

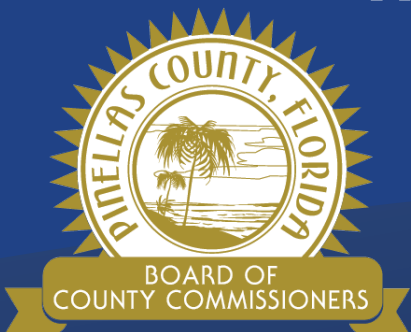
# Career Paths & Ladders Program



## Workforce Relations

**Amanda Smith**

Director



**Our Vision: To Be the Standard for Public Service in America**



# Program

*Pinellas County offers structured Career Paths and Career Ladders to enhance recruitment, enhance retention, reduce turn-over and provide a succession pipeline. The program supports employee growth and skill development for select positions under the County Administrator.*



# Program

*There are approximately 414 different classifications, filled by 2,031 individuals, working under County Administration.*

**Of those 2,031 individuals a little over 1,000 positions meet the criteria for a structured career path.**

**50 of these classifications have an established career ladder.**

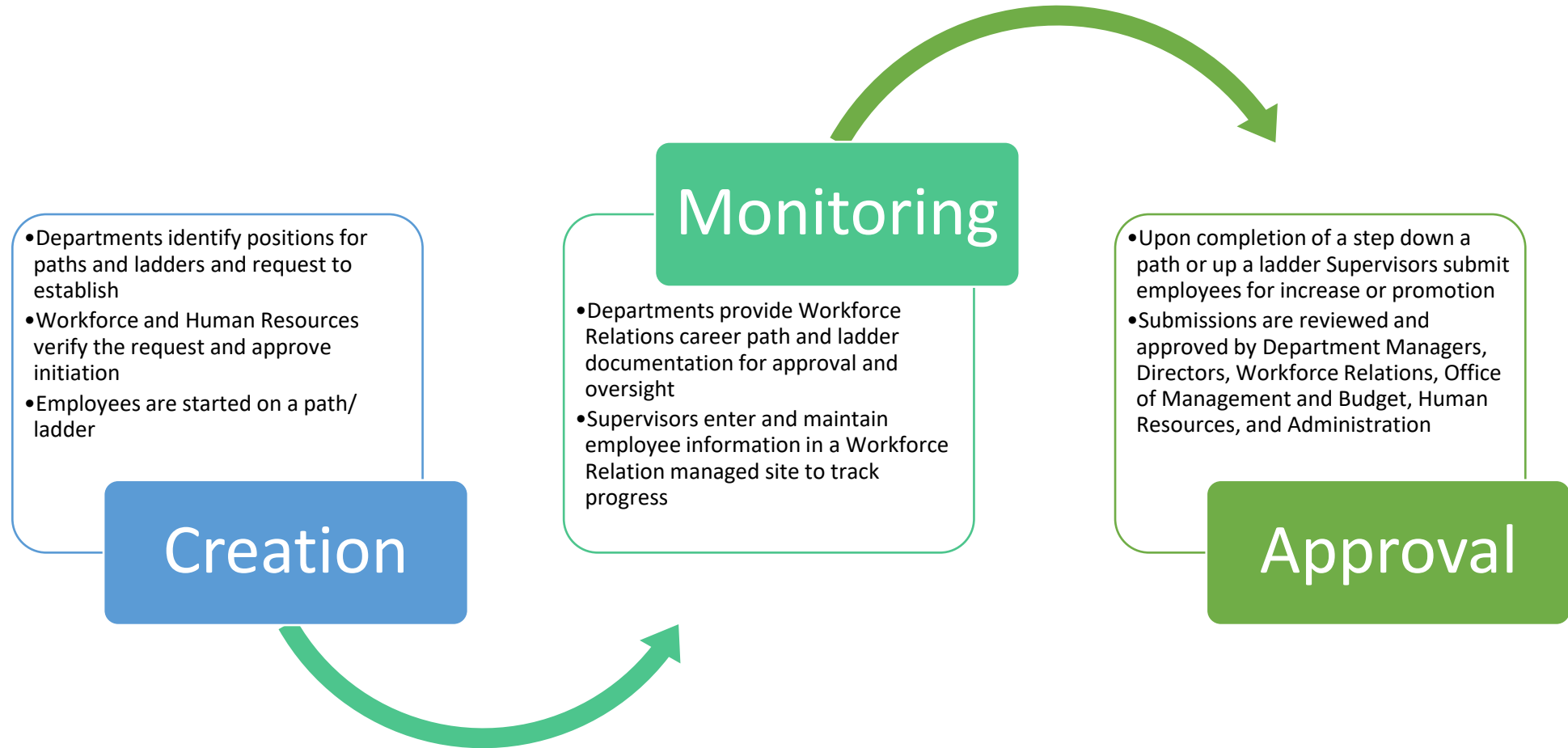


# Program Eligibility



- **Career Ladders are available for classified positions when:**
  - A department demonstrates a need.
  - There are clear requirements for promotion.
- **Classified and classified excluded positions may not qualify for a career path if meaningful criteria is not identified for growth or advancement in the position.**
- *Exempt positions E27 or above do not have career paths or Career Ladders.*

# Development Process



# Career Path and Ladder Progression



## Example

### Entry Level position

- **Paygrade C14 - \$18.72 hourly/\$38,937.60 annually - \$25.26 hourly/\$52,748.80 annually**

### Minimum Requirements

- **Completion of the ninth grade**
- **1 year of public utility in-ground line, pipe, or meter experience**



# Career Path Development Example



## Required Training to Complete Beginner Level

- Disaster Assessment and Preparedness Assessment (Located in OPUS)
- NIMS-IS100
- NIMS-IS200
- NIMS-IS700
- Annual Safety Training
- OSHA 10 Hour Construction Training
- Cityworks Training – Basic Training of How to Use Cityworks and Inbox is setup
- Generational Differences

## Credentials

- Must have a State of Florida Commercial Driver's License Class A w/Air Brakes and Tanker Endorsement within 9 months of hire date or within 9 months of promotion date
- Minimum of 1-year experience of public utility in-ground line, pipe, or meter experience
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations

## Required Training to Complete Intermediate Level

- Annual Safety Training
- ACES Customer Service Training (Located in Digital Toolbox in SharePoint)
- Microsoft Outlook
- Cityworks Training – Demonstrates Knowledge of how to Create Work Orders and Service Requests
- TV & Cleaning Training – Minimum of 40 Hours
- Stoppages / Sewer Training – Minimum of 40 Hours
- First Response – Leaks Training – Minimum of 40 Hours

## Credentials

- Must have a State of Florida Commercial Driver's License Class A w/Air Brakes and Tanker Endorsement within 9 months of hire date or within 9 months of promotion date
- Minimum of 2- years experience of public utility in-ground line, pipe, or meter experience
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations

## Required Training to Complete Advance Level

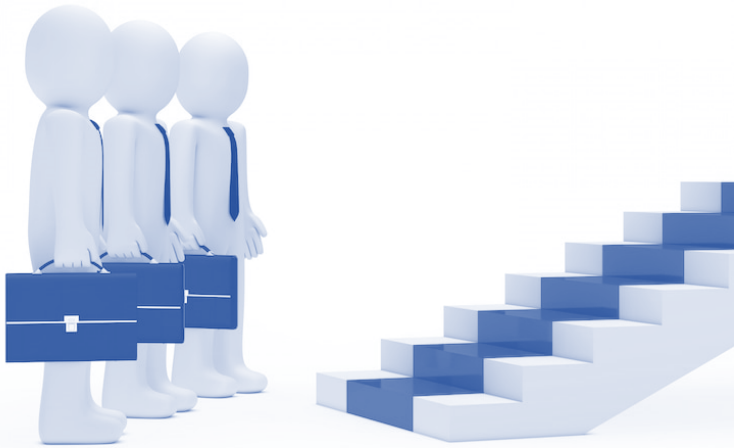
- Annual Safety Training
- Power Tools & Equipment Training
- Cityworks Training – Demonstrates knowledge in completing work orders and Service requests correctly
- Air Release Training – Minimum of 40 Hours
- Hydrant Training (Preventive Maintenance) – Minimum of 40 hours
- Confined Space Training within the last 5 years
- Trenching and Shoring Training within the last 5 years

## Credentials

- Must have a State of Florida Commercial Driver's License Class A w/Air Brakes and Tanker Endorsement within 9 months of hire date or within 9 months of promotion date
- Minimum of 3 -years experience of public utility in-ground line, pipe, or meter experience
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations

# Career Ladders

*Career Ladders provide a structured, step-by-step progression to higher positions within a job family*



## Competitive

- Promotions are vacancy-based and require a competitive selection process.
- Employees may receive one Non-Competitive Career Ladder promotion per fiscal year.
- After one year, employees may again qualify for up to two Career Path Progression incentives.

## Non - Competitive

- Employees can be promoted based on skills and experience, without a formal interview.



# Example requirements to advance on a Career Ladder



## **Must:**

- **Be a permanent employee with a minimum of 1-year permanent employment with Pinellas County Utilities**
- **Have a minimum of a Class A license w/ Tanker endorsement**
- **Be free of any active discipline**
- **Have satisfactory review from current supervisor**
- **Possess Highschool Diploma or equivalent**

## **Complete all the following classes:**

- **Tech Savvy**
- **Microsoft Outlook**
- **ACES Customer Service**
- **Anti- Harassment Training**
- **NIMS – IS100, IS200, IS700**
- **OSHA 10 Hour Construction**
- **Annual Safety Training Course**
- **Meet all cross-training requirements – See next slide**
- **HR Common core training**

# Example requirements to advance on a career ladder cont...



<input type="checkbox"/>	Warehouse - Shadow the WH to see how it operates, learn parts	20 Hours
<input type="checkbox"/>	Dispatch - Shadow Dispatch to see how it operates	5 Hours
<input type="checkbox"/>	Data Entry - Cityworks Training, Time Cards, PDR's, etc.	5 Hours
<input type="checkbox"/>	Safety Training - On the job Safety Training, PPE	40 Hours
<input type="checkbox"/>	Meter Repair & Revalidation	10 Hours
<input type="checkbox"/>	Backflow Prevention / Devices and Inspections	10 Hours
<input type="checkbox"/>	Locates / Line	40 Hours
<input type="checkbox"/>	Hydrants / Service - Inspect, Repair, Replace	40 Hours
<input type="checkbox"/>	Smoke Testing	120 Hours
<input type="checkbox"/>	TV & Cleaning - Basics of How To Run the Equipment	160 Hours
<input type="checkbox"/>	Stoppages – Sewer	160 Hours
<input type="checkbox"/>	First Response – Leaks	160 Hours
<input type="checkbox"/>	Air Release	120 Hours
<input type="checkbox"/>	Heavy Line Crew	700 Hours
<input type="checkbox"/>	Power Hand Tools / Power Equipment	See Training Log

Total Annual Cross Training Hours: 1590 Hours

## Training Log

Employee Name: \_\_\_\_\_

NAME OF TRAINING:	Date of Training:	Start Time (am/pm)	End Time (am/pm)	TRAINER'S NAME: (Please Print Name)	TRAINER'S INITIALS	TRAINING CERTIFICATION FORM DATE COMPLETED:	Location / Comments
TANKER ENDORSEMENT							CDL LICENSE: EXPIRES:
CHAIN SAW							
IMPACT WRENCH							
DRILLS							
RECEPTACLE SAW							
JACK HAMMER							
ANGLE GRINDER							
COMPACTOR							
QUICK CUT SAW / CONCRETE SAW							
CONCRETE MIXER							
PNEUMATIC MACHINE / ATTACHMENTS							

# Questions & Discussion



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# Remote Work

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# Pinellas County remote work Policy



- **2 Day maximum for positions that qualify**
- **Must be registered for remote work through WFR SharePoint site.**
- **Supervisor must be able to demonstrate work being completed by employee\***
- **Must be registered for a VPN with BTS.**

# Position Requirements



- **Most work objectives for these job classifications are customer service related or assisting an eligible knowledge/technical worker(s) and can be effectively performed with a computer through on-line automation or telephonic systems. Organization, retrieval, and storage of documents can be accomplished through automated filing and processing systems.**
- **In person interaction is minimal to be effective.**
- **Communication for eligible positions can be effectively performed through automated functions such as Microsoft Teams or similar platforms.**



# Employee Requirements



- **Employees must occupy a position eligible for remote work**
- **Employee must be performing satisfactorily**
- **Can not have any open disciplinary action**
- **Must be able to demonstrate workspace and internet connectivity at remote location.**

- **Not to be used for childcare, illness, or any other tasks not assigned for the benefit of the organization**
- **Subject to Supervisor, Department Director, WFR, ACA, and County Administrator discretion.**
- **Can be revoked at any time.**

- **Pinellas County remote work policy, [Link](#).**
- **Pinellas County remote work form, [Link](#).**
- **County and Municipality policy repository, [Link](#).**