

**UNIFIED PERSONNEL SYSTEM**

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Peggy Rowe  
Director

TO: The Honorable Chair and Members  
Of the Unified Personnel Board

FROM: Peggy Rowe, Director of Human Resources

SUBJECT: Additions and Revisions of Class Specifications

DATE: June 24, 2010

As part of the Human Resources Department’s ongoing project to revise the class specifications within the Pay & Classification Plan, it is recommended that the following class specifications be revised to reflect current duties and responsibilities. These changes are housekeeping in nature and do not affect the pay grade level of the classifications.

**ADDITIONS**

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
23228	Senior Manager, Tax Collector	E-12
23268	Tax Collector HR Generalist	E-11
18482	CCC Oracle Financials Developer	150

**REVISIONS**

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
16384	Transportation Systems Technician 1	CL14
16386	Transportation Systems Technician 2	CL18
09150	Elections Finance Manager	150
09162	Elections Information Technology Coordinator	150
09160	Elections Technology Administrator	150
17530	Director, Customer Services	SM3a
22399	Director, Fleet Management	SM3a
17526	Utilities Budget & Finance Manager	SM4a
17516	Hydrogeology Manager	SM5a
17264	Water Supply Manager	SM5b
17480	SCADA & Systems Security Manager	SM7

PR/JL/gjc  
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# SENIOR MANAGER, TAX COLLECTOR

Job Code	Pay Grade
23228	E-13

## Nature of Work

This is professional technical and managerial work in planning and managing various functional areas within a division of the Tax Collector's Office. An employee in this class assists a Deputy Tax Collector in the organizing, coordinating, supervising and monitoring the work of subordinate managerial and support staff providing customer service, agency licensing service, employee training, accounting or audit functions, cashiering or receipting, field enforcement, and technology consulting for user departments, personnel support, and the daily processing of a wide assortment of public records. Work is performed with considerable independent judgment and initiative under the general supervision of a Deputy Tax Collector and is reviewed through conferences, reports, and observation of results achieved.

## Minimum Qualification Requirements

- 5 years progressively responsible experience in tax collection that includes 2 years of supervision or supervisory training; or
- Associate's degree in public administration, business, finance, accounting or related field and 3 years of experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate must apply for and maintain FRVIS Access Authorization per Florida Department of Highway Safety Motor Vehicles Procedure TL-57 and RS-64.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Manages and provides supervisory, technical direction, staffing and training to employees who are involved in the maintenance of current/delinquent tax rolls, and who perform collection services, record keeping, or collection reporting for all Tax Collector offices.
- Provides and coordinates administrative support to Deputies by researching and assembling information, determining priorities and preparing reports with recommendations.
- Responsible for budget preparation for the assigned work section in accordance with the Budget Instruction Manual, provides clarification on related items and forwards to the Deputy Tax Collector for approval.
- Reviews, evaluates, analyzes and recommends tax related systems, procedures, and technology for the purpose of current/delinquent tax collection.
- May attend and participate in court proceedings and may serve as an expert witness.
- Supervises subordinate managerial, technical and clerical employees, interviews and recommends hiring or promotion, completes performance evaluations, disciplines, recommends termination and salary increases of subordinate personnel.
- Serves as departmental liaison with other departments, vendors, customers and consultants on tax laws, ordinances, rules, regulations, and department policies.
- Communicates and cooperates with representatives of Department of Revenue (DOR), Department of Highway Safety and Motor Vehicles (DHSMV), and other related state and county officials, other tax office departments and related offices.
- Interprets appropriate laws and regulations to subordinates and customers.
- May be required to do extensive training throughout the state as well as public speaking as a representative of the Tax Collector.
- Arranges and may preside over tax sales, property seizures, and transmittal of tax deed applications to the Clerk of the Circuit Court.

# SENIOR MANAGER, TAX COLLECTOR (continued)

<b>Job Code</b>	<b>Pay Grade</b>
23228	E-13

## Illustrative Tasks (continued)

- Determines boundaries of patrol areas for field personnel, and assigns the worksites of office personnel, and has decision-making authority to reassign as needed.
- May act on behalf of the Deputy Tax Collector in the Deputy's absence.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of state laws, county ordinances, DOR/DHSMV rules & regulations governing Ad Valorem and non-Ad Valorem taxes.
- Knowledge of the rules of the Pinellas County Unified Personnel System.
- Knowledge of the principles of office management and supervision, and public administration principles and practices.
- Knowledge of research techniques, methods and procedures.
- Knowledge of automated office machines, procedures and practices.
- Ability to apply computer applications and software.
- Skill in effectively training subordinates in assigned areas such as, current/delinquent tax collection, tax certificate sales, seizures and auctions, customer service, personnel, accounting & auditing, technology support.
- Ability to evaluate automated data and utilize personal computer, mainframe software and related programs.
- Ability to plan, organize and manage the work of office personnel.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and implement procedures and operations.
- Ability to prepare complete, concise and accurate status reports and maintain records.
- Ability to work evenings and weekends during periods of peak activity or when necessary.
- Ability to train and supervise subordinate managerial, technical and clerical personnel.

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Created	EEOC Code	Overtime Code	Type
7/10	2	C	E

# TAX COLLECTOR HR GENERALIST

Job Code	Pay Grade
23268	E-11

## **Nature of Work**

This is responsible professional work in the delivery of a variety of human resources, (HR) management functions and duties in areas such as employment, payroll, benefits, training, employee relations, or other special projects. Incumbents in this class provide guidance on strategic and HR operational issues to management, and develop new programs and initiatives to meet management needs. The incumbent partners with management to facilitate the delivery of HR services as appropriate and serves as contact for employees to answer questions regarding HR policies and procedures. Work performed with considerable independent judgment and initiative under the direction of the Senior Manager, Tax Collector or designee and is reviewed by observation of results achieved, periodic conferences, and reports.

## **Minimum Qualifications Requirements**

- Associate's degree and 4 years professional experience in public administration, business administration, personnel management or human resources that includes formal training in human resources management combined with supervision or supervisory training; or
- Bachelor's degree and 2 years experience as described above, or
- An equivalent combination of education, training, and/or experience.

## **Appointing Authority May Also Require**

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## **Illustrative Tasks (These are examples and are not all inclusive.)**

- Serves as a link between management and employees by handling questions, interpreting and administering HR policies, rules and regulations and helping resolve work-related problems.
- Prepares and presents HR related training programs on topics such as new employee orientation, employee relations, and HR-related compliance issues.
- Conducts special studies (e.g., headcount/turnover) and prepares results for management.
- Assists managers with recommendations for disciplinary action and HR-related hearings and investigations.
- Administers performance management system by reviewing performance evaluation documents and related pay action forms.
- Administers Family and Medical Leave Act, (FMLA) compliance by reviewing FMLA documentation and advising managers and supervisors regarding FMLA policies and procedures.
- Coordinates the Rewards and Recognition Program and In-service Day planning and preparations.
- Researches, prepares & coordinates revisions to existing policies and procedures or implementation of new HR policies.
- Assists with payroll processing, and payroll database maintenance and updates.
- Provides strategic and operational HR guidance to line management.
- Acts as liaison with the Pinellas County Human Resources Department.
- Acts as liaison with the department directors and agency managers in the Tax Collector's Office to advise management on decisions that require sound HR practices and perspectives.
- Maintains files, records, and completes documentation or correspondence and other materials.
- Initiates and carries through to completion special projects as directed by the Tax Collector, Chief Deputy, or Senior Manager, Tax Collector.
- Performs related work as assigned or required.

# TAX COLLECTOR HR GENERALIST (continued)

<b>Job Code</b>	<b>Pay Grade</b>
<b>23268</b>	<b>E-11</b>

## Knowledge, Skills, and Abilities

- Knowledge of the standard principles, practices, methods and techniques of public personnel administration.
- Knowledge of principles and procedures for personnel, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of HR-related laws, government regulations, agency rules, and policies.
- Knowledge of the Family and Medical Leave Act, (FMLA)
- Knowledge of the Americans With Disabilities Act, (ADA)
- Knowledge of counseling and negotiation, practices and techniques.
- Ability to apply computer applications and software.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to understand and follow complex oral and written instructions.
- Ability to analyze facts, maintains records, prepares reports and exercises sound judgment.
- Ability to establish and maintain effective working relationships with fellow employees and the public, supervise staff, and coordinate activities.

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Created	EEOC Code	Overtime Code	Type
7/10	2	C	E

# CCC ORACLE FINANCIALS DEVELOPER

<b>Job Code</b>	<b>Pay Grade</b>
<b>18482</b>	<b>150</b>

## **Nature of Work**

This is advanced professional and technical work with responsibility for complex information technology (IT) and management information related assignments in the Office of the Clerk of the Circuit Court (CCC). The position is responsible for assuring and providing successful technical development, design, implementation, and support of Oracle e-Business Financials software and peripherals, including Accounts Payable, Accounts Receivable, General Ledger, Fixed Assets, and Purchasing. An incumbent in this class is responsible for handling all aspects of Oracle R12 eBusiness Suite of Applications that includes Enterprise Resource Planning (ERP) software as well as handling problems relating to system modules such as General Ledger, Payroll, Accounts Payable, Accounts Receivable, Fixed Assets, and other related assignments. In addition to coordinating and administering effective management of Oracle Applications related services, the incumbent takes responsibility for specialized IT technology support for PL/SQL, SQL, SQL\*Plus, TOAD, Oracle Discoverer, Oracle Applications (OA) and related areas. Duties include all aspects of System Development Life Cycle including implementation, product consulting, testing, and post program implementation, review, and support. The incumbent performs under minimal supervision and exercises wide latitude and independent judgment in completing assignments. The position reports to a senior level management official or designee.

## **Minimum Qualification Requirements**

- 6 years of directly related experience in IT systems in an occupation evidencing skilled competency in computer programming for highly automated and advanced business processes that include competency in computer program design and analysis; or
- Associate's degree or 2 year technical school certification in directly related IT programming, management information systems, program design, business processes or directly related field plus 4 years experience as described above; or
- Bachelor's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## **Appointing Authority May Also Require**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special emergency, and/or disaster situations.
- Demonstrated training, experience, and competency, in any of the following: Client-server/web-based system development tools and practices, such as, Oracle Forms/Reports/Designer, XML, Net technologies, WebLogic, Java and related technologies, Access/SQL Server/Oracle RDBMS and other specialized applications.
- Incumbent may be required to demonstrate or be officially certified in one or more specific IT functions or disciplines.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## **Illustrative Tasks (These are examples and are not all inclusive.)**

- Work closely with functional staff in development and support of Oracle eBusiness Suite.
- Participate in upgrades and new implementations of eBusiness suite modules.
- Develop interfaces of Oracle eBusiness suite with other external and custom applications.
- Advise with primary database users to determine modifications.
- Design, size, and install tables within context of the database and the platform on which it operates.
- Research data failures; develop and perform recovery strategies.
- Develop and maintain structure documentation and patch logs; formulate and enforce standards for data management.
- Attend and participate in professional training to stay informed on the latest changes and enhancements to Oracle applications.
- Perform their duties in accordance with the client Operating Principles; work and act as a team player in interactions with other employees; and provide a high level of customer service at all times.

## ORACLE FINANCIALS DEVELOPER (continued)

Job Code	Pay Grade
18482	150

### Illustrative Tasks (continued)

- Writes computer code according to address and meet pre-approved specifications.
- Modifies and maintains existing code.
- Performs unit tests on completed patches, modifications, and enhancements.
- Documents coding changes and modifications.
- Writes operator instructions for programs completed when applicable.
- Conducts and oversees solution testing and evaluation of new versions of software products.
- Provides written recommendations regarding capability, comparability or constraints of software and/or hardware usage.
- Responds to calls for assistance with software/hardware problems.
- Assists in the review and prioritization process of change requests and new development projects.
- Provides management with timely reporting related to various financial activities.
- Represents the CCC on a variety of technical committees and sub-committees.
- Researches, recommends, and prepares software configurations.
- Assists management in short and long range planning for necessary software support services.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge and ability to work with IT Infrastructure Library Foundation functions.
- Knowledge in design and development of application interfaces.
- Knowledge of analysis and research techniques, methods, and procedures.
- Knowledge of business systems PL/SQL and Oracle Forms.
- Knowledge of methods and procedures of computer software design, development, and maintenance
- Knowledge of operating characteristics, capabilities, limitations, and the application of LANs, Wide Area Networks (WAN), personal computers, and their operating systems.
- Knowledge of software/hardware troubleshooting procedures.
- Knowledge of the principles of IT and computer science.
- Skill in communication both verbal and written.
- Ability to apply OA Framework Applications and OA Framework Personalizations.
- Ability to conduct tests, analyze test results, detect hardware/software errors, and take proper corrective steps.
- Ability to contribute toward the creation of technical solutions and application code.
- Ability to document code, technical specifications, and installation documents.
- Ability to organize and conduct meetings on technical subjects with non-technical users.
- Ability to perform functional analysis, design specifications utilizing current systems, and methodologies and tools.
- Ability to plan, design, and administer applications in functional areas such as financial applications including: Accounts Receivable, Accounts Payable, General Ledger, Fixed Assets, iExpense, and Purchasing and knowledge of how transactions flow through such systems.
- Ability to understand financial reporting requirements and to build or modify reports using current systems, methodology and tools.
- Ability to work under pressure and meet deadlines.

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Created	EEOC Code	Overtime Code	Type
7/10	TBD	C	E

# TRANSPORTATION SYSTEMS TECHNICIAN 1

Job Code	Pay Grade
16384	CL14

## Nature of Work

This is specialized technical work in the installation, inventory, repair, and maintenance of telecommunication networks, electronic Intelligent Transportation Systems (ITS) devices, and related traffic control apparatus. An incumbent in this class is responsible for ensuring that field and in-house ITS equipment and systems are properly maintained and functioning. Work is performed in accordance with established practices and assignments may be accompanied by sketches, blueprints or schematics. The incumbent may assist higher level technicians in tasks associated with more complex network implementations, installation assignments, and repairs. The employee reports to a supervisor or designee.

## Minimum Qualification Requirements

- 2 years experience performing hands on technical fiber-optic cable support activities maintaining and repairing electronic networking or telecommunication devices, electronic Intelligent Transportation Systems (ITS) devices support or comparable equipment; or
- Associate's degree in information technology or completion of 2 years of vocational and information technology maintenance school training in a related field; or
- An equivalent combination of education, training and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee to either obtain or complete training and become officially certified to terminate fiber optic cable.
- Employee must obtain and possess an International Municipal Signal Association (IMSA) Level II Signal Certification within 1 year of appointment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Locates and maps fiber-optic communications network using GPS and GPS Software equipment.
- Maintains, modifies and repairs fiber-optic cable and corrects causes of failures in the telecommunications network.
- Performs emergency and routine field servicing of Intelligent Transportation System devices including Closed Circuit Television Cameras (CCTV), Dynamic Message Signs (DMS) and vehicle detection equipment.
- Assists in setting up, programming and installing network components in the field or the traffic control center.
- Installs, troubleshoots and repairs Ethernet network switches, cables and other associated apparatus.
- Troubleshoots and maintains central video wall.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of standard practices, materials, tools and equipment used in fiber optic troubleshooting including Optical Time Domain Reflectometer (OTDR), light and power meters.
- Knowledge of local and national electrical equipment codes, occupational hazards and appropriate safety precautions.
- Knowledge of operating characteristics, capabilities and limitations of computer equipment and routine procedures.
- Ability to apply computer applications and software.
- Ability to operate GPS backpack locating devices, determine conduit routing and verify routing pathways.
- Ability to locate, define and repair defects in communication networks.
- Ability to relate technical information in a manner understandable to co-workers, superiors and members of the public.
- Ability to interpret and work from technical sketches, blueprints and schematics.

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Revised	EEOC Code	Overtime Code
7/10	3	A

## TRANSPORTATION SYSTEMS TECHNICIAN 2

Job Code	Pay Grade
16386	CL18

### Nature of Work

This is highly responsible technical work that requires advanced knowledge and skills implementing communications theory and principles to a highly complex transportation system. Job functions include designing, analyzing, configuring, and troubleshooting a complex communications network, field repairs, and maintenance of Intelligent Transportation System (ITS) devices and traffic control related equipment. An incumbent in this class is responsible for ensuring field and in-house ITS equipment and systems are properly functioning. Work is performed independently in accordance with established practices and assignments may include analyzing network diagrams, sketches, blueprints or schematics to document network design and relay information to subordinates and superiors. The incumbent works closely with the County's Business Technology Services (BTS) staff on network configuration, development, and troubleshooting the ITS network. The incumbent assist lower level technicians in network implementations, maintenance, and repairs. In addition, this incumbent supervises lower level technicians. The position reports to a supervisor or designee.

### Minimum Qualification Requirements

- 3 years experience performing hands on technical fiber-optic cable support activities maintaining and repairing electronic networking and telecommunication devices, electronic Intelligent Transportation Systems (ITS) devices support or comparable equipment that includes lead worker, supervision or supervisory training; or.
- Associate's degree in information technology or completion of 2 years of vocational and information technology maintenance school training in a related field and 1 year experience as described above; or
- An equivalent combination of education, training and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee to either obtain or complete training and become officially certified to terminate fiber optic cable.
- Employee must obtain and possess an International Municipal Signal Association (IMSA) Level II Signal Certification within 1 year of appointment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Establishes and administers work plans as well as provides day-to-day supervision of lower level Transportation Systems Technicians in completion of their duties and evaluates performance.
- Designs, configures, deploys and maintains ITS network equipment including field switches, video encoders, and other IP based network equipment.
- Troubleshoots and repairs traffic control center computer equipment, servers, ITS and traffic related software.
- Assists and coordinates with BTS Network Technicians in design, troubleshooting and repair of network core switch gear.
- Performs emergency and routine field servicing of Intelligent Transportation System devices including Closed Circuit Television Cameras (CCTV), Dynamic Message Signs (DMS) and vehicle detection equipment.
- Corresponds with consultants, vendors, equipment manufacturers and software developers for design, integration, compatibility and problem determination of ITS field and central computer equipment.
- Troubleshoots and repairs Ethernet network switches.
- Troubleshoots and maintains central video wall and video wall controller
- Performs related work as assigned or required.

## TRANSPORTATION SYSTEMS TECHNICIAN 2 (continued)

<b>Job Code</b>	<b>Pay Grade</b>
<b>16386</b>	<b>CL18</b>

### Knowledge, Skills, and Abilities

- Knowledge of principals and procedures of communications operating systems, capabilities, characteristics and limitations of LAN, WAN, micro computer systems, hardware and software and mainframe servers.
- Knowledge of data communications methods and techniques relevant to ITS hardware and software.
- Knowledge of standard practices, materials, tools and equipment used in fiber optic troubleshooting including Optical Time Domain Reflectometer (OTDR), light and power meters.
- Knowledge of local and national electrical equipment codes, occupational hazards and appropriate safety precautions.
- Knowledge of operating characteristics, capabilities and limitations of computer equipment and routine procedures.
- Ability to apply computer applications and software.
- Ability to create, update and maintain network diagrams, schematics and maps.
- Ability to locate, define and repair defects in communication networks.
- Ability to relate technical information in a manner understandable to co-workers, superiors, other county departments and members of the public.
- Ability to interpret and work from highly technical blueprints and schematics.

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Revised	EEOC Code	Overtime Code
7/10	3	A

# ELECTIONS FINANCE MANAGER

Job Code	Pay Grade
09150	150

## Nature of Work

This is professional financial and administrative work developing and coordinating departmental, personnel management, budgeting and accounting systems. An employee in this classification is responsible for the budget preparation and control, financial management, accounting; purchasing, personnel and employee training, payroll, and employee benefits. The employee is responsible for the supervision and operation of a financial management system and the Pinellas County Budgeting System, including related computerized processing, maintenance, reporting, and retention of complex financial records. The employee makes independent decisions including departmental policy recommendations. The position reports to the Director or designee.

## Minimum Qualification Requirements

- Bachelor's degree in public administration, business, finance, or related field including coursework in computer science and 2 years of related professional experience that includes supervision or supervisor training; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Prepares and controls the annual budgets.
- Directs the preparation of a variety of financial audits and statements; manages cash flow; invests idle funds.
- Directs the maintenance of accounting records; supervises the preparation of financial statements from accounting records.
- Audits accounts, invoices, payrolls and employee benefit records for correctness and legal compliance; examines and verifies revenues from all sources; initiates transfer of monies between funds and cost centers.
- Directs the purchase and payment of all commodities, services, supplies and equipment.
- Responsible for all fixed assets for the Supervisor of Elections Office.
- Directs payroll, personnel and employee benefits activities.
- Supervises subordinate staff by completing performance reviews, assigning and reviewing work assignments, hiring and firing staff and training new personnel.
- May perform data processing related duties including using statistical packages or programs encoding data, data entry and retrieval and routine computer terminal operations and programming/reprogramming.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of public administration.
- Knowledge of governmental accounting principles and practices.
- Knowledge of computerized governmental financial management system.
- Knowledge of the principles of personnel management.
- Ability to apply computer applications and software.
- Ability to plan, organize and direct the work of a professional staff.
- Ability to analyze financial transactions and make appropriate adjustments.

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Revised	EEOC Code	Overtime Code	Type
7/10	1	C	E

# ELECTIONS INFORMATION TECHNOLOGY COORDINATOR

Job Code	Pay Grade
09162	150

## Nature of Work

This is a specialized and technical work supervising a staff providing information technology (IT) operational, technical, and applications support for the Supervisor of Election's local and wide area networks. This position provides system analysis and design, installation, configuration and maintenance of new and existing office networked data processing systems, as well as connectivity between the office's computer network and any other computer network. Assignments and activities to support operations require the incumbent to exercise considerable independent action, initiative, and judgment completing day-to-day assignments and activities to support operations. The incumbent reports to the Elections Technology Administrator or designee.

## Minimum Qualification Requirements

- Associates degree in computer science or related field and 4 years of systems and networks administration experience within a multi-tiered network environment including lead worker experience or supervisory training; or
- Bachelor's degree and 2 years experience as described; or
- An equivalent combination of education, training and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Demonstrates competence and/or possesses certifications in one or more specific IT functions.
- Works nights and weekends during an election cycle.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Coordinates the design, installation, maintenance, and support of all hardware and related network components as well as the installation and maintenance of all operating software within the office's local and wide area networks.
- Develops and implements Internet/intranet configuration solutions and technological solutions within the office's network environment.
- Coordinates deployment of new and enhanced applications throughout the office or within single divisions or workgroups as appropriate; trains employees on the applications as necessary.
- Serves as liaison to external agencies and entities with regard to the implementation, distribution, connection of shared information systems, network resources, hardware resources, operating system resources, the purchase of equipment, and problem resolution.
- Coordinates technical support and trains office staff work groups and divisions.
- Develops and maintains network and support staff documentation.
- Coordinates network operations with the database administration staff, backup, recovery and data integrity functions.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of the operating characteristics, capabilities and limitations of computer systems, local and wide area networks, client/server systems and data communications systems.
- Knowledge of computer operating systems, network operating systems and network protocols.

# ELECTIONS INFORMATION TECHNOLOGY COORDINATOR (continued)

Job Code	Pay Grade
09162	150

## Knowledge, Skills, and Abilities (continued)

- Knowledge of system analysis and design techniques.
- Knowledge of modern management methods, principles and practices.
- Knowledge of industry standards and practices relating to data communications, office automation and computer systems in the development of policy, direction and standards.
- Ability to apply computer applications and software.
- Ability to present oral and written reports clearly and concisely.
- Ability to supervise technical employees
- Ability to conduct tests, analyze test results, detect design and configuration errors and take appropriate corrective steps.

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Revised	EEOC Code	Overtime Code	Type
7/10	2	C	E

# ELECTIONS TECHNOLOGY ADMINISTRATOR

Job Code	Pay Grade
09160	150

## Nature of Work

This is technical, administrative, and supervisory work managing information technology (IT) in the Supervisor of Elections Office. An employee in this classification takes full responsibility for operational control on a large decentralized computer system. The system network includes individual computers, peripherals, and networks integrated into an organization system. Duties also include supervising subordinate technical staff and managing the agency's IT budget expenditures plus related departmental administrative tasks. The incumbent works independently and serves as the department authority on computer IT related matters. General supervision is received on policies and procedures. The incumbent reports to the Director or designee.

## Minimum Qualification Requirements

- Bachelor's degree in business administration, computer science, or a related field and 3 years experience in computer operations, systems programming, and data communications that includes supervisory training or experience; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Demonstrates competence and/or possesses certifications in one or more specific IT functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Oversees automated projects such as automated mapping, precinct realignments and reapportionments.
- Evaluates, plans, reviews, and recommends long-range enhancements for computer hardware, software and data communications equipment.
- Recommends equipment acquisitions and maintenance; prepares, justifies and monitors the section's budget.
- Performs operational duties including but not limited to controlling systems database enhancements, systems security for users, tape libraries, maintenance of system, backup, transfer, and shutdown procedures.
- Maintains Supervisor of Elections website.
- Troubleshoots, installs, monitors, maintains, diagnoses, tests, analyzes and perform corrective steps to resolve problems with network communications, software and hardware.
- Designs systems logic, analyze and debug system program problems; operates all computer equipment to assist software vendors with problem resolution.
- Installs new and updated versions of software, coordinates installation of all new hardware and data communications equipment such as new PC based tabulation software and hardware.
- Supervises a staff of technical employees, conduct performance reviews, handle disciplinary actions, recommends hiring and firing of employees.
- Responds to calls from users and vendors with software, hardware and telecommunications problems, procedures, applications, or equipment malfunctions.
- Prepares documentation manuals and procedures for applications; develops departmental standards, guidelines and procedures for receiving, setting up equipment and loading new or enhanced software.
- Participates in election preparation by designing ballot layout, testing election software, training, and election night processing of date.
- Monitors, maintains, diagnoses, test analyzes and performs corrective measures on an Oracle database system as part of the voter registration software. Updates, maintains, performs corrective measures, and adds new functionality to voter registration software.
- Performs related work as assigned or required.

# ELECTIONS TECHNOLOGY ADMINISTRATOR (continued)

Job Code	Pay Grade
09160	150

## Knowledge, Skills, and Abilities

- Knowledge of Client/Server principles, hardware and software.
- Knowledge of data processing principles, methods and practices.
- Knowledge of Networking hardware and software.
- Knowledge of computer operations.
- Ability to train and supervise technical staff.
- Knowledge of Elections laws.
- Ability to analyze, interpret and submit oral and written reports.
- Ability to conduct tests, analyze test results, detect programming errors, and take corrective steps.

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Revised	EEOC Code	Overtime Code	Type
7/10	2	C	E

# DIRECTOR, CUSTOMER SERVICES

Job Code	Pay Grade
17530	SM3a

## Nature of Work

This is administrative and analytical work organizing, managing, and directing the activities of the Customer Service function of the consolidated Utilities Department. An incumbent in this class plans, assigns, and reviews the work of subordinate supervisory, office, and field employees located in the central office and three satellite offices. Work also involves coordinating operating systems standards, mainframe system changes to support service changes, and responsibility for fixed assets. The incumbent exercises considerable independent judgment and initiative in carrying out daily operations. The position reports to the Director of Utilities or designee.

## Minimum Qualification Requirements

- Bachelor's degree in business administration, computer science, accounting or a related field and 4 years experience in automated utilities billing and collection that includes 2 years supervisory experience; or
- An equivalent combination of education, training and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all exclusive.)

- Plans, assigns, and reviews the work of subordinate supervisory field and office personnel engaged in customer billing and collecting, account reconciliation, payment processing, meter reading, customer telephone service center, and scalehouse billing and collections.
- Negotiates and administers Board of County Commissioners (BCC) approved billing service contracts for eleven (11) municipalities and two (2) private agencies for sewer refuse, stormwater, reclaimed water and utility tax revenues.
- Represents the Utilities department in meetings with representatives from municipalities and private agencies.
- Develops short and long range business plans for customer service functions in support of developed mission statements.
- Reviews service levels through survey responses to determine appropriate level of service for utilities customers.
- Administers water restrictions enforcement program.
- Prepares annual billing and collection revenue data; prepares and administers customer service budget.
- Develops utility information system software routines; maintains an up-to-date knowledge of computer specifications and configurations.
- Develops proposals on hardware, software and data processing personnel equipment.
- Conducts training and orientation on Utilities information system activities.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of accounting principles relating to Utilities System billing, collection, revenue reporting, account reconciliation and payment processing.
- Knowledge of governmental regulations as related to consumer services.
- Knowledge of business law as it relates to consumer services.
- Knowledge of electronic data processing equipment systems and programming.

# DIRECTOR, CUSTOMER SERVICES (continued)

Job Code	Pay Grade
17530	SM3a

## Knowledge, Skills, and Abilities (continued)

- Knowledge of research techniques, methods and procedures.
- Knowledge of the principles of office management and supervision and the ability to apply these principles.
- Ability to apply computer applications and software.
- Ability to analyze, interpret and submit oral and written reports.
- Ability to prepare flow charts, block diagrams, and written operating instructions required for electronic computer operations.
- Ability to plan, organize, and supervise the work of a large staff.
- Ability to prepare operating and statistical tabulations and reports.
- Ability to express oneself clearly and concisely, orally and in writing.

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Revised	EEOC Code	Overtime Code	Type
7/10	1	C	E

# DIRECTOR, FLEET MANAGEMENT

Job Code	Pay Grade
22399	SM3a

## Nature of Work

This is highly responsible technical, administrative, supervisory, and management work in planning and directing the Fleet Management Program of Pinellas County. Work involves planning, directing and reviewing the work of subordinate supervisors and support staff engaged in vehicle remanufacturing, vehicle maintenance and replacement, body repair, parts ordering and inventory. Duties also include responsibility for fuel acquisition and inventory, specification writing, managing budgets, contract administration, fleet planning, safety and training and emergency evacuation programs. Work is performed under the general supervision with considerable independent judgment and initiative exercised in carrying out daily operations of the department which includes decisions on priorities, schedules, and operating budget. The position reports to an Assistant County Administrator.

## Minimum Qualifications Requirements

- 8 years experience in the operation of a large automotive and equipment fleet facility that includes 2 years as a manager or supervisor; or
- Bachelor's degree in public or business administration or a related field and 4 years experience as described above; or
- An equivalent combination of education, training and experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, directs, coordinates and supervises the activities of personnel engaged in the various functions of the Fleet Management program which includes vehicle maintenance, replacement and remanufacturing, body shop, parts ordering, fuel purchasing and inventory.
- Develops and implements program practices and procedures for the Fleet Management Division.
- Directs and participates in the selection, placement, promotion, training, development, safety discipline, and appraisal of personnel.
- Directs the preparation of the budget of the Fleet Management Division and makes procedural and operational recommendations to the Assistant County Administrator.
- Coordinates work activities and programs of the Fleet Management Division with other county work programs and projects.
- Supervises and participates in safety and training programs.
- Prepares specifications for new equipment and for major modifications of existing equipment.
- Prepares reports on efficient and proper use of fleet equipment and makes other reports as required.
- Establishes and maintains effective working relationships with subordinates, superiors and other county departments.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of efficient Fleet Management.
- Knowledge of specification writing.
- Knowledge of recent developments and sources of information in the field of fleet planning.
- Knowledge of modern office practices, procedures, and equipment.

## DIRECTOR, FLEET MANAGEMENT (continued)

Job Code	Pay Grade
22399	SM3a

### Knowledge, Skills, and Abilities (continued)

- Knowledge of cost and billing procedures used in vehicle control.
- Knowledge of all phases of driving and safe working practices.
- Knowledge of the capabilities, care, and limitations of all types of light and heavy fleet equipment.
- Ability to apply computer applications and software.
- Ability to plan, direct, assign, instruct, review, and evaluate Fleet Management Division personnel.
- Ability to present programs and ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, superiors, governmental officials and the public.

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Revised	EEOC Code	Overtime Code	Type
7/10	1	C	E

# UTILITIES BUDGET & FINANCE MANAGER

Job Code	Pay Grade
17526	SM4a

## Nature of Work

This is highly responsible professional accounting and administrative work managing the activities of the Budget/Financial Management Division of the Utilities Department. An incumbent in this class takes responsibility for the preparation and monitoring of all operating and capital budgets, fiscal controls, strategic financial planning, and supervises professionals as well as support staff. Functions include calculation of rates and charges, administration of contracts, bonds and enterprise funds. Work is performed under general supervision with considerable independent judgment and initiative exercised in carrying out the daily operations of the division. The position reports to the Director of Finance-Utilities.

## Minimum Qualification Requirements

- Bachelor's degree in business administration or accounting and 6 years experience in professional accounting and administrative work in an automated environment that includes 1 year supervisory experience; or
- Master's degree and 4 years experience as described above; or
- An equivalent combination of education, training and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession of or ability to obtain certification as a Certified Public Accountant may be desirable.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, directs, assigns and reviews professional accounting and clerical support staff engaged in Utilities Budget Preparation, Monitoring, and Financial Management of the Utilities Finance Department.
- Projects the financial needs of the department; supervise rate studies and participate in the establishment of rates and fees necessary for funding the operation, debt service renewal, and capital improvement requirements of the Department.
- Develops and modifies the Annual Budgets, and Strategic Financial Plans to provide management control data conforming to functional responsibilities within the department.
- Reviews and approve all financial transactions of the department to include operation and maintenance costs as well as capital expenditures.
- Coordinates with the Board of County Commissioners (BCC) Accounting Department the recording of all transactions to meet the requirements of rate making, bond coverage, general ledger accounting and budget development.
- Manages the development of financial reports in conformance with the Official Statements of the Bond Issues to insure required debt service coverage and financial requirements to the department.
- Coordinates the development and implementation of the information systems for the department.
- Coordinates the annual financial audits and review findings for thoroughness and compliance with bond requirements.
- Reviews findings of inventories of capital equipment and materials to assure proper accountability system wide.
- Performs related work as assigned or required.

# UTILITIES BUDGET & FINANCE MANAGER (continued)

Job Code	Pay Grade
17526	SM4a

## Knowledge, Skills, and Abilities

- Knowledge of the principles, practices and procedures of public and business administration as applied in a large organization.
- Knowledge of principles and practices of accounting as applied to enterprise financial management.
- Knowledge of the laws, rules and regulations controlling budgetary fiscal record keeping and contract procedures of County Government.
- Knowledge of auditing methods, procedures and practices as related to accounting for large sums of cash received in volume.
- Knowledge of electronic data processing budgeting, accounting and financial management systems and the ability to direct the programming effort on new systems.
- Ability to apply computer applications and software.
- Ability to prepare complex financial reports and statements and analyze financial transactions for appropriate journal entries or budget amendments.
- Ability to plan, direct and participate in rate studies.
- Ability to assign, instruct, review, and re-evaluate work assignments of accounting and clerical personnel in a manner conducive to outstanding performance and high morale.
- Ability to establish and maintain effective working relationships as necessitated by assignments.
- Ability to effectively analyze and solve complex budgeting and financial management problems.
- Ability to communicate effectively, both orally and in writing.

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Revised	EEOC Code	Overtime Code	Type
7/10	1	C	E

# HYDROGEOLOGY MANAGER

Job Code	Pay Grade
17516	SM5a

## **Nature of Work**

This is highly responsible professional, managerial, technical and scientific work managing the Utilities Hydrogeologic projects, well-field management, water reuse and deep well injection programs. Work involves planning, directing and reviewing the work of professional, skilled specialists, and clerical staff who monitor and operate the county's well-fields, deep well injection, and reclaimed water systems. Duties also include responsibility for managing the hydrogeologic database and solute transport modeling for well-fields, the wellhead protection program and well renovation program, including the saltwater intrusion monitoring program. Work is performed under the general supervision and is reviewed through conferences, study of reports submitted, and the overall operation of all hydrogeologic projects. The position reports to the Director of Utilities Operations or designee.

## **Minimum Qualification Requirements**

- Bachelors degree in geology, hydrology, oceanography or a related discipline and 5 years experience in geological aspects of surface and ground water hydrology that includes project management and 2 years of computer experience with data management and data reporting plus supervisory experience or training; or
- Master's degree and 3 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## **Appointing Authority May Also Require**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Must obtain and maintain a State of Florida, Professional Geologist license, within 1 year of appointment.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## **Illustrative Tasks (These are examples and are not all inclusive.)**

- Plans, directs, assigns and manages all hydrogeologic tasks within the Utilities Operations Department.
- Coordinates the design, well construction, operation, and monitoring of the county's well-fields, deep well injection, and reuse programs.
- Administers contracts for construction, modification and abandonment of public supply, injection, and monitoring wells, including the bid process (contract pre-construction conference), project inspection, payment request review/approvals, project closeout, change order preparation and processing.
- Prepares and reviews drawings and specifications for construction, modification and abandonment of public supply, injection, and monitor wells, implements programs to ensure compliance with state/federal regulations including development of test programs to research unexpected hydrogeologic responses.
- Prepares and reviews required permit applications (FDER, USEPA, SWFWMD) for the public supply well-fields and deep well injection systems; as well as monitors well installations, modification or abandonment, and reuse irrigation sites or sludge disposal sites.
- Prepares and reviews hydrogeologic reports for evaluation of potential reuse irrigation sites and evaluates the effects of applying reclaimed water on the ground water and surface water systems.

# HYDROGEOLOGY MANAGER (continued)

<b>Job Code</b>	<b>Pay Grade</b>
<b>17516</b>	<b>SM5a</b>

## Illustrative Tasks (continued)

- Prepares and reviews hydrogeologic reports associated with the ground water withdrawals from the county’s and West Coast Regional Water Supply Authority’s (WCRWSA) well-fields and evaluates the effects from these withdrawals.
- Develops, directs and manages the county’s well-field protection, renovation and management program; including the management of the solute transport model for the well-fields.
- Manages the private well mitigation program for the county’s well-fields, including investigating complaints and resolving well problems as required by regulatory agencies.
- Provides technical evaluations and recommendations to the Utilities Director on water supply issues associated with SWFWMD and other regulatory agencies as well as projects with the West Coast Water Supply Authority.
- Signs and seals plans, specifications applications, certifications and other documents as Professional Geologist for hydrogeological projects under the supervision of this position.
- Prepares annual budget recommendations for department hydrogeologic and reuse project requirements.
- Participates in state/federal rule making process as it relates to Water, Sewer and Solid Waste activities.
- Participates and represents Utilities department on special committees and task forces.
- Manages and evaluates U.S. Geologic Survey (USGS) cooperative project information and update Utilities and department directors as necessary to address critical issues.
- Maintains liaison with customers at reuse sites and with plant superintendents to ensure irrigation activities are being properly managed.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of hydrogeology and ground water pollution control with special emphasis on public supply well-field management, deep well injection, and reuse spray irrigation systems.
- Knowledge of analytical and numerical ground water models.
- Knowledge of well drilling techniques and design of public supply, injection, and monitor well systems. Water well contractor’s license desirable.
- Knowledge of the laws, rules, and regulations governing well construction, ground water and surface water monitoring, public supply, deep well injection and reclaimed water reuse activities.
- Knowledge of the operating characteristics, capabilities and limitations of electronic computer equipment, including the ability to code and manipulate computer generated data.
- Knowledge of the laws, rules and regulations governing contract procedures of county government.
- Ability to apply computer applications and software.
- Ability to analyze complex hydrogeologic systems and develop programs to solve water resource problems.
- Ability to design and manage water resource investigations.
- Ability to interpret and evaluate hydrologic data including the design and analysis of aquifer tests, borehole geophysical logs, water quality, lithology, and core data.
- Ability to organize, plan, and direct the work of a staff of professional, skilled specialists, and clerical employees and maintain an effective working relationship with the staff, other departments, consultants, contractors, and the general public.
- Effective written and verbal skills are necessary to prepare technical reports, make presentation to regulatory agencies, and other technical and non-technical groups.

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Revised	EEOC Code	Overtime Code	Type
7/10	2	C	E

# WATER SUPPLY MANAGER

Job Code	Pay Grade
17264	SM5b

## Nature of Work

This is highly technical supervisory work with administrative responsibility in the operation of the Water Supply Division of the Utilities Operations Department. An incumbent in this class is responsible for planning, managing, and coordinating the work of plant operations personnel engaged in the production, treatment, and distribution of potable (drinking) water for all Pinellas County customers. Duties also include disaster planning, formulating or updating operations guidelines, and supervising emergency procedures. The incumbent exercises a considerable degree of independent judgment in solving routine problems and in responding to or addressing emergency situations. The position reports to of the Director of Utilities Operations or designee.

## Minimum Qualification Requirements

- Must possess a high school diploma or equivalent and possess a Florida Department of Environmental Protection (DEP) Water or Wastewater Plant Operator Class “B” or higher license as set forth in Florida Administrative Code Chapter 62-602, DEP describing Water or Domestic Wastewater Treatment Plant Operators and Water Distribution System Operators license requirements with course work in mathematics and chemistry and 4 years of experience in supervision and technical operations of a water plant; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, assigns, supervises and reviews the work of technical personnel engaged in the operation of the well-fields, treatment processes, pumping stations and storage facilities; plans and supervises related office support work.
- Reviews and evaluates daily operation reports with emphasis on pressures throughout the service area, flow rates, tank levels and well-fields production.
- Reviews and evaluates the operational effectiveness of all injection and booster pumping facilities.
- Reviews and evaluates well-field pumpage and hydrologic data for compliance with the Water Use Permit conditions as issued by the Southwest Florida Water Management District.
- Organizes, review, and submit all reports related to water treatment, system pumpage, water quality, well production, and environmental mitigation to the various state, federal and local compliance agencies.
- Arranges for the assignment, reassignment and shift work of all personnel at plant; provides for relief as required.
- Prepares and monitors the operating budget for the division.
- Coordinates work and project schedules with engineering consultants contracted to perform studies.
- Performs related work as assigned or required.

# WATER SUPPLY MANAGER (continued)

Job Code	Pay Grade
17264	SM5b

## Knowledge, Skills, and Abilities

- Knowledge of the functions and servicing requirements of water plant machinery and the process involved in the treatment and pumping of water.
- Knowledge of the capabilities and limitations of electronic computers and instrumentation and the role they perform in water production, treatment and distribution.
- Knowledge of the chemical and physical processes involved in the treatment of water.
- Knowledge of the County Water System sources of supply and distribution.
- Ability to apply computer applications, and software.
- Ability to plan, organize, supervise, and inspect work of subordinate staff engaged in the operation of the County Water Plant.

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Revised	EEOC Code	Overtime Code	Type
7/10	1	C	E

# SCADA & SYSTEMS SECURITY MANAGER

Job Code	Pay Grade
17480	SM7

## Nature of Work

This is technical supervisory work planning, supervising and coordinating the activities of the SCADA Systems and Security Systems. The employee solves a wide range of complex, multi-disciplinary problems, which must consider short and intermediate term organization-wide planning, composes sensitive, non-routine correspondence requiring tact and diplomacy and/or complex reports or summaries for which established formats generally do not exist, and delivers presentations regarding potentially controversial issues. One of the major purposes of the position is to work to improve existing systems/procedures, which periodically result in new ideas or approaches of considerable significance. Planning and scheduling is significant where a relatively large part of the job is planning/scheduling activities for others and the employee. Work performed is typically supervisory, or covers extremely large projects impacting several departments and at a higher technical level requiring more independent judgments. The incumbent may also serve as technical advisor to technical staff, engineering staff, contractors, vendors, and others. Work consists of complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations, and procedures. The incumbent works under general guidance allowing for incumbent planning of procedures and methods to attain objectives in assignments. Errors in work may cause delays or losses in expenditures for material and/or equipment or unjustified work time. The position reports to the Department Director or senior management official.

## Minimum Qualification Requirements

- Bachelor's degree in computer science, business administration, engineering, or related field and 4 years of highly technical experience in telemetric systems that include 2 years of supervisory experience; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Specialized training, experience, and credentials in water utilities related production and operations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Manages and directs activities and personnel associated with SCADA and Security Systems.
- Analyzes current information system needs, develops and manages short and long range plans, develops and implements standards for automation equipment.
- Serves as project manager with the Utilities Security, consultants and various other agencies.
- Develops, plans, directs, supervises and solves problems associated with daily operations, implements, and monitors budget for achievement of goals and objectives.
- Manages SCADA technical and communication lines and systems, meets with staff, other departments, contractors, telecommunication company personnel, and attends related conferences.
- Manages maintenance contracts with hardware and software vendors.
- Serves as technical advisor in areas of SCADA automation, equipment purchases and standardization.
- Performs related work as assigned or required.

# SCADA & SYSTEMS SECURITY MANAGER (continued)

Job Code	Pay Grade
17480	SM7

## Knowledge, Skills, and Abilities

- Knowledge of SCADA Systems, business systems, automated document management systems, control devices, and various other related systems to ensure an effective 24/7 operation.
- Knowledge of Security Systems, security cameras, digital video recorders and alarm systems to effectively manage site and centralized security systems.
- Knowledge of management methods, budget preparation/implementation and county policies and practices to complete job functions and responsibilities.
- Knowledge of various communication protocols to ensure communication with external devices.
- Knowledge of PLCs, instrumentation devices, analog and digital devices to ensure their compatibility, including making sure standards are being used.
- Knowledge of all major operating systems and environments required for SCADA.
- Knowledge of databases used for SCADA to ensure that data storage and monitoring performance requirements are met.
- Knowledge of security theory and equipment and electronic maintenance and repair practices and procedures.
- Knowledge of public administration principles and practices.
- Ability to plan, direct, assign, instruct, review, and evaluate technical personnel.
- Ability to apply computer applications and software.

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Revised	EEOC Code	Overtime Code	Type
7/10	I	C	E