

Definitions

For the purpose of these Rules, the following words and terms shall have the meaning indicated unless the context clearly indicates otherwise:

Appointing Authority - The Appointing Authorities of the Unified Personnel System are: the Board of County Commissioners, the Clerk of the Circuit Court, the Property Appraiser, the Supervisor of Elections, the Tax Collector, the County Administrator, the County Attorney, the Executive Director of the Pinellas Planning Council, the Executive Director of the Pinellas County Construction Licensing Board, the Chief Information Officer of Business Technology Services, the Human Rights Officer, and the Director of Human Resources. They have the power to appoint the employees who shall hold some or all positions under their supervision.

Classified Excluded – Classified Service salaried employees certified by the Appointing Authorities through the County Attorney to the Director of Human Resources as meeting an exemption from the overtime requirements of the Fair Labor Standards Act. These classifications are identified in the Classification Plan.

Classified Hourly - Classified Service employees who are eligible for and paid overtime in accordance with the Fair Labor Standards Act. These classifications are identified in the Classification Plan.

Class Specification - A written description of the essential characteristics of a job classification and the factors and work requirements that distinguish it from other job classifications. The class specification shall outline the nature of work involved; illustrative tasks performed; knowledge, abilities and skills needed; and the experience and training desired or mandatory for the job classifications.

Demotion - The change of an employee from one job classification to another job classification for which the maximum of the pay rate for the new position is lower than that of the employee's current pay grade.

Job Classification - A group of duties and responsibilities assigned by competent supervision requiring the full-time or part-time employment of one person. Each such job classification shall have a job title, a job description, and a pay grade and, where possible and practical, an appropriate test to determine the fitness of interested applicants.

Job Title - A definite descriptive designation for a job classification.

Lateral - The change of an employee from one job classification to another job classification with the same pay grade as that of the employee's current pay grade.

Members of the Classified Service - All personnel employed in the County Service, except those serving in a job classification which is specifically declared by the Pinellas County Unified Personnel Board to be an Exempt Service position.

Members of the County Service - All personnel employed by and under the jurisdiction of the Board of County Commissioners or a Constitutional Officer in one of the job classifications set forth in

the Pinellas County Unified Personnel System either as members of the Classified Service or as members of the Exempt Service.

Members of the Exempt Service - All personnel employed in the County Service in one of the Exempt Service positions, as set forth by the Pinellas County Unified Personnel Board.

Pay Grade - A salary range with a minimum and maximum pay bracket established to fairly and competitively compensate an employee for assigned work under the specific job classification.

Pay Grade Change - An increase or decrease in the pay grade established for a specific job classification, such changes being made for the purpose of ensuring that a fair, equitable, and competitive pay grade is currently in effect. This is also known as a reallocation.

Permanent Position - a position for which the duties and responsibilities are expected to occur on an ongoing basis and which is funded with recurring funds.

Position - An approved budgeted personnel allocation.

Position Reclassification - The change of a job classification due to a permanent change in or an increase or decrease in the assigned duties and responsibilities of the position, or to correct inequities created by the reclassification of other positions.

Probationary Period - That period of time beginning with a person's employment in the Classified Service and normally ending one year from the date of hire. Appointing Authorities may remove probationary hired employees from probation when deemed appropriate. Such decisions to remove or maintain the probationary period shall not be grievable.

Probationary Status Employee - A Classified Service employee currently serving a probationary period of service.

Promotion - The change of an employee from one job classification to another job classification for which the maximum of the pay rate for the new position is higher than that of the employee's current pay grade.

Provisional Employment - Employment in a Classified Service position in the absence of an eligible register, such employment not to exceed six months from the date of such employment nor more than 45 days following the establishment of an eligible register, whichever is less in length of time.

Regular Status Employee - A Classified Service employee who has satisfactorily completed a probationary period of service.

Temporary Employee – An employee within a position designated as temporary. A temporary position is one for which the duties and responsibilities are expected to occur for a short time frame or occur on a seasonal basis.

Transfer - The change of an employee from one position to another position within the same job classification and pay grade as the employee's current position.