

*PLEASE POST*

**PERSONNEL BOARD FOR THE PINELLAS COUNTY  
UNIFIED PERSONNEL SYSTEM  
AGENDA**

Date: March 3, 2016

Time: 4:00 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 January 7, 2016
2. Request Approval of the Minutes of the Regular Personnel Board Meeting held February 4, 2016

Human Resources III. INFORMATIONAL ITEMS

1. Update on the Human Resources Director Search Process
2. Employee Survey –Discussion Only
3. Action Taken Under Authority Delegated by the Personnel Board
4. Other Informational Items

Utilities IV. Termination Appeal

1. Norris Watson

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, January 7, 2016

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; Louise Dolsay; Bill Schulz; Joan M. Vecchioli (late arrival); and Ron Walker.

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

### AGENDA

#### PLEDGE OF ALLEGIANCE

- |                 |   |
|-----------------|---|
| Personnel Board | I. Election of Chair and Vice-Chair of the Unified Personnel Board  |
| EAC             | II. Employees' Advisory Council Representative  |
| Human Resources | III. CONSENT AGENDA <ol style="list-style-type: none"> <li>1. Request Approval of the Minutes of the Personnel Board Workshop held September 15, 2015</li> <li>2. Request Approval of the Minutes of the Regular Personnel Board Meeting and Workshop held October 1, 2015</li> <li>3. Request Approval of the Minutes of the Regular Personnel Board Meeting held October 19, 2015</li> <li>4. Request Approval of the Minutes of the Personnel Board Workshop held October 26, 2015</li> <li>5. Request Approval of the Minutes of the Regular Personnel Board Meeting held November 5, 2015</li> </ol> |
| Human Resources | IV. NEW BUSINESS <ol style="list-style-type: none"> <li>1. Approval of the Revision to Personnel Rule 7, Employee Grievances</li> </ol>   |
| Human Resources | V. INFORMATIONAL ITEMS <ol style="list-style-type: none"> <li>1. Appointment of the following Personnel Board member for 2016-2017: Louise Dolsay, by the Board of County Commissioners</li> <li>2. Action Taken Under Authority Delegated by the Personnel Board</li> <li>3. Update: Inspector General Audit of Short-Term and Long-Term Disability Contracts</li> <li>4. Update: Employee Survey</li> <li>5. Personnel Rules Communications</li> </ol>  |

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6. Upcoming Personnel Board Meeting Schedule
7. Affirmative Action Committee
8. Other Informational Items

Utilities

VI. TERMINATION APPEAL

1. Norris Watson.

CALL TO ORDER

Chair Davis called the meeting to order at 6:30 P.M. and led the Pledge of Allegiance; whereupon, he welcomed new Board member, Louise Dolsay.

ELECTION OF CHAIR AND VICE-CHAIR OF THE UNIFIED PERSONNEL BOARD

Mr. Dekle moved, seconded by Mr. Schulz and carried unanimously, that Ricardo Davis be elected Chair for 2016.

\* \* \* \*

At this time, 6:33 P.M., Ms. Vecchioli entered the meeting.

\* \* \* \*

Mr. Dates moved that Ron Walker be elected Vice-Chair, and the motion died for lack of a second; whereupon, Mr. Schulz moved that Mr. Dekle be elected Vice-Chair, and the motion died for lack of a second.

Ms. Vecchioli moved, seconded by Chair Davis and carried unanimously, that James Dates be elected Vice-Chair.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Chairman Lisa Wombles congratulated the newly elected Chair and Vice-Chair, and reported that the EAC elections were held last month wherein she was reelected Chairman, and Richard Carvale and Peggy Pool were elected Vice-Chairman and Secretary, respectively; whereupon, she reported that she has been invited to a meeting related to the Human Resources

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Director search next week. In response to query by Mr. Dates, she indicated that approximately 66 percent of employees participated in the online election of EAC officers, noting that it is an increase of a few percentage points from last year.

#### CONSENT AGENDA – APPROVED

Mr. Dates moved that Items 1 through 5 of the Consent Agenda be approved.

Motion	-	Mr. Dates
Second	-	Mr. Schulz
Vote	-	7 – 0

Chair Davis announced that today is Ms. Waldron's last Board meeting, noting that her last day will be tomorrow; whereupon, acknowledging her 31 years of service to Pinellas County, he requested a brief recess and invited everyone to partake in cake and cookies.

\* \* \* \*

At this time, 6:36 P.M., the meeting was recessed and reconvened at 6:45 P.M. with all members present.

\* \* \* \*

#### NEW BUSINESS

##### Approval of the Revision to Personnel Rule 7, Employee Grievances

Ms. Vecchioli moved, seconded by Mr. Dates and carried unanimously, that a revision to Personnel Rule 7, Employee Grievances, be approved adding the ability to grieve misapplication of the UPB policies.

## INFORMATIONAL ITEMS

### Louise Dolsay appointed to the Personnel Board by the Board of County Commissioners

Chair Davis indicated that Ms. Dolsay has joined the Board as the County Commission representative.

### 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.

Ms. Waldron indicated that most of the actions were reclassifications upward and laterally with revisions to some class specifications; whereupon, in response to query by Mr. Dekle, she discussed established career ladders and what must be accomplished to move from one level to another, noting that when certain skills are acquired, the employee is reclassified upward.

### Update: Inspector General Audit of Short-Term and Long-Term Disability Contracts

HR Services Division Director David Blasewitz referred to his December 23, 2015 memorandum to Ms. Waldron, a copy of which has been filed and made a part of the record, provided a brief overview of the results of the audit and recommendations by the Inspector General, and indicated that Standard Insurance delivers the benefits to County employees to which they are entitled. He indicated that HR has embraced the recommendations to improve the participant experience by streamlining the process of filing a claim, and providing employee and supervisor direction on completing time cards; and that payroll, HR, and technology staff will collaborate to establish protocols at the end of the calendar year; whereupon, in response to query by Mr. Dekle, he indicated that HR staff will respond to the Clerk's Inspector General staff informing them as to what the corrective process will be; that the follow-up process is either one or two years; and that Inspector General staff will verify that the recommendations have been put into practice or seek an explanation as to why they were not implemented.

### Update: Employee Survey

Ms. Waldron indicated that the Appointing Authorities committed to conducting bi-annual employee surveys, noting that the first one was completed two years ago, and the second survey was concluded last fall; that the data is presently being compiled into reports; and that the results will be shared with the Appointing Authorities and the UPB; whereupon, in response to query by

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Mr. Dates, she indicated that, to some extent, the survey is a climate survey; however, it is shorter in length.

#### Personnel Rules Communications

Ms. Waldron indicated that following the Board's approval of the new Personnel Rules, staff devised a communication plan to ensure the information was disseminated to UPS personnel via telephone, the HR website, the *Pen*, and other means, noting that the webpage has received quite a few hits; whereupon, she related that, overall, reception has been very good; and that people are finding the Rules easier to understand.

#### Upcoming Personnel Board Meeting Schedule

Ms. Waldron reminded the members that based on previous discussions, the Personnel Board meeting next month will be starting at 4:00 P.M., as there is an appeal on the agenda; and that meetings without appeals will begin at 6:30 P.M.

#### Affirmative Action Committee

Chair Davis indicated that, at the last Affirmative Action Committee meeting, the committee approved some recommended changes to the ordinance that will be forwarded to the Board of County Commissioners for approval; whereupon, he stated that the committee chose to retain responsibility for developing and managing the Affirmative Action plan, which falls under the responsibility of Mr. Valenti, noting that there will be some coordination with Human Resources. Ms. Waldron related that Human Resources and the Office of Human Rights are accustomed to working together; and that throughout the 30-year Consent Decree, the two offices met the goals set by the federal government, noting that the County was recently released from the decree.

Chair Davis related that he invited Mr. Valenti to appear before the UPB in February, or some point in the future, to discuss specific requests he may bring to the Board, and Mr. Dates expressed interest in learning the utilization patterns for minorities and females in non-traditional jobs; whereupon, Chair Davis clarified that Mr. Valenti will be compiling the utilization information for the Affirmative Action Committee, noting that, perhaps, the information could be shared with the Personnel Board as well.

Other Informational Items

Chair Davis referred to a memorandum from Waters & Company, a copy of which has been filed and made a part of the record, indicating that it is the firm selected by the Screening Committee to recruit a new Human Resources Director; whereupon, he announced that he has submitted an application for the position; and that he does not presume to be a finalist or that it would become a matter the Board would have to take up, but that he wanted to make the members aware that he had applied.

The following miscellaneous informational items were received for filing:

1. Minutes of the EAC Representatives Meeting of November 18, 2015.
2. Minutes of the EAC Delegates Meeting of November 19, 2015.
3. Leadership Notes for December 2015.
4. Training Schedule for December 2015, and January and February 2016.

APPEAL OF TERMINATION OF NORRIS WATSON, FORMERLY OF UTILITIES –  
CONTINUED

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Noting that Mr. Watson failed to appear at the prehearing conference and the Appointing Authority has filed a Motion to Deem the Appeal Withdrawn, Chair Davis, with input by Attorney Wallace, indicated that the Department should explain its motion.

Maintenance Division Section Manager Alan Bollenbacher indicated that the department did not bring its witnesses tonight; whereupon, in response to query by Mr. Dates, he stated that he was following the next step in the process by filing the motion; and that Mr. Watson had a tendency of not showing up which, to him, indicates a lack of attentiveness to the issue.

At the request of Chair Davis, Mr. Watson and Employee Advocate Lisa Carter came forward. Mr. Watson explained that he was unable to be present for the prehearing conference because he has a new job and was not able to take time off in the afternoon, as he is on probation; whereupon, he requested that the prehearing conference be rescheduled, and Ms. Carter provided input regarding a Personnel Rule allowing automatic rescheduling of the prehearing conference.

Responding to queries by the members, Mr. Watson admitted that there was a two week gap between the scheduled prehearing conference and when he contacted the County Attorney's Office; that he works five days a week at Nelson Construction; that he receives a 30 minute

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lunch break, but not always; and that he possesses a cell phone, but is not allowed to use it while directing traffic; whereupon, Attorney Wallace, referring to a previous comment by Ms. Carter and citing Personnel Rule Section 4-2(d), clarified that the rule continuing a prehearing conference for one week to allow compliance is with respect to showing up at the hearing and bringing documents.

In response to queries by Ms. Vecchioli, Mr. Watson stated that he would not be able to attend a prehearing conference if it was scheduled during regular business hours unless he provided a week's notice to his employer; whereupon, in response to further queries by the members, he indicated that he has not worked for the County since September 18; and that he had an Employee Advocate at the time of his termination. In response to query by Mr. Schulz, Ms. Carter indicated that she did not know when the prehearing conference was scheduled, noting that no information was provided to her.

In response to queries by Ms. Vecchioli, Attorney Wallace stated that her office had no knowledge an advocate was on the case, and Ms. Waldron provided input.

Thereupon, Ms. Vecchioli moved, seconded by Mr. Dates and carried unanimously, that the Appointing Authority's Motion to Deem the Appeal Withdrawn be denied; that the prehearing conference be scheduled with at least two weeks' notice to Mr. Watson and the Employee Advocate; and that the Board revisit the issue of failure to appear, and discussion ensued.

Mr. Dekle expressed concern that the County Attorney's Office was unaware of who the advocate was; and that the advocate was not kept properly informed; whereupon, in response to query by Attorney Wallace, Ms. Waldron indicated that the appeal hearing will be rescheduled to March 3, 2016 at 4:00 P.M., and Ms. Vecchioli and Mr. Watson concurred. Attorney Wallace indicated that she will schedule the prehearing conference tomorrow, stating that at least two weeks' notice would be provided to Mr. Watson and Ms. Carter, and at the request of Ms. Vecchioli, Mr. Blasewitz agreed to provide email notification to the members with the revised dates and times.

Mr. Dekle expressed concern about the lack of communication between Human Resources, the EAC and the County Attorney's Office regarding the prehearing conference, and Ms. Waldron indicated that her office will implement protocols to ensure better communication between the parties, and discussion ensued.



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In response to queries by Ms. Dolsay, Ms. Waldron indicated that copies of documents are only disseminated in appeals before the Personnel Board, and not for grievances; and that HR does not assign advocates to employees, and Ms. Carter provided input.

ADJOURNMENT

The meeting was adjourned at 7:26 P.M.

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Chair

January 7, 2016

November 5, 2015



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 **October 4, 2015 thru October 31, 2015.**

RE-INSTATED with PAYGRADE CHANGE

<b>SPEC</b>		<b>EEO4</b>	<b>OT</b>	<b>PREVIOUS</b>	<b>PROPOSED</b>
<b><u>NO.</u></b>	<b><u>TITLE</u></b>	<b><u>CODE</u></b>	<b><u>CODE</u></b>	<b><u>PG</u></b>	<b><u>PG</u></b>
17620	Director of Utilities	Officials & Manager	Exempt	E-3	SM1

TITLE CHANGE

<b>SPEC</b>	<b>PRESENT</b>	<b>RECOMMENDED</b>	
<b><u>NO.</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>PG</u></b>
10990	Bureau Director, Public Safety Svcs	Bureau Director, Safety & Emergency Svcs	SM2a

TITLE/PAY GRADE CHANGE

<b>SPEC</b>	<b>PRESENT</b>		<b>RECOMMENDED</b>	
<b><u>NO.</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>PG</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>PG</u></b>
11140	County Commissioner Assistant	P4	Executive Aide	P3

REVISIONS

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
10910	Emergency Management Coordinator, Senior	CL19
16842	Section Manager 1	SM5a
16844	Section Manager 2	SM4a
16846	Section Manager 3	SM3a

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November 5, 2015

Human Resources Director

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

DELETION

SPEC NO.

10982

TITLE

Division Director, SES

PG

SM3a

EXTENSION OF TEMPORARY EMPLOYMENT

POSITION

BCC/T1112

CLASSIFICATION

Special Project Assistant "A"

PG

CL55

EXTENDED

6 months

DEPARTMENT

Utilities

ESTABLISHING CAREER LADDERS BDRS

Environmental Specialist CL13

Environmental Specialist 1 CL14

Environmental Specialist 1 CL14

Environmental Specialist 2 CL16

Clearwater, Florida, February 4, 2016

The Unified Personnel Board (UPB) met in regular session at 4:01 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; James Dates, Vice-Chair; Louise Dolsay; Joan M. Vecchioli; and Ron Walker.

Not Present: Keith C. Dekle and William A. Schulz.

Also Present: David Blasewitz, Interim Director of Human Resources; Michelle A. Wallace, Senior Assistant County Attorney; Christopher Bartlett, Board Reporter, Deputy Clerk; and other interested individuals.

#### AGENDA

#### 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 December 3, 2015 |
| Human Resources | III. NEW BUSINESS   |
|                 | 1. Request for a Special Meeting of the Unified Personnel Board                                 |
| Human Resources | IV. INFORMATIONAL ITEMS   |
|                 | 1. Update on the Human Resources Director Search Process  |
|                 | 2. Utilization Analysis by the Office of Human Rights   |
|                 | 3. Action Taken Under Authority Delegated by the Personnel Board                                |
|                 | 4. Other Informational Items  |
| Communications  | V. TERMINATION APPEAL – <i>Continued to a date to be determined</i>                             |
|                 | 1. Andrew Belich  |

#### CALL TO ORDER

Chair Davis called the meeting to order at 4:01 P.M.; whereupon, he led the Pledge of Allegiance.

February 4, 2016

### EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

Employees' Advisory Council (EAC) Chairman Lisa Wombles reported that the EAC Christmas drive collected \$930 for the Christmas Wish Foundation; that the County received 49 applications to fill the Human Resources Director position; and that the Selection Committee has chosen five candidates to complete video interviews and essays. She indicated that all five of the candidates are from areas outside of Pinellas County; and that a few of the candidates are from out-of-state.

### CONSENT AGENDA – APPROVED

Upon motion by Ms. Vecchioli, seconded by Mr. Dates, the minutes of the regular meeting held December 3, 2015 were approved as submitted.

### NEW BUSINESS

#### Request for a Special Meeting of the Unified Personnel Board

Mr. Blasewitz requested that a special meeting be scheduled to hear the continued termination appeal of Andrew Belich; that the hearing must be scheduled before March 12 to be within the required 120 day timeframe; and that it cannot be scheduled for the regular meeting of March 3 as a separate appeal has already been scheduled for that date.

Noting that the EAC wishes to speak on issues regarding the continuance, Chair Davis invited Ms. Wombles to come forward and express her concerns. She indicated that there are three issues regarding the granting of a continuance: the appellant has remained unemployed since November, the appellee's attorney filed the Notice of Appearance on January 21, and the decision to continue was made by one person and not by the Board. She related that other motions are often heard by the Board for its decision; and that the Appointing Authority was likely prepared to move forward without an attorney.

Responding to query by Mr. Dates, Director of Safety and Emergency Services Michael Cooksey stated that there are a number of complexities regarding federal guidelines, specifically the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA); and that the County Attorney's Office felt its support would be required as the case moved forward.

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Ms. Vecchioli stated that the Appointing Authority may decide at any time to acquire representation; and that circumstances of good cause would warrant a continuance. She noted that she remains concerned that the Board was not asked to make the decision to grant a continuance; whereupon, Attorney Wallace indicated that the rules allow for the Director to continue an appeal hearing based upon his or her own discretion provided it is still within the 120 day timeframe; and that it has happened in the past in other appeal cases.

Following discussion, Chair Davis indicated that the appeal will not be heard today; that the EAC's concerns have been noted for the record; and that the appeal should be rescheduled within the required 120 day timeframe.

Employee Advocate Leena Delli Paoli clarified that on behalf of the employee, the objection was first communicated by phone and then by filing a formal objection; and that the appellee's motion acknowledges the verbal objection.

Ms. Wombles requested that, at its discretion, the Board consider whether a formal objection should always be heard by the Board, and Mr. Dates and Ms. Vecchioli concurred with the request; whereupon, Chair Davis directed that the matter be added to the March 3 agenda for discussion.

## INFORMATIONAL ITEMS

### Update on the Human Resources Director Search Process

Mr. Blasewitz provided an update on the search process and noted that the Selection Committee's next meeting is scheduled for February 26; that it is likely no more than three candidates will be chosen to interview with the Board; that a special meeting would need to be scheduled so as not to delay the process; and that, at the pleasure of the Board, only one special meeting would be needed, and Ms. Vecchioli and Mr. Dates concurred.

Responding to queries by Ms. Vecchioli, Mr. Blasewitz stated that there is no precedent for delaying a termination appeal to accommodate other matters; that the appellant desires a hearing as soon as possible; and that an updated timeline for the search process has not been received, but it is likely that interviews with the Board would not begin until mid March. Chair Davis indicated that Human Resources should work with the parties to select a date within the 120 day timeframe; and that the members will coordinate their schedules in order to convene the hearing.

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Later in the meeting, and responding to queries by Ms. Vecchioli concerning the selection process, Attorney Wallace indicated that the procedures indicate more than one candidate should be selected but do not specify an exact number; that she feels the Selection Committee will provide multiple candidates for the Board to interview; and that the hired consultant initially chose six candidates for greater scrutiny but has not directed the committee to reduce the number further.

Discussion ensued, and Ms. Dolsay stated that the market does not always bear a specific number of candidates in a job search; and that she agrees with Mr. Dates that more than one candidate should be chosen by the committee; whereupon, Chair Davis noted that the process for the Selection Committee is defined by Special Act, and Attorney Wallace concurred.

At the request of Chair Davis, Ms. Wombles related that she attended the committee's most recent meeting; that more than six candidates were initially scored and evaluated; and that, speaking on behalf of the Board, she indicated to the committee that as many as five candidates would be appropriate for the Board to interview.

Following discussion, Chair Davis encouraged the Board to let the process run its course.

#### Starting Times of Future Meetings

Ms. Vecchioli stated that while she initially supported 4:00 P.M. meeting start times when an appeal has been scheduled, a full personal calendar, parking, and other issues have made it challenging; and Mr. Walker concurred. Chair Davis noted that the Board could revert back to 6:30 P.M. start times for all future meetings, or continue exploring 4:00 P.M. start times for appeals, and discussion ensued.

Following discussion, Chair Davis indicated that the Board will continue to utilize 4:00 P.M. start times for appeals; and that should there continue to be an issue, the Board retains the option of changing the start times of future meetings.

#### Utilization Analysis by the Office of Human Rights

Referring to the Utilization Analysis report, a copy of which has been filed and made a part of the record, Chair Davis indicated that the information is very preliminary; and that the accuracy of the data will need to be verified. He related that underutilization does not necessarily indicate a problem; and that the Affirmative Action Committee will keep the Board informed of any progress or decisions moving forward.

February 4, 2016

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

Mr. Blasewitz related that appeal procedures have been updated to help ensure that Employee Advocates, when utilized, are included in the notification process.

The following miscellaneous informational items were received for filing:

1. Minutes of the EAC Representatives Meeting of December 16, 2015.
2. Leadership Notes for January 2016.
3. Training Schedule for January, February, and March 2016.

APPEAL OF TERMINATION OF ANDREW BELICH, FORMERLY OF SAFETY AND EMERGENCY SERVICES – CONTINUED

A letter dated January 29 from Interim Director of Human Resources David Blasewitz to Mr. Andrew Belich confirming the continuance of Mr. Belich's termination appeal was filed and made a part of the record.

ADJOURNMENT

The meeting was adjourned at 4:47 P.M.

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Chair



**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 **December 27, 2015 through January 23, 2016.**

**Result of Audit**  
**UPWARD RECLASSIFICATION (BUILDING)**

<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/C2083	Building Svcs Specialist	CL10	Admin Supt Spec	CL11

**TITLE/PAY GRADE CHANGES**

<b><u>SPEC NO.</u></b>	<b><u>PRESENT CLASSIFICATION</u></b>	<b><u>PG</u></b>	<b><u>RECOMMENDED CLASSIFICATION</u></b>	<b><u>PG</u></b>
10860	911 Systems Manager	SM4a	911 Division Director	SM3b
10880	911 Computer Systems Manager	SM4a	911 Radio & Tech Div Dir	SM3b

**REVISIONS**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
20030	Animal Care Assistant	CL6
20044	Animal Services Representative	CL8
20000	Animal Control Officer 1	CL12
20010	Animal Control Officer 2	CL13
17092	Customer Services Analyst	CL13
17175	Maintenance Supervisor	CL17
16966	Solid Waste Program Supervisor	CL18

**DELETION**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
20154	Health & Wellness Specialist	P3

**UPDATED CAREER LADDER-ANIMAL SERVICES**

Animal Care Assistant	CL6	Animal Services Representative	CL8
Animal Services Representative	CL8	Animal Control Officer 1	CL12
Animal Control Officer 1	CL12	Animal Control Officer 2	CL13

## 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 **January 24, 2016 through February 20, 2016.**

#### ADDITION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
14672	Information Technology Technician	Professionals	Exempt	P4

#### PAY GRADE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PRESENT PAY GRADE</u>	<u>RECOMMENDED PAY GRADE</u>
15090	Asst Dir, Convention & Visitor Bureau	SM3b	SM2b
01568	Director, Strategic Plng & Initiatives	E4	E3

#### REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
20054	Animal Services Field Manager	SM7
16835	Engineering Support Services Supervisor	SM4b
16836	Engineering Support Services Supervisor-PE	SM4a
14678	Information Tech Analyst, Sr	P1
20723	PAO Appraiser 1	CL15
20725	PAO Appraiser 2	CL16
20727	PAO Appraiser 3	CL18
20729	PAO Appraiser 4	CL19

#### DELETION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
14648	Database Administrator	CL20

**Human Resources Director**

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

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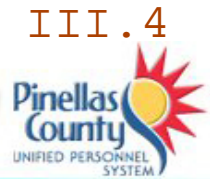
**ESTABLISHING CAREER LADDER**

Information Technology Technician	P4	Information Technology Specialist	P3
Information Technology Specialist	P3	Information Technology Analyst	P2
Information Technology Analyst	P2	Information Technology Analyst, Senior	P1



# Employees' Advisory Council

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



III.4

APPROVED BY THE EAC

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

County Office Annex, Room 429, Clearwater, FL  
Wednesday, January 20, 2016, 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**

Charles Toney motioned to approve the EAC Representative Minutes for December 16, 2015 with the following addition to the Committee Appointments for Legislative: Florida Retirement System. The motion was seconded by Steve Yeatman. The minutes were approved.

### **Comments from Dave Blasewitz, Director of Human Resources (Interim)**

Dave provided a synopsis of the recent items:

- The new rules were adopted by the Personnel Board and were posted on the Human Resources website [see [www.pinellascounty.org/hr/rules](http://www.pinellascounty.org/hr/rules)]. There has been a lot of positive feedback. The rules can be amended if needed.
- LEAD program has 27 exempt staff participating in the next session which begins in March 2016. This program is a 2-year commitment.
- Explained the process that HR Employee Benefits follows each year to help employees complete their screening, health assessment and avoid the increased premium surcharge.
- HR will be sending out communications reminding employees that if they want to receive cash payments for wellness incentives in 2016, they need to submit the request by March 31. The program automatically defaults to points unless the employee goes to the website to make that change each year [see [cash election link](#)].

### **Question**

Steve Yeatman asked how often the healthcare contracts are reviewed. How many complaints need to be heard before an audit is performed on Express Scripts?

### **Answer**

Contracts are handled through a competitive bid, typically every 3 to 5 years, and are not reviewed yearly due to the cost of changing carriers too often. Usually the contract guarantees the rates for 2 years and the contracts do not last more than 4 years. There is an audit in place for the prescription plan.

### **Old Business**

- Personnel Board elections: Dr. Rick Davis – Chair, Mr. James Dates – Vice Chair.
- Human Resources Director recruitment: The committee voted on 5 candidates. There were no applicants within Pinellas County for the position. There were 2 local applicants and 3 out-of-town applicants. The next phase will be 3 video questions followed by an essay. The committee will narrow down the search from there to begin the interview process.
- The Christmas Wish Foundation donations total was \$930.00.

## **New Business**

- Joanie Read, Human Resources Training, will be the guest speaker at the Delegate meeting on 1/28/16.
- Professional Development Advisory Committee (PDAC) Representative: Jennifer Gundel was the EAC Representative to the Committee last year. Mercedes Pearson volunteered to serve in 2016.
- Carole Sanzeri from the County Attorneys' office will speak to the EAC about the sunshine laws at the next EAC meeting. Guideline for the Sunshine Law is – Don't talk about information where a vote will occur.
- EAC At-Large Representative - Donna Beim is interested in joining the EAC to fill the vacancy of Josh Chance. She will be asked to come to the Feb. 17<sup>th</sup> EAC meeting. A vote will take place at that meeting to fill the At-Large Representative, as per the EAC bylaws.
- FRS - Charles Toney will provide an update on the FRS at the Delegate meeting.

## **Adjourned**

Steve Yeatman made a motion to adjourn. Charles Toney seconded.

Lisa Wombles*	Richard Carvale*	Peg Poole*	Linda Cahill*	Rich Castle*
Hazel Lane*	Doris McHugh*	Mercedes Pearson*	Randy Rose*	Mario Ruggia*
Ashley Skubal*	Charles Toney*	Lisa Wright*	Steve Yeatman*	

\*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](#).

## Resolving Conflict

When people interact, conflict is always a possibility. It happens with family, friends and colleagues. It is part of human nature. The workplace can be an abundant ground for conflict. People have different priorities and conflicting work styles. Co-workers can find themselves competing against one another for assignments or advancement. A person can get upset over what seems trivial to them but to another individual at that particular time, it is significant. People get into conflicts when they believe that someone or something is interfering with their achieving a desired goal. Often the source of conflict may be unexpected change or change that has not been fully communicated. Differing styles and values can give rise to conflict and affect the way we respond to conflict.

No matter the source of the conflict, the actual cause of the dispute is often perception and miscommunication. In a perfect world, when a dispute arises the two parties would meet, get an understanding of each side's view, come to a mutually agreeable solution/compromise and move forward. However, people often avoid conflict by not discussing the issue, perhaps resulting in anger and resentment.

Anna Maravelas, psychologist and author of *How to Reduce Workplace Conflict and Stress* describes anger as coming in two flavors—"hot and cold contempt." The concept of hot contempt is the person who is visibly angry with red face and bulging veins. The concept of cold contempt is the more common occurrence: gossip, back-stabbing, withdrawal, simmering resentment, and the desire to see others fail. Neither of these options is good for an organization. We certainly don't want people visibly angry or upset in the work environment, but cold contempt is no better. According to

research done by [vitalsmarts.com](http://vitalsmarts.com), every unaddressed conflict wastes about eight hours of company time in gossip and other unproductive activities. Multiply that by all the unresolved conflict in the workplace and the detrimental effects on the organization become clear.

What can you do as the supervisor/manager? For starters, communicate often during times of change and reorganization. If you're not using official forms of communication, "unofficial" chains of communication will emerge. If you have team members that are engaged in a conflict, encourage them to talk and listen to each other. Often people really do just want to be heard. When disruptions are occurring or conflicts do not appear to be getting resolved, or if you yourself are involved in a conflict, don't ignore it and hope it will go away. It won't. Human Resources staff can help by coaching you on how to resolve a conflict, mediating the conflict, clarifying rules and guidelines, or by providing guidance on how to handle grievances.

Conflict is not always a negative; it can also be an opportunity. Allowing an atmosphere where it is okay to disagree encourages inclusion and fosters a diverse environment. While conflict itself isn't necessarily bad, disputes that are poorly handled or not handled at all tend to fester and, while they may not always be on the surface, they don't go away. Not paying attention to what lies below the surface can have detrimental consequences. Being able to approach conflict openly and move forward from conflict can build a better and stronger relationship. If you need assistance resolving or mediating conflict, please contact Human Resources at [employee.relations@pinellascounty.org](mailto:employee.relations@pinellascounty.org), or call 464-3506.

# Learning Opportunity

March 2016

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>Feb 29</b>	<b>Mar 1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Feb 29 - Mar 4		8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 9:30am MS Excel New Features (138) 10:00am 11:00am MS Word New F 11:30am 12:30pm MS Outlook Ne	8:30am 12:00pm iExpense Travel (138) 8:30am 12:00pm What To Do Whe 1:00pm 3:00pm Budget 101 (Studi 1:30pm 2:30pm MS Outlook New F 3:00pm 4:00pm MS Excel New Feat	8:30am 9:30am MS Word New Features (138) 10:00am 11:00am MS Outlook New Features (138) 11:30am 12:30pm MS Excel New F 6:30pm 8:30pm Passport To Retire	
	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
Mar 7 - 11		8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 12:00pm Dealing With Difficult People (Utilities 4th Flo 8:30am 12:00pm Managing Workplace Stress (Sheriff's Offic	8:30am 12:00pm Dept Fixed Assets (138) 8:30am 11:30am Career Development Forum - 1 of 5 (St 1:30pm 2:30pm MS Outlook New F 3:00pm 4:00pm MS Word New Fea	8:30am 4:30pm Intro to Supervisio 8:30am 12:00pm Communicate Thi 8:30am 9:30am MS Outlook New F 10:00am 11:00am MS Excel New F 11:30am 12:30pm MS Word New F 6:30pm 8:30pm Passport To Retire	
	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
Mar 14 - 18	8:30am 5:00pm Setting Sail (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 11:00am Misc Template Training (138) 1:30pm 2:30pm MS Outlook New F 3:00pm 4:00pm MS Word New Fea	8:00am 12:00pm Getting Ready for Retirement (Utilities - Maintena 8:00am 12:00pm iExpense pcard tr 8:30am 12:00pm Who Put a Lizard 1:30pm 2:30pm MS Excel New Feat 3:00pm 4:00pm MS Word New Fea	8:30am 12:00pm Managing Electronic Records 1.0 (Swisher 8:30am 12:00pm Myers-Briggs Type Indicator (Studio B) 8:30am 12:00pm Tips for Getting the Job You Want (Annex 138)	
	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
Mar 21 - 25	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)		8:30am 12:00pm Leading with Persuasion (Studio B)	8:30am 12:00pm Problem Solving / Decision Making (Swisher 211)	
	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Apr 1</b>
Mar 28 - Apr 1	8:30am 5:00pm Setting Sail (Annex 429)	8:30am 12:00pm Supervisory & Management Competencies Ser 8:30am 9:30am MS Outlook New Features (138) 10:00am 11:00am MS Word New F 11:30am 12:30pm MS Excel New F	1:30pm 2:30pm MS Word New Features (138) 3:00pm 4:00pm MS Excel New Features (138)	8:30am 4:30pm Team Building (Studio B) 8:30am 12:00pm Sharpening Your 8:30am 9:30am MS Word New Fea 10:00am 11:00am MS Excel New F 11:30am 12:30pm MS Outlook Ne	

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

April 2016

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>Mar 28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Apr 1</b>
Mar 28 - Apr 1					
	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Apr 4 - 8		8:30am 4:30pm Supervisory & Management Competencies Series (Studio B)	8:30am 12:00pm iExpense - Travel Training (Annex 138) 8:30am 11:30am Career Development Forum - 2 of 5 (St 1:00pm 3:00pm Budget 101 (Studio B)	8:30am 11:00am Annual Physical Inventory (Annex 138)	
	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
Apr 11 - 15	8:30am 5:00pm Setting Sail (Annex 429)	8:30am 12:00pm Five Dysfunctions of a Team (Studio B)	8:30am 12:00pm When Change Happens, Adjust Your Sail (Sheriff's Office)		
	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
Apr 18 - 22	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension) 1:00pm 5:00pm Freestyle Cruising (Magnolia Room) - Training, Human Resources	8:30am 12:00pm Dept AP Invoice Processing (Annex 138) 8:30am 12:00pm Goal Setting, Planning & Organizing (Studio B) 8:30am 12:00pm Performance Management (Magnolia Room)	8:00am 12:30pm iExpense - PCard Training (Annex 138)	8:30am 12:30pm Records Management 1.0 (Swisher 111) 8:30am 12:00pm A Leader's Guide To Delegating (Studio B)	
	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
Apr 25 - 29	8:30am 5:00pm Setting Sail (Annex 429)	8:30am 11:00am Misc Template Training (Annex 138)			

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# Learning Opportunity

May 2016

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
May 2 - 6	<b>May 2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
			8:30am 12:00pm iExpense - Travel Training (Annex 138) 9:00am 11:00am Budget 101 (Studio B)		
May 9 - 13	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
	8:30am 5:00pm Setting Sail (Annex 429)	10:00am 11:30am Records Management: Why It Matters (Magnolia Room)	8:30am 12:00pm Dept Fixed Assets (Annex 138) 1:00pm 4:30pm Emotional Intelligence (Studio B)	8:30am 4:30pm Five Questions Every Leader Must Ask (Studio B)	
May 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 - Summer Series (Studio B)	8:00am 12:30pm iExpense - PCard Training (Annex 138)	8:30am 11:00am Records Management 2.0 (Swisher 211) 9:00am 4:00pm Project Management (Pinellas Park)	
May 23 - 27	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	8:30am 5:00pm Setting Sail (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Series - Summer Series (Studio B) 8:30am 11:00am Misc Template Training (Annex 138)		8:30am 12:00pm Time Management (Studio B)	
May 30 - Jun 3	<b>30</b>	<b>31</b>	<b>Jun 1</b>	<b>2</b>	<b>3</b>

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