Board members serve 2 year overlapping terms. Members of the Personnel Board must be at least 18 years of age; of good moral character; of good reputation in the community; a citizen of the United States; a permanent resident of Florida; and a resident of Pinellas County for at least 2 years prior to the date of the appointment. They may not be an employee of any entity of county government in Pinellas County or a member of any national, state or county committee of a political party, nor may they hold or be a candidate for any paid public office. No one may serve on the Board who is the spouse, parent or grandparent, child or grandchild, brother or sister, aunt or uncle, niece or nephew, by consanguinity or affinity of a member of the classified service or of any officer whose employees are covered by the act. They must not have a conflict of interest in terms of their related business, duties, or responsibilities in connection with the Board.

At its first regular meeting in January, the Personnel Board elects one of its members to serve as Chair and one of its members to serve as Vice Chair.