DIRECTOR OF HUMAN RESOURCES

PINELLAS COUNTY, FLORIDA

EXECUTIVE RECRUITMENT
GovHR USA is pleased to announce the recruitment and selection process for a Director of Human Resources for Pinellas County, Florida (pop. 970,600). This brochure provides background information on the County and its organization, as well as the requirements and expected qualifications for the position.

The Director of Human Resources is appointed by and reports to the Personnel Board, which is comprised of seven members appointed to serve in two-year terms. The Human Resources Department is Pinellas County’s centralized human resources service provider under the Unified Personnel System (UPS), which was established in 1975 by a special act of the Florida Legislature. The UPS is comprised of 10 different members or “Appointing Authorities”. The Appointing Authorities include: Business Technology Services, Clerk of the Circuit Court, County Administrator, County Attorney, Human Resources, Human Rights, Pinellas Planning Council (d/b/a Forward Pinellas), Property Appraiser, Supervisor of Elections, and Tax Collector. The Human Resources Director is responsible for a staff of 37 with a departmental operating budget of $4.4M.

The Human Resources Organizational Chart: [http://www.pinellascounty.org/hr/pdf/orgchart.pdf](http://www.pinellascounty.org/hr/pdf/orgchart.pdf)

The County desires an individual whose approach to human resources service delivery is customer focused through collaboration, teamwork and building peer relationships across the County. This individual must value employee engagement, be empathetic, and be an advocate for the needs of the employees across the County. The individual must be a strategic thinker and consensus builder who brings strong leadership and communication skills, as well as experience in developing agreements across County departments by understanding the varying needs of the Appointing Authorities and employees.

**The County**

Few places in the country can match the near perfect year-round weather of Pinellas County, making it an extraordinary place to live, work and vacation. Pinellas County is part of the Tampa-St. Petersburg- Clearwater MSA with Clearwater serving as the county seat. St. Pete-Clearwater is the leading destination on the Gulf Coast, drawing more than 6.87 million overnight visitors in 2019. The Pinellas County tourism industry generated $5.6 billion in direct visitor spending inside the county in 2019. More than forty percent of this spending was generated by hotel guests who stayed overnight in commercial lodging. These visitors were responsible for $2.6 billion in visitor spending, or 46 percent of the total.

From bustling nightlife, shopping and dining in its largest cities (St. Petersburg and Clearwater) to vast expanses of natural beauty, Pinellas County truly has something for everyone. For beach lovers, Pinellas County is home to 35 miles of beaches and dunes which comprise the county’s 11 barrier islands and provide important storm protection for the inland communities. The barrier islands and other natural areas are home to sea turtles, gopher tortoises, otters, wild turkeys, bobcats, alligators and coyotes.

Recreation and sports are a major attraction for Pinellas County. St. Petersburg is home to the Major League Baseball (MLB) team the Tampa Bay Rays and Clearwater and Dunedin are the spring training homes for MLB’s Philadelphia Phillies and Toronto Blue Jays respectively. Both passive and active recreation abounds with numerous golf courses, expansive trails for biking and hiking, camping, boating, fishing and many, many more recreational opportunities. The County has an outstanding park system, which includes the 55-mile Pinellas Trail, a major component of Florida’s Coast-to-Coast trail network. For more information on Pinellas County, visit their website at [www.pinellascounty.org](http://www.pinellascounty.org).

Pinellas County has a diverse economy, which stretches beyond tourism. It has the 2nd highest amount of manufacturing jobs in the state, a strong technology sector and 24 distinctive cities to go along with its natural beauty and amenities. It also has outstanding public schools, which offer a wealth of educational choices, including 70 application programs suited to students’ interests, talents and abilities. Pinellas County Schools provides dozens of career-focused programs, ranging from culinary arts to criminal justice. It offers STEM magnet or career programs at all grade levels. The district also provides 250 before- and after-school STEM Academies for students in grades 2-12. For more information on Pinellas County Schools, visit their website at [https://www.pcsb.org/](https://www.pcsb.org/).
The Organization
The County has approximately 5,400 employees of which over 3,000 report to the Appointing Authorities who are served by the Human Resources Department. Pinellas County has a $2.5B budget and is governed by a seven-member elected Board of County Commissioners. The County provides a full range of services to its residents. The Board of County Commissioners is the legislative body for the County, and the Constitutional Officers of the County are the Clerk of the Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector. The remaining appointing authorities include Business Technology Services, County Administrator, County Attorney, Human Resources, Human Rights, and Pinellas Planning Council. Each Appointing Authority oversees the management and supervision of the functions under their areas of responsibility.

The County’s Organizational Chart: [http://www.pinellascounty.org/budget/GeneralOrgChart.pdf](http://www.pinellascounty.org/budget/GeneralOrgChart.pdf)

The Role of the Director
The Director of Human Resources responsibilities include the following:

- Plans, directs, coordinates, and exercises general supervision through divisional supervisors over personnel engaged in diversified personnel management activities.
- Formulates new personnel policies and revisions of existing policies for review by Appointing Authorities and the Employees’ Advisory Council and action by the Personnel Board.
- Consults with management regarding employee relations problems such as possible adverse actions to be taken against employees or morale problems in the workplace.
- Formulates with assistance of departmental staff annual goals and methods of evaluating accomplishment of those goals and other departmental activities.
- Presents County policy and personnel matters to department heads, elected officials, or individual employees. Represents the department at various national, state and/or local personnel conferences, seminars and meetings.
- Directs the development and revision of the classified and exempt pay plan and benefit program. Serves as Executive Secretary of the Unified Personnel Board.

Opportunities and Challenges
The Director of Human Resources can expect to work with the Personnel Board, Appointing Authorities and Employee Advisory Council on a wide variety of projects within the county. Some of these efforts include:

Human Resources as a Partner: The new Director of Human Resources will develop positive working relationships with the Personnel Board, Appointing Authorities, Employee Advisory Council and County Employees. The Human Resources Department serves many stakeholders with varying needs and levels of support desired. The Director will assess the needs of these various stakeholders and deploy staff to provide the best service possible in an approachable, collaborative and empathetic manner.

Pinellas County as an Employer of Choice: Pinellas County is known for excellence in the delivery of services to its residents. The County would like to be an Employer of Choice and be positioned to attract and retain the best and brightest staff members. The new Director of Human Resources will study the organization and its compensation and benefits practices, promotional opportunities, career ladders and overall workplace environment, and make recommendations to the Appointing Authorities on how to best position the County as an Employer of Choice in the 21st Century.

Classification and Compensation Study: [http://www.pinellascounty.org/hr/compensation/study.htm](http://www.pinellascounty.org/hr/compensation/study.htm)
Candidate Qualification Criteria

- A Bachelor’s degree in human resources management or related field along with at least ten years of progressively responsible experience in a large local government or similar organization, and five years in a managerial role is required.

- A Master’s degree in public administration, business administration, organizational development, and other relevant certifications is highly desirable.

- Executive level human resources director experience in a large public sector organization, preferably at the county or municipal level, is required.

- Ability to develop strong working relationships and interact with elected officials, senior staff, boards or commissions, employee representatives in a positive and professional manner is required. A demonstrated passion to engage and work with others is highly desirable.

- A deep understanding of human resources best practices and the ability to anticipate and propose solutions to issues before they occur. Someone who is proactive and solution oriented, who can help stakeholders achieve goals, rather than act as a roadblock or engage in a reactionary manner.

- Ability to manage, problem solve, and implement a clear vision for human resources at all levels in the organization.

- Ability to attract diverse candidates to the County organization and to ensure that the workplace environment is welcoming and inclusive.

- Ability to connect with employees where they are and to understand that the needs of the employees may be different depending upon where they are in their career and/or in their personal lives.

- Excellent communication skills and the ability to vary communications style depending upon the audience. An understanding of what it means to be politically savvy, without being political.

- Strong supervisory and team building skills with demonstrable experience in leading through subordinates, assigning projects with timelines and clear expectations, and holding staff accountable for effective implementation.

- Ability to recognize when personal knowledge may be lacking and a willingness to admit it to others as well as the willingness to learn and ask for assistance when it is warranted by a situation.

- Ability to work effectively in a fast-paced environment, with a record of handling a wide variety of projects at one time and with the ability to be nimble in changing course or direction.

- Experience as a human resources director in a large, public sector, customer service-driven organization that ensures responsiveness to its various stakeholders. A strong desire to serve many different Appointing Authorities and to work closely with the Employee Advisory Council.

- A demonstrated style that is approachable and empathetic, one that communicates effectively and is balanced between completing tasks and nurturing relationships and advocating for employees.

- Ability to make sound decisions by understanding the impacts decisions make on employees as a whole and not just on the bottom line of the County budget. Recognizing that the biggest asset to an organization is its people.

- Someone who is inclusive, affable, flexible, resilient, patient, positive and has an excellent sense of humor.
Pinellas County, FL—Director of Human Resources

Compensation, Benefits & How To Apply

The Director of Human Resources is appointed by the Personnel Board. Starting salary range: $150,000 to $180,000 +/- DOQ, with an excellent benefit package - http://www.pinellascounty.org/hr/benefits.htm.

Submit resume, cover letter, and contact information for five professional references by May 6, 2020 online at www.GovHRJobs.com.

Questions regarding the recruitment may be directed to Joellen J. Cademartori, CEO, GovHR USA at 847-380-3238. Pinellas County is an Equal Opportunity Employer and values diversity. It strongly encourages minorities and women to apply. It is also a drug-free workplace. The State of Florida has strong public record laws. All application materials are public record.