



Unified Personnel Board – HR Update March 2021 (October 2020 to February 2021, alphabetical by Center of Excellence)

Benefits & Wellness

- Our new life insurance policy with Securian became effective on March 1, 2021, and all coverage transferred over from The Standard with no gap in coverage. We are holding a Special Enrollment from March 1 to March 12 for those who wish to change their supplemental and dependent coverage.
- During the Special Enrollment listed above, we will also allow new enrollments into Flexible Spending Accounts (FSA), as part of the allowed changes under the Consolidated Appropriations Act (CAA).
- Other changes we have adopted from the CAA include the following:
 - Allowing carryover of full balances (no cap) from both Healthcare and Dependent Care FSAs, from 2020 to 2021 and from 2021 to 2022.
 - Allowing prospective changes during 2021 without regard to a qualifying event.
- The Benefits Advisory Committee (BAC) has created benefits sub-committees that provide structure and focus on a deeper dive into various specialty areas. Each sub-committee will focus on a specific benefit topic, research peer offerings and best practices, analyze attitude and satisfaction surveys as well as cost impacts, and make recommendations for benefits that appeal to current and future employees and establish Pinellas County as an employer of choice. The subcommittees are as follows:
 - Leave/Time Off
 - Wellness & Incentives
 - Plan Design
 - Voluntary Benefits
 - Educational Assistance

Each committee has members from BAC as well as HR staff. We are developing agendas, topics for discussion and resources such as surveys and other data for the subcommittees to use in their work. The full BAC will meet quarterly to get updates from the subcommittees and determine possible recommendations.

- Launched 3 major RFPs for Medical/EAP/Behavioral Health, Pharmacy, and Dental plans, with coverage to begin on January 1, 2022. We are on target with our timeline to have the final selections in late May 2021 and contract negotiations begin in June 2021, and we are grateful to have several members of the Benefits Advisory Committee assisting us by participating on the evaluation committees for each RFP.
- Offered a new streamlined process for biometric screening in 2021 to ensure the correct lab work is completed and confirmed in Rally. Provided a new webpage, FAQs, Help Guide, and virtual information sessions to explain the process.

Classification & Compensation

- Partnering with County Administrator & staff on the development of career ladders, career paths, and market and internal equity pay adjustments.
- Collaborated with the Tax Collector's Office to model and implement a new exempt pay plan.
- Collaborating with the Clerk's Office on a project to revise and reformat all exempt-service class specifications
- Completed the recruitment & selection process for a Human Resources Consultant for the Classification & Compensation team.

Communications

- Published the [Human Resources 2020 Annual Report](#).
- Continue to update the www.pinellascounty.org/hr/coronavirus webpage for employees.
 - Over 52,000 views of the webpage.
 - Over 90,000 views total including other COVID-19 documents such as FAQs and supervisor resources.
- COVID-19 Cross Functional Team continues to meet biweekly. As a result of the team meetings, coordinated emails were sent to employees and supervisors based on COVID-19 situations in real time.

Human Resources Information System (HRIS) and Records Administration

- Completed implementation of pay increases for several hundred BCC employees.
- Completed participation in Gartner's ERP Strategic Roadmap Interviews.
- Participating as key stakeholders in the Oracle (OPUS), EBS 12.2 Upgrade Project.
- Partnering with Workforce Strategy and BTS on the implementation of upgrades for the Taleo *Recruit* and *Perform* modules.

Organizational & Talent Development

- Hosted the kickoff of a new leadership development program to address employee development and succession planning specific to Utilities for 55 participants. Program components aligned to Utilities Strategic plan with leadership selected competencies, self-assessments, case studies, coach support, syllabi with pre and post work, and a book club.
- Modernized the look and feel of the Learning Catalog and moved it to SharePoint. The content is more dynamic with new categories for easy navigation, direct links to register, direct links to competencies with tips and strategies to strengthen skills, and concise learning objectives.
- October 2020 – January 2021: Completed 48 learning opportunities and 1 customized workshop for Public Works touching 972 attendees using a hybrid approach of both in-person and virtual instruction.
- February 2021: Completed 13 learning opportunities and 5 customized workshops with Clerk Civil, Public Works, and Utilities touching 417 attendees using a hybrid approach of both in-person and virtual instruction.

Planning & Performance

- Executing HR Business Partner strategy across every department/division within County government.
- Coordinating response to re-employment (unemployment) claims across Appointing Authorities, including protests and fraud during the pandemic.
- Completed the 2020 Planning and Performance (Employee Relations) Customer Satisfaction survey. This year's survey received its best response yet with a 38.5% response rate.
 - Respondents to the survey gave a 94.4% positive rating to the statement, "I am satisfied with ER's response and handling of my situation."
 - Among the many favorable comments received, "HR Employee Relations is consistently responsive to our needs and provides sound guidance to the matter at hand. We appreciate the subject matter expertise and the professional manner in which it is communicated."
- Assisted in the completion of the annual EAC elections. There was one contested election as the other seats were unopposed.

Volunteer Services

- 197 volunteers and Interns contributed a combined total of 5,639 hours during the months of January and February 2021. Of that total, 3 interns contributed 79 hours of service.
- 331 volunteers and interns contributed a combined total of 13,847 hours of service during the first quarter of FY 2021 (October – December 2020). Of that total, 4 volunteers contributed 191 hours of service.

- Coordinated for the first time a virtual Colors of Pinellas Employee Art Show, with a record number of entries (260) from all over the Unified Personnel System (UPS) and other government entities such as the Sheriff's Office, the State Attorney's Office, and the Medical Examiner. The goal of the Art Show is to engage and build our community of employees, volunteers, interns, retirees and their families.

Workforce Strategy

- Continued to provide uninterrupted assistance to hiring managers for recruitment plans, designing job specific postings, and posting positions to the website and other targeted recruitment outlets.
 - 100 hires from October 1 through December 2020
 - 71 hires in 2021 to date (36 in January and 35 in February)
- New hire onboarding services returned to the Annex for the collection of time-sensitive legal paperwork. Fingerprinting services are still being handled by a third-party provider.
- Commenced first paid internship program by fostering a partnership between Public Works and Pinellas Technical College and welcomed 3 students on October 5 to part-time internships in the Traffic Engineering and Landscape Services departments. Now hiring for a second internship cohort to begin February 22. In-person interviews, including an equipment demonstration, were held on January 25 and 28 at the Public Works ERB.
- Human Resources, in partnership with Regional 9-1-1, hosted two virtual information sessions in December to promote the Law Enforcement Telecommunicator hiring opportunity. There were 37 attendees. Of those, 15 applied for the position and 4 received offers of employment.