



PINELLAS COUNTY GOVERNMENT EMPLOYMENT OPPORTUNITIES

Unified Personnel System
400 S. Fort Harrison Avenue, Rm 121
Clearwater, Florida 33756-5113
<http://www.co.pinellas.fl.us/persnl>

Office: 727-464-3367

Job Line: 727-464-3745

TDD: 727-464-4063

HEALTH & HUMAN SERVICES PROGRAM MANAGER

SALARY RANGE: \$43,360 - \$68,971

**Description
of Duties:**

Pinellas County Government, Department of Health & Human Services seeks a Health & Human Services Program Manager for administrative and supervisory work coordinating and overseeing Social Services programs.

**Qualification
Requirements:**

Minimum Qualifications: Graduation from an accredited college or university and 5 years experience in social case work or related field; or an equivalent combination of education, training and/or experience.

Highly Desirables: At least 3 years supervisory experience.

**Selection
Procedure:**

A Pinellas County Government Application and Training & Experience Questionnaire concerning your background and experience for this position must be completed and submitted to the Personnel Department by July 13, 2007.

How to Apply:

All interested persons must file an Application and a Training & Experience Questionnaire with the Personnel Department, County Annex Office Building, First Floor, Room 121, 400 South Fort Harrison Avenue, Clearwater, Florida, 33756-5113; Tel. 727-464-3367 or the 501 Building; Room 117, 501 1st Avenue North, St. Petersburg, Florida 33701-3726; Tel. 727-582-7780. Job Information Line 727-464-3745.

NOTE: The Application and a Training & Experience Questionnaire may be downloaded from our Employment Opportunities page at www.co.pinellas.fl.us/persnl/emp&test/empopp.htm.

EOE/AA/ADA/DFW/VP

Job Description #: 18110 (P.G. CL18)
Register #: 713350A1
Issued: June 18, 2007
Mandatory Signup Deadline: July 6, 2007

PINELLAS COUNTY IS
AN EQUAL OPPORTUNITY EMPLOYER
AND
COMPLIES WITH THE FEDERAL
DRUG-FREE WORKPLACE ACT OF 1988



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AN AFFIRMATIVE ACTION – EQUAL OPPORTUNITY EMPLOYER

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EMPLOYMENT INFORMATION

HOW TO APPLY:

Applications are currently being accepted for the establishment of eligibility registers for the listed positions. All interested persons must file application/questionnaires with the Personnel Department, located in the Clearwater Annex Building, Room 121, 400 S. Fort Harrison Avenue, Clearwater, Florida 33756-5113 or the 501 Building; Room 117, 501 1st Avenue North, St. Petersburg, Florida 33701-3726 Monday – Friday, 8:00 a.m. – 5:00 p.m., except holidays **by the mandatory sign-up deadline.**

TERM OF ELIGIBILITY:

Candidates are eligible for hire/promotion for a period of one (1) year from the date his/her name is certified to the eligible register. Classified service employees are eligible for promotion for a period of two (2) years from the date his/her name is certified to the eligible register. Applicants will be notified whether or not they qualified.

VETERANS' PREFERENCE:

Preference in initial employment will be given to eligible veterans and spouses of veterans in accordance with Florida State Statute 295.15. Applicants claiming veterans' preference must submit documentation (Form DD-214 or Equivalent) along with their completed application/questionnaire. An applicant eligible for veterans' preference who believes he or she was not afforded employment preference in accordance with the rules of the Florida Department of Veterans Affairs, Department of Veterans Benefits and Assistance, Chapter 55A-7, Veterans Preference in Appointment and Retention in Employment and Florida Law may file a complaint with the Department of Veterans Affairs. The mailing address is P.O. Box 31003, St. Petersburg, Florida 33731 within twenty-one (21) days of receiving notice of the hiring decision.

EMPLOYEE PREFERENCE:

Up to a maximum of ten (10) points will be added to qualifying scores of current County employees, based upon length of service, in accordance with the rules of the Unified Personnel System.

BACKGROUND INFORMATION:

Applicants may be required to furnish proof of education, etc., and are encouraged to submit detailed resumes when appropriate, along with completed applications.

MEDICAL EXAMINATION/ RECORDS CHECK

Offers of employment maybe contingent upon successful completion of a drug screening, which would be part of the entrance physical exam. In addition, a criminal/civil records check will be made.

FAIR LABOR STANDARDS:

At the discretion of the Appointing Authority, authorized overtime over forty (40) hours per week, shall be paid or compensatory time granted at the rate of time and one half.

EMPLOYEE BENEFITS:

County employees are eligible for 12 paid holidays (including 3 floating holidays) and a personal day. The County UniLeave policy provides for a one-year employee with fifteen (15) days of Annual Leave to be utilized for vacation, personal business, short time illness, family illness, emergency absence, etc. Short-term disability is also available for the employee. Life insurance, based on annual earnings, and group health insurance are also available. All permanent employees are covered by the Florida Retirement System.

IMPORTANT NOTICES:

Should you be offered employment, we will need to verify your eligibility for employment in accordance with the U.S. Immigration and Reform Act of 1986. Various forms of identification are outlined by this legislation. A copy of the required identification documents is available upon request.

The Unified Personnel System complies with the federal Drug-Free Workplace Act of 1988. Offers of employment may be contingent upon successful completion of a drug screening, which would be part of the entrance physical examination.

The Unified Personnel System complies with the Americans with Disabilities Act of 1990. Requests for accommodation in the application and selection process should be made to the Personnel Department. Verification of need for accommodation may be required. Reasonable accommodations will be made on a case by case basis.