



Management & Supervisory NOTES

Human Resources
Helping U Succeed

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Classification Options – Career Ladder

In the [October issue](#) of Management & Supervisory Notes, we discussed the various classification options available to managers and supervisors that can be utilized in order to achieve the best possible working environment. The classification system in the Unified Personnel System is flexible and easy to work with. You will need to look at your positions and decide what is best for your departmental needs. There are a number of options which will depend on weighing and balancing a number of factors. Consider the work that will be performed, WHY the work is being performed, and consider the time frame for the work being performed.

CAREER LADDER

This is a process designed for use in the Classified Service to progress an employee to a higher classification with a higher level of job responsibility within a job family. With help from Human Resources and approval of the Personnel Board, departments establish criteria for advancing from a lower level position to the next higher level position. This is a department driven process and helps the employee advance to a higher level of responsibility with or without competition and without moving from the work unit.

As noted earlier, the Career Ladder is basically a department-driven process. It rests on three basic preconditions:

1. The department must have a genuine need for the higher level work.
2. The target position classification must be available for Career Ladders.

3. The employee must be both interested in the higher level work and able to demonstrate the potential to perform it successfully. Managers and supervisors create criteria for advancement within the Career Ladder and are encouraged to discuss the criteria with a Human Resources Analyst in the Pay and Classification section.

There are many benefits to utilizing Career Ladders within your work unit. For the employee, it provides the opportunity to develop new skills and competencies at their own pace while they are in their current job. Career Ladders can also demonstrate initiative and willingness to work to further the departmental goals.

For the supervisors and managers, Career Ladders allow you to retain valued employees who are motivated to advance their careers. Career Ladders attract high quality employees with the opportunity to advance within their positions and develop well-trained employees who have high morale. Utilizing a Career Ladder can also provide a higher level of quality and service to your customers.

A Career Ladder may be a perfect option for your work unit! For more information, see [Promotion - Career Ladders](#) or contact Human Resources for assistance:

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Next month we will discuss the Trainee Under-Fill Classification and how to utilize it within your work group.