

## RESOLUTION 18-2

### RESOLUTION REGARDING THE AUTHORITY OF THE HUMAN RESOURCES DIRECTOR TO ACT ON BEHALF OF THE UNIFIED PERSONNEL BOARD, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Unified Personnel Board (the “Board”), pursuant to the Special Act, Laws of Florida 77-642 (“Special Act”) has responsibilities for a variety of areas, including maintaining a Classification Plan for the employees of the Classified Service (Classification Plan), creating new exempt positions, approving extensions to temporary employment assignments; and approving the return of employees promoted from the classified to the exempt service back to the classified service; and

WHEREAS, the Director of Human Resources is the executive head of the Human Resources Department and is authorized to direct all of its administrative and technical activities; and

WHEREAS, the Board has required by rule all changes to the Classification Plan be approved by vote of the Board after study and audit by professional Human Resources staff; and

WHEREAS, the Board has required by rule all extensions of temporary assignments beyond six (6) months to be approved by vote of the Board; and

WHEREAS, the Special Act reserves to the Board the Authority to create new exempt positions; and

WHEREAS the Special Act reserves to the Board the Authority to approve the return to the classified service of an employee promoted from the classified service to an exempt position when that return is to a position and pay grade comparable to that which the employee had attained prior to promotion and that return has been approved by that employee’s Appointing Authority.

WHEREAS, the Board has required by rule all skill sets approved for or removed from eligibility for Market Driven Skills Set supplemental pay be approved by vote of the Board; and

WHEREAS, the Board, in approving Classification Plan changes, establishment of new exempt positions, extension of temporary employment, and approval or removal of skills sets for eligibility for Market Driven Skills Set supplemental pay is reliant on the technical expertise of the Human Resources staff; and

WHEREAS, the Board finds that the Director of Human Resources is the most appropriate official to make technical determinations relating to the Classification Plan, temporary appointment extensions, establishment of new positions, and Market Driven Skill Sets; and

WHEREAS, the Board now desires to vest authority for such responsibilities in the Director of Human Resources in order to foster efficiency.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

**Section 1.** The Director of Human Resources is vested with the authority to act on behalf of the Board on all matters outside of the Human Resources Department involving establishing new classifications in, and making changes to, the Classification Plan; establishing new classifications in the exempt service; approving the return to the classified service of an employee promoted from the classified service to an exempt position when that return is to a position and pay grade comparable to that which the employee had attained prior to promotion and that return has been approved by the employee's Appointing Authority; approving extensions of temporary employment beyond the initial period; and approving and removing Market Driven Skills Sets, and in doing so shall exercise authority over the following:

- a. After making appropriate study, determine and assign the proper classification within

the Classification Plan on newly approved classifications in the classified service and in doing so ensure such establishment reflects the duties and responsibilities of the work assigned to the positions within the class.

- b. After appropriate audit and study, make changes to existing classifications within the Classification Plan, subject to employee appeal rights as set forth in Unified Personnel System Rule 1E, as it may be amended from time to time.
- c. After appropriate audit and study, establish new classifications within the exempt service.
- d. In appropriate circumstances, to approve the return to the classified service of an employee promoted from the classified service to an exempt position when that return is to a position and pay grade comparable to that which the employee had attained prior to promotion and that return has been approved by the employee's Appointing Authority.
- e. In appropriate circumstances, to extend the appointment of a temporary employee, as defined in Unified Personnel System Rules, beyond the initial appointment for a period not to exceed six months.
- f. In appropriate circumstances, to approve or remove skills sets from eligibility for Market Driven Skills Set supplemental pay.

**Section 2.** The discretion provided to the Director of Human Resources pursuant to this Resolution does not include authority to approve comprehensive, structural or other substantive changes to the classification and compensation system.

**Section 3.** This resolution shall take effect immediately upon its adoption.

In a regular meeting duly assembled on the 7<sup>th</sup> day of June, 2018, Mr. Walker offered the foregoing resolution and moved its adoption, which was seconded by Ms. Vecchioli and upon roll call the vote was:

AYES: Davis, Dates, Dekle, Schulz, Walker, and Vecchioli

NAYS: None

Absent and not voting: Dolsay

APPROVED AS TO FORM

By:



Office of the County Attorney