



Management & Supervisory NOTES

Human Resources
Helping U Succeed

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Classification Options: Special Projects Assistant

The past three issues explored some options available to managers and supervisors ([Classification Options](#), [Career Ladder](#), and [Trainee Under-Fill](#)) that can be utilized in order to achieve the best possible working environment. You will need to look at your positions and decide what is best for your departmental needs. The option of utilizing the Career Ladder, Trainee Under-Fill classifications or the Special Projects Assistant classifications will depend on weighing and balancing a number of factors.

Special Projects Assistant

The Special Projects Assistant classification was created to provide assistance to managers working on a specific project for a specific amount of time within the department. The Special Projects Assistant is considered a temporary position and does not need to be advertised. When the Special Projects Assistant classification is utilized, the employee is informed of the beginning date and the anticipated end date of the project. A person is appointed to this position by the Appointing Authority and the Director of Human Resources. If the appointment needs to be extended, it must be approved by the Appointing Authority in concurrence with the Director of Human Resources. Because employees in this class are considered temporary, employment does not have to be extended by the Personnel Board.

The rate of pay for a Special Projects Assistant is established by the Appointing Authority in concurrence with the Director of Human Resources. A Special Projects

Assistant position is administratively assigned to pay grade CL55. Depending on the project, the pay scale is usually comparable to like positions already working on the project. If the Special Projects Assistant position fits within an existing class specification, then that class specification would serve as an underpinning to help establish the appropriate rate of pay for the Special Projects Assistant position. The Appointing Authority may require specific training, education, experience, or other credentials in order to perform the tasks relating to the specific project. In order to get that project completed, the Special Projects Assistant position may be the perfect solution for that special project within your department!

Utilizing the Career Ladder, the Trainee Under-Fill classifications, or the Special Projects Assistant classifications may prove to be a very positive employment option for your department. The classification system in the UPS is flexible and is easy to work with, and the staff in the Pay and Classification Section of Human Resources is happy to work with you on your classification needs.

For more information about the various classification choices, please contact Human Resources for assistance:

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