

UNIFIED PERSONNEL SYSTEM

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



Holly J. Schoenherr
 Director

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

From: Holly J. Schoenherr, Director of Human Resources *HS*

Date: July 27, 2018

Subject: Changes to Personnel Rule 1 – The Classification Plan

Recommendation:

It is recommended that the members of the Unified Personnel Board approve new language (attached) for Personnel Rule 1- The Classification Plan. The current rule addressing appeals does not account for the nature of classification changes that will occur should the Personnel Board adopt a new classification plan.

Background:

In May 2017, Pinellas County contracted with Evergreen Solutions to conduct a comprehensive study regarding our classification and compensation systems and processes. On June 1, 2018, Evergreen delivered their report, which provides information related to employee demographics, market data, and assessments of internal and external equity.

Adoption of any of Evergreen's recommendations will involve some level of change to existing pay plans, from minor to significant; and application of the current rules to this comprehensive type of transition may have unintended and unbalanced results with regard to what is considered an upward or downward reclassification. If the new classification plan is adopted, many positions will experience less than a 2% difference between the current pay grade maximum and the new pay grade maximum. These minor changes may reasonably be viewed as "lateral" movements, as there is an insignificant difference between the current pay grade and the new pay grade.

Clearly Rule 1-E is intended to address an employee's movement to a lower level pay grade and not to a change resulting from the adoption of a new pay plan, whereas the maximum of the new pay grade may only be five dollars less than the maximum of the current pay grade. The proposed change to Rule 1 will allow for appeals to be limited to those downward classifications for which the difference in pay grade maximums is considered to be significant.

It is therefore essential to identify the point at which the difference in pay grade maximums is considered to be significant. The recommended methodology for pay adjustments addresses

circumstances where there is at least a 4.5% difference between the current pay grade maximum and the new pay grade maximum. The 4.5% movement is consistent with the 4.5% midpoint progression featured throughout the proposed Classified Pay Plan. In other words, the basis for the 4.5% standard for both upward and downward reclassifications is the proposed Classified Pay Plan, for which the midpoints for each pay grade consistently increase by 4.5%.

Attachment:

- Rule 1 – The Classification Plan

Rule 1. The Classification Plan

A. Purpose of the Plan

The Classification Plan provides a systematic arrangement and inventory of the positions in the Unified Personnel System. The plan groups the various positions into understandable classes indicative of the range of duties, responsibilities, and level of work performed. The class titles standardize the meaning, allocation, and usage of the Plan throughout the Unified Personnel System, again based upon the similarity of work and duties performed.

B. Uses of the Plan

1. Groups positions into classes based on similarities in the nature and scope of work.
2. Determines qualifications, prepare recruitments and examination content.
3. Determines pay grades to be paid for the various classes of work.
4. Determines promotional paths.
5. Develops employee training and development programs.

C. Content of the Plan

The Plan is a compilation of the following for each class: class title indicative of the work of the class, a class specification for each job classification containing the nature of work and relative responsibilities of the class, typical illustrative tasks, minimum qualifications, and the knowledge, skills, and abilities required for adequate performance of the work.

D. Maintenance of the Classification Plan

The Unified Personnel Board is responsible for maintaining the Classification Plan by adding, deleting or modifying job classifications based on studies and recommendations made by the Director of Human Resources.

E. Appeals

The position incumbent or Appointing Authority may request a secondary review of the classification decision to the Director of Human Resources. Downward reclassifications may be appealed through the Director of Human Resources to the Unified Personnel Board.

Downward reclassifications associated with the implementation of the Evergreen Classification and Compensation Study completed in 2018 shall be defined as a classification or pay grade allocation change for which the maximum pay rate of the pay grade is at least 4.5% lower than the maximum pay rate of the position's current pay grade.