



# Employees Advisory Council



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

## **Employee Advocate –Functions and Responsibilities**

### **Nature of work**

Assist fellow employees in dispute resolution. The assistance can be over the phone, through email and or in person. The goal is to come to a resolution that is beneficial to both parties. A high degree of tact and diplomacy and an ability to relate professionally to diverse situations and circumstances is needed.

### **Minimum Requirements**

- \*Employed with Pinellas County Government for at least 5 years or comparable experience.
- \*Have knowledge of Pinellas County Personnel rules and procedures
- \*Not have an active disciplinary action in progress
- \*Approval/authorization of your supervisor

### **Knowledge, Skills and Abilities**

Knowledge of the Pinellas County Personnel Rules  
Ability to apply PC rules to the dispute resolution process as required  
Ability to communicate with all parties involved, such as management, supervisors, Appointing Authorities, Personnel Board members and classified employees  
Ability to speak before a group  
Training and or experience in conflict resolution, grievance process, communication skills

EAC Employee Advocate Advisory Committee may also require

- \*Training in the Grievance process, Conflict Resolution training, ongoing communication training
- \*Attending Personnel Board meetings
- \*Attending a grievance process