



Unified Personnel Board – HR Update May 2021 (April 2021 updates, listed alphabetically by Center of Excellence)

Benefits & Wellness

- Medical, Pharmacy and Dental RFPs - The evaluation sessions were held on April 21 (dental), April 23 (medical) and April 28 (pharmacy). Finalist presentations for medical will take place on May 7. Contract negotiations will proceed shortly.
- Benefits Advisory Committee - The Time Off/Leaves and the Voluntary Benefits subcommittees had their second meetings on April 8 and April 16. The Education Assistance and Wellness/Incentives subcommittees held their first meeting on April 1 and April 7. The Plan Design subcommittee is scheduled for May 6. The full Benefits Advisory Committee will meet on May 11 to consider a recommendation for Voluntary Benefits offerings and on May 25 to discuss the progress of the other subcommittee meetings.
- The COVID-19 Vaccine Facts and Myths recorded webinar is now available on the Human Resources website. 33 employees have attended the webinars.
- Regular (snail mail) letters were sent to 87 individuals who attested that they are tobacco users and who did not complete a tobacco program by March 31, reminding them of the tobacco deduction and when it began (April 16).
- Letters also went out in March to 93 individuals who did not complete the health survey to remind them that the additional health premium will begin on May 14.
- The Wellness Program continues to broaden to include all aspects of wellness, including more financial well-being classes, cooking demonstrations and partnering with Moffitt Cancer education.

Classification & Compensation

- Collaborating with the Clerk's Office to review pay levels and proposed changes to the minimum wage.
- Collaborating across COEs and with stakeholders on a project to streamline the position maintenance process.

Communications

- Working with Marketing and Communications on reviewing all Human Resources and Volunteer Services webpages in preparation for migration to a new website.

Human Resources Information System (HRIS) and Records Administration

- Ongoing participation as key stakeholders in the Oracle (OPUS) EBS 12.2 Upgrade Project.

Organizational & Talent Development (OTD)

- OTD is partnering with Microsoft to offer virtual webinars on topics that include Teams, Bookings, OneNote & SharePoint to help employees with their day-to-day use of Microsoft products.
- Held first Benefits Advisory Committee on Educational Assistance
 - Explored UPB Policy #4: Employee Training - Tuition Reimbursement
 - Benchmarking and data metrics of current usage underway
- Supported Utilities in the six-month Leadership Development Program. Held the first Explorer graduation. Watch for the upcoming article in *The Pen*.

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.
 - 168 hires in 2021 to date (56 in April)
- To offer flexibility for new hires, we have identified two approved FDLE LiveScan fingerprinting providers to offer background check services as needed in various locations throughout the country.
- Public Works and Human Resources are wrapping up their second internship cohort in partnership with Pinellas Technical College. Discussions and planning have started for the third internship cohort to begin in early fall. Two former Public Works interns are currently working through Personnel Solutions Plus (PSP) at the vaccine distribution site.
- Staff continues to attend virtual fairs to expand their recruitment efforts – attending Eckerd College Virtual Fair in April and Statewide College Fair in June.