Human Resources
Contract Administration and Budget Overview

Unified Personnel Board Meeting
August 1, 2019
Contract Administration Overview
Contract Administration Overview

- Develop, monitor, mediate, and implement contracts and language to ensure alignment with strategic focus areas
- Monitor vendor performance standards to promote excellent customer service
- Coordinate with other departments to identify needs, contract development, and compliance
Contract Administration Overview – Why?

- Attract and retain a diverse and talented workforce to meet the needs of our citizens
- Have a centralized individual to manage contract initiation, creation, negotiation, implementation, and maintenance of the contracts
- Foster an environment where employees and volunteers feel valued by contracting to vendors that supply the best service
- Cultivate an atmosphere in HR that embraces open communication and generates trust
- Be good stewards of our health fund and benefits budget
Contract Administration Overview

Align with Human Resources’ Vision, Mission, Values:

- **Vision**: Position Pinellas County Government as a top-choice employer in the Tampa Bay region
- **Mission**: Cultivate a **diverse, talented and engaged** workforce **prepared** to effectively serve the citizens of Pinellas County
- **Values**: Earn a reputation as a trusted solution partner through every interaction by demonstrating: **Credibility, Fairness, Respect and Service**
Contract Administration Overview - Summary

Contract Administration will ensure:

- Contract processes are streamlined
- Contracts have consistent language
- Tracking of performance measures and needs are being met
- Communication with partners is clear and concise
Budget Overview
Budget Overview

Responsibility to ensure:

- Budgetary soundness
- Fiscal year forecasting and working closely with our OMB budgetary analyst as well as Finance
- Preparation and monitoring of fiscal departmental operating budgets
- Invoice and purchasing inquiries are satisfied
- Educate employees about making budget and stewardship decisions based on strategic priorities
Questions?