

Clearwater, December 3, 2015

The Unified Personnel Board (UPB) met in regular session at 6:30 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; James Dates; Bill Schulz; Joan M. Vecchioli; and Ron Walker.

Not Present: Andrea S. Daggett.

Also Present: Beverly Waldron, Interim Director of Human Resources; Michelle A. Wallace, Senior Assistant County Attorney; Lynn M. Abbott, Board Reporter, Deputy Clerk; and other interested individuals.

AGENDA

PLEDGE OF ALLEGIANCE

EAC

I. EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

Human Resources

II. NEW BUSINESS

1. Request Approval of the Recommendations with Respect to the Personnel Rules, Policies, and Procedures
2. Request Approval of the Revised Resolution of Delegation to the Human Resources Director
3. Request Approval of the Revision to Three HR Class Specifications
4. Appointment to the Unified Personnel Board
5. Discussion – Interim Director for Human Resources

Human Resources

III. INFORMATIONAL ITEMS

1. Action Taken Under Authority Delegated by the Personnel Board
2. Other Informational Items

CALL TO ORDER

Chair Davis called the meeting to order at 6:30 P.M.; whereupon, he led the Pledge of Allegiance.

December 3, 2015

EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

Employees' Advisory Council (EAC) Chairman Lisa Wombles reported that the company hired to conduct the nationwide Human Resources (HR) Director search has completed a final draft of the profile and recruitment ad; and that the search is ongoing. She related that the electronic EAC elections are going well, commented on the excellent turnout during the first four days, and shared the statistics for the groups.

Noting that many County departments give to the needy each year in various ways, Ms. Wombles provided information regarding the Christmas Make-A-Wish Foundation donation drive being sponsored by the EAC; whereupon, she expressed gratitude to the employees for their donations, and indicated that she will report on the donation amount in January 2016.

APPROVAL OF MINUTES

Responding to query by Chair Davis, Ms. Waldron related that there are no minutes to be presented at this time, and discussion ensued.

NEW BUSINESS

Personnel Rules, Policies, and Procedures

Mr. Dekle objected to the approval of all eight Personnel Rules as a group and expressed concerns regarding the approval of pay plans by the Board, questioning changes reducing the authority and/or responsibility of the Board in Rule 3, Items A1, A2, and D; whereupon, Attorney Wallace, with input by Chair Davis, Ms. Vecchioli, and Ms. Waldron, clarified the role of the Board regarding exempt positions and explained its authority over classified pay plans, noting that the Board does not have the authority to approve the pay plans of the exempt employees, and discussion ensued.

In response to queries by the members, Ms. Waldron defined the different types of employees and discussed the rights given to employees by the Fair Labor Standards Act, noting that definitions may be revised due to upcoming changes in the federal regulations. At the request of Ms. Vecchioli, she agreed to revise the Definitions section to include the terms *classified hourly* and *classified excluded* employees.

December 3, 2015

Responding to comment by Mr. Dekle pertaining to Rule 4, Chair Davis clarified that whether to take disciplinary action for unscheduled leave would be up to the discretion of the Appointing Authority; and Ms. Wombles stated that the Rules for unscheduled and scheduled leave have not changed; and that the new Rule more clearly defines the consequences of excessive tardiness and absenteeism.

In response to query by Mr. Dekle, Ms. Vecchioli commented on the decision to use *he/she* rather than using third-person or gender-neutral language.

Referring to Rule 6, Mr. Dekle expressed concern that suspension, pay reduction, and demotion are considered the same level of discipline, and Ms. Waldron indicated that the section is a carry-over from the current rules; whereupon, HR Division Director Gene Pressoir discussed the levels of progressive discipline that should be taken before the dismissal of an employee, indicating that there are three choices available at the third level; and that the intent of the asterisk is to clarify the alternatives. The members provided input, and discussion ensued.

Referring to the Representation section under Rule 6, Mr. Dekle suggested adding a reference to the Employee Advocate Program; and discussion ensued wherein Ms. Vecchioli indicated that an Advocate would fall under the term *lay person*, and Mr. Dates noted that the program is referenced under a Policy, not a Rule.

Acknowledging that only an Appointing Authority may grant back pay, Mr. Dekle suggested adding a notation that the Board could recommend that back pay be granted. Following brief discussion, Chair Davis stated that he sees no reason to add the additional language; whereupon, he indicated that approval of the proposed Rules, Policies, and Procedures is essential in order to move forward; and that the Board will have an opportunity to make adjustments or corrections in the future if they are merited.

Thereupon, Mr. Dates moved, seconded by Ms. Vecchioli, that the recommendation with respect to the Personnel Rules, Policies, and Procedures be approved with the definitional revisions, as discussed; whereupon, Mr. Dekle reiterated his objection to “lumping” the Rules together under one vote, and discussion ensued. Upon call for the vote, the motion carried by a vote of 5 to 1, with Mr. Dekle dissenting.

Mr. Dates thanked the employees who provided input with regard to the revisions, and Chair Davis and Ms. Vecchioli concurred.

December 3, 2015

Attorney Wallace indicated that the Board must take action to repeal the present Rules and determine the effective date of the new ones, and following discussion, Mr. Dates moved, seconded by Ms. Vecchioli, that the existing Rules, Policies and Procedures be repealed effective December 31, 2015; and that the new Rules, Policies and Procedures become effective January 1, 2016. Upon call for the vote, the motion carried unanimously.

Thereupon, following further discussion with input by Attorney Wallace, Ms. Vecchioli moved, seconded by Mr. Dates, that the Board approve the recommendation of the Human Resources Director dated December 3, 2015, a copy of which has been filed and made a part of the record, inclusive of Items Nos. 1 through 4, subject to modification of the Definitions, as discussed. Upon call for the vote, the motion carried unanimously.

Revised Resolution of Delegation to the Human Resources Director

Ms. Waldron indicated that changes to the Resolution include removal of the section requiring Unified Personnel Board approval with regard to hiring *above the third quartile*; and the addition of language delegating authority for approving and removing Market Driven Skill Sets.

Thereupon, Mr. Dates moved, seconded by Ms. Vecchioli, that the revised resolution be approved. Mr. Dekle expressed concern with regard to recent and ongoing Human Resources staffing changes. Discussion ensued, and Mr. Dates clarified that authority is delegated to persons, not positions; whereupon, Ms. Vecchioli noted that any delegated authority could later be rescinded. Upon call for the vote, the motion carried unanimously.

Revisions to Three HR Class Specifications

Ms. Waldron explained that the County was recently released from a U.S. Department of Justice (DOJ) Consent Decree which did not allow the use of the EEO-4 category of Paraprofessional; that the three positions in question had been moved to other categories; and that it is now the desire to reinstate the Paraprofessional job class; whereupon, she requested approval of the proposed revisions, noting that the Director does not have delegated authority to change job classes within the HR Department.

Responding to queries by Ms. Vecchioli and Mr. Dekle, Ms. Waldron indicated that the DOJ did not specify why it objected to the use of the term; and that the change will allow the employees to be properly classified on the biennial Equal Employment Opportunity-4 report, which is required for government employers; and Mr. Schultz provided the definition of *paraprofessional*.

December 3, 2015

Thereupon, Mr. Dekle moved, seconded by Mr. Dates and carried unanimously, that the recommended revisions be approved.

Appointment to the Unified Personnel Board

Mr. Walker moved, seconded by Mr. Dekle and carried unanimously, that Ricardo Davis be reappointed as the Unified Personnel Board's appointee to the Board; whereupon, Chair Davis expressed his thanks to the members for their continued confidence.

Interim Director for Human Resources

Chair Davis referred to the upcoming retirement of Ms. Waldron and recommended the appointment of HR Division Director David Blasewitz as the Interim Director. Responding to his query, Ms. Waldron indicated that her last day of work will be Friday, January 8; and that she will be on leave until February 1. She recommended that January 11 be the effective start date for Mr. Blasewitz.

Chair Davis requested that the Board consider granting Mr. Blasewitz a 15-percent increase in compensation, indicating that it would relieve any internal equity issues, and noted that the appointment will be effective until a permanent Director is appointed. In response to query by Ms. Vecchioli, he related that he is not aware whether Mr. Blasewitz intends to apply for the permanent position, noting that he does not feel it is an appropriate factor to consider.

Referring to discussions prior to the appointment of Ms. Waldron, Ms. Vecchioli inquired as to whether Mr. Blasewitz would be involved with the search team for the permanent position; and Chair Davis related his understanding that neither the Board nor the Interim Director would have an official role in the process at this time; whereupon, Attorney Wallace clarified that the search team consists of the County Administrator and four Constitutional Officers, who are the only persons who will play a role in determining which candidates will move forward in the process. Chair Davis confirmed that the search team has chosen its own facilitating process; and Ms. Waldron indicated that her only role with respect to the committee was to provide information pertaining to the position.

At the request of Ms. Waldron, Mr. Blasewitz provided an overview of his professional background and information regarding his previous and current positions. He thanked the members for their show of support, related that he does not intend to seek the permanent position, and indicated that he is comfortable working with the Appointing Authorities. Chair Davis stated that he typically consults with the Appointing Authorities regarding possible Interim

December 3, 2015

Director candidates before bringing a recommendation to the Board and, responding to queries by Mr. Dekle, related that HR Division Director Gene Pressoir was also considered for the position and discussed with the Constitutional Officers and Appointing Authorities; and that he has not spoken with former HR Director David Libby regarding the matter.

Thereupon, Ms. Vecchioli moved, seconded by Mr. Dates, that the appointment of David Blasewitz as Interim Director of Human Resources be approved. Responding to query by Ms. Waldron, Ms. Vecchioli confirmed that the motion includes the recommended compensation increase and the Florida Retirement System status of the position, and the seconder concurred. Upon call for the vote, the motion carried unanimously.

INFORMATIONAL ITEMS

Short-Term Disability Audit

Deviating from the agenda and responding to a request by Chair Davis, Mr. Blasewitz related that the Clerk's Office had recently performed audits on the self-funded short-term disability plan and the fully insured long-term disability plan, noting that both are administered by Standard Insurance. He discussed the recommendations that will be implemented, the suggestions that will be taken under advisement, and the measures that will not be supported and the reasons why.

In response to queries by Chair Davis, Mr. Blasewitz, with input by Ms. Waldron, stated that the findings of the audit are correct; and that HR is not obligated to respond to the recommendations in writing. Chair Davis requested information on how HR intends to address some of the recommendations and concerns; whereupon, Mr. Blasewitz agreed to bring the matter back as an informational item.

Responding to query by Chair Davis, the members agreed that audit results are important and requested that they be apprised of future findings, and Ms. Waldron related that audit reports are distributed to the members; whereupon, Mr. Walker requested that they show up on the agenda as an information item, and Ms. Vecchioli concurred, indicating that any discussion must be held in a public forum.

Continuing Search for Human Resources Director

Chair Davis related that additional information has been included in the members' packets regarding the status of the HR Director search. Referring to the ad posted on the Waters & Company website, Ms. Vecchioli expressed concern that preferred skills and experience were not included, noting that public and private sector organizations operate very differently.

Ms. Waldron indicated that she and Attorney Wallace have attended all public meetings of the Screening Committee and provided a recap of the proceedings, noting that the consultant is seeking additional input from the Committee by tomorrow afternoon; whereupon, Attorney Wallace clarified that the Screening Committee, the other Appointing Authorities, and possibly the EAC were invited to provide input. Responding to comments by Ms. Vecchioli, Attorney Wallace stated that neither she nor Ms. Waldron are empowered to make suggestions to the search firm. Ms. Waldron related that HR has used the firm in the past; and that it specializes in the public sector; whereupon, she reviewed the recruitment timeline, noting that it may be revised if the Screening Committee wishes to interview semi-finalists before passing them on to the Board.

Action Taken Under Authority Delegated by the Personnel Board

Ms. Waldron indicated that the actions taken include revisions to job class specifications with regard to paraprofessional employees.

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

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Delegate Meeting of September 24, 2015, and the Representative Meeting of October 21, 2015.
2. Leadership Notes for November 2015.
3. Training Schedule for November and December 2015 and January 2016.

December 3, 2015

ADJOURNMENT

The meeting was adjourned at 8:03 P.M.

Chair

December 3, 2015



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 November 1, 2015 thru November 20, 2015.

Audit-Reclassified from Classified Service to Exempt Service

<u>POS CONTRL#</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>POS CONTRL #</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C2653	Engineering Specialist 3	CL22	BCC/E695	Section Manager 1	SM5a

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
08446	Purchasing Systems Specialist	Administrative Support	Classified	CL16
23036	Tax Collector Prop & Distribution Clk	Administrative Support	Classified	CL10
23038	Tax Collector Audit Compliance Spec	Para-Professionals	Classified	CL12
23044	Tax Collector Acctg & Finance Spec	Professionals	Classified	CL14
23046	Tax Collector Training Specialist	Professionals	Classified	CL16
23048	Tax Collector Acctg & Finance Analyst	Professionals	Classified	CL18

TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
21012	PAO Tax Roll Manager	PAO Tax Roll Compliance Manager	150
02350	Sr Financial Mgmt & Budget Analyst	Budget & Financial Mgmt Analyst	P1

TITLE/PAY GRADE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>SPEC NO.</u>	<u>PG</u>
02340	Fin Mgmt & Budget Analyst	P2	Budget & Fin Mgmt Analyst	02350	P1
10940	EMS Division Manager	SM4a	EMS Division Director	10940	SM3a
10952	EMS/HHS Financial Div Mgr	SM4a	SES Financial Division Manager	10952	SM3a

December 3, 2015

Human Resources Director
Action Taken Under Authority Delegated by the Unified Personnel Board
Page 2

PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PRESENT PAY GRADE</u>	<u>RECOMMENDED PAY GRADE</u>
17094	Customer Services Supervisor	CL16	CL18

DELETION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
02340	Fin Mgmt & Budget Analyst	P2

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
16416	Entomology Aide	CL6
18506	Mail Courier	CL6
20056	Veterinary Technician Assistant	CL6
09110	Elections Operations Technician	CL7
20634	Abstractor 1	CL8
20044	Animal Services Representative	CL8
12002	Building Permit Technician 1	CL8
18640	Printing Equipment Operator 1	CL8
09114	Elections Operations Lead Technician	CL9
18720	Fiscal Records Specialist	CL9
20552	Property Records Assistant	CL9
17181	Water/Wastewater Plant Operator Trainee	CL9
20050	Animal Care Supervisor	CL10
10180	BDRS Code Enforcement Specialist	CL10
12004	Building Permit Technician 2	CL10
10282	Building Services Specialist	CL10
18752	Court Evidence Specialist	CL10
10190	Development Review Services Specialist	CL10
00186	Equal Opportunity Technician	CL10
18144	Human Services Eligibility Specialist	CL10
18650	Printing Equipment Operator 2	CL10
18712	Probate Audit Specialist	CL10
16390	Public Works Research Technician 1	CL10
13032	Real Property Technician	CL10
14172	BTS Technologist 1	CL11
11254	Department Computer Support Technician	CL11
16418	Entomology Assistant	CL11
18726	Fiscal Records Specialist, Senior	CL11
18784	Jury Coordinator	CL11
03410	Law Clerk 1	CL11
20670	PAO Exemptions Technician	CL11
20554	Property Records Technician	CL11
17195	Water Quality Technician	CL11
20000	Animal Services Officer 1	CL12

December 3, 2015

Human Resources Director
Action Taken Under Authority Delegated by the Unified Personnel Board
Page 3

REVISIONS (continued)

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
21930	Business Assistant Specialist 1	CL12
16972	Business Support Specialist	CL12
20078	Animal Services Adoption Coordinator	CL12
01472	Education Support Specialist	CL12
13660	Work Planning Coordinator	CL12
15820	Risk Management Support Specialist	CL12
08442	Purchasing Support Specialist	CL12
16960	Solid Waste Program Assistant	CL12
17182	Water/Wastewater Plant Operator 1	CL12
10884	911 Quality Assurance Specialist	CL13
13014	Contract Services Specialist	CL13
11224	Departmental GIS Application Technician	CL13
00188	Equal Opportunity Specialist	CL13
03346	Heritage Village Museum Interpreter	CL13
14862	Horticulture Field Inspector	CL13
03344	Museum Specialist	CL13
15828	Risk Management Technician	CL13
16392	Public Works Research Technician 2	CL13
18776	Board Reporter, Senior	CL14
18686	Court Records Supervisor	CL14
14922	Extension Specialist	CL14
18660	Printshop Production Supervisor	CL14
08456	Procurement Analyst Assistant	CL14
18710	Records Specialist Supervisor	CL14
20060	Veterinary Technician	CL14
17196	Water Quality Management Specialist 1	CL14
10234	BDRS Plans Coordinator	CL15
21932	Business Assistant Specialist 2	CL15
20570	Cartographic Cadastralist, Senior	CL15
20723	PAO Appraiser 1	CL15
03438	Paralegal	CL15
16954	Solid Waste Specialist	CL15
17186	Water/Wastewater Plant Operator 2	CL15
20725	PAO Appraiser 2	CL16
15880	Risk Management Insurance Analyst	CL16
14164	Technology Systems Coordinator	CL16
17202	Water Quality Management Specialist 2	CL16
10798	Business Systems/Quality Review Coordinator	CL17
01478	Grant Specialist	CL17
08458	Procurement Analyst Coordinator	CL17
12242	Building Plans Examiner	CL18
15888	Claims Adjuster, Senior	CL18
21880	Justice Programs Analyst	CL18
14430	Programmer/Analyst	CL18
17204	Water Quality Management Specialist, Senior	CL18
17194	Water/Wastewater Plant Operator, Senior	CL19
10866	911 Geographic Base Technical Coordinator	CL20

December 3, 2015

Human Resources Director
Action Taken Under Authority Delegated by the Unified Personnel Board
Page 4

REVISIONS (continued)

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
14140	Network Technician Supervisor	CL21
17193	Water/Wastewater Plant Operator, Chief	CL21
23274	Tax Collector Project Coordinator	E-11
03442	Legal Administrative Assistant	P2
19226	Communication Coordinator	150
21020	Research Assistant	150
21144	Valuation Analysis & Litigation Support Appraiser	150

UPDATED CAREER LADDERS- PURCHASING

Procurement Analyst Assistant	CL14	Procurement Analyst Coordinator	CL17
Procurement Analyst Coordinator	CL17	Procurement Analyst, Lead	CL19