

## *Board of County Commissioners*

### *Agenda Request*

DATE: May 26, 1992  
TO: Honorable Chairman and Members of the Board  
FROM: Parwez Alam, County Administrator *PA*  
SUBJECT: Categorization of positions for staff of the Leon County Board of County Commissioners

STATEMENT OF ISSUE:

Categorization of positions for staff of the Leon County Board of County Commissioners.

BACKGROUND:

In March, 1992, staff presented the concept of the establishment of a mid-level management category to be identified as Senior Management. The initial proposal was generated from a committee of employees who had recently revised the Personnel Policies and Procedures Manual. This concept met with your approval.

ANALYSIS:

The original intent of examining employees assigned to Executive Service was to make sure that every employee who had managerial responsibilities was covered under this heading. The committee also felt that there were differing levels of management and a category needed to be established between Executive Service and Career Service. An outgrowth of this reorganization should be that those assigned to this category (Senior Management) would become more cognizant of their roles as "manager." As a part of examining our categories and assigning staff, we met with staff involved and reviewed other governmental organizations.

After further review of our current organization, it was determined that 6% of staff was categorized as Executive Service. This is a relatively high percentage as compared to like organizations; therefore, a revised definition of Executive Service is recommended.

Executive Service: Members of the management team whose primary duty is to manage the County or a County Department.

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Executive Service Positions:

POSITION

County Administrator  
County Attorney  
Assistant County Administrator  
Senior Assistant County Attorney  
Assistant County Attorney  
Director of Growth & Environmental Management  
Director of JTPA  
Director of Library  
Director of Management & Budget  
Director of Management Information Systems  
Director of Public Works

This grouping represents 2% of staff.

For those positions which were previously classified as Executive Service but not listed above, we are recommending classification as Senior Management Service. We are also recommending some positions which were identified as Career Service be classified as Senior Management Service.

Several discussion sessions were conducted with employees whose positions had been identified to move from Career Service to Senior Management Service. As a result, one of the positions which was initially proposed to move into Senior Management (Hazard Waste Coordinator) has been deleted from the listing and will remain in Career Service. All Analyst positions in the Office of Management and Budget and the Development Process Coordinator position in the Department of Growth and Environmental Management have been added to the listing. The Senior Management Service criteria have been revised as follows:

Senior Management Service: Members of the management team whose primary duty is to manage a division or to plan and administer County program activities or major capital improvement projects; has authority to use discretion and judgement in administering program(s); may act on behalf of the Department or Division Director; may have the responsibility to hire and fire; and may execute special assignments of a sensitive nature.

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Senior Management Positions:

POSITION

- Administrative Assistant to the County Administrator
- Administrative Supervisor
- Affirmative Action Officer
- Assistant to the County Administrator
- Chief of Building Inspection
- Chief of Construction Management
- Chief of Development Review
- Chief of Engineering Design
- Criminal Justice Information Systems Coordinator
- Computer Operations Manager
- Construction Manager
- Construction Superintendent
- Development Process Coordinator
- Director of Animal Control
- Director of Engineering Services
- Director of Facilities Management
- Director of Fleet Management
- Director of Mosquito Control
- Director of Operations
- Director of Personnel
- Director of Probation
- Director of Purchasing
- Director of Solid Waste
- Drainage/Facilities Superintendent
- E-911 Systems & Address Specialist
- Emergency Management Director
- Enforcement Administrator
- Geographic Information Systems Coordinator
- Library Services Supervisor
- Library Projects Supervisor
- Management & Budget Analyst I
- Management & Budget Analyst II
- Minority Business Enterprise Coordinator
- Pre-Trial Supervisor
- Probation Supervisor
- Recycling Coordinator
- Risk Manager
- Roadway Superintendent/Assistant Director of Operations
- Social Services Officer
- Solid Waste Superintendent
- Senior Design Engineer
- Senior Environmental Engineer
- Senior Management & Budget Analyst
- Technical Support Manager

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Senior Management Positions continued:

- Training Coordinator
- Veterans Services Officer
- Volunteer Services Coordinator

This grouping represents 10.4% of staff.

The benefits for both management groups, Executive Service and Senior Management Service, are the same (See attached Benefits Information Sheets).

We also have a third group, Executive Support Services. The criterion for this category is as follows: Employees who serve "at will" in functions supporting the offices of the County Administrator and the County Attorney.

Executive Support Positions:

POSITION

- Chief Legal Secretary
- Legal Secretary I
- Legal Secretary II
- Paralegal
- Receptionist
- Secretary III
- Secretary to the County Administrator

The majority of employees serving under the Board of County Commissioners are identified as Career Service. Career Service employees are those who serve in functions where tenure is protected by Florida Statutes, Article III, Section 14.

The Administrative Aides to the Commissioners and the Public Information Officer positions are not addressed in this writing.

OPTIONS:

1. Accept the position groupings as presented.
2. Alter the position groupings presented.
3. Not accept the position groupings as presented.

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RECOMMENDATION:

Option 1.

PA/BT/wgh

Attachments:

- #1 - Benefits for Executive Service/Senior Management Service positions
- #2 - Benefits for Career Service positions
- #3 - Benefits for Support Service positions

## EXECUTIVE SERVICE/SR. MANAGEMENT BENEFITS INFORMATION SHEET

### LEAVE PROVISIONS

Annual (vacation) leave is accrued at the rate of 10, 12, 14, 15, and 16 hours a month for up to 5, 5 to 10, 10 to 15, 15 to 20, and over 20 years of service, respectively. Creditable service for accrual rate purposes shall include state or local government service (in Florida) if any break in public service prior to County employment does not exceed ten working days. Annual leave accrual may not exceed 240 hours as of October 1 each year.

### SICK LEAVE

Sick leave is accrued at the rate of eight (8) hours a month with unlimited accumulation. Up to 240 hours of unpaid sick leave credits may be transferred from prior state or local government employment (no more than ten work day break in service) in Florida.

### SICK LEAVE POOL

The Sick Leave Pool enables a participating employee to continue to receive sick pay in the event of a long-term inability work. All employees may voluntarily participate in the Employee Sick Leave Pool. To be eligible, you must have completed one year of employment with the County and have 64 hours of unused sick leave credits at the time of enrollment. Open enrollment periods are held every six (6) months (April and October).

Other Leave. Also contained in the Personnel Rules are other types of leave such as Military Leave, Administrative Leave, and Workers' Compensation Leave to meet the needs of employees.

### HEALTH INSURANCE

There are three health care alternatives from which to choose: Capital Health Plan (CHP), Healthplan Southeast (HSE), and Florida Municipal Health Trust Fund (FMHTF). Both CHP and HSE are prepaid, direct service health plans (HMO's) providing physician services and hospital care, along with preventive services and health education. FMHTF is a hospitalization indemnity plan which has a \$200 deductible and covers 80% of most major medical expenses. Further information and current rates are available from the Personnel Division.

### LIFE INSURANCE

The County provides life insurance coverage equal to two (2) times your annual salary (rounded to the higher thousand). Also included is double indemnity for accidental death). There is no cost to the employee for these coverages. You will receive a certificate explaining the coverages in detail.

### DISABILITY INCOME PROTECTION

Disability income protection, over and above sick leave, equal to 75% of pay for three (3) months after sick leave is exhausted is also provided. This can be supplemented by available annual leave credits to receive full pay.

EXECUTIVE SERVICE/SR. MANAGEMENT SERVICE  
BENEFITS INFORMATION

WORKERS' COMPENSATION

All employees are covered by Workers' Compensation Insurance for any job-related injury. All job-related injuries, no matter how minor, must be reported immediately.

DENTAL INSURANCE

There are two dental care alternatives from which to choose. One is the American Dental Plan, Inc., which is a prepaid, direct service dental plan. You must use a dentist selected from a designated panel. You may join this plan at any time but must remain for a minimum of 12 months.

The other option is a dental insurance plan with Shenandoah Life Insurance Company. Benefits are payable for covered charges incurred by you and your insured dependents, providing any applicable deductible has been satisfied. You may use the dentist of your choice. You may only select this option during the first 30 days of employment. Current rates are available from the Personnel Division.

OTHER INSURANCES AVAILABLE

The following supplemental insurance are available through payroll deductions:

Accident Insurance with the Colonial Life & Accident Insurance Company - covers accidents on or off the job. (Company representatives can be reached at 385-0768.)

Cancer and/or Intensive Care Insurance with American Family Life Assurance Company of Columbus (AFLAC). (Company representative can be reached at (904) 893-6400.)

A pre-paid legal service insurance is available through LegalLine. (Company representative can be reached at (904) 386-7655.)

PRE-TAX BENEFITS PROGRAM

The County participates in Pre-Tax Benefits plan administered by AFLAC that allows for eligible insurance deductions to be deducted from your pay before taxes have been assessed. An AFLAC representative will schedule a mandatory appointment with you soon. The Internal Revenue Service (IRS) requires the County to have the Pre-Tax Benefit plan explained to all employees by the Program Administrator.

OTHER PAYROLL DEDUCTIONS AVAILABLE

Two other payroll deductions which serve local organizations are also available to County employees. Support for the local United Way campaign or the local Public Broadcasting System affiliates, WFSU-TV and WFSU-FM may be done through payroll deduction.

FLORIDA RETIREMENT SYSTEM

All employees are automatically covered by the Florida Retirement System (FRS). This benefit is paid in full by the County. Under the FRS, participation in Social Security is mandatory. FRS information booklets are available in the Personnel Division.

**EXECUTIVE SERVICE/SR. MANAGEMENT SERVICE  
BENEFITS INFORMATION**

**DEFERRED COMPENSATION**

This program allows you to defer and invest a portion of your income and the taxes on that income to provide supplemental retirement income, as well as for other purposes. The County offers two deferred compensation programs sponsored by ICMA/RC and NACO. If you are interested in participating or would like more information, you may contact the Personnel Division.

**HOLIDAYS**

Leon County observes the following holidays:

- |                        |                        |
|------------------------|------------------------|
| New Year's Day         | Veterans' Day          |
| Martin Luther King Day | Thanksgiving Day       |
| Memorial Day           | Day after Thanksgiving |
| Independence Day       | Christmas Day          |
| Labor Day              |                        |

Leon County also observes other holidays if approved by the State. If a holiday falls on a weekend, it will be observed on the Friday before or the Monday after the day of the holiday.

An extra holiday called a "Swing Holiday" is given to all employees annually with eligibility after six (6) months of employment. The "Swing Holiday" can be taken at the discretion of the employee with prior approval of the supervisor.

**ANNUAL EVALUATION/PAY INCREASES**

Executive Service/Sr. Management Service positions are assigned to the Executive Service/Sr. Management salary schedule. Executive Service/Sr. Management Service employees receive annual evaluations upon which their annual pay increases are based. The County Administrator may award an annual increase ranging from 0% to 8% based on the performance record of the employee, effective the beginning of the fiscal year, each October 1.

**TUITION ASSISTANCE PROGRAM**

The Tuition Assistance Program provides partial reimbursement of expenses for job related courses which enhance an employee's capability for doing his or her job. Participation must be approved in advance, and the amount of reimbursement is based upon the employee's final grade in the course.

In order to be eligible to participate in the tuition program, an employee must be full time in an Executive Services/Sr. Management Service or Career Service position; have at least two years of service with the Board of County Commissioners; and have received overall performance ratings of "Met Expectations" and/or "Exceeds Expectations" on the two most recent performance evaluations.

**EXECUTIVE SERVICE/SR. MANAGEMENT SERVICE  
BENEFITS INFORMATION**

**CREDIT UNION**

Any County employee is eligible to join the Tallahassee-Leon Federal Credit Union at 580 Appleyard Drive. Deposits and loan payments may be made through payroll deduction. For more information regarding the Credit Union, contact them directly at 576-8134.

**PARKING**

Executive Service/Sr. Management Service personnel are provided a parking space at the assigned workplace at employee cost under the Parking Policy. The cost is to be paid by payroll deduction by the employee if the space is desired.

**SEVERANCE PAY**

In the event an Executive Service/Sr. Management Service employee is terminated, unless for cause, he or she will receive at least one (1) month severance pay. An additional month of pay is allowed for each year of service over two (2) years, up to a maximum of six (6) months.

**PROFESSIONAL MEMBERSHIPS**

The County will finance professional organization memberships and job-related professional developmental activities, including educational reimbursement - subject to Board approval during the budgeting process.

**RELOCATION EXPENSES**

The County will pay for any moving expenses in an amount not to exceed \$1,000 to potential employees under the Executive Service/Sr. Management Service Plan who must relocate to our area. Moving expenses shall include the actual cost of moving goods and property, any storage charges, and insurance charges.

## CAREER SERVICE BENEFITS INFORMATION SHEET

### GENERAL INFORMATION

The normal workweek is 40 hours. The days and hours of work may vary within departments and divisions.

All new employees are paid on a biweekly basis, with paychecks distributed every other Thursday after 3:00 pm.

Career Service employees must serve a four (4) month probationary period. This period is for the purpose of evaluating an employee's suitability for continuing employment with the County. Thereafter, employees receive annual performance evaluations.

Promotional opportunity counseling and assistance with benefits or work related problems are available to all employees through the Personnel Division.

### LEAVE AND ATTENDANCE

Any absence from work must be documented by the completion of a leave request form and must be approved by your supervisor.

It is the employee's responsibility to personally notify his or her supervisor as soon as an unscheduled absence or tardiness is anticipated so that other arrangements can be made for work assignment. This should be done no later than the beginning of your assigned work shift and must be done each day you are absent or tardy.

Annual leave is accrued at the rate of 8, 10, 12, 13, and 14 hours a month for up to 5, 5 to 10, 10 to 15, 15 to 20, and over 20 years of service, respectively. Creditable service for accrual rate purposes shall include state or local government service (in Florida) if any break in public service prior to County employment does not exceed ten (10) working days. Annual leave accrual may not exceed 240 hours as of October 1 each year.

### SICK LEAVE

Sick leave is accrued at the rate of eight (8) hours a month with unlimited accumulation. Up to 240 hours of unpaid sick leave credits may be transferred from prior state or local government employment (in Florida) if any break in public service does not exceed ten working days.

### SICK LEAVE POOL

Full and part-time Career Service employees may participate in the Employee Sick Leave Pool. The Sick Leave Pool enables a participating employee to continue to receive sick pay in the event of a long-term inability to work due to a medical disability. To be eligible, you must have completed one year of employment with the County and have 64 hours (full-time employees) or 32 hours (part-time employees) of unused sick leave credits at the time of enrollment. Open enrollment periods are held every six (6) months (April and October).

EXECUTIVE SUPPORT SERVICE  
BENEFITS INFORMATION  
REVISED OCTOBER 1991

PARKING

Executive Support Service personnel are provided a parking space at the assigned workplace at employee cost under the Parking Policy. The cost is to be paid by payroll deduction by the employee if the space is desired.

ANNUAL EVALUATION/PAY INCREASES

Employee receives annual evaluations upon which their annual pay increases are based. The County Administrator may award an annual increase ranging from 0% to 8% based on the performance record of the employee, effective the beginning of the fiscal year, each October 1.

SEVERANCE PAY

In the event an Executive Support Service employee is terminated, unless for cause, he or she will receive at least one month of severance pay. An additional month of pay is allowed for each year of service over two years, up to a maximum of six months.

CAREER SERVICE  
BENEFITS INFORMATION  
REVISED OCTOBER 1991

HEALTH INSURANCE

There are three health care alternatives from which to choose: Capital Health Plan (CHP), Healthplan Southeast (HPSE), and Florida Municipal Health Trust Fund (FMHTF). Both CHP and HPSE are prepaid, direct service health plans providing physician services and hospital care, along with preventive services and health education. FMHTF is a hospitalization indemnity plan which has a \$200 deductible and covers 80% of most medical expenses. Further information and current rates are available from the Personnel Division.

LIFE INSURANCE

The County provides life insurance coverage equal to your annual salary for all full-time, Career Service employees.

DENTAL INSURANCE

There are two dental care alternatives from which to choose; the current rates for each are available from the Personnel Division.

One is the American Dental Plan, Inc., which is a prepaid, direct service dental plan. You must use a dentist selected from a designated panel. You may join this Plan at any time but must remain for a minimum of 12 months.

The other option is a dental insurance plan with Shenandoah Life Insurance Company. Benefits are payable for covered charges incurred by you and your insured dependents, providing any applicable deductible has been satisfied. You may use the dentist of your choice. You may only select this option during the first 30 days of employment. Current rates are available at the Personnel Division.

WORKERS' COMPENSATION

All employees are covered by Workers' Compensation Insurance for any job related injury. All job related injuries, no matter how minor, must be reported immediately.

FLORIDA RETIREMENT SYSTEM

All Career Service employees are automatically covered by the Florida Retirement System. This benefit is paid in full by the County. Participation in Social Security coverage is mandatory. There are information booklets available in the Personnel Division.

OTHER INSURANCES AVAILABLE

The following supplemental insurance are available through payroll deductions:

Accident Insurance with the Colonial Life & Accident Insurance Company - covers accidents on or off the job. (Company representatives can be reached at 385-0768.)

Cancer and/or Intensive Care Insurance with American Family Life Assurance Company of Columbus (AFLAC). (Company representatives can be reached at (904) 893-6400.)

A pre-paid legal service insurance is available through Legaline. (Company representatives can be reached at (904) 386-7655.)

CAREER SERVICE  
BENEFITS INFORMATION  
REVISED OCTOBER 1991

**BLOOD DRIVES**

The Bloodmobile of the Leon County Blood Bank conducts blood drives at the County worksites. Leon County has a blood bank account for employees to donate towards for future use.

**STEP PAY INCREASES**

Each position is assigned to a pay grade from one to thirty based on the skill level required. Each pay grade has 10 steps. Employees start on step 1, and all non-probational career service employees who meet or exceed expectations on their performance evaluation will advance one step every October 1 dependent upon Board approval. There is a 4% pay increase between each step.

**MERIT PLAN**

As a reward for outstanding public service, Leon County has a merit award program that provides annual merit pay. Each April, this merit pay is given to those career service employees who have been employed by the County for at least 6 months, who exceed expectations on their most recent performance evaluation, and who meet other eligibility criteria established by the Board.

## EXECUTIVE SUPPORT SERVICE BENEFITS INFORMATION SHEET

### GENERAL INFORMATION

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All new employees are paid on a biweekly basis, with paychecks distributed every other Thursday after 3:00 pm.

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Any absence from work must be documented by the completion of a leave request form and must be approved by your supervisor.

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FLORIDA RETIREMENT SYSTEM

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BLOOD DRIVES

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HOLIDAYS

Leon County observes the following holidays:

New Year's Day	Martin Luther King Day
Memorial Day	Independence Day
Labor Day	Veterans' Day
Thanksgiving Day	Day after Thanksgiving
Christmas	

Leon County also observes other holidays if approved by the State. If a holiday falls on a Saturday, it will be observed on the Friday before and if the holiday is on a Sunday, the Monday after will be observed as the holiday.

An extra holiday called a "Swing Holiday" is given to all employees after six (6) months of employment. The "Swing Holiday" can be taken at the discretion of the employee, providing the supervisor approves the holiday in advance. The Swing Holiday must be used by December 31st of each year.