

From: [PC Communications](#)
Subject: Vacancy on Unified Personnel Board
Date: Thursday, October 29, 2015 1:13:35 PM
Attachments: [image002.png](#)



Immediate Release

Oct. 29, 2015

Media Contact

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Vacancy announced on the Unified Personnel Board

Applications are now being accepted for a two-year appointment to the Unified Personnel Board.

The Unified Personnel Board is the final authority in all matters relating to personnel policy and actions for offices, agencies, and employees of the Pinellas County Board of County Commissioners, Clerk of the Circuit Court, Property Appraiser, Tax Collector and Supervisor of Elections. It reviews and adopts job descriptions and pay and classification plans, revises rules and regulations, and determines grievances and appeals.

The Human Resources Department, established by the Unified Personnel System Act, provides centralized human resources services function. The Human Resources Department is responsible for fostering and developing programs for the improvement of employee effectiveness, including recruitment and selection, classification and compensation, training, communications, insurance, safety, health and wellness, counseling, and employee relations.

The Unified Personnel Board consists of seven members: two members appointed by the Board of County Commissioners, two appointed by the Constitutional Officers, two members appointed by the Employees' Advisory Council, and one member selected by the other six members.

Meetings of the Unified Personnel Board are held at 6:30 p.m. on the first Thursday of each month. Additional special meetings may occasionally be scheduled and held. These meetings are generally in the late afternoon or evening.

Mandatory applications can be found at www.pinellascounty.org/boards and must be received no later than the close of business on Friday, Nov. 13.

The Board of County Commissioners will review all applications and make their selection at an upcoming Board of County Commissioners meeting.

Please Note: All materials submitted to Pinellas County government are subject to the public records law of the State of Florida.

The Pinellas County “Doing Things for You” app is available for residents to report issues and access useful resources. Pinellas County can also be found on Facebook, Twitter, YouTube and Instagram. More information is available on the county website, www.pinellascounty.org, which features LiveChat for assistance. Pinellas County complies with the Americans with Disabilities Act.

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Our Vision: To Be the Standard for Public Service in America

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All government correspondence is subject to the public records law.



Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL

Wednesday, September 16, 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

Hazel Lane motioned to approve the EAC Representative minutes for August 19, 2015. The motion was seconded by Richard Castle. The minutes were approved as written.

Comments from Gene Pressoir and Dave Blasewitz

The 3% pay increase is effective October 4th and will be in the October 23rd paycheck.

The BenefitsU meeting at Extension Services last night was attended by about 100 people. There were representatives from each of the benefits providers (including United Healthcare, ComPsych, EyeMed, Express Scripts, Cigna, MetLife, WageWorks, The Hartford and The Standard). Each representative provided a short description of their services. Questions could be answered afterward at tables set up around the room.

A new Wage Ordinance will be coming up. This will be an item for citizens and employees.

The FACE program unlinks pay from the conversation, but adds factors of what the employee has contributed and the importance of those contributions.

Question:

Will the FACE password be linked to the network password, so that we don't have to remember a separate password?

Answer:

This customized linking is in the works and is expected to be complete in about six months.

Question:

Do the Appointing Authorities have a structure on which to base merit increases?

Answer:

HR is looking into this. What should be considered are activities, performance and behavior of the employee. HR is working with the Appointing Authorities and hopes to bring this back to the EAC in about three to four months.

Question:

A supervisor sent an employee for medical testing. The employee had to pay for testing. How does the employee get reimbursed? Why did the employee have to pay?

Answer: Pending

Question:

What is the deadline to complete biometrics and health assessment in order to avoid the surcharge for benefits next year?

Answer:

December 31, 2015



Question:

When will the County include an employee's temporary time in the determination of service time?

Answer:

HR is looking into this.

EAC Bylaws and Election Procedures

Bylaws Committee (Dawn Grasso, Josh Chance, Rich Castle) - The committee reviewed the Bylaws, specifically Section 7, Election Process. The current process is labor intensive and time consuming. In light of today's technological advances, the EAC decided at the July 15 meeting to allow online voting. This allows the process to be quicker and more efficient, plus saving time and money. A Bylaws change requires two weeks notice to the members and the Director of Human Resources which was provided at the previous August 19th meeting. Then the EAC is required to request approval from the Personnel Board.

Proposal:

- Delete portions of EAC Bylaws Section 7.
- Move portions of Section 7 to an [EAC Elections Procedure](#) that may be updated annually as needed with a vote at an EAC Representative meeting.

Charles Toney moved to adopt the proposal and take it to the Personnel Board meeting on October 1, 2015. Motion was seconded by Hazel Lane. The motion was approved unanimously. The Elections Committee members will be Peg Poole, Rich Castle, and Josh Chance.

EAC/Appointing Authorities Meeting

There will be a Joint EAC/ Appointing Authorities meeting on Friday, October 16, 2015 at 8:30 am. Topics from EAC will include the proposed Personnel Rules and other topics still being discussed.

Advocate Program

An advocate is allowed three hours of County time per week to work on a grievance. This may not always be reasonable. In a recent termination appeal, the advocate received over 1,400 pages of facts from the employee's department.

Question asked about any comments the Appointing Authorities may have on the Advocate program?
Are they negative or positive?

Hazel Lane, Human Services, found some common ground with Mercedes Pearson, Office of Human Rights in reference to the Affirmative Action Ordinance. On occasion, her department receives clients who feel that they have been discriminated against by their landlords. These clients or any citizen may be referred to the Office of Human Rights (see www.pinellascounty.org/HumanRights)

Personnel Board Workshop – Rule Revisions

The revised rules were discussed at the September 15th workshop. EAC Chair Lisa Wombles, Vice Chair Richard Carvale, Charles Toney and Clare McGrane attended the workshop. The Personnel Board Chair, Rick Davis welcomed input from the EAC on the revised rules as they were discussed.

Rules on pay increases for promotions—the proposed rule change includes a wide range, with added language that allows the Appointing Authority to go outside the suggested range, at their discretion. If that discretion is exercised, it is not required, but advised that the Appointing Authority consult



Employees' Advisory Council



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

APPROVED BY THE EAC

with the Director of Human Resources beforehand. With this new range rather than the prescribed percentages of the employee's current pay rate, the employee may negotiate a higher rate. Discuss negotiation so that employees will understand how to negotiate and how to present the importance of their skills.

Reclassification increases are based upon the job, not the employee.

Cost of Labor is based upon how much a particular job is worth.

Cost of Living is based upon how much it costs to live in a particular area; e.g., Miami, Chicago, and Pinellas County all have different living costs.

Rules Question:

Terminated employee grieves a termination and is reinstated. The employee should be reimbursed for the unpaid time out of work (a reasonable amount of time to be agreed upon by the Appointing Authorities and the EAC.) Per the County Attorney's Office: This is seen as damages, and as a government, the County may not pay damages. If an employee receives a wrongful suspension, back pay is paid.

Adjourned

Charles Toney made a motion to adjourn at 4:10. Peg Poole seconded.

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

*EAC Representatives in attendance at this meeting.

SIGN UP: Any employee may request a new issue be emailed each month by [subscribing to Leadership Notes newsletter](#).

Previously known as Management & Supervisory Notes

Managing Performance: The Supervisor's Role

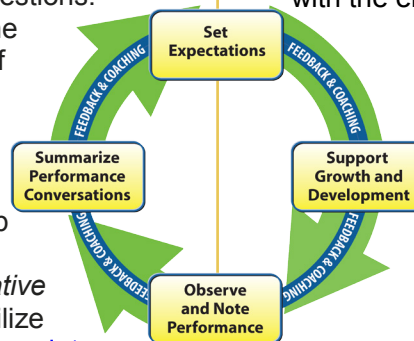
We know that performance happens every day. The supervisor's role is to provide real time feedback around successes and challenges while employees have the opportunity to learn and ask questions. What are some of the key elements of the supervisor's role in applying the FACE of Performance?

Before you **Set Expectations** for each employee's performance, refer to your organization's priorities as well as the job description or [class specification](#) for the employee's position to review the *Illustrative Tasks* (duties.) Also, you may want to utilize the [Setting Performance Expectations Template](#) and refer to our [Tips for Setting Clear Expectations and Goals](#).

As you **Set Expectations** for your employees, you will have opportunities to **Support Growth and Development**. This will not only help employees meet expectations but also prepare for future challenges or help attain career aspirations. You may find [The 70:20:10 Model](#) useful in evaluating options. [Training Courses for Employees](#) and the [Learning Roadmap](#) will be helpful in preparing an action plan.

As you cycle through the FACE process, you will have several opportunities to provide **Feedback & Coaching** about the employee's performance. These regular conversations allow you to discuss what you observed in recent performance such as what the employee is doing well and what could be improved. The [Tips for Supervisor Conversations](#) can be a valuable tool.

As you **Observe and Note Performance** you can enter the notes about your conversations with employees in the FACE system (software provided by Taleo.) Entering notes or comments in the FACE system is optional. If you prefer to keep your comments elsewhere, like a notepad, that's fine. Should you choose to enter them in the FACE system, you may find the [Supervisor Guide on Login & Entering Comments](#) useful. When entering comments into the FACE system, here are some things to keep in mind:



- Your comments should reflect conversations that have taken place. FACE is not intended to capture supervisory observations that were not discussed with the employee. There should be no surprises.
- The supervisor and anyone they report to can see comments entered into the system but the employee cannot. However, we recommend sharing the comments if the employee requests to see them.
- You don't have to write comments about every performance conversation you have. You only need to capture the most relevant ones and write only enough to capture the pertinent points.

Supervisors are expected to **Summarize Performance Conversations** in the FACE system. Most of you will create a quarterly summary using the [UPS Template](#) that prompts you to describe certain aspects of the employee's performance. (Some Appointing Authorities have developed different templates tailored to their specific needs and may not require quarterly summaries.) There is a specific process to follow when summarizing these performance conversations, especially toward the end when it is important to select the correct option in order for this quarterly "review" to become an official record of the employee's performance. Refer to the [Supervisor Guide for Performance Reviews](#) instructions to follow the steps. As you will see, once you are ready to share the summary review with the employee you need to select *Mark as in Progress*, and this will allow the employee to see the review and prepare for a performance conversation. To help you prepare for writing the summary and having the conversation, refer to [Tips to Prepare, Converse and Summarize](#).

Managing performance is one of our most important jobs. Following the process described above and referring to its accompanying tips and tools can help us do so successfully. For more information, visit the [FACE web page](#).

Learning Opportunity

October 2015

Pinellas County
Human Resources
Helping U Succeed
www.pinellascounty.org/hr/training

Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
	Sep 28	29	30	Oct 1	2
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)	
	5	6	7	8	9
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)	
	12	13	14	15	16
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)	
	19	20	21	22	23
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)	
	26	27	28	29	30
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)		

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.

Learning Opportunity

November 2015

Pinellas County
Human Resources

Helping U Succeed

www.pinellascounty.org/hr/training

Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
Nov 2 - 6	Nov 2	3	4	5	6
		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	9	10	11	12	13
	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)		Veterans Day		
Nov 16 - 20	16	17	18	19	20
	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	23	24	25	26	27
	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)			Thanksgiving	Thanksgiving
Nov 30 - Dec 4	30	Dec 1	2	3	4

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Learning Opportunity

December 2015

Pinellas County
Human Resources
Helping U Succeed
www.pinellascounty.org/hr/training

Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
	Nov 30	Dec 1	2	3	4
Nov 30 - Dec 4			8:30am 4:30pm Team Building (Studio B)	8:30am 12:00pm Workplace Diversity: Developing Cultural Competence (Utilities)	
	7	8	9	10	11
Dec 7 - 11					
	14	15	16	17	18
Dec 14 - 18	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)				
	21	22	23	24	25
Dec 21 - 25	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)				Christmas Holiday
	28	29	30	31	Jan 1, 16
Dec 28 - Jan 1	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)				

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