



March 22, 2022 – 11:00 AM - 12:00 PM

Virtual Zoom Meeting

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(Ad Hoc) Search Committee Agenda

- I. **Welcome and Introductions** Barclay Harless, Chair

- II. **Roll Call**

- III. **Discussion Items**
 - 1. President/CEO job description Page 1
Examples of Other LWDB's Job Descriptions
 - 2. Salary Review Page 19
 - 3. Search Committee Process..... Page 22
 - 4. Further Discussion

- IV. **Public Comments**

- V. **Board Members Comments**

- VI. **Adjournment**

Collaborate.
Innovate.
Lead.



WorkNet Pinellas Classification Description

Classification Title: CEO/President

Department: Indirect

Pay Grade: 38

FLSA Status: Exempt

Purpose

This is the chief administrative official for WorkNet Pinellas, Inc. The President and CEO is directly responsible to the board of directors for the administration and operation of various workforce programs and compliance with all federal, state, and local laws, policies and strategic plans. The President and CEO is also responsible to the board of directors for the preparation and modifications to the annual budget, and for control of expenditures throughout the budget year. The President and CEO serves as a full time employee at the pleasure of the board of directors. Duties require the exercise of significant judgment where consequence of error can be significant. The President and CEO is responsible for promoting Workforce Programs in Pinellas County to create high quality employment opportunities for job seekers and secure and maintain a skilled employee base for employers.

An employee in this class will serve as a contact point for the workforce development agencies to pursue state and federal funding and coordinate short and long term strategies to meet the objectives of the WorkNet Pinellas, Inc. Board's and County's strategic plan. This position will spend significant time developing community and professional relationships with workforce representatives, boards, committees, legislative delegations, and businesses. Work is performed with considerable independence within the scope of assigned goals and objectives.

The position reports to the WorkNet Pinellas, Inc. Board of Directors. Work is reviewed through conferences outlining desired objectives, observations of results achieved, periodic reports and performance standards established by the Board or Directors of WorkNet Pinellas, Inc.

Job Duties and Responsibilities

Essential Functions:

- Coordinates with local, state and federal workforce agencies, local municipalities, community development agencies, businesses and other groups to identify workforce development projects to enhance and increase economic development in Pinellas County
- Administers and carries out the directives and policies issued by the board of directors
- Selects and employs personnel to fill all vacancies and terminates employment for cause
- Supervises Chief Financial and Chief Operating Officers
- Coordinates/facilitates long and short term studies, prepares reports and determines regulatory conformance of economic development and workforce proposals

- Confers with governmental officials to effect changes in local and state policies or ordinances to encourage effective job development, incentives and partnerships
- Ensures preparation and required approvals of annual budgets and operational plans
- Coordinates activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed job expansions and development
- Coordinates with countywide and local economic development agencies and supports their business recruitment and retention initiatives
- Identifies and applies for appropriate State, Federal public/private funding for economic and workforce development projects
- Facilitates cooperation between local service agencies, educators and businesses to promote workforce programs and economic development for mutual benefit
- Promotes cooperation among local agencies to reduce overlap and duplication of efforts and share resources to enhance workforce development efforts
- Presents reports to the WorkNet Pinellas, Inc. Board, Florida Workforce Board, Board of County Commissioners, County Administration, and governmental agencies on progress of WorkNet projects; recommends changes to the WorkNet master plan

Additional Duties:

Perform other duties as assigned

Minimum Education and Training

- Master's Degree in Business Administration, Public Administration, Human Resources or closely related field from an accredited college or university
- Five (5) years of professional experience in a high level leadership capacity with workforce or closely related area with large governmental or private sector organizations; or an equivalent combination of education, training and/or experience
- Certified Public Accountant Designation or Juris Doctor preferred

Job Specifications

- Knowledge of federal and state workforce legislation and grant funding
- Knowledge of recent developments, current literature and sources of information regarding workforce development, economic development, employment training, job development programs and adult education, training and services

- Knowledge of contract management and negotiations
- Knowledge of economics and finance as it applies to economic development
- Knowledge of research techniques and labor market statistics
- Knowledge of public administration with particular reference to county and municipal administration and budgeting
- Skill at negotiating and managing multiple priorities and interests with diplomacy and tact
- Ability to communicate effectively, both orally and in writing
- Ability to analyze facts and exercise sound judgment in decision-making
- Ability to effectively manage a large staff and delegate responsibility for optimum results
- Ability to work with Boards, Committees, and public and private organizations
- Ability to determine strategy and long range goals for the organization
- Ability to determine allocation of budget to divisions and departments

Examples of CEO Job Descriptions From Other LWDBs

1. CareerSource Brevard
2. CareerSource Central Florida
3. CareerSource Southwest Florida
4. CareerSource Polk



Job Description

Job Title: Senior Officer IV - President

Type of position: Full Time / Exempt Hours: 40 / week

MAJOR FUNCTION

The President is charged with the responsibility to lead the organization in the direction set by the CareerSource Brevard Board (CSB) in accordance with all relevant statutes and regulations governing CSB programs. The President is ultimately responsible for all areas of operations including management, budgeting, contracting, reporting outcomes of service delivery, system wide technology infrastructure, and fostering effective community relations.

MAIN ACTIVITIES

- 1 Assists CSB Board in their function as the policy making and planning body for the workforce investment system in Brevard County. Carries out directions of the Board as required.
- 2 Provides staff support to CSB and its committees. Prepares, reviews, and submits reports concerning activities, expenses, budget, government statutes and rulings, and other items affecting business or program services to support the Board in their decision making process.
- 3 Directs studies and research, and prepares reports relating to operational trends and program objectives and accomplishments.
- 4 Evaluates findings of research, surveys, and studies to formulate policies and techniques and recommend improvements for programs, business services or personnel actions.
- 5 Reviews and analyzes legislation, laws, and public policy, recommends changes to support interests of general population, as well as special groups.
- 6 Administers, interprets, and explains policies, rules, regulations, and laws to CSB Board, staff, contractors, organizations and individuals.
- 7 Consults with CSB Board, staff and others in business, education, government, economic development and private organizations to discuss issues, coordinate activities, and resolve workforce issues.
- 8 Coordinates communications with the public and maintains cooperative working relationships among public, agency and business stakeholders.
- 9 Delivers speeches, writes articles, and presents information for organization at meetings or conventions to promote services, exchange ideas, and accomplish objectives.
- 10 Demonstrates fluency of ideas — the ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, or correctness) in order to generate innovation for the organization.
- 11 Participates in activities to promote CSB business and expand services, and provides technical assistance or serves as speaker for CSB conferences, seminars, and workshops
- 12 Testifies before County Commission, Brevard Legislative Delegation and other elected officials about workforce issues.
- 13 Directs the preparation of an annual budget for Board approval and monitors expenditures of funds.
- 14 Negotiates contracts and agreements with contractors, federal and state agencies.
- 15 Assures CSB has sufficient technology resources and capacity to support the needs of the Board and its service providers.
- 16 Develops, directs, and coordinates testing, hiring, training, and evaluation of staff personnel. Directs activities of CSB staff to ensure continuing operations, maximize returns on investments, and increase productivity. Sets the cultural direction of the organization through a variety of mechanisms (i.e. Strengths Based Management)

- 17 Develops, plans, and administers policies and procedures for organization to ensure administrative and operational objectives are met. Establishes and maintains comprehensive, current record keeping system of activities and operational procedures in business office.
- 18 Serves as Plan Administrator for the corporation's retirement plan.
- 19 Serves as the Corporation's President according to CSB Bylaws and Articles of Incorporation.
- 20 Strives to achieve highest level of customer satisfaction, including internal customers, participants, and contractor customers. Identifies opportunities and recommends actions for continuous improvement in all activities.
- 21 Local travel may be required.
- 22 Performs other duties as requested

MINIMUM REQUIREMENTS

Candidate shall have significant management experience in public and/or private sectors and demonstrate a working knowledge of corporate and small business practice; the ability to interact directly with business and community leaders in an impactful manner; demonstrated leadership ability in contracting, budgeting, grantsmanship, public relations and marketing.

Additional qualifying education and/or experience which provide the necessary knowledge, skills, and abilities may be substituted one for the other on a year-for-year basis.

Education Requirements

Bachelors degree in business, public administration, HR or related field is required. The ideal candidate will have an advanced degree, or equivalent experience, in business or public administration, behavioral science or other relevant discipline and possess excellent oral and written communication skills with a minimum of five (5) years experience in executive management, preferably employment and training programs.

Additional qualifying education and/or experience which provide the necessary knowledge, skills, and abilities may be substituted one for the other on a year-for-year basis.

Full time employees are eligible for full benefits after introductory periods with successful job performance.

SIGNATURE:	PRINTED NAME: Marci Murphy
Supervisor:	TITLE: Chair
Date: 7/1/2020	

JOB TITLE: Chief Executive Officer / President
DEPARTMENT: Executive
REPORTS TO: Board of Directors
FLSA STATUS: Exempt
EEOC STATUS: Executive/Senior Level Officials and Managers
JOB CLASS: Senior Management
NAICS CODE: 8810- Clerical Office Employees

GENERAL PURPOSE:

Provides overall leadership CareerSource Central Florida in the development of talent to meet business needs in Central Florida. The President/CEO sets strategic priorities, oversees the budget and ensures the organization meets its performance goals and objectives, as well as operates with full compliance and fiscal integrity under its revenue streams. Connects CareerSource Central Florida to the greater community through partnerships with education, economic development, community services, and government entities to further workforce and talent development in Central Florida. Position requires an extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish CareerSource Central Florida business strategies.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this job title. It is not necessarily descriptive of any one position in the job title. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Direct and lead CareerSource Central Florida staff, programs and services toward Board vision, mission and outcomes.
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Convenes and engages the CareerSource Central Florida Board of Directors. Leads all outreach and activities on behalf of the Board, and supports all Board, Local Elected Consortium, and standing committee activities.
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Chief representative for CareerSource Central Florida to the Central Florida community and stakeholders to include educational institutions, community-based organizations (CBOs), elected officials, media, economic development agencies, state & federal partners, and other stakeholders. Ensures effective working relationships with local, state, and federal agencies on behalf of CareerSource Central Florida and its programs spokesperson and community liaison for CareerSource Central Florida
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Sets the strategic vision and leads short and long-term planning and policy development efforts for workforce development efforts in the Central Florida Region
Ensures that CareerSource Central Florida conducts business as required under its federal and state standards with full transparency and compliance to local, state and federal regulations as required for the workforce development board.
Other tasks and duties as needed.

SUPERVISION:

Supervision Received - Work is performed under general direction from the Board of Directors with extensive latitude in the use of initiative and independent judgment.

Supervision Performed - Manages a team of management staff and professional individual contributors.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in public administration, business or related discipline; supplemented by ten or more years’ experience in workforce development; including at least five years of supervisory experience; or an equivalent combination of education, certification, training, and/or experience.

PREFERRED QUALIFICATIONS:

Advanced Degree in related field. Certified Workforce Development Professional (CWDP) management endorsement preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

ANALYTICAL

- Proficient in analyzing, evaluating financial performance, and planning/organizing; prioritizes and plans work activities,
- Ability to develop, analyze and interpret budgets, contracts, fiscal plans and financial reports.
- Skilled in market analysis and feasibility.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.

COMMUNICATION

- Skill in consensus building and public speaking.

- Ability to communicate effectively verbally in meetings, presentations or individually with staff; communicates effectively in writing.
- Provides regular performance feedback; and develops direct reports by encouraging growth and professional development
- Ability to follow and give complex oral and written instructions

DECISIVE

- Ability to meet or exceed established performance goals and monitoring standards
- Expert knowledge of federal, state and non-profit financial practices.
- Ability to embrace change and new information while tolerating ambiguity; adapting behavior and work methods in response to new information, changing conditions or unexpected obstacles; rapidly adjusting to unforeseen circumstances that require immediate attention and resolution.
- Ability to make timely decisions, exhibits sound and accurate judgment.
- Uses time efficiently and develops realistic action plans

LEADERSHIP

- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control
- Ability to effectively manage staff in planning, decision-making, facilitating and process improvement
- Demonstrates organizational values in actions, words and attitude.
- Ability to work effectively with a Board of Directors
- Skilled in priority setting, time management, delegation
- Models CareerSource Central Florida's core values
- Maintains workplace culture by demonstrating the highest level of standards as defined by CSCF's Trust Creeds and core values

PROBLEM SOLVING

- Ability to synthesize complex information
- Ability to establish and maintain effective and cooperative working relationships with a diverse workforce and community
- Ability to understand the near-term and long-range implications of key state and federal policies and economic, political and social trends and determine how best to position the organization to take advantage or overcome the resulting circumstances.

TECHNICAL

- Experience and performance in leading a private or non-profit Board of Directors towards strategic outcomes.
- Demonstrated competency excellence in managing finance, accounting, budgeting, control, and reporting
- Broad knowledge of state and federal programs in workforce development and training.

- Knowledge of CareerSource Central Florida programs and services
- Knowledge of state and federal programs in workforce development and training
- Ability to meet or exceed established performance goals and monitoring standards

PHYSICAL REQUIREMENTS:

Tasks involves light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds); and minimal dexterity in the use of fingers and limbs in the operating of office equipment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity. Some tasks require visual and hearing acuity. Tasks may involve identifying and distinguishing colors. Tasks require oral communications ability.

This job description does not constitute an employment agreement between CareerSource Central Florida and the employee and is subject to change by CareerSource Central Florida as the needs of the organization and requirements of the job change.

CareerSource Central Florida is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, CareerSource Central Florida provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this job description and hereby certify that I am able to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date

Other duties as assigned.

Supervision Exercised:

Directly - Deputy Director, Fiscal Director, Administrative Services Manager and Career/Education Development Project Manager. Indirectly - All Workforce Development Board and Career Center staff.

Working Relations:

Internal -- Interfaces with all levels of staff and management on a daily basis to provide direction and guidance and to give and gather information.

External -- Interfaces with the Workforce Development Board of Directors on a regular basis to provide information and progress reports and to receive direction. Regularly represents the Workforce Development Board at meetings with public and private sector employers, social services agencies, schools, participants, the general public, and local, state, and federal regulatory agencies to give and exchange information.

Minimum Requirements:

Equivalent Education Level –Bachelor’s Degree in Management, Social Services, Political Science, or related fields from an accredited College or University.

Experience -- Minimum five to nine years of progressively more responsible professional level experience in employment and training programs and supervision, and top management of a large, complex public or private organization. Experience in the workforce system, particularly as it operates in Florida, is preferred. Demonstrated understanding of public funding administration, budgets, financial reporting, legal and fiduciary requirements, and oversight of public funds.

Knowledge/Skill/Abilities -- Extensive knowledge of Workforce Development including program funding and planning principles, practices, statistical information, program management, fiscal and programmatic reporting, and program operations as well as monitoring and evaluations. Thorough knowledge of existing employment and training legislation at the federal, state, and local level. Ability to analyze facts and figures and to exercise sound judgment in arriving at conclusions. Ability to express oneself clearly and concisely both orally and in writing. Ability to establish and maintain effective working relationship with staff, program directors, board members, elected officials, and the public. Ability to exercise mature judgment, initiative, and tact; demonstrate positive experience managing uncertain circumstances.

Other Requirements:

- Reliable transportation is necessary for travel throughout the workforce development region and throughout the state. May attend various functions and meetings which may occur before or after normal business hours.
- Valid Florida Driver’s License and Insurance.

Physical Requirements:

- Physical ability to perform the above listed Job Functions.
- May be required to sit for long periods of time.
- Infrequent light physical effort required - reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday.
- Proper lifting techniques required which may include lifting to 25 pounds for files and computer printouts on occasion.
- Work is performed in an office environment.

POSITION DESCRIPTION

POSITION TITLE: President & CEO
FLSA STATUS: Exempt
SUPERVISOR: Board of Directors
LAST REVISED: 10/15/2018
SALARY RANGE: \$135,000 – Federal Salary CAP

GENERAL FUNCTION:

The President & CEO is directly responsible to the Board of Directors to provide administrative leadership and carry out the directives of the Polk County Workforce Development Board, Inc. dba CareerSource Polk (CSP). The President & CEO is responsible for providing strategic oversight and direction of the organization's policy, planning and fiscal management; administering all procedures, programs and activities of the Board of Directors within the intent and purposes of the Articles of Incorporation and Bylaws. Collectively, the Board and the President & CEO ensure CSP's relevance to the Polk County community, the realization of CSP's mission and vision, and the accountability of the organization to its diverse constituents. The Board delegates responsibility for management and day-to-day operations to the President & CEO thereby granting him/her the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The President & CEO provides direction and support to the Board as it carries out its governance functions and provides final administrative authority and accountability for all CSP Board responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following:

1. **BOARD ADMINISTRATION, EDUCATION AND SUPPORT** - Supports operations and administration of the Board by advising, educating and informing board members, interfacing between board and staff, and supporting the board's evaluation of the President & CEO; Reports programmatic and fiscal progress to the Board of Directors and arranges regular meetings; Promotes active and broad participation by volunteer board and committee members in all areas of the organization's work; Represents the Board of Directors at federal, state, and local workforce meetings.
2. **PROGRAM AND SERVICE DELIVERY** – Designs, develops and implements programs that meet the organizations objectives; Manages program activities and assists staff members on projects as appropriate; Performs research studies of existing programs and procedures to provide uniform evaluation and subsequent administration of project activities; Directs staff and assigns work schedules for all facets of the program's operation; Maintains appropriate liaison with the Department of Economic Opportunity, CareerSource Florida, the Office of the Governor, State of Florida; local elected officials, other local organizations and agencies as required to meet the organization's objectives; Seeks to secure funds from any appropriate funding source in order to achieve the objectives and intent of the organization; Initiates proposals and other documents necessary for funding requests.
3. **FISCAL, FACILITIES AND RISK MANAGEMENT** – Develops and recommends annual budget for Board approval and prudently manages the organization's resources within those budget guidelines and in accordance with current laws and regulations; administers the budget as it



pertains to the assigned programs to reflect the effects of expenditures to the overall organizational costs; Maintains appropriate and official records and documents and ensures compliance with federal, state and local regulations.

4. **HUMAN RESOURCE MANAGEMENT** – Effectively manage the human resources of the organization according to personnel policies and procedures that fully conform to current rules and regulations.
5. **COMMUNITY AND PUBLIC RELATIONS** – Assures the organization and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders; Establishes sound working relationships and cooperative agreements with community groups and business organizations; Maintains a working knowledge of significant developments and trends in the workforce development, economic development, and education fields through participation as an active member of seminars, conferences, workshops and information sessions.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of a Bachelor's degree in sociology, business administration, education or other related field with a minimum of six (6) years' experience in workforce development, social services or business environment and at least 4 years' experience in leadership, supervision/management. Master's Degree preferred.

OTHER SKILLS and ABILITIES:

Must demonstrate critical competencies in four broad categories; commitment to results, business savvy, leading change, and motivating.

- **Commitment to results:** The President & CEO must be a systems thinker who is customer focused and goal driven. Identifies relevant information and aids in the transformation of this information into individual and organizational knowledge and learning. Needs to be action oriented and innovative, able to translate broad goals into achievable steps, capable of anticipating and solving problems and taking advantage of opportunities, and a self-starter and team player.
- **Business savvy:** As CareerSource Polk's leader, this position requires an individual with knowledge of and experience in management and administration including a good working knowledge of the business sector, and business principles. The position requires demonstrated experience in integrating and coordinating diverse areas of management.
- **Leading change:** The chief executive must possess the skills and implement the functions of a leader. As one leading the organization, one must share the organization's mission and vision and consistently display integrity, model behavior, develop people and build teams. Must be able to deal effectively with demanding situations and designs and implements interventions.
- **Motivating:** The chief executive must manage continuity, change and transition. This individual knows how to influence and enable others and address the impact of attitude and action on the organization and its participants.

Must demonstrate knowledge in the following areas: workforce development, general financial management and reporting, and human resource management principles; supervision techniques in conjunction with established policies and procedures; computer technology and the ability to use it in the conduct of job responsibilities; oral and written communication, planning and evaluation; governance, and contract development; some experience in the field of philanthropy, not-for-profit management and governance, and community relations is preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret technical journals, financial reports, and legal documents; ability to respond to common inquiries, complaints from clients, regulatory agencies and/or members of the business community; Ability to professionally communicate both orally and in writing to a high degree of proficiency through written proposals for funding, reports, and speeches; ability to organize and conduct meetings and effectively present information to top management, public groups, and/or boards of directors.

REASONING ABILITY:

Must possess the ability to define problems, collect data, establish facts, and draw valid conclusions. Be able to interpret an extensive variety of technical instructions with several abstract and concrete variables. Ability to supervise, exercise mature judgment and work independently. Demonstrate emotional self-mastery and conflict resolution skills.

CERTIFICATES, LICENSES, REGISTRATION:

Have a valid driver's license. Must have or obtain the Florida Workforce Development Professional certification (Tier 1) within 6 months of hire.

PHYSICAL DEMANDS/WORKING CONDITIONS:

This could be a high-stress position based on full responsibility for CareerSource Polk operations. Handles detailed, complex concepts, problems, balances multiple tasks simultaneously, and makes rapid decisions regarding administrative issues; Plans and implements programs; Establishes strong and appropriate relationships with Board, committees, volunteers, staff, donors and clients. Develops smooth and constructive relationships with executive colleagues, outside agencies, organizations and individuals; Plans and meets deadlines; maintains a flexible work schedule to meet the demands of executive management. Hours may be long and irregular; conveys a professional and positive image and attitude regarding CareerSource Polk and the not-for-profit and for-profit sectors; and demonstrates commitment to continued professional growth and development. Must live in Polk County or be willing to relocate within 6 months; and have a vehicle for use and be willing and able to travel throughout Polk County and out of the area as required.

DATE REVIEWED/REVISED:	November 15, 2018
APPROVED BY:	CSP Executive Committee
DATE APPROVED:	November 15, 2019

President & CEO Confirmation of Receipt:

Signature: _____

Date: _____

**CareerSource Flagler Volusia
Job Description**

POSITION TITLE:	President	
EXEMPT:	Yes	SUPERVISORY RESPONSIBILITIES: Yes
REPORTS TO:	Board Chair	

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

POSITION SUMMARY:

Responsible for the effective overall operation of CareerSource Flagler Volusia (CSFV) and the Career Centers.

PRIMARY CUSTOMERS:

Board of Directors, CSFV Staff, Career Center Contractors, Economic Development Partners, Education Partners, Regional Business Organizations, Regional Businesses

MAJOR DUTIES AND RESPONSIBILITIES:

- Assure that the CSFV has a long range strategy which achieves its mission, and toward which, it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and the staff, and implement plans and policies as authorized by the Board of Directors.
- Promote active and diverse participation by the volunteer board and committee members in all areas of the CSFV.
- Maintain a working knowledge of significant developments and trends in workforce, economic development, education, community and governmental areas.
- Maintain open and timely communication to the Board of Directors regarding issues relative to the CSFV.
- Establish solid working relationships with community groups and business organizations.
- Represent the CSFV Board of Directors and staff at federal, state, and local government meetings as required
- Represent the CSFV to agencies, organizations, media, and general public.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: Bachelor's Degree in business administration, public administration or a related field from an accredited college or university. 5-7 years of economic development and/or workforce development experience and knowledge of business training resources. Familiar with the regional business and workforce demographics.

Language Skills: The ability to read, analyze, interpret and understand oral and written communications, including common financial reports, laws, regulations, policies, and legal documents. Be able to convey ideas and information clearly, accurately and effectively to an individual or in group situations either in written or oral form.

Reasoning: The ability to identify and define a problem, collect data, establish facts, draw valid conclusions and develop prompt, practical solutions to the problem after taking into consideration resources, constraints, opinions of others and alternative courses of action. Be able to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Organization / Planning: The ability to establish an appropriate course of action to accomplish goals in a timely manner. The capability to establish priorities for day-to-day work and special projects, set realistic objectives and target dates, anticipate changes or needs, set new priorities, follow through and meet deadlines. Possess the ability to review and evaluate past actions and accomplishments as a basis for planning future activities.

Adaptability / Flexibility: The ability to effectively and quickly adapt to changing assignments, priorities and work demands with minimal disruption of productivity and the work environment.

Teamwork / Conflict Resolution: The ability to work with others as a team, to successfully lead staff and contracted workforce personnel through a variety of team dynamics, and to implement effective solutions in support of all CBE organizational goals.

Productivity: The ability to produce work that is comprehensive in scope, complete in detail, accurate in content and neat in appearance. Demonstrate the ability to produce an acceptable volume of work at a rate consistent with time available, working conditions, resources and schedules.

Computer Skills: The ability to use a personal computer and online tools for a variety of business and research applications. The incumbent must be proficient in the use of Microsoft Office applications, and the necessary workforce systems and/or databases (e.g. EFM, OSST). Familiarity with use of Internet search tools to conduct research is also required.

WORKING CONDITIONS

This is an administrative office occupation comprised of work that generally involves sitting at a desk, or standing in office situations. Travel required for community presentations and/or meetings.

(9/14)



CEO Compensation Review

On November 1, 2019, the Board of Directors approved a three-year employment contract for the previous CEO of CareerSource Pinellas. The Board of Directors also approved the CEO performance review, which provided the annual goals, initiatives, actions to be taken, and metrics.

Grantee-Subgrantee Agreement

The Grantee-Subgrantee Agreement between Florida Department of Economic Opportunity and CareerSource Pinellas states that:

- No changes to compensation for executive staff of the Board are allowed without documented Board approval and must be in alignment with local policies and procedures. The Board shall ensure that all bonuses, pay raises, and benefits are reasonable and necessary for the successful performance of the award and are a prudent use of federal funds.

Reimagining Education and Career Help Act (HB 1507)

Additionally, during the 2021 legislative session, House Bill 1507 (Workforce Related Programs and Services) was passed. The bill took effect on July 1, 2021. In part, the bill made several changes to Section 445.007, Florida Statutes, related to local workforce development boards, that affect the recently revised grantee/subgrantee agreement including issues around reporting of compensation originally required by Executive Order 20-44. This bill adds subsection (13) to Section 445.007 that clarifies and adds additional requirements to the executive order.

- A compensation schedule is due to DEO within 30 days after the end of the board's fiscal year. The schedule will be based on the fiscal year, not the calendar year.
- The list of Board employees to be included in the schedule is expanded to include executives, officers, directors, trustees, key employees, and the highest compensated employees.
- A declaration from the CFO (or designee) attesting to the truthfulness of the information on the schedule is required.
- The schedule must be published on the board's website for a period of three years after its first publication.

2022 Salary Cap Information

The Executive Level II salary limitation for calendar year 2022 was increased to **\$203,700 (formerly \$199,300 for 2021)** by Executive Order on January 2, 2022. This restricts the amount of direct salary that may be paid to an individual under a Federal grant, cooperative agreement, or applicable contract to a rate no greater than Executive Level II of the Federal Executive Pay Scale.

An individual's institutional base salary is not constrained by the legislative provision for a limitation of salary. The rate limitation simply limits the amount that may be awarded and charged to Federal awards. For individuals whose salary rates are in excess of Executive Level II, the non-federal entity may pay the excess from non-federal funds.

Every year, each local workforce development board is required to complete a spreadsheet of executive salaries and Certify by the CEO and CFO that no salaries in excess of the cap have been charged to Federal grants whether directly charged or charged through indirect cost rates. The spreadsheet and certification are submitted to DEO by April 1.

Comprehensive Review

The Compensation Review approved by the Board of Directors on June 5, 2019, outlines the Job Title Families with their assigned Grade Level and associated salary range. **The Chief Executive Officer (CEO) is a Grade Level 221 with an associated salary range of \$142,149 (minimum), \$184,794 (mid) and \$227,438 (max).**

It should be noted that an RFQ was released to update and perform a Compensation Review for CareerSource Pinellas. Quotes/Proposals are due back March 25, 2022.

Previous CEO Salary

At the November 17, 2021, Board of Director's meeting, the Board approved a 5% one-time performance stipend for the previous CEO in lieu of a salary increase.

Employee	Position	Salary Effective:		Performance Stipend	
		12/1/2020	12/1/2021	Dollar	Percentage
Jennifer Brackney	CEO	\$188,475.30	\$188,475.30	\$ 9,423.77	5.0%

Job Family Titles										
Job Title Family	Grade Level	No of Employees at min salary	No of Employees at mid-point	No of Employees at max salary	Min Salary	Mid Salary	Max Salary	Actual Salary - Single Position	Annual Benefit Stipend	401(k) Retirement Plan
Technicians	102	2	2		\$33,580	\$38,640	\$43,700		\$13,080.00	5% of eligible pay
Instructor	103				\$36,500	\$42,000	\$47,500		\$13,080.00	5% of eligible pay
Specialist	103	8	2		\$36,500	\$42,000	\$47,500		\$13,080.00	5% of eligible pay
Career Counselor	104	5	4		\$39,420	\$45,360	\$51,300		\$13,080.00	5% of eligible pay
Navigator	104			1	\$39,420	\$45,360	\$51,300	\$52,761.28	\$13,080.00	5% of eligible pay
Instructor, Trades	105				\$42,574	\$48,989	\$55,404		\$13,080.00	5% of eligible pay
Business Services Representative	105	1	1		\$42,574	\$48,989	\$55,404	\$50,887.41	\$13,080.00	5% of eligible pay
Lead	105	1	1	1	\$42,574	\$48,989	\$55,404		\$13,080.00	5% of eligible pay
Coordinator	206	1	4	2	\$45,979	\$52,908	\$59,836		\$13,080.00	5% of eligible pay
Supervisor	208	1			\$53,630	\$64,356	\$75,083	\$62,899.46	\$13,080.00	5% of eligible pay
Partner	210				\$62,555	\$75,065	\$87,576		\$13,080.00	5% of eligible pay
Director	214	2	1		\$82,943	\$103,841	\$124,741		\$13,080.00	5% of eligible pay
CFO/COO	219	1			\$121,870	\$158,431	\$194,992	\$137,812.74	\$13,080.00	5% of eligible pay
CEO	221		1		\$142,149	\$184,794	\$227,438	\$188,475.30	\$13,080.00	5% of eligible pay
Total Staff		22	16	4						
Percentage		43.14	31.37	7.84						

* Information as of Dec. 31, 2021

Grade	Exemption
100s	Non-Exempt
200s	Exempt



CEO Recruiting Process

- Confirm position description is accurate
- Determine Timeline
- Determine best options for sourcing candidates
 - Place job ads
 - Hire Outside Firms
 - Use of Consultants
 - Ben Wilson, Director at Thomas P. Miller Associates
 - Tom Kavanaugh, Chief Operations Officer for JobWorks, Inc.
- Create job advertisement
- Screen resumes
- Create interview guides/questions
 - Phone screens and
 - Face-to-face interviews
- Create job advertisement
- Screen resumes
- Conduct phone screens
- Conduct in-person interviews with selected candidates (Board Search Committee)
 - Goal of 2-4 candidates for in-person interviews
 - Present final candidates to full Board
- Check references on selected candidate
- Extend offer
 - Verbal and written
- Conduct background investigation and drug-screen

Potential Consultants

1. Ben Wilson, Director at Thomas P. Miller and Associates

Thomas P. Miller and Associates (TPMA) is a nationally recognized leader in the workforce/economic development space. TPMA provides workforce development transition, strategic planning, sector strategies, etc. consulting in multiple locations across the county, amongst many other things. Prior to his arrival at TPMA, Ben was the One Stop Operator for the NW PA (6 county) region. Ben brings a wealth of knowledge and expertise from a Workforce Development lens, with more than 10 years of experience.

2. Tom Kavannagh, Chief Operations Officer for JobWorks, Inc.

JobWorks provides direct workforce services and consulting in multiple parts of the country, from San Diego to Philadelphia. Prior to his arrival at JobWorks, Tom was a Senior Consultant with the Public Consulting Group, and facilitated large scale projects in San Diego, CA and Philadelphia, both of which focused on system transformation/transition.