



Pinellas County

Staff Report

File #: 19-326A, Version: 1

Subject:

Resolution designating the Deputy County Administrator/Chief of Staff position within the Senior Management Service Class of the Florida Retirement System.

Recommended Action:

Approval of Resolution to designate the new Deputy County Administrator/Chief of Staff position for membership within the Senior Management Service Class of the Florida Retirement System (FRS).

- Florida Statutes, Sections 121.021 and 121.055, define and govern membership within the Senior Management Service Class of the FRS and require that any positions slated to be designated as Senior Management be publicly noticed and subsequently approved by the local governing body or agency.
- On February 26, 2019, the Human Resources (HR) Department, at the request of County Administration, created the classification specification for the Deputy County Administrator/Chief of Staff position through HR's delegated authority.
- In compliance with state law, a notice of intent to designate a position for inclusion in the Senior Management Service Class was publicly advertised on March 1, 2019 and March 8, 2019 in the Tampa Bay Times.
- The Deputy County Administrator/Chief of Staff will lead highly complex strategic initiatives and special projects, and will act on behalf of the County Administrator in his/her absence.

Strategic Plan:

Create a Quality Workforce in a Positive, Supportive Organization

1.1 Recruit, select, and retain the most diverse and talented workforce

Deliver First Class Services to the Public and Our Customers

5.3 Ensure effective and efficient delivery of county services and support

Summary:

Approval of the resolution would designate the Deputy County Administrator/Chief of Staff position for membership within the Senior Management Service Class of the FRS. In order to designate the position as Senior Management, Florida Statutes require public notices and approval by the local governing body or agency. The individual in this position will lead highly complex strategic initiatives and special projects, and will act on behalf of the County Administrator in his/her absence.

Background Information:

The Deputy County Administrator/Chief of Staff position is a newly established position within the County. In order to properly designate this position as Senior Management for FRS purposes, County Administration engaged with HR and the County Attorney's Office, which advised that per state statute and FRS regulations, it is required that the County publicly notice our intent to designate this position as Senior Management. The position classification was officially created on February 26, 2019 through the HR Director's delegated authority provided by the Unified Personnel Board. The

public notice of intent was advertised on March 1, 2019 and March 8, 2019 in the Tampa Bay Times. Per the FRS, the number of positions that may be designated as Senior Management is limited to 32; there are currently 21 positions designated as Senior Management for FRS purposes.

Fiscal Impact:

The salary range for the E2 Pay Grade associated with this position is between \$151,860.80 and \$230,089.60. There is no budgetary impact associated with the approval of this resolution as the budget is formulated with the assumption that this position is designated as Senior Management for FRS purposes.

Staff Member Responsible:

Canaan McCaslin, Special Assistant to the County Administrator

Partners:

N/A

Attachments:

Board Resolution

Classification Specification

Public Notice of Intent to Designate a Position for Inclusion in the Senior Management Service Class

Affidavit of Public Notice/Advertisement