



**Hillsborough
County** Florida



CareerSource
TAMPA BAY



CareerSource
PINELLAS

Hillsborough/Pinellas Workforce Development Consortium Advisory Committee

Mar 5, 2024 3:00 PM - 4:30 PM EST

Location: Zoom Only

ZOOM INFORMATION

*Join via Zoom – Meeting ID: 831 1014 8922

Passcode: 948847

Agenda

[ZOOM LINK](#)

I. Call to Order, Welcome, Roll Call and Remarks

II. Public Comments

III. Information / Discussion Items

A. CEO Selection Process2

B. LWDB Structure/Appointment Process.....6

IV. Future Action / Discussion Items (March 19)

A. Recommend LWDB Appointments

B. CEO Selection Process (Update)

V. Adjournment

A. Next Meeting: March 19, 2024

Information Item III(A) CEO Selection Process

Background:

Newland Associates has been appointed to lead the CEO search for the soon-to-be-merged Hillsborough/Pinellas CareerSource entities. The Newland Associates Team was introduced, and decisions were made regarding the CEO search and interview process at the February 19th Advisory Committee meeting.

Key Outcomes to Date:

- CEO Job Description
- Revised Timeline
- Predictive Index Survey

CEO Job Description

The CEO job description (JD) has been completed and is representative of the JD for each CareerSource entity.

Revised Timeline

The Timeline has been revised to decrease the CEO search process from (16) sixteen to (13) thirteen weeks. *Revised timeframes are highlighted in grey.*

Task	Original	Revised	Revised Timeline
1. Creating the position JD, sourcing strategy, salary and final timeline	2 weeks	1 week	February 19-26
2. Posting position, sourcing and recruiting of candidates	3 weeks	3 weeks	February 26-March 18th
3. Assessment & in-depth interviews by search firm	3 weeks	3 weeks	March 18th-April 8th
4. Present panel of candidates to Selection Committee	1 week	1 week	April 8th-April 15th
5. Candidate interviews with Selection Committee	2 weeks	2 weeks	April 15th-April 29th
6. Assist in background & reference checks	2 weeks	1 week	April 29th-May 6th
7. Approval of Finalists, assist with offers and negotiation	2 weeks	1 week	May 6th-May13th
8. Sending Conditional Job offers and Rejection letters	1 week	1 week	May 13th- May 20th

Predictive Index Survey

Advisory Committee members have completed the Predictive Index survey.

Newland Presentation:

Newland Associates will provide an overview of the Predictive Index Profile Alignment and discuss the ideal behavioral profiles for the CEO role based on stakeholder input and past CEO search experience at the March 5th Advisory Committee meeting.

JOB DESCRIPTION

Job Title:	Chief Executive Officer and President	Agency Function:	Administration
Reports To:	Board of Directors	FLSA Status:	Exempt
Salary Grade:			
Effective Date:	January 1, 2019	Revised:	February 20, 2024

JOB SUMMARY:

The Chief Executive Officer (CEO) and President 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 CEO and President 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 CEO and President is responsible for promoting Workforce Programs in Hillsborough County and Pinellas County to create high quality employment opportunities for job seekers, as well as securing and maintaining a skilled employee base for employers. The CEO is expected to follow the mission, vision, ethics, and professional code of conduct of the organization.

ESSENTIAL JOB FUNCTIONS:

(The following duty statements are illustrative of the essential functions of the job and do not include non-essential or marginal duties that may be required. CareerSource Tampa Bay reserves the right to modify or change the duties or essential functions of this job at any time).

ESSENTIAL DUTIES AND RESPONSIBILITIES *(includes but may not be limited to the following):*

- Provides strong leadership to the board of directors and works with the board to fulfill the agency's mission; communicates regularly with the Board by providing all information necessary for the Board to function properly and to make informed decisions.
- Coordinate 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 Hillsborough County and Pinellas County.
- Prepare board agendas in concert with the chairman and board staff.
- Work within the community to ensure the organization has a presence in the local workforce area.
- Administer and carry out the directives and policies issued by the board of directors.
- Serve as the liaison between the board, service providers, local elected officials, and the Department of Employment Opportunity.
- Supervise all executive staff and develops a senior leadership team that carries out the agency's mission with a high degree of success and integrity.
- Coordinate and facilitate long and short-term studies, prepare reports, and determine regulatory conformance of economic development and workforce proposals.
- Creates and maintains internal control systems for monitoring and measuring program success and financial stability of the agency.
- Confer with governmental officials to effect changes in local and state policies or ordinances to encourage effective job development, incentives, and partnerships.
- Ensure preparation and required approvals of annual budgets and operational plans.
- Review program budgets and expenditures to ensure efficient fund management.
- Coordinate activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed job expansions and development.

- Coordinate with national and local economic development agencies and support their business recruitment and retention initiatives.
- Identify and apply for appropriate State and Federal public/private funding for economic and workforce development projects.
- Facilitate cooperation between local service agencies, educators, and businesses to promote workforce programs and economic development for mutual benefit.
- Promote cooperation among local agencies to reduce overlap and duplication of efforts and share resources to enhance workforce development efforts.
- Present reports to the board of directors, Florida Workforce Board, Board of County Commissioners, County Administration, and governmental agencies on progress of organizational projects and recommend changes to the master plan.
- Duties may be assigned as deemed necessary.

KNOWLEDGE AND EXPERIENCE REQUIRED:

- Bachelor's degree in Business, Human Resources, public administration or related field, required.
- Master's degree, preferred.
- 7-10 years of professional experience in a nonprofit setting with proven success in developing and mentoring a strong leadership team
- 7-10 years in workforce development in either large governmental or private sector organization.
- 5 years of financial management experience, including in-depth knowledge of funding sources, federal and state workforce legislation, grant management and compliance requirements related to a variety of funding sources.
- Proven success using influencing, relationship-building and effective partnering, to position an agency to serve as a creative, forward-thinking organization with the highest ethical standards.
- Demonstrated experience in building strategic alliances with government agencies, community organizations and business leaders.
- Knowledge of economics and finance as it applies to economic development.
- Knowledge of public administration with particular reference to county and municipal administration and budgeting.

SKILLS REQUIRED:

- Proficiency in Microsoft Office Suite (e.g. Outlook, Word, Excel, PowerPoint).
- Ability to negotiate and manage multiple priorities and interests with diplomacy and tact.
- 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.
- Proficiency with computers, telephone lines, and other related office equipment.
- Excellent written and verbal communication skills.
- Exceptional organization and project tracking skills.
- Excellent interpersonal and leadership skills.
- Multitasking and time-management skills, with the ability to prioritize tasks.
- Strong judgment, decision-making, and problem-solving skills.

BEHAVIORS REQUIRED:

- Detail and process oriented.
- Expected to be highly accurate and analytical.
- Ability to thrive in a fast-paced environment.
- Ability to work independently.
- Ability to learn and adapt quickly.

- A positive outlook and vision.
- Must stand by the service we deliver.
- Lifelong learner who enjoys improving knowledge.
- Strong professionalism both in appearance and presentation.

PHYSICAL DEMANDS:

- Light to moderate physical activity performing non-strenuous activities of an administrative nature.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

The signature below acknowledges that I have received and reviewed a copy of my job description.

Employee Signature _____ Date: _____

Employee Full Name Printed: _____

Information Item III(B)

LWDB Structure/Appointment Process

Background:

As approved by the Consortium at their December 5, 2023 meeting, the Advisory Committee was created and tasked with being a resource to the Consortium by providing guidance and recommendations along several key areas. One area specifically being the recommendation for appointments to the new regional Local Workforce Development Board (LWDB).

The initial Board composition and structure is being prepared in partnership and coordination with the bi-county working group (Hillsborough County staff, Pinellas County staff, CareerSource Pinellas staff, and CareerSource Tampa Bay staff), and will be created by utilizing existing members from both the Hillsborough LWDB and Pinellas LWDB, as defined in the Interlocal Agreement.

Once the composition and initial slate of Board candidates is finalized by the bi-county working group, it is targeted to be brought to the Advisory Committee for review and final recommendation at the March 19th meeting, ultimately for Consortium approval.

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