – Peggy Rowe**

Peggy Rowe has resigned and is taking the position of Human Resources Director in Hillsborough County.

An interim director for her replacement will be appointed by the Personnel Board at their August meeting. Most likely there will be a national search for a new Director.

The Personnel Board will have the final decision on the candidates.

### **Health and Wellness Update – Dave Blasewitz**

Benefits will be offering benefits meetings that will be open to spouses and partners. All benefits will be discussed including United Healthcare, Employee Assistance Program and pharmacy coverage. The sessions will be held in two locations, starting after normal work hours. Lisa Wombles encouraged employees to attend. [To learn more and RSVP for the Employee Benefits Info Sessions on September 15 and 17, visit [www.pinellascounty.org/hr/benefitsu](http://www.pinellascounty.org/hr/benefitsu) ]

Annual enrollment will be in October.

### **Committee Reports**

Advocate Committee: We have two new advocates on the rotation list to assist employees. Steve Yeatman will assist in training them with the process and researching.

### **Open Discussion**

HR conducts an employee survey every two years. Our most recent survey in 2013 had a 75% response rate, which is a very good response. Additionally that survey spurred some changes throughout the county.

Send suggestions for Two Minute Tuesday topics to Lisa Wombles at [lwombles@pinellascounty.org](mailto:lwombles@pinellascounty.org) [ Also visit [www.pinellascounty.org/hr/two](http://www.pinellascounty.org/hr/two) ]

The County is partnering with R'Club to provide free child care during declared emergencies. To pre-register, visit [www.pinellascounty.org/hr/pdf/rclub.pdf](http://www.pinellascounty.org/hr/pdf/rclub.pdf).

### **Guest Speaker – Rodney Fischer, Executive Director PCCLB**

Rod Fisher of the Pinellas County Construction Licensing Board (PCCLB) provided history and information about this independent agency that serves Pinellas County. The agency was created as a special district by the State's Legislature, and is self-supporting.

The PCCLB provides licensing of contractors in the construction industry. There are four investigators who check on customer/citizen complaints. In 2014, there were 2,240 cases, of which about 1,100 were unlicensed contractors. He advised all to check out a contractor BEFORE you hire them. You can search for a contractor by category on their website <https://public.co.pinellas.fl.us/clbsearch/index.jsp>.



# Employees' Advisory Council



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There is a special magistrate for building code violations/infractions. Penalties can be up to \$500 for being unlicensed. It is a first degree misdemeanor for an unlicensed contractor and can go up to a third degree felony in case of a declared state of emergency.

For more information, contact PCCLB at 12600 Belcher Road, Suite 102, Largo 33773; 582-3100 or [www.pcclb.com](http://www.pcclb.com).

## **Online Voting - Dawn Grasso and Jim Valliere**

Dawn and Jim discussed the current voting method for EAC Representatives which is done by hand using paper ballots and requires:

- printing ballots
- stuffing envelopes
- interoffice mail to supervisors
- opening returned ballots
- counting and recounting
- saving the results for three years

Last year's elections consisted of 1,211 ballots sent out, and 746 returned for counting. That was a great response! However, it was very labor intensive with a lot of middlemen which leaves the possibility of a ballot getting lost in the shuffle.

The EAC Representatives voted unanimously at their meeting on July 15 to adopt a new online voting process which will save paper and time. Each classified employee in an eligible voting area will receive an email from Survey Monkey with a unique URL which prevents double-voting but allows multiple employees to vote from one computer. The voting will be anonymous. Responses will be automatically tabulated. Employees who cannot easily access a computer for online voting may request a paper ballot.

## **Upcoming Meetings**

The Personnel Board Meeting is August 6, 2015. The EAC Representative Meeting is August 19, 2015, and the next EAC Delegate Meeting is September 24, 2015.

## **Adjourned**

10:00AM

Charles Toney	*Randy Rose	*Clare McGrane	*Joshua Chance	Chuck Mangio
*Richard Carvale	*Lisa Wombles	*Steve Yeatman	Richard Castle	*Mercedes Pearson
*Hazel Lane	*Mike Powell	*Jennifer Gundel	*Dawn Grasso	*Peggy Poole

\*EAC Representatives in attendance at this meeting.



## Why Can't a Poor Performer be Terminated?

It has been erroneously said that it is impossible to terminate a County employee for poor performance. There is also the misperception that once an employee is hired by the County, he or she will be able to work for however long he or she wishes. These beliefs are not only held by some at the County, but also in most other government agencies from the federal government to the smallest municipalities.

This issue of terminating an employee for poor performance was highlighted in a recent article in *The Washington Post*. A recent report issued by the office that hears employee termination appeals for federal employees cites the main reason that managers do not terminate employees for poor performance is simply lack of action on the part of management.

Closer to home, only 23% of Unified Personnel System (UPS) employees in 2013 stated they believed management did a good or excellent job in dealing with poor performing employees.

Borrowing from the above cited report in *The Post* titled, "Adverse Actions: The Rules and The Reality," the following are some myths cited about separating poor performing employees from government employment.

**Myth #1: Managers feel compelled to keep employees beyond the probationary period, even if they are not a good fit.**

The UPS probationary period is one year from the date of hire and is a time to be used by management to ensure employees properly learn their jobs and become proficient in their positions. This time is vital in the evaluation of the new employee and, if the relationship is not working well for all involved, steps should be taken by management to remove the employee before he or she achieves "permanent" status.

**Myth #2: Managers assume when a person is promoted to supervisor, that person should stay there, regardless of performance.**

As with any promotion in the UPS classified service, there is a six-month probationary period for an employee promoted to a new classification. Again, this is a vital evaluation period to ensure the person will be successful in the new position. If not, steps should be taken by management to return the employee to his or her old, non-supervisory classification.

**Myth #3: To terminate an employee, managers believe they need to prove misconduct or poor performance "beyond a reasonable doubt."**

Through effective performance management utilizing the FACE of Performance, good faith efforts to train and coach, and following progressive discipline, management may reach a point where it needs to terminate employment. If the employee appeals that termination, the burden is on the employee to show by a preponderance of the evidence that some other action should have been taken. Management, in turn, need only show by a preponderance of the evidence that the employee who continues to perform or behave poorly should be terminated. Proving "beyond a reasonable doubt," is a much more difficult and higher standard.

**Myth #4: Managers believe it takes too long to terminate.**

Effective performance management utilizing the FACE of Performance and the progressive discipline process can help guide management dealing with the poor performing or behaving employee. By documenting effectively and staying on track with discipline processes when needed, management can proceed to move toward terminating employees who do not correct deficient performance or behavior in a timely manner.

# LearningOpportunity

September 2015

Pinellas County  
Human Resources  
*Helping U Succeed*  
[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

## Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Aug 31</b>	<b>Sep 1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Aug 31 - Sep 4			8:00am 12:00pm Getting Ready for Retirement (ERB)		
	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
Sep 7 - 11	Labor Day	8:30am 12:00pm Problem Solving / Decision Making (Swisher 211)		8:30am 12:00pm Managing Electronic Records 1.0 (Swisher 111) 1:00pm 4:30pm Emotional Intelligence (Studio B)	
	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
Sep 14 - 18	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 12:00pm The Power of Future Conversations (Utilities) 2:00pm 3:30pm Records Management: Why It Matters (A		2:00pm 3:30pm Records Management: Why It Matters (CJC)	
	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
Sep 21 - 25	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)	8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 12:00pm Communicate This! (Swisher 211) 8:30am 12:00pm Managing Workplace Stress (Sheriff's Offic			
	<b>28</b>	<b>29</b>	<b>30</b>	<b>Oct 1</b>	<b>2</b>
Sep 28 - Oct 2	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Series 3 of 9 (Studio B)	8:30am 12:00pm Sharpening Your Professional Image (Sheriff's Office Ulmerton Rd)		

Request enrollment for classes in OPUS. Users without OPUS access may register through their training coordinator. Class dates and times are subject to change. Not all classes are open to non-County Consortium members. Contact Training & Development at 464-3796 or email [training@pinellascounty.org](mailto:training@pinellascounty.org).

# Learning Opportunity

October 2015

Pinellas County  
Human Resources  
*Helping U Succeed*  
[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

## Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Sep 28</b>	<b>29</b>	<b>30</b>	<b>Oct 1</b>	<b>2</b>
Sep 28 - Oct 2				8:30am 4:30pm Intro to Supervision for Non-Supervisors (Studio B) 9:00am 4:00pm Project Management (Pinella Park Station)	
	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Oct 5 - 9		8:30am 4:30pm Supervisory & Management Competencies Series 4 of 9 (Studio B)	8:30am 12:00pm The Changing Environment & Future Trends in Leadership Development (Studi 8:30am 12:00pm Workplace Diversity: Beyond Race, Religion & Gender (Utilities)	8:30am 12:00pm Five Dysfunctions of a Team (Utilities)	
	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
Oct 12 - 16	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 12:00pm Problem Solving / Decision Making (Swisher 211) 1:00pm 4:30pm What To Do When Conflict Happens (Annex 429)		8:30am 12:30pm Records Management 1.0 (Swisher 111) 1:00pm 4:30pm Tips for Getting the Job You Want (Annex 429)	
	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
Oct 19 - 23	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)	8:30am 4:30pm Supervisory & Management Competencies Series 6 of 9 (Studio B) 2:00pm 3:30pm Records Management: Why It Matters (Magnolia Room)		8:30am 12:00pm Myers Briggs Type Indicator (Studio B)	
	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
Oct 26 - 30	8:00am 12:00pm Freestyle Cruising - New Employee Orientation Class 3 (Extension) 8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Series 7 of 9 (Studio B) 9:30am 12:00pm Employee Self Service (Swisher 111)	8:30am 4:30pm Effective Leadership (Studio B)		

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# Learning Opportunity

November 2015

Pinellas County  
Human Resources  
*Helping U Succeed*  
[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

## Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
Nov 2 - 6	<b>Nov 2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		8:30am 4:30pm Supervisory & Management Competencies Series 8 of 9 (Studio B)		8:30am 4:30pm 5 Questions Every Leader Must Ask (Studio B) 8:30am 4:30pm High Performance Organization (Utilities) 8:30am 11:00am Records Management 2.0 (Swisher 111)	
Nov 9 - 13	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)		Veterans Day		
Nov 16 - 20	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)	8:30am 4:30pm Supervisory & Management Competencies Series 9 of 9 (Studio B)			
Nov 23 - 27	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)			Thanksgiving	Thanksgiving
Nov 30 - Dec 4	<b>30</b>	<b>Dec 1</b>	<b>2</b>	<b>3</b>	<b>4</b>

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