

BOARD OF COUNTY COMMISSIONERS OFFICE



Office of Commissioner Kenneth T. Welch, Chairman

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MEMORANDUM

TO: The Members of the Pinellas Board of County Commissioners
FROM: Kenneth T. Welch, Chairman *KTW*
CC: Mark Woodard, County Administrator
Holly Shoenherr, Human Resources Director
Jewel White, County Attorney
SUBJECT: Commission Offices Receptionist Proposal
DATE: January 7, 2018

The BoCC receptionist position is essential to the operation of our Commission offices, and is operating adequately under the direction of the County Administrator. However, in the interest of continual process improvement, I believe that we can better utilize the position and recognize the permanent (vs. temporary) status of the function. I have spoken with the County Administrator and Human Resources Director to get an understanding of the relevant options.

After careful review, I would ask that the Commission consider an option to realign and reclassify the receptionist position, with the following goals for the updated position:

- **Position will continue to provide the current level of receptionist support to all Commission offices** (greeting visitors, directing phone calls, etc.).
- Position will handle additional tasks to support the operation of the Chair's office.
- Position will report to the Chair, enhancing accountability and flexibility to support the Chair's office and projects.
- Position will be a regular (classified) position with associated benefits. The position has been a temp-agency staffed position for approximately 3 years.
- The overall budget impact will be nominal; however, the benefits cost may increase.

I propose the following action for the Board's consideration.

- Replace the current temporary receptionist position with a regular classified position, reporting to the Chair, and begin the selection process per County guidelines. The Chair will evaluate the performance of the employee on an annual basis, with input from each Commissioner.

I look forward to your consideration and discussion of this proposal during our January 9th work session.