



FY23 General Pay Increase and Retention Supplement

General Increase

The Appointing Authorities and the Board of County Commissioners approved the Fiscal Year 2023 budget that includes a general increase with two components, **effective October 9, 2022**:

- An increase equivalent to **3% of the midpoint** of the associated pay range for eligible permanent and probationary classified and exempt Unified Personnel System employees.
- An additional **special adjustment of \$0.58/hour** which is \$1,206.40 for a regular employee working 40 hours per week.

Permanent and probationary classified and exempt employees hired before October 1, 2022, will receive a general increase which will appear on their **October 28 paycheck**. Appointing Authorities may elect to exclude an individual employee from the general increase as indicated in [Personnel Rule 3](#).

Concurrent with the general increase, a **3% upward adjustment to the pay plans** has been approved. View the [updated pay plans](#). This is not a pay increase, but it does increase the minimum, midpoint, and maximum of the pay grades. This upward adjustment results in a larger general increase — increasing the pay range minimum benefits new employees, while increasing the pay range maximum benefits long-tenured employees that are at the max of their range.

Maxed Out Employees:

- Employees who exceed the newly adjusted maximum for their pay grade will receive an increase that will bring their pay rate to the new maximum. The remainder of their adjustment will be awarded in a single lump sum payment on October 28, 2022.
- Employees whose hourly rate is currently at or above the newly adjusted maximum for their pay grade will receive a single lump sum payment in the October 28, 2022, paycheck.

To learn more, see [General Increase](#).

\$1,200 Retention Supplement

Our employees' dedication is what makes Pinellas County such a great place to live and work. The Appointing Authorities and the Board of County Commissioners approved a retention supplement of \$1,200 for every permanent employee of the Unified Personnel System to reward performance. In order to be awarded payment, the employee must be continuously employed during all pay periods in the evaluation periods listed below:

- Supplement 1 (\$600): October 2, 2022, to January 28, 2023
- Supplement 2 (\$600): January 29, 2023, to July 29, 2023

To learn more, see [Retention Supplement](#).

General Increase Calculator

View your individualized calculation by downloading the calculator as outlined below or watch a [video demonstrating the steps](#). You must download the file first to enter your information.

- Click [General Increase Calculator](#).
- Click the *File* menu at the top of the page, select *Download* from the pull-down menu, and choose *Microsoft Excel format*.
- A downloads window will appear. Click *Open File*.
- When the Excel document opens, click *Enable Editing* at the top of the window.
- Use the *EE# Version* tab.
- In the light yellow box (cell A3), enter your employee number followed by the last four digits of your Social Security number (no spaces between the two sets of numbers) and press the enter key to view your total increase.

Hurricane Ian: Send Us Your Stories

While we are each so grateful for Hurricane Ian passing us by, it is an incredible feeling to look at the Pinellas County team and know that we have the willingness and the expertise to support our community through a storm like this one. Our employees left their families and comforts of their own homes to support many

operations throughout the County in preparation and as a response to Hurricane Ian.

Please email stories and photos of your team's contributions to us at employee.communications@pinellascounty.org by **October 10** to be used in next month's Pen.

Hurricane Ian

Here are a few photos of our employees responding to the hurricane. With your help, we plan to share many more photos and stories next month.



Morning briefing at the Emergency Operations Center (EOC) on Tuesday, September 27.



Shelter staff assist residents with checking into the pet friendly shelter.



A total of 16 Pinellas County Public Works crews hit the road early Thursday, September 29 for the first push after Hurricane Ian. Crews were assessing damage, clearing minor debris and reporting priority work requests.



Our staff and volunteers answered over 13,000 calls in 5 days during the Hurricane Ian response.

INSIDE

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Earn up to \$1,000 for Referring a New Hire

Our employees are valuable recruiting partners, especially during the current labor market recruiting challenges. Classified and exempt employees may earn a cash incentive up to \$1,000 when an employee whom they referred is hired to fill a vacant position within the Unified Personnel System.



The candidate must indicate the name of the employee who referred them on the supplemental questionnaire portion during the initial submission of the employment application. Names may not be added at a later time.

Each referred employee results in an incentive payment up to \$1,000:

- The first \$500 will be paid following the referred employee's 90th day of employment with the same Appointing Authority.
- The final \$500 is paid following the referred employee's completion of one year with the same Appointing Authority.

The referring employee and the referred employee must both be employed by the Unified Personnel System at the time the incentive is awarded. The candidate hired may be classified or exempt status but may not be a temporary employee.

To learn more, see [Employee Referral](#).

From Kimberly Crum, HR Director



Kimberly R. Crum
Director of Human Resources

I am pleased to share information in this issue about a number of initiatives designed to invest in our most valuable asset – our employees. First, the approved FY23 budget includes a two-part [general increase](#) which will appear on your October 28, 2022, paycheck which provides:

- An increase equivalent to 3% of the employee’s pay range midpoint
- A special adjustment of \$.58/hour, totaling \$1,206.40 for a regular 40-hour per week employee

I want to thank the Appointing Authorities, Board of County Commissioners, Payroll and my own HR staff for making these important increases happen.

Additionally, permanent employees are eligible for two \$600 [retention supplements](#) in 2023 if they are employed continuously during two designated time periods. This special supplement is intended to reward our employees who are committed to Pinellas County Government and make vital contributions every day.

With the support of the Appointing Authorities, we have updated our [Employee Referral Program](#) to change the reward from a day off to a cash award of up to \$1,000. Our employees are our greatest recruitment asset. Our data shows that new hires who are referred by employees stay at a 20% higher rate after one year than those who are not referred. Please help hire your next coworkers by recommending Pinellas County Government to your family and friends.

Our [Employee Suggestion Awards Program](#) rewards talented employees who armed with their knowledge of County operations, make cost-effective suggestions. Employees whose suggestions are adopted receive a cash award of 10% of the first year’s cost savings, up to \$2,500. Read about three recent winners on [page 6](#).

I had the opportunity to work the polls for the first time on August 23 – what a great experience! Our Supervisor of Elections and her team oversee an incredibly well-run operation. The training I received was top notch, with plenty of opportunity to practice all that I was learning so that I felt fully prepared on Election Day. The team that I was assigned with in Oldsmar were fantastic! Two anchors who have worked elections for 15 years or more and several of us new folks, just eager to help our neighbors through the voting process and ensure a fair, accurate and secure election. If you have had reservations about the process, I encourage you to sign up. As a County employee, you can gain insight into this important democratic process, while assisting the Supervisor of Elections and her incredible team. See [page 8](#) for details.

I want to acknowledge the County’s response to Hurricane Ian. What a tremendous display of unity, commitment to our community and pride in our civic duty. We will be sharing stories of employees’ efforts in the October Pen. I couldn’t be more proud to be part of this team.



Q. How do I request a Public Student Loan Forgiveness Form?

A. The [Public Student Loan Forgiveness Form](#) is a total of 6 pages when completed. Human Resources will complete page 2 of the form to verify your employment with Pinellas County when requested

and provide it to the requestor. Please do not email the partially completed form to HR as it will have your personal information on it. We have the portion of the form we need to complete here.

To make a request send an email to onboarding@pinellascounty.org with the information below:

- Employee name
- Employee number
- Any possible gaps in employment (If rehired)

You will receive the completed form via email in an attachment when it is complete. Instructions on how to submit the form are on page 4 of the application. If you have questions regarding the Student Loan Forgiveness program, or how to complete the form please contact the Federal Student Aid Information Center at (800) 433-3243.

Q. I am buying a home. How can I request employee verification?

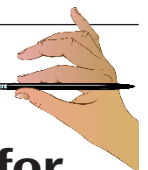
A. You can authorize who may review your employment and/or income information in the OPUS Employee Self-Service area by selecting *Employment Verification*. If you don’t see *Employment Verification* on your OPUS home screen, click the drop down in the upper left corner, select PIN Employee Self Service and then Employment Verification.

If the company requesting the information requires their own form to be completed, they can email the form to askhr@pinellascounty.org.

Q. What is the cut off date to use floating holidays and personal days?

A. For those who have not yet used your personal days or floating holidays for 2022, the last day to use them is December 17.

Colors of Pinellas



Register by October 7 for the 2022 Virtual Art Show

- The Art Show is open to all employees, retirees, volunteers and interns – plus your family members.
- **Registration has been extended to October 7, 2022.**
- You can enter a photograph, painting, sculpture, drawing, craft, jewelry, woodcarving, mixed media, etc.
- Winners are eligible for cash prizes totaling \$3,450 provided by the National Arts Program.
- The show is virtual. Artwork does not need to be framed since it will be displayed in digital format.
- To learn more and to register, visit the [2022 Art Show](#).

YOUR TOTAL REWARDS

Health • Wellness • Retirement • Compensation



*Annual Enrollment
for 2023 Benefits*

Enroll in OPUS from November 1 to 15, 2022

Annual Enrollment for Benefits: November 1 to 15

All employees, including new hires and those declining coverage, must enroll for benefits in OPUS between November 1 and 15, 2022. We will be offering in-person and virtual information sessions at a variety of convenient times for you. Stay tuned for more information coming soon by email.

The Pen

Prescription ID Card

Wondering which ID card to use when you pick up prescriptions? It's one-stop shopping for your medical needs including pharmacy. Simply show your **Cigna ID card** which includes Express Scripts information. If desired, you may print a new Express Scripts card from their website. However, please do not use your old Express Scripts card as it is no longer valid.



FREE Onsite Flu Shots and More

We are offering vaccination clinics for employees at the location shown below. Unfortunately we had to cancel a number of clinics due to Hurricane Ian. The vaccines available are flu, shingles, pneumonia, hepatitis A and B, and Tdap. Make an online appointment with Publix:

- [Annex Building, October 4, 7:00 - 10:00 a.m.](#)
- [Justice Center, October 6, 12:00 - 2:00 p.m.](#)
- [Parks/Extension, October 4, 11:00 a.m. - 1:00 p.m.](#)
- [Solid Waste, October 5, 1:30 - 3:30 p.m.](#)

New in 2022, flu shots earn a [Wellness Incentive Program](#) reward of \$25 or 6,250 points. For more information, visit [Flu Shots](#).



2022 Biometric Screening Info Sessions

Looking to save \$500 on your medical premium in 2023? Tune in to a biometric screening info session to better understand how the process works, follow step by-step instructions on how to complete your screening, and get answers to any questions you may have. Don't delay! The deadline for completing both the screening and the health assessment is December 20, 2022. The session includes a 30-minute tutorial with optional Q&A to follow.

- Thursday, October 6 at 12:15 p.m. ([register](#))

Can't make it? Watch a previous session: [Biometric Screening Session](#).



2022 Benefits Partners

DENTAL

Cigna

(800) 862-3557

www.myCigna.com

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Cigna

(800) 862-3557

www.myCigna.com

FLEXIBLE SPENDING ACCOUNT (FSA)

TASC

(800) 422-4661

www.TASOnline.com

HEALTH SAVINGS ACCOUNT (HSA)

HSA Bank

(800) 357-6246

www.HSABank.com

LIFE INSURANCE

Securian Financial

www.securian.com

MEDICAL/BEHAVIORAL/MENTAL HEALTH

Cigna

(800) 862-3557

www.myCigna.com

PRESCRIPTION

Express Scripts

(866) 544-9221

www.express-scripts.com

VISION

EyeMed

(866) 939-3633

www.EyeMed.com

VOLUNTARY BENEFITS

Aflac

(800) 433-3036

www.Aflac.com

Take Care of Yourself



In the [September To Your Health newsletter](#), you will find:

- Physical Well-being: Pain-Free Movement
- Hispanic Heritage Month: Focus on Health
- Learning to Talk About Suicide
- Hispanic Pioneers in Health and Medicine
- September 2022 Group Fitness Classes



Employees' Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

Who Would You Like to Represent You?

Annual elections for Employees' Advisory Council (EAC) Representatives are coming soon. EAC Representatives advocate for you and your coworkers to the Unified Personnel Board and to our executive level decision-makers. If you'd like to get involved, consider nominating yourself as an EAC Representative or think about a coworker who would be a great choice and nominate them.

Candidates are required to have been a permanent employee in the classified service for at least one year.

If you are a classified employee working in one of the following areas, nomination forms were emailed to you on Monday, September 26. **The deadline to submit nominations is Friday, October 7.**

Each year, half of the Representatives' positions are up for election, so if your area is not listed, you'll have an opportunity to participate next year.

The Employees' Advisory Council serves in an advisory capacity to the Unified Personnel Board concerning personnel matters, policies, rules, and regulations affecting employees. The EAC plays a vital role for employees and management at Pinellas County to facilitate working together and discussing issues, solutions, and accomplishments for the benefit of all involved. To learn more about the organization, visit [EAC](#). To find out the name of your current EAC Representative, see the [EAC Membership List](#). For more information, contact EAC Chair Lisa Arispe at (727) 464-4862 or by [email](#).

The Pen

EAC Group	Departments/Divisions
BCC Group 3	Public Works
BCC Group 4	Utilities: Dunn, Field Services, Keller, Logan, South Cross, Water Quality
BCC Group 5	Animal Services, Emergency Management, Human Services, Safety and Emergency Services
BCC Group 7	Parks & Conservation Resources
BCC Group 8 (one-year term)	Airport, Building & Development Review Services, Communications, Convention & Visitors Bureau, Contractor Licensing, Economic Development, Housing & Community Development
Clerk South	Clerk of the Circuit Court: Court Assistance, Criminal Court Customer Service, Criminal Court Records, Jury Services, Printing & Mail Services, St. Petersburg Branch
Other Appointing Authorities	Business Technology Services, County Attorney, Forward Pinellas, Human Resources, Office of Human Rights
Tax Collector	All classified employees at the Tax Collector's Office

Tax Administration Move

Last month, the Tax Collector's Tax Administration Department moved out of the courthouse in downtown Clearwater. The department is no longer public-facing and has relocated to the Tax Collector's Customer Service Center in north Clearwater. The Tax Collector's Budget & Finance, Customer Care & Communications, and HR Administration Departments will remain on the 3rd floor of the courthouse. At this time, there are no plans to further vacate the 3rd floor.

Appointments are not required for property tax payments, so customers can visit any Tax Collector location to make a payment, with the closest option being the Gulf to Bay office located at 1663 Gulf to Bay Boulevard in Clearwater. Customers seeking assistance related to tax certificates, tax deed, or have other property tax inquiries can reach out to the Tax Administration Department directly at deedsupport@taxcollect.com.

Updated Employee Suggestion Awards Program

The Employee Suggestion Awards Program has been rewarding employees for their suggestions for almost four decades. The program awards cash to employees with “bright ideas” that improve productivity, efficiency, quality and/or cost effectiveness.

To streamline the submission process and supervisor approval, we developed a [Suggestion Awards SharePoint site](#) to allow electronic submissions and built-in supervisor and director approvals within the SharePoint site. Employees can submit their suggestions, attach documents and monitor progress of their submission status.

The Employee Suggestion Awards Committee is proud to announce three recent winners.

Darren Johnson

Electronic Specialist 1
Real Estate Management
Submission Award: \$500

“The guard tour is for the guards and allows DAS to issue a tour to them, for them to follow and Admin can run reports to verify that they are touring downtown and that they have reported to the buildings verifying all is ok and outside doors are secure at the associated buildings and no vagrants are at and or around those buildings based on a schedule provided by my management.

Instead of buying a guard tour system and installing the units around the building, I suggested we use the guard tour in the card system being most of all the outside doors of the building have card access which saved the County \$8,000.”

Theodore Filides (Ted)

Electrical Mechanical Technician 3
Pinellas County Utilities
Suggestion Award: \$2,500

Pinellas County Utilities had a leaking air release on the 60-inch water main that feeds the North County and North Booster Water Station. This air release could not be repaired without isolating a section of the 60" main. The corrosion of the pipe threads where the air release attached to the 42" flange off the 60" main was so bad that the team knew the force it would take to spin the air release off would cause the pipe to snap extending the duration of the 60" shutdown. The air release pipe was too damaged to work on but needed to be repaired before it broke off on its own.

Ted addressed the concern by engineering a device to be welded to the 42" flange to encapsulate the leaking air release and pipe. The encapsulating device is made up of a section of pipe, a valve, a flange for the new air release and an access port to the old air release piping. Ted consulted with a welder fabricator the County uses to verify the design and ability to weld the encapsulating device to the 42" flange. Ted received approval though Tom Menke and Dennis Simpson in engineering to proceed with his design plan. Ted ordered the supplies needed and had the welder assemble them. On July 19 Ted assisted the welder and

encapsulated the leaking air release pipe and reattached the air release to the encapsulation device.

Pinellas County is considering adding a new 60" valve for future isolation of this segment. At that time PCU will also replace the 42" flange and install a new, redesigned air release that is the new standard.

Ted's actions and design will allow PCU to formulate a plan to shut down the 60" main to install the new isolation valve, replace the 42" flange and install the redesigned air release. Ted's actions saved the County approximately \$150,000 by not having to mobilize a contractor to do emergency repair or having a large amount of water lost due to the air release breaking off before the main could be shut down potentially causing low pressure in the system. This design can also be used on other deteriorating air releases in the system.

Derek Ochsenwald

Electrical/Mechanical Technician 2
Utilities, Dunn Water Reclamation Facility
Suggestion Award: \$250

With his suggestion, Darren and the Utilities team were able to replace and upgrade storage pond safety ropes, anchors and carabiners in house versus the historically contracted in-kind replacement. The upgrade also increased capacity from 7,500 to 12,780 pounds and allowed for a quick change of ropes.



The Pen

Coming Soon: New County Website Pinellas.gov and New Email @pinellas.gov

Soon you will see a new banner on the website inviting the public to preview and give feedback on the new county website. Once the project team addresses the feedback, they'll finalize the launch date. The new site will have the URL Pinellas.gov. We'll also change the primary email for departments under the BCC to @pinellas.gov. The old email addresses and website address will continue to work, so there's no rush to reprint business cards and other items.

Thanks to the project leads, Dan Schutzsmith and Sarah Powell, and the department liaisons who have worked *many* long hours too make this happen. Watch your email for the announcement of the final launch date and instructions about the email address change, including a new standardized email signature. If you have questions, contact your department's website project liaison or send a Teams message to Sarah Powell.



Pinellas County supports a learning culture for all employees. For more information, visit www.pinellascounty.org/hr/learning or call the Human Resources Organizational & Talent Development (OTD) team at 464-3367, option 2.

Let’s Celebrate Our Certified Public Manager Graduates

Twenty-six Pinellas County employees received their Certified Public Managers (CPM)[®] designation from Florida State University (FSU) in August. The Florida CPM program honored a total of 335 graduates – about half in a ceremony that took place at FSU’s Ruby Diamond Concert Hall, in Tallahassee.

The graduates completed a rigorous eight level program, over 30 months, including 31 days of classroom instruction, plus required projects, and exams. The assignments and exams supplemented the course content and required the student to apply course concepts to themselves and to Pinellas County. This included implementing process improvements for their job.

Levels 1 through 4 focus on the fundamentals of leadership and management, with an emphasis on improving one’s people skills, team leadership, and organizational effectiveness. Levels 5-8 are designed to improve a manager’s understanding of complex organizations, large systems, and policy formation. A notable change, Level 8 is now themed. The 2022 theme: Reflection, Succession, and Connection. Simple yet powerful words that can be expressed in the many principles of the CPM program.

The CPM program, housed in FSU’s Florida Center for Public Management, is a nationally recognized leadership development program, currently delivered in 38 states. The program aims to develop more effective public managers and improve services to all Florida taxpayers.

The Florida CPM program has a rich, forty-one-year history at FSU and across the public sector. Over 100 government agencies — including cities, counties, state, and constitutional offices — have participated in the Florida CPM program.

What did a participant say about CPM?

“Graduating from CPM has taught me many things. I have applied many of the concepts in both my professional and daily life. CPM will help me in the future because I have a continual resource that will promote learning and growing. Thank you, Pinellas County, for allowing me to participate in this wonderful program. My goal is to continue my leadership journey with the County.” stated Julie Stevenson, one of our recent graduates from the Certified Public Managers (CPM) designation.

The Pen

Congratulations to our CPM graduates for their outstanding work.

Name

Albenzio, Jeff
 Boggs, Joseph
 Bowman, Rhonda
 Clarke, Richard
 Conner, Holly
 Dean, Paul
 Elsasser, Justin
 Feigel, Melinda
 Gandhi, Krishna
 Goebel-Canning, Susan
 Johnson-McCluster, Daphne
 Jones, Deneta
 Leon, Heather
 Listemann, Sarah (Kim)
 McCluster, Tieisha
 McCraney, David
 McKnight, Kim
 Rivera, Anamarie
 Rosado, Josue
 Schrader, Tiffani
 Shontz, Dawn
 Snelson, Paula
 Stevenson, Julie
 Thames, Joseph
 Vandergracht, Sean
 Yindra, Ashley

Department

Tax Collector’s Office
 Public Works Construction Management Division
 Stormwater Engineering
 Solid Waste Department
 Administration Services
 Public Works Customer Service Division
 Air Quality
 Tax Collector’s Office
 Public Works Customer Service Division
 Public Works Stormwater and Vegetation Division
 Planning
 Public Works Transportation Division
 Tax Collector’s Office
 Tax Collector’s Office
 Tax Collector’s Office
 Tax Collector’s Office
 Tax Collector’s Office
 Public Works Environmental Management Division
 Real Property and Facility Management
 STAR Center Facility
 Department of Safety and Emergency
 Tax Collector’s Office
 Human Services Business Services Division
 Environmental Management Division
 Environmental Management Division
 Tax Collector’s Office

If you are interested, look at the [CPM Summary](#), then talk with your director. Interested but not sure if you’re ready? Consider engaging in a [Learning Path](#).

Celebrating National Hispanic Heritage Month

Each year, Americans observe National Hispanic Heritage Month from September 15 to October 15, by celebrating the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean, and Central and South America.



The observation started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover a 30-day period starting on September 15 and ending on October 15. It was enacted into law on August 17, 1988, on the approval of Public Law 100-402.

The day of September 15 is significant because it is the anniversary of independence for Latin American countries Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. In addition, Mexico and Chile celebrate their independence days on September 16 and September 18, respectively. Also, Columbus Day or Día de la Raza, which is October 12, falls within this 30-day period.

There are many [local celebrations](#) during the month-long Hispanic Heritage Month.



The Board of County Commissioners presented the Hispanic Heritage Month Proclamation to Jaclyn Ballard (Bolland) CEO, Intercultural Advocacy Institute, Hispanic Outreach Center.

The Pen

Elections: You're the Reason We Succeed

Special message from Supervisor of Elections



The success of the August 23, 2022, Primary Election was due in large part to employees across Pinellas County who helped the Supervisor of Elections office by serving as poll and election workers. The SOE team could not be more grateful to those who did their part to support us, our voters and our Republic. Thanks to the coordinated efforts of our fellow service-minded County employees, we conducted another fair, accurate and secure election.

But we aren't finished yet.

The Primary Election was, in many ways, the dress rehearsal for the main event: the November 8, 2022, General Election. Once again, we seek your support as poll workers, call center operators, operations workers, communications support and more.

If you would like to help, please:

- Consider recruiting a colleague or friend to join you
- Notify your supervisor of your interest
- Apply using the [Election Worker Application](#)
- Note that you are a Pinellas County employee in the comments section

Once you've done this, Supervisor of Elections staff will contact you to schedule a training class and confirm your polling place assignment. Employees who serve as poll workers will be paid their salary and overtime, as applicable. If you have any questions, please contact the Poll Worker Department at (727) 464-6110 or by [email](#).

Our Republic is dependent upon community-oriented people like you to help voters exercise their constitutional rights. The Supervisor of Elections thanks the Appointing Authorities for their support in granting employees an opportunity to further answer the call of public service.

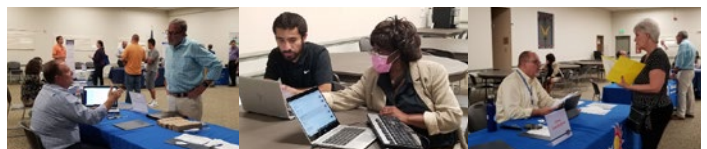
Trades Career Fair Recap: From Career Fair to Interviews

The recent Trades Career Fair, held on August 30 focused on open trades and field related roles. So far two individuals have been hired from the event (two Light Equipment Mechanics for Fleet). In addition, there have been at least eight formal interviews as a result of the event. Airport Operations has the most with three interviews, while Fleet had two, and Utilities and Administrative Services have each had one. Even some non-trades related departments, like the Clerk's Office, has interviewed candidates as a result of the event.

Overall, dozens of candidates spoke to hiring managers about their skills and learned about positions within Administrative Services, Airport, Fleet, Parks, Public

Works, Solid Waste and Utilities. Human Resources had computers available for applicants to complete online applications.

The County always has jobs posted, so please share this link with your friends, family and anyone who you would like to work with: www.pinellascounty.org/careers. Also follow Pinellas County Careers on social media and forward posts about opportunities to your network.



Employee Spotlight



Kimberly Wheaton

Position: Supervisor

Department: Tax Collector Processing Support (Call Center)

How long with Pinellas County?
21 years 9 months

How long in current position? 7 years

Have you had any other positions with Pinellas County?
Tax Tech 1, Tax Tech 2, Tax Tech 3.

Describe job in 25 words or less: Provide knowledge and experience-based assistance to my direct reports as well as all other staff while making sure to follow all laws, statutes, and procedures.

Best part of job: Besides helping customers, working with an amazing group of people that provide a support system for each other both professionally and personally.

Most challenging part of the job: Making sure to keep up with the ever-changing laws and statutes to be able to provide the most accurate assistance to the public and staff, which requires constant research.

Most memorable moment? Completing and graduating from CPM (Certified Public Manager Program).

What do you do in your free time? I enjoy time out at the islands on our boat with family and friends, love to read, watch movies and go shopping (and I'm not talking about grocery shopping).

Pinellas County Tax Collector Offices Go Pro with Family First

This September, Tax Collector Offices in Pinellas County are teaming up with Tampa Bay non-profit, Family First, to raise funds and support for local families.

Family First is an organization that provides parental, marriage, and relationship support to help families build a better future together. They created the "All Pro Dad" and "iMom" programs to provide resources, support, and community for families right here in Tampa Bay and beyond. All Pro Dad is led by former Tampa Bay Buccaneers head coach, Tony Dungy, and is focused on helping dads lead and love their families. Similarly, iMom provides inspiration, insight, and resources for moms who are looking for encouragement and guidance.

During the month of September, Tax Collector customers can make a monetary donation to Family First or purchase their specialty license plate to support



the cause. This is the first time the Pinellas County Tax Collector offices have worked with Family First.

"It is an honor for us to partner with Family First this month," Pinellas County Tax Collector, Charles W. Thomas said. "Their work in Pinellas is greatly appreciated. We are proud to join them in their efforts to strengthen local families in our community."

For more information about Family First, visit www.familyfirst.net. More info about the Pinellas County Tax Collector's Office can be found at www.pinellastaxcollector.gov or on their Facebook, Instagram, and Twitter pages, @PinellasTC.

Hope Expo 2022 Sees Much Success

Housing and Community Development staff, Jody Curry and Rebecca Wayne, represented the department at the HOPE Expo (Home Ownership for People Everywhere) on Saturday, September 17. This was a free event geared towards individuals and families interested in homeownership. There was a workshop which covered the steps to buying a home and counted as homebuyer education for a variety of mortgage and down payment programs. Multiple lenders, realtors, non-profits, and other agencies came together to share opportunities for the Tampa Bay community.



Phishing Scams Target College Students

Cybercriminals are not picky when it comes to phishing attacks. Anyone can become a victim of their attacks and their latest target is college students. Phishing (pronounced “fishing”) is the fraudulent attempt to obtain sensitive information, such as usernames, passwords, account numbers, or other personal information, by impersonating a trustworthy entity. In this latest scam, scammers impersonate faculty members, who the students usually aren’t familiar with, offering high-paying internship or job opportunities. Students may receive counterfeit checks in the mail or via email and are instructed to deposit the checks into their personal checking account. The scammer then directs the student to withdraw the funds from their checking account and send a portion, via wire transfer, to another individual, who they’re told is a “vendor”, for equipment, materials, or software necessary for the job. Subsequently, the checks are confirmed to be fraudulent by the bank. In another version of the scam, students are instructed as part of the application process or “student verification” process to provide their banking information and student login credentials.

Tips for Avoiding Phishing Scams:

- Don’t accept jobs that require depositing checks and then sending money to a third party.
- Pay close attention to the sender’s email address.
- Be careful about what information you post online, or others post about you.
- Don’t click on hyperlinks in unsolicited emails.

- Review your settings.
- Report suspicious emails to Internet Complainant Center at www.IC3.gov.

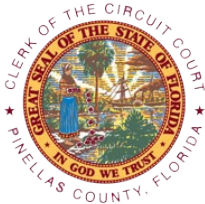
Tips If You Are a Victim of a Phishing Scam

- If you were scammed using your school device and/or account, report the incident to your school’s IT department.
- Notify your bank if you’ve lost money or provided banking details.
- If your account is hacked or you provided a password(s), change your password(s) immediately.
- Use antivirus software and run a full scan of your computer.
- Contact your local police department to report any financial loss.



For more information about scams, to check the complaint history of a business or to file a complaint, contact Pinellas County Consumer Protection at (727) 464-6200 or visit www.pinellascounty.org/consumer.

The Pen



THE RECORD KEEPER

Sending Boxes for Storage at The Records Center

When you enter your box details into the Gimmal Records Management System (Gimmal), don’t forget these important steps:

- Retention code – Use only one retention code per box.
- Easy to lift – Boxes weigh 25 pounds or less.
- Safe – Hanging files have been removed, and the box itself is not damaged.
- Barcode (box) number assigned – The system-generated barcode number should be written on the outside, short end of the box.
- Request pick-up – after the box details are entered and saved in Gimmal, you must complete the Request Pickup steps.
- Send completed boxes to the Records Center – Boxes should be sent to Records Management via interoffice mail.

For more information, please call Records Management at (727) 464-5555.



Upcoming Blood Drives



Did you know that one blood donation can save up to three lives? You can donate whole blood, red blood cells, platelets or plasma. Please consider donating! Walk-ins are welcome or [schedule an appointment](#).

Clearwater Courthouse

315 Court Street, Clearwater (west parking lot)
October 12, 11:00 a.m. to 4:00 p.m.

Public Works

22211 U.S. Hwy. 19 North, Clearwater
(In front of the Survey Building)
October 27, 12:00 to 5:00 p.m.

STAR Center

7887 Bryan Dairy Road, Largo
October 18, 9:00 a.m. to 1:30 p.m.

Tax Collector (Mid County)

13025 Starkey Road, Largo
October 12, 11:30 a.m. to 2:30 p.m.

Tax Collector (North County)

29399 U.S. Hwy. 19 North, Clearwater
October 24, 11:00 a.m. to 2:00 p.m.

Welcome Aboard

New employees listed are for August 2022.

Board of County Commissioners

Administrative Services

Brandon Gilley Claims Adjuster 1
Robert Sharpe Procurement Analyst Coordinator
Alexander Waters Craftworker 1

Airport

Peter Burr Craftworker 1
Eryn Miles Administrative Support Specialist 1
Riley Schomburg Craftworker 1

Animal Services

Angel Paul-Marlet Animal Care Assistant

Building & Development Review Services

Cyndi Connelly Building Permit Technician
Echo Downs Building Permit Technician 1
Yhulmer Izquierdo Electrical Inspector 2
George Lewis Administrative Support Specialist 1
Krystal Zamora Office Specialist 2

Emergency Management

Louis Raniszewski Emergency Management Coordinator

Human Services

Katherine Lehman Administrative Support Specialist 1
Brian Speach Veterans Services Officer 1

Office of Management & Budget

Auria Oliver Management & Budget Manager

Parks and Conservation Resources

Carlos Jenkins Park/Preserve Maintenance Worker
Marina Mullins Park Ranger 1
Amber Parcel Park Ranger 1
David Schwenk Park Ranger 1
William Sturm Park Ranger 1

Public Works

Sharon Bain Office Specialist 1
George Brown Crew Chief 1
Keosha Brown Office Specialist 1
Scott Cassidy Spray Technician 1
Eduardo Estremadoyro Survey & Mapping Technician 2
Zachariah Pepper Crew Chief 1

Safety & Emergency Services

Curtis Bullard 911 Public Safety Telecomm. Trainee
Christopher Faltisco 911 Public Safety Telecomm. Trainee
Kimberly Gilchrist 911 Public Safety Telecomm. Trainee
Jennifer Greer Medical Billing Spec 2
Jeffrey Hauf 911 Public Safety Telecomm. Trainee
Daniel Krocka 911 Public Safety Telecomm. Trainee
Sarah Roberts 911 Public Safety Telecomm. Trainee
Nicholas Savage 911 Public Safety Telecomm. Trainee
Alexis Woodall 911 Public Safety Telecomm. Trainee

Utilities

David Cox Administrative Support Specialist 1
Jerome Jackson Meter Reader 1
Morgan Marshall Meter Reader 1
Melody Natiello Customer Services Supervisor
Donzel Redding Trainee Under-Fill A
Esrom Scott Meter Reader 1

Business Technology Solutions

James Burke System Administrator
Shannon Tufts Security Analyst, Sr.

County Attorney's Office

Cody Ward Assistant County Attorney 1

Forward Pinellas

Ariane Martins Planner

Clerk of the Circuit Court

Michael Allard Customer Information Ctr Specialist 1
Stephanie Ayars Records Specialist 1
Courtney Boersema Customer Information Ctr Specialist 1
Tonya Collins Records Specialist 1
Michelle Curtis CCC Executive Assistant
Erica Dunn Customer Information Ctr Specialist 1
Brian Fermin Finance Operations Technician
Maria Fleming Records Specialist 1
Richard Florczak Records Specialist 1
Pamela Flynn CCC Executive Assistant
Heidi Grosso Fiscal Records Specialist
Isabella Hamilton Special Project Assistant A
Sterling Hepburn Records Specialist 1
Elizabeth Hernandez Customer Information Ctr Specialist 1
Jennifer Hernandez Finance Operations Technician
Loren Kasprzyk Fiscal Records Specialist
Amy Lori Customer Information Ctr Specialist 1
Colleen Mcnair Records Specialist 1
Tom Mudd Records Specialist 1
Jady Pastor Martinez Records Specialist 1
Novella Pinckney Customer Information Ctr Specialist 1
Jessica Pryor Customer Information Ctr Specialist 1
Dale Tieman Records Specialist 1
Jennifer Velasquez Customer Information Ctr Specialist 1

Human Resources

Jessica Fresia Human Resources Consultant
Kaitlin Sawyer Human Resources Consultant

Property Appraiser's Office

David Cates Application Analyst
Kyle Holton Application Analyst

Tax Collector's Office

Jasmyne Green Tax Technician 1
Ne'Quai Letthand Tax Technician 1
Jonathan Swinney Tax Technician 1
Zachary Wagner Tax Collector HR Generalist

Promotions

Promotions listed are for August 2022.

Board of County Commissioners

Administrative Services

Christy Carpenter..... Manager, Facility Operations Division
 John LoweAcquisition & Disposition Coordinator
 Christian Wright Electronics Specialist 1

Airport

Brendan MoranCraftworker 1

Building and Development Review Services

Aeisha Martin Development Project
 Melanie Folcarelli Administrative Support Specialist 1

Economic Development

Marc Mariani Electronics Specialist 1

Office of Management and Budget

Kristen Pittman..... Budget & Financial Management Analyst
 Antoinette Merrill .. Budget & Financial Management Analyst

Parks and Conservation Resources

Brittany Gray Park Ranger 1
 Lisa MolinaOffice Specialist 2
 Ian Shollenberger Park Ranger 1
 Eric Gatson Park Ranger 1
 Scott Rhodes.....Craftworker 1

Planning

Karen McLaughlin Planning Analyst

Public Works

Jared Phillips Technical Services Section Manager
 Francesca Chambers..... Engineering Technician 1
 Austin Marzek Environmental Specialist 2

Utilities

Stephen FicarottaWastewater Plant Maintenance Supervisor
 Rachel Blank Management Analyst
 Thomas Moeller.....Electrical/Mechanical Technician 1
 Felicia SeferiCustomer Services Analyst
 Javier Zuniga Trejo Utilities Maintenance Specialist 1
 Trevor Bridge..... Water Quality Management Specialist 2
 Cassidy Fritts.....Water Conservation Coordinator
 Leroy Fields Utilities Maintenance Worker
 William PetersConstruction Administrator
 Daniel Johnson Operations Manager

Business Technology Services

William Thomas.....Endpoint Analyst

Clerk of the Circuit Court

Peme Paco..... Probate Audit Specialist
 Lori Poppler..... Court Registry Specialist
 Toni Treadway Fiscal Records Specialist
 Natasha Keene..... Records Specialist, Senior
 Nicholas Arnold..... Customer Information Center Specialist 2
 Cindy Ramtahal Fiscal Records Specialist
 Kongsamay Loushin..... Court Registry Specialist
 Alexandria Lugo..... Court Clerk 1
 Dionne Taylor Fiscal Records Specialist
 Genevieve Embrey Court Clerk 1
 Lynette Christian..... Fiscal Records Specialist
 Lauren Vicari..... Finance Operations Analyst
 Stephanie Karr Finance Operations Technician

Human Resources

Ashley Jackson Human Resources Technician

Property Appraiser's Office

Michelle Monendo Tax Technician 3
 Carola Santiago Property Records Specialist
 Daniel James..... Trainee Under-Fill A EEO3

Tax Collector's Office

Melody Hurley Tax Technician 3

The Pen

Service Anniversaries

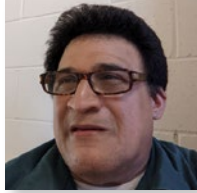
Service anniversaries listed are for August 2022.

35 YEARS

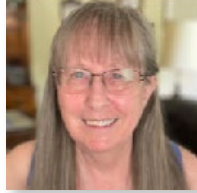


Cantrece Harmon
Human Resources

20 YEARS



Roberto Quijada
Administrative Services



Dixie Taylor
Clerk of the Circuit Court

Unavailable for Photo

40 Years

Darrell Miles
Utilities

35 Years

Tammy Swinton
Planning

25 Years

Fred Girvin
Economic Development

Christopher Lewis
Clerk of the Circuit Court

20 Years

Marcia Colby
Public Works

Donald Legallee
Property Appraiser's Office

Brian Mowry
Public Works

Charles Perry
Clerk of the Circuit Court

William Peters
Utilities

25 YEARS



Monica Bunn
Clerk of the Circuit Court



Ted Filides
Utilities



Jane Muhrlin
Human Services



Tracy Poutre
Utilities

3 TO 15 YEARS

15 Years

Sandra Barney Supervisor of Elections
 Ryan Boylan Business Technology Services
 Mable Lawley Clerk of the Circuit Court
 Michael Little Clerk of the Circuit Court
 Catherine Soleau Clerk of the Circuit Court
 Gary Stanford Solid Waste

10 Years

Karla Cook Human Resources
 Troy Corbin Public Works
 Denise Morton Parks and Conservation Resources
 Jeremy Waugh Office of Asset Management

5 Years

Christopher Arme Safety & Emergency Services
 Gregory Byrd Airport
 Demetrius Clark Utilities
 Aaron Eubank Utilities
 Jaroslaw Gorzkowski Business Technology Services
 Kenamika Gotts Clerk of the Circuit Court
 Steven Howard Administrative Services
 Bryclyn Lawrence Utilities
 Benjamin Lounsbury Safety & Emergency Services

Richard Mueller Public Works
 Barbara O'Stean Solid Waste
 Brian Peacock Utilities
 Jared Phillips Public Works
 Joan Rice Public Works
 Steven Smith Property Appraiser's Office

3 Years

Ramon Ailes Clerk of the Circuit Court
 Meghan Albright Clerk of the Circuit Court
 Jonda Cherry Clerk of the Circuit Court
 Jordan Christian Clerk of the Circuit Court
 Keegan Conway Property Appraiser's Office
 Christopher Fischer Clerk of the Circuit Court
 Allison Goldberg Business Technology Services
 Amelia Hanks Utilities
 Melissa Kok Utilities
 Richard Levi Animal Services
 Antonio Rutledge Public Works
 Jasmine Schill Clerk of the Circuit Court
 Daniel Spisak Utilities
 Angela Van Hook Human Services
 Keith Zeglin Supervisor of Elections

Retirements

Retirements listed are for August 2022.

Over 34 Years



James Calder
Fleet Mechanic,
Fleet Management

Retirees Unavailable for Photo

Over 39 Years

Penny Simone, *Technical Services Section Manager, Public Works*

36 Years

Bridget Turner, *Human Services Case Manager, Human Services*

Over 34 Years

Elizabeth Chapman, *Records Specialist Supervisor, Clerk of the Circuit Court*

Tammy Swinton, *Analyst, Housing and Community Development Department*

REPCO News

The next REPCO lunch meeting will be October 10, 2022 at Applebee's Restaurant located at 5110 East Bay Drive. The meeting will begin at noon. Attendees should arrive early to order lunch prior to the start of the meeting. Representatives from Pinellas County Employee Benefits will join us and provide information and answer questions on retiree medical insurance.

The November 14 REPCO meeting will be a picnic lunch at Walsingham Park.

Retirement Planning

- See [Retiree Benefits: What Happens When I Retire?](#)
- Visit the FRS website at www.myfrs.com which includes valuable resources such as:
 - [Financial Planning Workshops](#)
 - [Retirement Checklist for Pension Plan](#)
 - [Retirement Checklist for Investment Plan](#)
 - [Comparing the Pension and Investment Plans](#)
- Call the MyFRS Financial Guidance Line at (866) 446-9377 to speak with a certified financial planner from Monday through Friday 8 a.m. to 5 p.m., or [email](#) your question. Experts can provide a personalized retirement estimate, and answers questions on retirement planning, FRS plan options, and managing your finances.
- Sign up for a Pinellas County course on Getting Ready for Retirement or Passport to Retirement. See the [Learning Catalog](#). To enroll, log into OPUS and select PIN OLM Learner.
- Please [schedule an appointment](#) (NEW) with Benefits approximately 1 to 3 months prior to your effective date of retirement to complete paperwork such as:
 - FRS Service Retirement
 - DROP enrollment or DROP termination
 - Retiree insurance enrollment
- For questions, contact Benefits at employee.benefits@pinellascounty.org or call (727) 464-3367, **option 1.**



Blast from the Past: Pen 50th Anniversary Celebration Continues



We are celebrating the 50th anniversary of our employee newsletter. Here are some tidbits from the March 1973 issue.

The Pen

MAR 1973 Significant Group Life Insurance Changes

Sweeping changes in the County Employees' Group Life Insurance Program — designed to broaden coverage and reduce cost to the employees — were adopted by the Board of County Commissioners at its meeting on February 20.

Features of the new program include:

- Term life insurance for all employees equivalent to half their annual salaries, without cost to the employee.
- Additional term life insurance up to the remainder of the employees' salaries at a cost of 74 cents per month per \$1,000 of insurance.

TODAY: Pinellas County employees' [life insurance coverage](#) is more generous. We provide all permanent employees with term life insurance equal to their annual salary rounded up to the next \$1,000. For example, if your salary is \$43,500, you receive \$44,000 in group term life insurance at no cost.

MAR 1973 Mail Room and the Monster Machine

Would you believe that Mail Room employees Rosemary Chambers and Joanne Tellis make about 144 stops a day delivering mail in the Clearwater Courthouse complex? These two busy employees sort an average of 3 - 4 mail pouches each day and deliver this mail to the various departments along with about 350 to 400 pieces of interoffice mail as well.



MAIL ROOM'S MONSTER MACHINE and Virginia Buck, Supervisor; Rosemary Chambers and Joanne Tellis.

Virginia Buck, Supervisor of the Index Department, under which the Mail Room operates, tells how outgoing metered-mail volume has increased over the years from 403,044 pieces in 1966 to 890,568 pieces in 1972.

The most "dominant personality" in the Mail Room is the MONSTER MACHINE! It is an inserting machine which can stuff up to 6 inserts into an envelope — "if and when it wants to," adds Rosemary Chambers. The Water Department uses it almost every day to mail out its bills, and it also sees yeoman service in mailing out such yearly requirements as dog licenses, homestead exemptions and tag applications. This 3 year old stuffing monster machine is available to any department which might need it.

Last December the monster machine acted up in the midst of sending out homestead exemption notices. When two factory representatives sent to the scene were ready to give up on getting it running properly again, Joanne Tellis came to the rescue. Combining her unusual mechanical ability with determination and perseverance, she had the monster back under control in short order, spitting out 1,000 pieces an hour, with the result that the job was completed on schedule.

TODAY: The Clerk's Mail Center is busier than ever distributing and processing official U.S. Post Office incoming and outgoing mail, FedEx, UPS and interoffice mail correspondence to most government agencies in Pinellas County. They now have two Mail Centers — the original mail center at 315 Court Street and a second location at the Pinellas County Justice Center that distribute mail for a total of 230 mail stops per day. They also have three mail courier routes that handle pickups and deliveries to an additional 99 government agency locations. The mail centers still process and distribute an average of 890,000 pieces of outgoing metered mail per year, numerous pieces of interoffice mail, many official Record boxes and other miscellaneous items. The "Monster Machine" mail inserter is no longer in the Mail Center and the process of inserting mail into envelopes is done by the individual departments and Clerk's Printing Services.

The Pen Extra

Your Source for Employee Info

Employee and family news including kudos, weddings, births, graduations, memorials, and classified ads. Send your news to employee.communications@pinellascounty.org or call (727) 464-3367.

Classified Ads

The following items are offered for sale by the same seller. If interested, call or text (907) 947-0362 or [email](mailto:employee.communications@pinellascounty.org). Cash and carry.

Dining table and 4 chairs, \$150, solid wood, 32" x 32" square top extends to 52" x 32" rectangle, unique design – 2 leaves store neatly under top, gently used, table legs detach for easy transport.



Dog Crates – Two available, \$25/each, sturdy plastic, excellent condition, 24.25" L x 18.25" W x 19.5" H, for dogs 20-30 pounds.



Bissell Turbo Pro Carpet Cleaner - \$75 (new \$180), lightweight (12 pounds), super easy-to-use and clean after use, excellent condition.



Elliptical, portable machine, \$50 (\$120 new), 24.5" x 17" x 11.4" inches, fits under desk, quiet, metal (so stays in place), adjustable tension with monitor, use sitting or standing, pedal forward or reverse, gently used.

Coleman Air Bed, \$40, queen-size, double-high, rarely used, like new, pump included.



Trolley, Stair Climber Folding Grocery Cart, \$40 (\$95 new), excellent condition, 3-wheels, 110 pound capacity, hand truck, 17.25" x 15.25" x 39.5", black.



Gone but not Forgotten

The Pen is saddened to report the passing of the following retirees:



Joseph Hunt, 66, of Clearwater, passed away on September 8, 2022. Hunt retired in 2019 as a Field Inspector 3 with the Construction Management Division after 32 years of service with Pinellas County Government. No obituary was found.



Jack Houk, 89, of Oldsmar, passed away on September 16, 2022. Houk retired in 1998 as the Personnel Department Director. [View his obituary.](#)

Welcome

Freya Pittman, 9 lbs pounds, 8 ounces, was born August 10, 2022, to Kristen Pittman from the Office of Management and Budget.

