



**St. Johns County Administrative Code
Section: Human Resources**

Title:	410 Senior Management Service	Issued: April 1992
Reference: F.S. 121.055		Revised: December 2006 June 2012 January 2023

410.1 General Provisions

Florida Statute dictates the number of positions that may be designated Senior Management Service Class (SMSC) and is designed to attract and retain highly competent senior-level managers for executive management level positions.

The County Administrator shall be responsible for designating the positions assigned to this class of employment and for assigning the duties and responsibilities for each position.

Positions may be designated as Senior Management Service positions by the County Administrator after considering, as a minimum:

- The authority of the position to make final policy decisions, the nature of such decisions and the effect of such policy decisions on the Board’s operation.
- The effect of independently made policy decisions on the public or other agencies.
- The total number of professional, supervisory and managerial employees, both exempt and non-exempt, for which the position has managerial responsibility.
- The position’s hierarchy in the organization.

Employees in Senior Management Service Class shall be subject to suspension, dismissal, reduction in pay, demotion, increases in pay, transfer, or other personnel actions at the discretion of the County Administrator.

410.2 Performance Appraisals

Performance appraisals may include any elements that the County Administrator feels are appropriate in evaluating the performance of employees filling Senior Management Service Class positions. Appraisals are performed at minimum once each fiscal year.

410.3 Attendance and Leave Provisions

The County Administrator shall establish the work hours and leave provisions for employees in SMSC.

410.4 Benefits

SMSC employees receive all of the benefits afforded by the Florida Retirement System. Subject to the appropriation of funds, the County shall pay health premiums for each full time SMSC employee.

Subject to the appropriation of funds, the County shall pay the premiums for each full time Senior Management Service employee:

- 100% of the premium for the County’s individual life insurance policy in an amount of \$50,000.
- 100% of the premium for the County’s individual and family group health insurance.
- 100% of the premium for the County’s individual disability insurance policy.

The County Administrator may provide SMSC employees with a county vehicle, monthly car allowance, or monthly mobile device allowance.