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

From: Holly J. Schoenherr, Director of Human Resources

Date: August 30, 2019

Subject: Revision of Human Resources Classification Specifications

Recommendation:

It is recommended that the members of the Unified Personnel Board approve the following actions, effective September 29, 2019, related to the adoption of recommendations provided by Evergreen Solutions, LLC.

Implementation of the proposed classification plan for Exempt Service will require the revision of many classification specifications, adhering to all applicable laws and guidelines for employment practices. I appreciate the Board's consideration and approval of the recommended changes to the following class specifications (attached) for exempt positions in the Human Resources Department:

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<th>New Title and Pay Grade</th>
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<td>Human Resources Coordinator P1</td>
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<td>Human Resources Coordinator P1</td>
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This action by the Board is necessary since the Human Resources Director’s delegated authority does not apply to actions within the Human Resources Department.

Attachments
Human Resources Consultant

Category: Exempt
Pay Grade: E22
Job Code: 20157

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY
Performs responsible professional work coordinating projects with staff to implement human resource (HR) processes and programs of the Pinellas County Unified Personnel System (UPS); performs as a lead worker responsible for planning and coordinating other professional and technical staff to implement complex human resources programs in one or more major HR activities and program areas; relieves senior managers of professional level assignments, special projects, and important policy or management level assignments to ensure delivery of timely services and strong departmental communications; trains and coordinates with other staff in the development, implementation, and administration of major personnel programs, conferring with appointing authorities and department managers on personnel administration, as well as assisting with the research or development of policies and procedures consistent with the UPS; makes decisions, prepares reports, and makes recommendations on important policies and programs.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
• Implements and administers personnel processes governing policies, rules, regulations, and practices;
• Implements and manages important and sensitive personnel programs, operations, and activities;
• Participates in special studies, surveys, and the collection of information on difficult operational and administrative problems and prepares reports recommending solutions or courses of action;
• Researches, analyzes, and resolves complex problems and policy issues related to HR including handling difficult and sensitive cases and assignments that may include employment problems or controversy;
• Coordinates HR activities impacting UPS HR policies, processes, and activities;
• Represents management at meetings, conferences, and other important operations interacting with officials and managers to implement personnel programs and deliver high quality services;
• Advises managers, officials, employees, and others on complex administrative employment issues, rules, and regulations;
• Reviews and approves/disapproves disciplinary actions and terminations and facilitates disciplinary interviews including pre-disciplinary hearings;
• Interprets HR policies, rules, and regulations for administrators, managers, or individual employees;
• Researches, prepares, and coordinates establishment of new or revisions in policies and procedures to deliver, maintain, and improve HR customer service;
• Consults and counsels employees, managers, and supervisors on highly specialized HR matters as well as the full range of HR services and programs;
• Prepares, coordinates, and delivers services to support workshops, training, education, and special workforce projects or employment related matters;
• Performs other related job duties as assigned.
QUALIFICATIONS

Education and Experience:
Bachelor’s degree in personnel or human resources management, public or business administration, finance, or directly related field and four (4) years of highly technical and professional human resources management operations experience with two (2) years of direct experience in the area of assignment with lead worker, supervisor, or supervisory training; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):
- Florida Driver's License or Florida Commercial Driver’s License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:
- Knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee relations, diversity, performance management, and federal and state employment laws;
- Knowledge of public administration principles and practices;
- Knowledge of human resources programs, principles, and practices;
- Knowledge of employment and labor laws, regulations, and requirements;
- Knowledge of office automation, data processing principles, and practices;
- Knowledge of statistical concepts and methods;
- Knowledge of laws, rules, and regulations applicable to County government;
- Ability to apply computer applications and software;
- Ability to analyze facts and to exercise sound judgment and to arrive at valid and appropriate conclusions;
- Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives;
- Ability to prepare written reports;
- Ability to analyze and solve administrative problems and to render advice and assistance to managers, supervisors, employees, applicants, and other individuals;

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.
Human Resources Consultant, Sr.

Category: Exempt
Pay Grade: E23
Job Code: 20158

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY
Performs highly responsible professional work coordinating projects and supervising staff to implement human resource (HR) processes and programs of the Pinellas County Unified Personnel System (UPS); performs as a supervisor responsible for planning and coordinating other professional and technical staff to implement more complex human resources programs in one or more major HR activities and program areas; supervises, trains, and coordinates with other staff in the development, implementation, and administration of major personnel programs, conferring with appointing authorities and department managers on personnel administration, as well as assisting with the research or development of policies and procedures consistent with the UPS; reviews candidates and determines who to hire; analyses information, draws conclusions, and makes sound recommendations on important policies and programs and prepares reports and recommendations on ways to implement them.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
- Implements and administers personnel processes governing policies, rules, regulations, and practices;
- Supervises professional, technical, and/or clerical staff engaged in the day-to-day operations of an area(s) of HR;
- Interviews, selects, hires, orients and develops personal growth opportunities for employees and trains employees in coordination with department management;
- Implements and manages important and sensitive personnel programs, operations, and activities;
- Participates in special studies, surveys, and the collection of information on difficult operational and administrative problems and prepares reports recommending solutions or courses of action;
- Researches, analyzes, and resolves complex problems and policy issues related to HR including handling difficult and sensitive cases and assignments that may include employment problems or controversy;
- Assesses processes, policies and systems, recommends improvements to programs, services and processes, and implements those recommendations;
- Prepares, coordinates, and delivers services to support workshops, training, education, and special workforce projects or employment related matters;
- Represents management at meetings, conferences, and other important operations interacting with officials and managers to implement personnel programs and deliver high quality services;
- Advises managers, officials, employees, and others on complicated administrative employment issues, rules, and regulations;
- Works closely with staff to resolve the more complex problems and may fill in for subordinate staff as needed;
- Reviews and approves/disapproves disciplinary actions and terminations and facilitates disciplinary interviews including pre-disciplinary hearings;
- Interprets HR policies, rules, and regulations for administrators, managers, or individual employees;
• Researches, prepares, and coordinates establishment of new or revisions in policies and procedures to deliver, maintain, and improve HR customer service;
• Consults and counsels employees, managers, and supervisors on highly specialized HR matters as well as the full range of HR services and programs;
• Prepares, coordinates, and delivers services to support workshops, training, education, and special workforce projects or employment related matters;
• Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:
Bachelor’s degree in human resources management, public or business administration, finance, or directly related field and four (4) years of highly technical and professional human resources management operations experience with two (2) years of direct experience in the area of assignment with lead worker, supervisor, or supervisory training; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):
• Florida Driver's License or Florida Commercial Driver’s License and endorsement, if any.
• Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
• Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
• Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:
• Knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee relations, diversity, performance management, and federal and state employment laws;
• Knowledge of public administration principles and practices;
• Knowledge of human resources programs, principles, and practices;
• Knowledge of employment and labor laws, regulations, and requirements;
• Knowledge of office automation, data processing principles, and practices;
• Knowledge of statistical concepts and methods;
• Knowledge of laws, rules, and regulations applicable to County government;
• Ability to apply computer applications and software;
• Ability to analyze facts and to exercise sound judgment and to arrive at valid and appropriate conclusions;
• Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives;
• Ability to prepare written reports;
• Ability to analyze and solve administrative problems and to render advice and assistance to managers, supervisors, employees, applicants, and other individuals;
• Ability to supervise the work of subordinate staff.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:
• Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
• Grasping: Applying pressure to an object with the fingers and palm.
• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
• Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
• Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
• Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
• Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
• Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.
This proposed version incorporates language revisions along with formatting updates applied to all classification specifications.

Human Resources Officer

Category: Exempt
Pay Grade: SM5bE26
Job Code: 20274

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This performs highly responsible, professional and supervisory human resources work in assessing, planning, supervising, and directing work in one of the following functional areas of human resources (HR): benefits, classification and compensation, recruitment and selection, or training and development. An employee in this classification serves as a technical expert in the area of responsibility and is responsible for planning, directing, supervising and coordinating other professional and technical staff to implement complex human resource programs involving complex specialized areas and assignments; in training; compensation and classification, recruitment and selection, records administration, benefits, and other human resource functions. The incumbent makes decisions and prepares reports, and recommends new or modifications in existing system wide policies and programs. The incumbent supervises programs; supervises human resource functions vital to the County’s human resource programs and operations and is expected to work collaboratively with other Human Resource Officers, Human Resource Business Partners Consultants, and other HR staff to design and develop integrated programs which meet professional standards and best meet the evolving needs of the appointing authorities and the UPS. The position reports to a HR Manager or Department Director; work is performed under general direction with considerable latitude for individual initiative and judgment and is reviewed by observation of results achieved and periodic reports and conferences.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Supervises professional, technical, and/or clerical staff engaged in the day-to-day operations of an area(s) of human resources;
- Implements and administers personnel processes governing policies, rules, regulations, and practices;
- Supports HR Director and Division Directors in planning and directing assigned human resources programs and all department activities and completes special projects assignments;
- Advises directors, officials, employees, and others on complicated administrative and technical employment issues, rules, laws, and regulations;
- Recommends policies and procedures within area(s) of expertise/assignment including modifications and improvements which meet professional standards and contribute to the improved effectiveness of the Unified Personnel System;
- Administers and interprets County personnel policies for administrators, managers or individual employees;
- Coordinates and administers computer-based programs, policies, and procedures as necessary to implement human resource operations/programs plus ensures computer related processes run smoothly;
- Partners with organizational leaders to identify needs within HR area of assignment and implements new programs and training as needed;
• Advises senior leadership regarding initiatives and activities that promote maximum staff effectiveness and creates a positive impact on organizational performance;
• Plans, launches, monitors, and acts on long-range improvement initiatives that are aligned with the organization’s strategic goals;
• Designs and establishes benchmarks that measure the impact and effectiveness of human resources programs within area of assignment;
• Forges working relationships with internal and external stakeholders, including but not limited to universities/colleges, public schools, private industry, government entities, etc.;
• Coordinates and manages needs assessments of internal stakeholders such as frontline leaders, individual contributors, support staff, and others;
• Identifies opportunities to share best practices and improve technical and organizational effectiveness across units;
• Manages the budget and meets budgetary goals and objectives;
• Performs other related work/job duties as assigned or required.

QUALIFICATIONS

Education and Experience:
Bachelor’s degree in human resources, organizational development, education, public administration, or directly related field and four (4) years of professional human resources experience in the relevant area of human resources with two (2) years of leadership or supervisory experience; or a Master’s degree and two (2) years of leadership or supervisory experience in the relevant area of human resources; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):
• Florida Driver’s License or Florida Commercial Driver’s License and endorsement, if any.
• Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
• Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
• Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:
• Knowledge and technical expertise in the area of assignment including best practices for today and the future;
• Knowledge of public administration techniques, principles, and practices;
• Knowledge of federal, state, and local laws and guidelines pertaining to employment with specific attention to the area of assignment;
• Knowledge of merit system principles and polities processes;
• Knowledge of computer systems and operations to implement and administer human resource operations and services.
• Ability to apply technical expertise creatively to best achieve organizational goals and meet professional standards;
• Ability to develop and implement progressive policies and practices within area of assignment to achieve productivity, cost containment, and other human resource objectives;
• Ability to supervise and lead a diverse staff responsible for implementation of technical area(s) of human resources services;
• Ability to establish and maintain effective working relationships with administrative officials, associates, and the general public;
• Ability to develop administrative practices, procedures, and systems for a human resources program;
• Ability to analyze facts and to exercise sound judgment and to arrive at valid conclusions;
• Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives;
• Ability to effectively communicate both orally and in writing to groups and individuals;
• Ability to present ideas persuasively to internal and external audiences;
• Ability to encourage, motivate, and guide individuals and teams in learning and improving effectiveness;
• Ability to contribute to operational, tactical, and strategic planning in support of the organization’s business plan;
• Ability to develop visual aids and other instructional materials to meet informational and training needs;
• Ability to develop and maintain effective working relationships with vendors, manufacturers, elected officials, management, employees, and the general public.

**PHYSICAL/MENTAL DEMANDS**
The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:
• Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
• Grasping: Applying pressure to an object with the fingers and palm.
• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
• Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
• Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
• Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
• Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
• Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

**WORKING CONDITIONS**
Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.
**Human Resources Officer**

Category: Exempt  
Pay Grade: E26  
Job Code: 20274

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

**JOB SUMMARY**

Performs highly responsible, professional and supervisory human resources work in assessing, planning, supervising, and directing work in one of the functional areas of human resources (HR). An employee in this classification serves as a technical expert in the area of responsibility and is responsible for planning, directing, supervising and coordinating other professional and technical staff to implement complex human resource programs involving complex specialized areas and assignments; makes decisions and prepares reports, and recommends new or modifications in existing system wide policies and programs; supervises human resource functions vital to the County’s human resource programs and operations and is expected to work collaboratively with other Human Resource Officers, Human Resource Consultants, and other HR staff to design and develop integrated programs which meet professional standards and best meet the evolving needs of the appointing authorities and the UPS.

**ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Supervises professional, technical, and/or clerical staff engaged in the day-to-day operations of an area(s) of human resources;  
- Implements and administers personnel processes governing policies, rules, regulations, and practices;  
- Supports HR Director and Division Directors in planning and directing assigned human resources programs and all department activities and completes special projects assignments;  
- Advises directors, officials, employees, and others on complicated administrative and technical employment issues, rules, laws, and regulations;  
- Recommends policies and procedures within area(s) of expertise/assignment including modifications and improvements which meet professional standards and contribute to the improved effectiveness of the Unified Personnel System;  
- Administers and interprets County personnel policies for administrators, managers or individual employees;  
- Coordinates and administers computer-based programs, policies, and procedures as necessary to implement human resource operations/programs plus ensures computer related processes run smoothly;  
- Partners with organizational leaders to identify needs within HR area of assignment and implements new programs and training as needed;  
- Advises senior leadership regarding initiatives and activities that promote maximum staff effectiveness and creates a positive impact on organizational performance;  
- Plans, launches, monitors, and acts on long-range improvement initiatives that are aligned with the organization’s strategic goals;  
- Designs and establishes benchmarks that measure the impact and effectiveness of human resources programs within area of assignment;
Forges working relationships with internal and external stakeholders, including but not limited to universities/colleges, public schools, private industry, government entities, etc.;
Coordinates and manages needs assessments of internal stakeholders such as frontline leaders, individual contributors, support staff, and others;
Identifies opportunities to share best practices and improve technical and organizational effectiveness across units;
Manages the budget and meets budgetary goals and objectives;
Assists in the development of the health fund budget as well as monitors the fund;
Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:
Bachelor’s degree in human resources, organizational development, education, public administration, or directly related field and four (4) years of professional human resources experience in the relevant area of human resources with two (2) years of leadership or supervisory experience; or a Master’s degree and two (2) years of leadership or supervisory experience in the relevant area of human resources; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):
- Florida Driver's License or Florida Commercial Driver’s License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:
- Knowledge and technical expertise in the area of assignment including best practices for today and the future;
- Knowledge of public administration techniques, principles, and practices;
- Knowledge of federal, state, and local laws and guidelines pertaining to employment with specific attention to the area of assignment;
- Knowledge of merit system principles and processes;
- Knowledge of computer systems and operations to implement and administer human resource operations and services.
- Ability to apply technical expertise creatively to best achieve organizational goals and meet professional standards;
- Ability to develop and implement progressive policies and practices within area of assignment to achieve productivity, cost containment, and other human resource objectives;
- Ability to supervise and lead a diverse staff responsible for implementation of technical area(s) of human resources services;
- Ability to establish and maintain effective working relationships with administrative officials, associates, and the general public;
- Ability to develop administrative practices, procedures, and systems for a human resources program;
- Ability to analyze facts and to exercise sound judgment and to arrive at valid conclusions;
- Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives;
- Ability to effectively communicate both orally and in writing to groups and individuals;
- Ability to present ideas persuasively to internal and external audiences;
- Ability to encourage, motivate, and guide individuals and teams in learning and improving effectiveness;
- Ability to contribute to operational, tactical, and strategic planning in support of the organization’s business plan;
- Ability to develop visual aids and other instructional materials to meet informational and training needs;
- Ability to develop and maintain effective working relationships with vendors, manufacturers, elected officials, management, employees, and the general public.
PHYSICAL/MENTAL DEMANDS
The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:
• Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
• Grasping: Applying pressure to an object with the fingers and palm.
• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
• Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
• Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
• Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
• Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
• Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS
Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.
Human Resources Assistant Director

Category: Exempt
Pay Grade: E31
Job Code: 20284

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY
Performs highly responsible managerial and supervisory work leading and directing subordinate supervisors and staff to implement human resource (HR) policies, processes, and programs of the Pinellas County Unified Personnel System (UPS); assists the director with developing and implementing policies and programs to include planning and directing comprehensive personnel programs; performs as an expert manager responsible for planning, directing, supervising, and coordinating other professional and technical staff to implement complex human resource programs involving specialized areas and assignments.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
• Establishes and reviews key strategic priorities and translates them into actionable and quantitative plans.
• Plans, directs, coordinates, and exercises general supervision through divisional supervisors over personnel engaged in diversified personnel management activities;
• Acts as HR director if the director is not present;
• Assists the director with formulating annual goals and methods of evaluating accomplishment of those goals and other departmental activities with assistance of departmental staff;
• Manages and supervises the budget and staff resources of several department functions in order to provide personnel services and implement a comprehensive mix of personnel/human resource programs and personnel services;
• Represents the organization at meetings, conferences, and other important operations meetings interacting with officials and managers to administer personnel programs and deliver high quality services;
• Assists managers in the preparation of policies, procedures, and prepares budget and controlling departmental procedures/operations to conform with requirements and resource plans;
• Advises managers, officials, employees, and others on complicated administrative employment issues, rules, and regulations and oversees major legal investigations;
• Administers and interprets County personnel policies for administrators, managers, or individual employees;
• Performs other related job duties as assigned.

QUALIFICATIONS
Education and Experience:
Bachelor’s degree with major coursework in business, public administration, human resources, or related field and four (4) years of responsible professional work in human resource management that include two (2) years of supervising professionals implementing two or more major human resource areas of responsibility; or a Master’s degree and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.
Special Qualifications (May be required depending on area of assignment):
- Florida Driver's License or Florida Commercial Driver’s License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:
- Knowledge of employment organizations and personnel administration processes, laws, rules, and regulations;
- Knowledge of federal, state, and local laws and guidelines pertaining to employment;
- Knowledge of the principles, practices, and procedures of public and business administration, as applied in a large organization;
- Knowledge of budget and accounting principles, practices, and procedures, as applied in a large organization;
- Knowledge of County budgeting procedures and ability to apply this knowledge to administer and coordinate administrative and operational budgets;
- Knowledge of the principles of management and supervision;
- Knowledge of computer systems and operations to implement and administer human resource operations and services;
- Knowledge of statistical concepts and methods;
- Knowledge of public administration techniques and principles and practices;
- Knowledge of laws, rules, and regulations applicable to County government.
- Ability to apply computer applications and software;
- Ability to develop and implement progressive policies and practices to achieve affirmative action, productivity, cost containment, and other human resource objectives;
- Ability to lead a diverse staff responsible to implement a comprehensive mix of personnel services;
- Ability to establish and maintain effective working relationships with administrative officials, associates, and the general public;
- Ability to develop administrative practices, procedures, and systems for personnel programs;
- Ability to analyze facts and to exercise sound judgment and to arrive at valid conclusions;
- Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives;
- Ability to effectively communicate both orally and in writing to groups and individuals.

PHYSICAL/MENTAL DEMANDS
The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS
Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.
This proposed version incorporates language revisions along with formatting updates applied to all classification specifications.

Director, Human Resources

Category: Exempt
Pay Grade: E4–E40
Job Code: 20290

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY
This performs highly responsible administrative, professional, technical, supervisory, and managerial work directing the Unified Personnel System for Pinellas County. Work involves development and implementation of organization-wide policies and programs to include: planning, design, and directing comprehensive personnel programs; including recruitment, selection, placement, classification, compensation, benefits administration, staff development and training, tuition reimbursement, employee communications, records systems administration, and related personnel activities. An employee in this class is required to exercise versatility in developing and establishing effective personnel programs. General direction is provided by the Unified Personnel Board in terms of major objectives to be accomplished. Work is performed with considerable independent judgment, discretion, and initiative in carrying out the mission of the department with efficiency and effectiveness.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
• Plans, directs, coordinates, and exercises general supervision through divisional supervisors over personnel engaged in diversified personnel management activities including recruitment, selection, classification, compensation, benefits administration, staff development and training, personnel records, and transactions;
• Formulates new personnel policies and revisions of existing policies for review by Appointing Authorities and the Employees’ Advisory Council and action by the Personnel Board;
• Consults with management regarding employee relations problems such as possible adverse actions to be taken against employees or morale problems in the workplace;
• Formulates with assistance of departmental staff annual goals and methods of evaluating accomplishment of those goals and other departmental activities;
• Presents County policy and personnel matters to department heads, elected officials, or individual employees;
• Represents the department at various national, state and/or local personnel conferences, seminars and meetings;
• Directs the development and revision of the classified and exempt pay plan and benefit program;
• Serves as Executive Secretary of the Unified Personnel Board;
• Performs other related work, job duties as assigned or required.

QUALIFICATIONS
Education and Experience:
Bachelor’s degree with major coursework in business, public administration, human resources, or related field and four (4) years of responsible professional work in human resource management that include two (2) years of supervising professionals implementing two or more major human resource areas of responsibility; or a
Master’s degree and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):
• Florida Driver's License or Florida Commercial Driver’s License and endorsement, if any.
• Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
• Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:
• Knowledge of the principles, practices, and procedures of public personnel administration;
• Knowledge of the terminology, job content, and qualification requirements of a variety of public occupations;
• Knowledge of recent developments, current literature, and sources of information in the field of public personnel administration;
• Knowledge of statistical concepts and methods;
• Knowledge of the principles and techniques of modern office management and procedures.
• Ability to plan, direct, and coordinate the work of technical subordinates engaged in activities of personnel administration;
• Ability to supervise the maintenance of a variety of records and to prepare and submit required regular and special reports;
• Ability to apply computer applications and software;
• Ability to analyze facts and to exercise sound judgment and to arrive at valid conclusions;
• Ability to express ideas clearly and concisely, orally and in writing.

PHYSICAL/MENTAL DEMANDS
The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:
• Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
• Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
• Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
• Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
• Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
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Director, Human Resources

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JOB SUMMARY
Performs highly responsible administrative, professional, technical, supervisory, and managerial work directing the Unified Personnel System for the Pinellas County, under the supervision of the Unified Personnel Board; develops and implements organization-wide policies and programs; exercises versatility in developing and establishing effective personnel programs.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
- Plans, directs, coordinates, and exercises general supervision through divisional supervisors over personnel engaged in diversified personnel management activities;
- Formulates new personnel policies and revisions of existing policies for review by Appointing Authorities and the Employees’ Advisory Council and action by the Personnel Board;
- Consults with management regarding employee relations problems such as possible adverse actions to be taken against employees or morale problems in the workplace;
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Approved 9/5/19 with edits as indicated
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