

UNIFIED PERSONNEL SYSTEM

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Beverly Waldron
Interim Director

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

From: Beverly Waldron, Director of Human Resources (interim)

Date: December 3, 2015

Subject: Revision to the Delegated Authority to the Human Resources Director

I. Recommendation

It is recommended that the members of the Unified Personnel Board adopt the revisions to the Resolution of Delegated Authority delegating specific responsibilities to the Human Resources Director.

II. Discussion

Two revisions to the Resolution of Delegated Authority to the Human Resources Director are recommended based on changes to the Personnel Rules:

- The first change is to remove the delegated authority for initial appointment of Classified Service employees above the third quartile. In the old rule, initial hire of Classified Service employees above the third quartile required the approval of the Unified Personnel Board. The new rule allows initial hire at any point within the range for Classified Service employees based on the recommendation and approval of the Appointing Authority in consultation with the Human Resources Director.
- The second change is delegating authority for designation of skills set for eligibility for Market Driven Skills Sets supplemental pay to the Human Resources Director. Market Driven Skill Sets was not part of the prior rules. The new rules provided that the Board has required by rule all skill sets approved for or removed from eligibility for Market Driven Skills Set supplemental pay be approved by vote of the Board.

RESOLUTION

RESOLUTION REGARDING THE AUTHORITY OF THE HUMAN RESOURCES DIRECTOR TO ACT ON BEHALF OF THE UNIFIED PERSONNEL BOARD, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Unified Personnel Board (the “Board”), pursuant to the Special Act, Laws of Florida 77-642 (“Special Act”) has responsibilities for a variety of areas, including maintaining a Classification Plan for the employees of the Classified Service (Classification Plan), creating new exempt positions, and approving extensions to temporary employment assignments; and

WHEREAS, the Director of Human Resources is the executive head of the Human Resources Department and is authorized to direct all of its administrative and technical activities; and

WHEREAS, the Board has required by rule all changes to the Classification Plan be approved by vote of the Board after study and audit by professional Human Resources staff; and

WHEREAS, the Board has required by rule all extensions of temporary assignments beyond six (6) months to be approved by vote of the Board; and

WHEREAS, the Special Act reserves to the Board the Authority to create new exempt positions; and

WHEREAS, the Board has required by rule all skill sets approved for or removed from eligibility for Market Driven Skills Set supplemental pay be approved by vote of the Board; and

WHEREAS, the Board, in approving Classification Plan changes, establishment of new exempt positions, extension of temporary employment, and approval or removal of skills sets for

eligibility for Market Driven Skills Set supplemental pay is reliant on the technical expertise of the Human Resources staff; and

WHEREAS, the Board finds that the Director of Human Resources is the most appropriate official to make technical determinations relating to the Classification Plan, temporary appointment extensions, establishment of new positions, and Market Driven Skill Sets; and

WHEREAS, the Board now desires to vest authority for such responsibilities in the Director of Human Resources in order to foster efficiency.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

Section 1. The Director of Human Resources is vested with the authority to act on behalf of the Board on all matters outside of the Human Resources Department involving establishing new classifications in, and making changes to, the Classification Plan; establishing new classifications in the exempt service; approving extensions of temporary employment beyond the initial period; and approving and removing Market Driven Skills Sets, and in doing so shall exercise authority over the following:

- a. After making appropriate study, determine and assign the proper classification within the Classification Plan on newly approved classifications in the classified service and in doing so ensure such establishment reflects the duties and responsibilities of the work assigned to the positions within the class.
- b. After appropriate audit and study, make changes to existing classifications within the Classification Plan, subject to employee appeal rights as set forth in Unified Personnel System Rule 4F, as it may be amended from time to time.

- c. After appropriate audit and study, establish new classifications within the exempt service.
- d. In appropriate circumstances, to extend the appointment of a temporary employee, as defined in Unified Personnel System Rules, beyond the initial appointment for a period not to exceed six months.
- e. In appropriate circumstances, to approve or remove skills sets from eligibility for Market Driven Skills Set supplemental pay.

Section 2. This resolution shall take effective immediately upon its adoption.

In a regular meeting duly assembled on the ____ day of _____ 2015,
_____ offered the foregoing resolution and moved its adoption, which was
seconded by _____ and upon roll call the vote was:

AYES: ____

NAYS: ____

APPROVED AS TO FORM
OFFICE OF COUNTY ATTORNEY

By Michelle Wallace
Attorney