



**SEMINOLE COUNTY BOARD OF COUNTY COMMISSIONERS
WORKSESSION
JANUARY 13, 2009**

**3:00 P.M., or as soon thereafter as possible
Seminole County Services Building
Room 1028
1101 East First Street, Sanford, FL 32771**

AGENDA:

- 1. BCC Executive Assistants**
- 2. Presentation – Jetta Point and Soldiers Creek**

AUTHORIZED BY: Board of County Commissioners

CONTACT: Cynthia A. Coto

EXT. 7211

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR 48 HOURS IN ADVANCE OF THE MEETING AT 407-665-7941.

FOR ADDITIONAL INFORMATION REGARDING THIS NOTICE, PLEASE CONTACT THE COUNTY MANAGER'S OFFICE, AT 407-665-7219. PERSONS ARE ADVISED THAT, IF THEY DECIDE TO APPEAL DECISIONS MADE AT THESE MEETINGS / HEARINGS, THEY WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, THEY MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, PER SECTION 286.0105, FLORIDA STATUTES.



**SEMINOLE COUNTY BOARD OF COUNTY COMMISSIONERS
WORKSESSION
JANUARY 13, 2009**

**3:00 P.M., or as soon thereafter as possible
Seminole county Services Building
Room 1028
1101 East First Street, Sanford, FL 32771**

AGENDA: BCC Executive Assistants

CONTACT: Cynthia A. Coto

EXT. 7211

RECOMMENDATION:

- (1) Consensus that the Board of County Commissioners Executive Assistants report directly to their respective Commissioner with the Commissioner taking all the supervisory responsibilities of the employer;
- (2) Convert the BCC Executive Assistant to an at-will position; and
- (3) The present incumbents to retain their career service status; however, when a vacancy occurs the new hire would be at-will.

BACKGROUND:

Overview

At the December 8, 2008 BCC Meeting the Board of County Commissioners directed staff to conduct a work session related to the present supervision of the BCC Executive Assistants. In response to the Board's direction, Human Resources conducted a study of all Florida counties seeking information on reporting relationships, disposition of BCC support staff when a new Commissioner takes office, titles, salary ranges, and actual salaries. The results of the study are attached for reference.

The Assistant County Manager presently serves as the supervisor of the BCC Executive Assistants. An example of supervisory responsibilities is listed below. Additionally, the Assistant County Manager is responsible for ensuring that salary dollars within the BCC budget are not over expended.

Performance Management

- Establish annual goals
- Conduct mid-year and annual performance review
- Award annual salary adjustment

Staffing

- Approve/deny leave requests
- Approve timesheet for payroll processing
- Assure office and phone coverage
- Establish hours of work including lunch schedules

Administrative

- Compliance for FMLA, ADA, Worker's Compensation or any other statutory requirement to assure compliance
- Disciplinary actions if warranted.*
- Offer training opportunities
- Establish productive work environment free from harassment

*Employees have the right to appeal non-selection, suspension without pay and terminations, in addition to discrimination. Seminole County has had 11 appeal / grievances in the past 3 years; 2 non-selections, 3 terminations, 5 suspensions without pay and one discrimination.

Reporting Relationships

The following information was derived from the survey conducted by Human Resources. In 16 of 41 responses the support staff reported directly to the County Commissioner, 7 reported directly to the County Manager or designee, 2 report jointly to the Manager and the Commissioner, both of these were non-charter counties, and the remainder reported to a position outside of the County Manager or Commission Office such as a Department Director, Clerk of the Court or other. In the instances where staff reported directly to a County Commissioner, Human Resources inquired as to what happens when a new Commissioner is elected. Four (4) of the 16 respondents were assured continued employment with the County. It should be noted that of the 18 Charter counties, excluding Seminole, 10 have the support staff report directly to their respective County Commissioner and of the 10 with this reporting relationship 9 of them are at-will with the exception being Charlotte County.

	#
Reports to	
County Manager & BCC jointly	2
County Manager / DCM / ACM	6
County Commissioner	16
Other	15
No Support Provided to BCC	2

Apply for county position or let go	6
Discretion of new commissioner	4
Employment continues with BCC	4
Leave with outgoing commissioner	2
	16

Commission Staff Support

The number of support staff to Commissioners varies County by County as indicated in the following table. For comparative purposes, the Charter counties have been highlighted.

# of Commissioners	# of Support Staff	# of Counties	County names
5	0	3	Nassau, Okeechobee, Taylor
5	1	8	Bay, Bradford, Calhoun, Flagler, Franklin, Madison, Marion, Washington
5	2	3	Baker, Citrus, Hardee
5	3	8	Alachua, Charlotte, Columbia, Lake, Pasco, Polk, Sarasota, Sumter
5	4	2	Jefferson, Santa Rosa
5	5	8	Collier, Indian River, Lee, Martin, Monroe, Seminole, St. Lucie, Walton
5	14	2	Brevard, Hillsborough
6	12	1	Orange
7	3	1	Volusia
7	4	1	Manatee
7	7	3	Leon, Palm Beach, Pinellas
9	18-27	1	Broward
13	13	1	Dade

There are 34 counties that have 5 County Commissioners and the average support staff is 3.5 per 5 member commission. That number drops to 2.5 per 5 member commission if Brevard and Hillsborough are excluded since they appear to be anomalies. The ratio of support staff to Commissioners in responding Charter Counties (excludes Clay, Duval and Osceola) is approximately 1.2 support staff to each Commissioner which equates to an average of 6 support staff to each 5 member commission.

Titles

The titles of support staff to County Commissioners vary greatly; however, the most frequently used job title is Executive Assistant, followed by Administrative Assistant, County Commission Aide, Administrative Aide, and Secretary to the Board, Staff Assistant, Executive Aide and Administrative Secretary. This list is not inclusive but gives a sense of position titles for this function.

Salary

The counties either provided salary ranges or actual salaries for the "Executive Assistant" position. The minimum salary ranges from \$23,100 to \$64,280 with an average of \$38,045. The maximum salary ranges from \$28,308 to \$73,549 with an average of \$49,628.

The average actual salary for Seminole County Executive Assistants to the Commissioners is \$55,104 and ranges from \$48,672 to \$60,486.

For the responding Charter Counties (all except Clay, Dade, Duval, and Osceola), the range of salaries is \$23,100 to \$71,888, with an average salary of \$46,301.

Conclusion and Options

Reporting Relationship

In a situation where the Executive Assistants report to their respective Commissioner. The Commissioner will be responsible for providing the responsibilities presently held by the Assistant County Manager; inclusive of, day-to-day guidance, approval of leave time, flex time, timesheets and payroll reports, establishment of goals and associated feedback and preparation of semi-annual and annual performance evaluations.

The Human Resources Survey indicates that where staff report directly to a County Commissioner that the following occurs with respect to employment status. Of the 16 responses received, four are retained at the discretion of the new Commissioner, six may either apply for an available County position or are released from employment, two leave with the outgoing Commissioner and four continue their employment with the Board of County Commissioners.

However, of the 18 Charter counties, excluding Seminole, 10 have the support staff report directly to their respective County Commissioner and of the 10 with this reporting relationship 9 of them are at will with the exception being Charlotte County.

On the basis of the data obtained from other Counties in the Human Resources survey conducted, the following options are available:

1. The respective Executive Assistant shall work at the pleasure of the District Commissioner. Continued employment would be at the sole discretion of the Commissioner as they would be serving in the role of the employer.
2. The existing Executive Assistant shall not have their employment status changed at the time the reporting relationship changes and will remain career service employees. Upon separation from County employment the position will convert to an at-will status.

3. The Executive Assistant position would retain the present career service status; however, as they are a direct employee of their respective Commissioner, the Commissioner would serve as the employer in all personnel matters.

Titles

No recommended change.

Salary Ranges/Adjustments

Presently, the Chairman's Aide is given a Lead Aide status and provided with an additional 10% compensation above their base salary. It is recommended that the Lead Aide status and associated compensation be eliminated. The rationale is that many of the responsibilities associated with the Lead Aide were previously transferred to the Assistant County Manager. Should the Board of County Commissioners concur that the Executive Assistants report to their respective Commissioner these responsibilities will be transferred to the Commissioner. Of the 32 Counties who responded to this issue only 7 provide additional compensation to the Lead Aide.

Other Housekeeping Matters

The BCC Aides and the County Manager's support staff presently staff the reception area due to the reduction in force in the County Manager's Office. As the BCC Aides are no longer reporting to the County Manager's Office, this practice would cease and coverage would be provided solely by the County Manager's staff.

The County Manager's Office is presently responsible for setting up the BCC Chambers for Board meetings, work sessions, etc. This responsible would shift to the BCC Executive Assistants.

Recommendation

The BCC Executive Assistants report directly to their respective Commissioner with the Commissioner taking all the supervisory responsibilities of the employer. The BCC Executive Assistant position would become at-will. The present incumbents would retain their career service status, however, when a vacancy occurs the new hire would be at-will.

Seminole County/BCC
Executive Assistant -- County Commission Office Structure Survey
October 2008

County	2007 (Florida Legislative Committee) Pop.	Org Chart		No. BCC	No. of clerical support staff	% of Support to Commissioner	Actual job title of clerical support	Lead Aide receives add'l pay		Who prepares performance evaluation	Clerical support reports to	At-Will	Regular	What happens to the existing clerical support personnel when new commissioners are elected?	Current Salary
		Yes	No					Yes	No						
Alachua	247,561	XX		5	3	60%	Program Coordinator	XX		County Manager	Program Coordinator		XX	Remain employed	\$35,878 - \$57,405
Baker	25,623			5	2	40%	Secretary and Assistant Secretary	XX		County Manager	County Manager		XX	Remain employed	
Bay	167,631	XX		5	1	20%	Senior Executive Aide	XX		County Manager	Board and County Manager		XX	Remain employed	\$44,350
Bradford	29,055		XX	5	1	20%	Administrative Assistant	XX		County Manager	Board and County Manager		XX	Remain employed	\$37,440
Brevard	552,109			5	14 (2 to 3 each)	280%	Administrative Aide to County Commission, Legislative Aide, Special Assistant to County Commissioner, and County Commissioner Aide	XX		Commissioner	Commissioner		XX	Retained by new Commissioner, employed in another capacity through competitive process or released	Ranges from \$31,200 to \$59,340
Broward	1,765,707		XX	9	2 or 3 each		County Commission Aides- Deputy Clerk/Secretary to the Board	XX		Commissioner	Commissioner		XX	Discretion of newly elected official.	Aides I and II \$23,100 to \$71,888
Calhoun	14,477	XX		5	1	20%	Board	XX		Clerk of Court	Clerk of Court/5 Member Board		XX	Remain employed	\$40K
Charlotte	164,584			5	3	60%	Executive Assistant	Yes, \$75 ea pay period		Commissioner	Commissioner		XX	Remain employed	\$26.44 (2) and \$19.92
Citrus	140,124	XX		5	2	40%	Secretary to the Board	XX		Executive Assistant II	Executive Assistant II		XX	Remain employed	\$26,790 to \$28,308
Clay	184,644			5	1	100%	Administrative Assistant	XX		County Manager	County Manager		XX	Remain employed	\$44,083.31
Collier	333,858	XX		5	5	100%	Executive Aide to the BCC	XX		Executive Manager to the BCC	Executive Manager to the BCC			Discretion of newly elected official	\$24.68 avg.

Seminole County/BCC
Executive Assistant -- County Commission Office Structure Survey
October 2008

County	2007 (Florida Legislative Committee) Pop.	Org Chart		No. BCC	No. of clerical support staff	% of Support to Commissioner	Actual job title of clerical support	Lead Aide receives add'l pay		Who prepares performance evaluation	Clerical support reports to	At-Will	Regular	What happens to the existing clerical support personnel when new commissioners are elected?	Current Salary
		Yes	No					Yes	No						
Columbia	65,373	XX		5	3	60%	Administrative Secretary	XX		Assistant County Manager	Assistant County Manager		XX	Remain employed	\$24,107 to \$36,150
Dade	2,462,292	XX		13	13	100%	Commissioner determines	XX		Commissioner	Commissioner		XX	Redistributed in the organization or released.	
DeSoto	33,983														
Dixie	15,808														
Duval	897,597														
Escambia	311,775														
Flagler	93,568	XX		5	1	20%	Executive Assistant to the Flagler BCC and the DCA	XX		Deputy County Administrator	Deputy County Administrator		XX	Remain employed	\$39,562 to \$59,862
Franklin	12,249	XX		5	1	20%	Administrative Assistant	XX		Clerk of the Court	Clerk of the Court		XX	Clerical support provided by Clerk's Office (small county)	\$35K to \$40K
Gadsden	49,398	XX	?		0										
Gilchrist	17,106														
Glades	11,055														
Gulf	16,815	XX		5	7	140%	Staff Assistant	XX		Department Head	Department Head		XX	Remain employed	\$12.50 to \$16.22
Hamilton	14,705														
Hardee	27,520	XX		5	2	40%	1 Office Manager; 1 Executive Assistant	XX		County Manager	County Manager		XX	Remain employed	EA \$25,400; OM \$46,600
Hendry	39,651														
Hernando	162,193														
Highlands	98,727														
Hillsborough	1,192,861				14 (27 each)	200%	Commissioner Aide	XX		Commissioner	Commissioner		XX	Discretion of newly elected official	\$44,678 through \$73,549.
Holmes	19,464														

Seminole County/BCC
Executive Assistant -- County Commission Office Structure Survey
October 2008

County	2007 (Florida Legislative Committee) Pop.	Org Chart		No. BCC	No. of clerical support staff	% of Support to Commissioner	Actual job title of clerical support	Lead Aide receives add'l pay		Who prepares performance evaluation	Clerical support reports to	At-Will	Regular	What happens to the existing clerical support personnel when new commissioners are elected?	Current Salary
		Yes	No					Yes	No						
Indian River	139,757		XX	5	5	100%	Commissioner Assistant	5%		Commissioner	Commissioner		XX	Remain employed	\$30,736 to \$46,115
Jackson	50,416													May be terminated by a majority vote of the Commission	\$56,650
Jefferson	14,494			5	4	80%	County Coordinator		XX	Chairman of BCC	Chairman of BCC		XX		
Lafayette	8,215														
Lake	286,499	XX		5	3	60%	Commissioner's Aide		XX	Executive Office Manager	Executive Office Manager		XX	Remain employed	\$49,046, \$48,131
Lee	615,741			5	5	100%	Executive Assistant	XX		Commissioner	Commissioner		XX	Discretion of newly elected official	\$64,280
Leon	272,896		XX	7	7	100%	Commission Aide		XX	Commissioner	Commissioner		XX	Separated from employment when Commissioner leaves	All @ same rate: \$56,957
Levy	40,045														
Liberty	7,772														
Madison	19,944	XX		5	1	20%	Administrative Office Manager		XX	County Coordinator	County Coordinator		XX	Remain employed	\$15.45
Manatee	315,890			7	4	57%	Assistant and 1 Executive Office Manager		XX	Executive Office Manager	Executive Office Manager		XX	Remain employed	\$47,715 avg.
Marion	325,023	XX		5	1	20%	Executive Administrative Assistant		XX	Chairman	NA			NA	NA
Martin	143,737			5	5	100%	Executive Aide		XX	Director of Administration	Director of Administration		XX	Remain employed	\$36,114 to \$59,137
Monroe	78,987		XX	5	5	100%	Executive Assistant	4%		Commissioner	Commissioner		XX	Discretion of newly elected official	\$50,996 avg.
Nassau	69,569			5	0	0%									
Okaloosa	196,540														
Okeechobee	39,030	XX		5	0	0%	NA			NA	NA			NA	\$29,567 - \$44,351

Seminole County/BCC
Executive Assistant -- County Commission Office Structure Survey
October 2008

County	2007 (Florida Legislative Committee) Pop.	Org Chart		No. BCC	No. of clerical support staff	% of Support to Commissioner	Actual job title of clerical support	Lead Aide receives add'l pay		Who prepares performance evaluation	Clerical support reports to	At-Will	Regular	What happens to the existing clerical support personnel when new commissioners are elected?	Current Salary	
		Yes	No					Yes	No							
Orange	1,105,603	XX		6	12	200%	Administrative Assistant, Administrative Aide to the Mayor/BCC, Executive Secretary	XX		Commissioner	Commissioner			Discretion of newly elected official	AA to Mayor \$57,545 avg., AA \$44,130 avg.	
Osceola	266,123															
Palm Beach	1,295,033			7	7	100%	Commission Secretary	XX		No longer do evaluations.	Commissioner	XX		Retained by new Commissioner or employed in another Department	20.57 avg. StCC \$16.83 and SStCC	
Pasco	434,425			5	3	60%	Secretary to County Commission and Senior Secretary to County Commissioner		XX	Commissioner	Commissioner	XX		Discretion of newly elected official	\$25.18 and \$23.29	
Pinellas	944,199	XX		7	7	100%	Executive Assistant		XX	Commissioner	Commissioner		XX	Discretion of newly elected official	\$59,711 avg.	
Polk	581,058	XX		5	3	60%	Executive Assistant		5% on base pay	Administrative Supervisor	Administrative Supervisor			XX	Remain employed	\$38,150 avg.
Putnam	74,799															
Santa Rosa	142,144	XX		5	4	80%	Executive Office Manager, BCC Office Coordinator, Administrative Assistant I, and Administrative Assistant II			Executive Office Manager	Executive Office Manager	XX		Remain employed	EOM \$56,914, BCC OC \$49,077, AAI \$24,581, AAI \$28,507.	
Sarasota	387,461			5	3	60%	Administrative Specialist		XX	Administration Operations Manager	Administration Operations Manager		XX	Remain employed	\$41,246 to \$46,342	

Seminole County/BCC
Executive Assistant -- County Commission Office Structure Survey
October 2008

County	2007 (Florida Legislative Committee) Pop.	Org Chart		No. of clerical support staff	% of Support to Commissioner	Actual job title of clerical support	Lead Aide receives add'l pay		Who prepares performance evaluation	Clerical support reports to	At-Will	Regular	What happens to the existing clerical support personnel when new commissioners are elected?	Current Salary
		Yes	No				Yes	No						
Seminole	425,698	XX		5	5	100% Executive Assistant	10% on base pay		Assistant County Manager	Assistant County Manager			XX Remain employed	\$37,149 to \$61,294
St. Johns	173,935													
St. Lucie	271,961			5	5	100% Executive Assistant		XX	Commissioner	Commissioner	XX		Discretion of newly elected official	\$14.79 to \$22.73
Sumter	89,771			5	3	60% Staff Assistant I and Staff Assistant III		XX	HR/Administrative Services Manager	HR/Administrative Services Manager	XX		Remain employed	Staff Assistant I - \$30,401.28 Staff Assistant III - \$34,013.52 & \$31,424.40
Suwannee	39,608													
Taylor	22,516	XX		5	0	0% N/A								
Union	15,722													
Volusia	508,014	XX		7	3	43% Administrative Aide		XX	Special Projects Coordinator	Special Projects Coordinator		XX	Remain employed	\$13.79 to \$21.69
Wakulla	29,417													
Walton	57,093			5	5	100% Executive Assistant		XX	Commissioner	Commissioner	XX		Discretion of newly elected official	\$12.34 to \$23.62
Washington	23,719			5	1	20% Administrative Secretary		XX	County Manager	County Manager		XX	Remain employed	\$27,000 to \$38,800
NOTE:	No response received.						Lead -- Add Pay (Y vs. N)	7 32			AW vs. Regular	16 20		