



Civil Service Board Meeting
8:30 AM Tuesday, August 25th, 2009
City Commission Conference Room

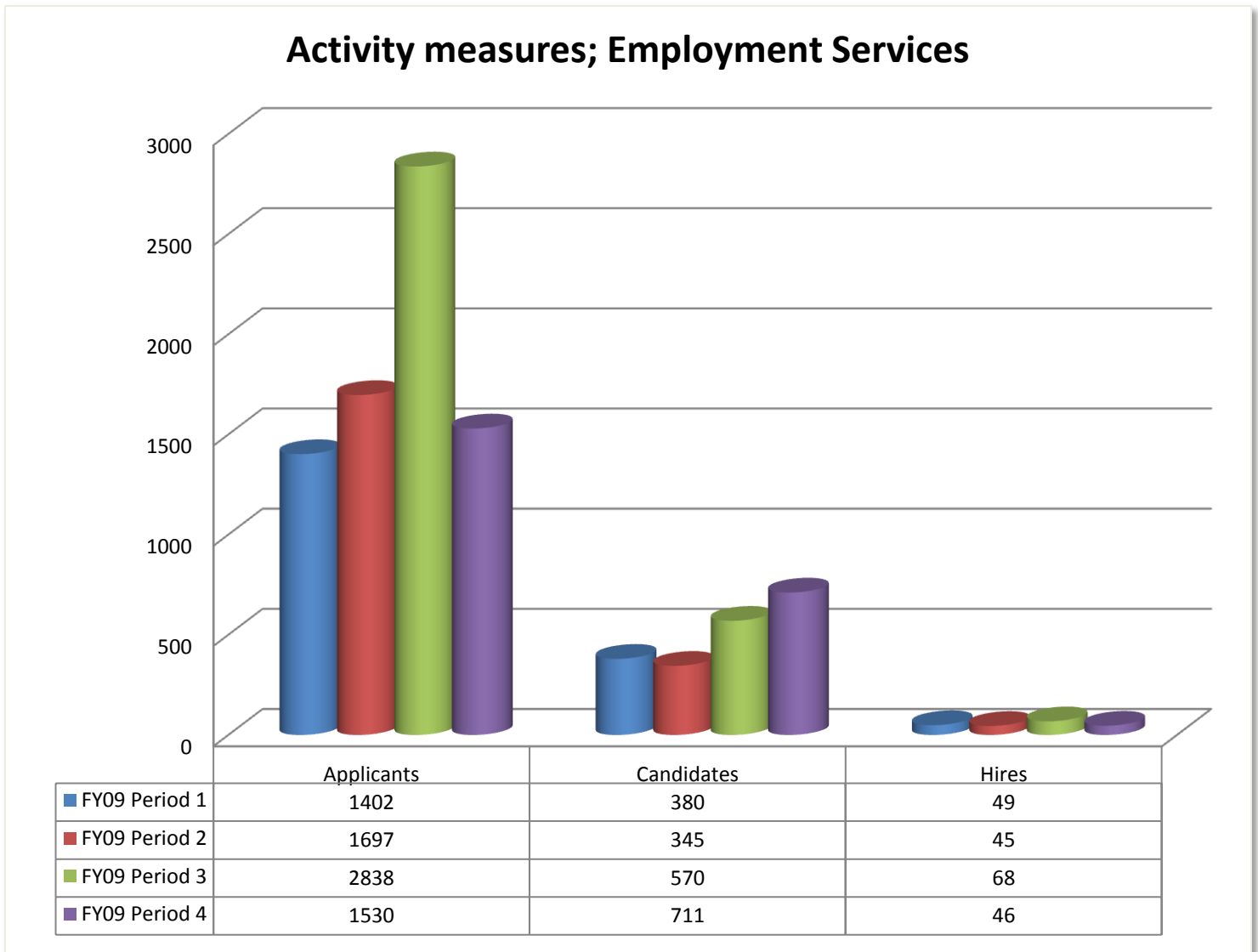
-AGENDA-

1. **Consent Agenda** – Items in this section may include reports of department activity in table or chart format as well as Minutes from the last meeting. The included reports may include a report of Employment Services activities, a report of Assessment Services activities, a report of revisions to job classifications, a report of personnel activity, etc. These reports are intended to fulfill the Civil Service reporting requirements as specified in the City Charter. These items may be enacted by one motion including Minutes from the June 2009 meeting.

***Proposed Minutes attached as page 3**

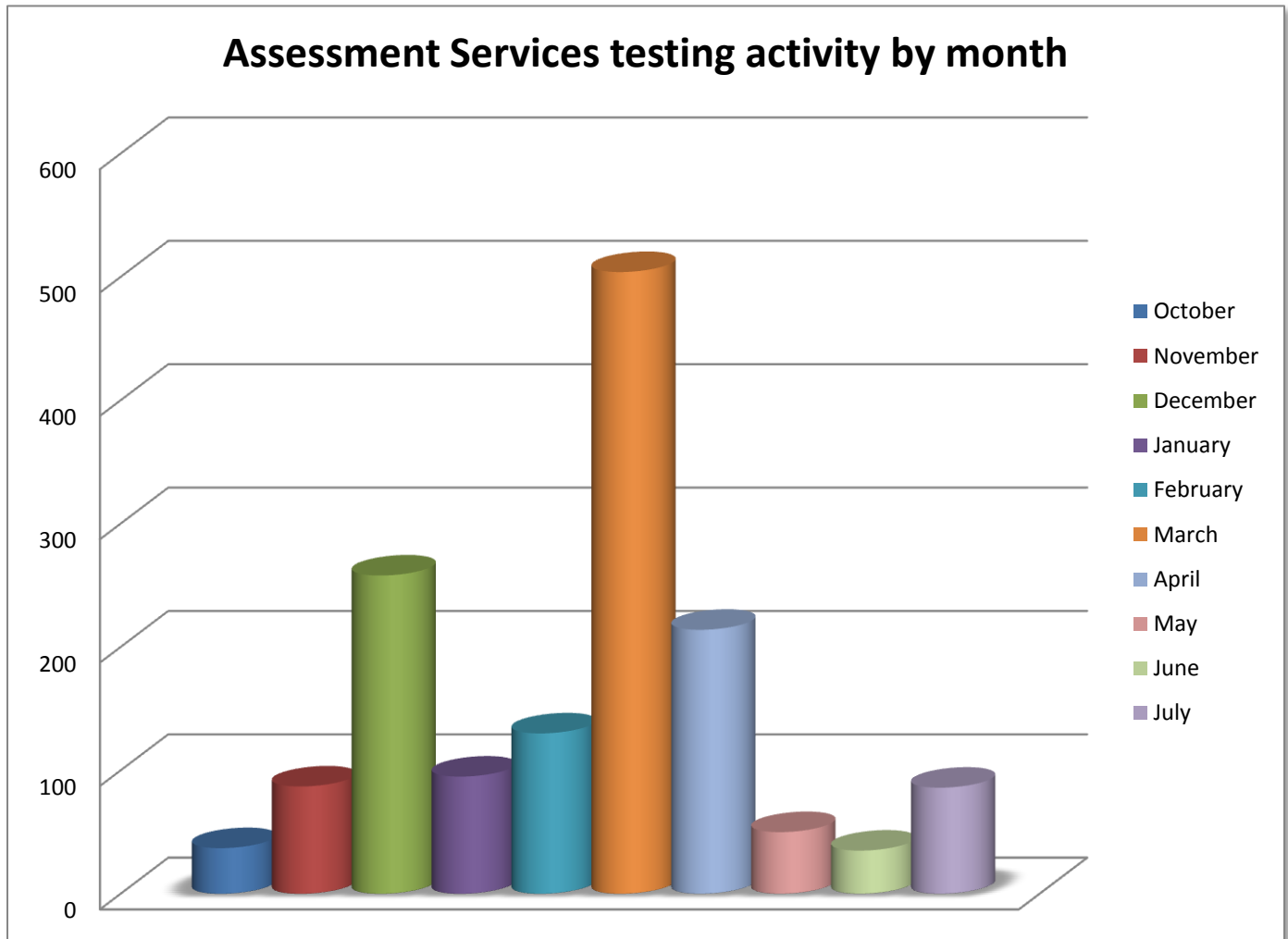
a. Employment Services Activity

Fig. 1, Employment Activity by two month period beginning October 1st.



b. Assessment Services Activity

Fig. 2 Assessment Activity: Number of tests, multi-test batteries, and assessment centers administered by quarter:



2. Distribution of Board member certificates (Oath of Office)
3. Moment of recognition for Mr. Selvage as the 2009 HR Professional of the Year for the State of Florida by the HR State Council.
4. Discussion of CS Rules
5. Discussion of status of current reemployment list
6. Presentation of proposed Civil Service/Human Resources performance measures
7. Next regular meeting is scheduled for October 20th, 2009 at 8:30 AM – Employee Relations Conference Room
8. Adjournment

***Proposed Minutes from last meeting:****Civil Service Board Minutes**

Tuesday, June 23, 2009 Meeting

Chairperson Bruce Abels called the Civil Service Board of Lakeland, Florida to order Tuesday, June 23, 2009 at 8:30 a.m. in the City Commission Conference Room, City Hall, 228 South Massachusetts Avenue, Lakeland, Florida. Present: Board Members Carlton Benton, Sylvia Blackmon-Roberts, John Gibson, Richard Miller, and Don Selvage. Wayne Hanneken was absent.

Minutes from the April 21, 2009 meeting were approved.

City Clerk Kelly Koos administered the oath of office to Board Member Sylvia Blackmon-Roberts to serve on the Civil Service Board until 12/16/11.

Board Members and City Manager Doug Thomas discussed Civil Service Director Tommy Hamrick's Performance Review and salary. Chairperson Abels made a summation that emphasis was placed on style and how things got done instead of outcome, results, strategic priorities, etc., and what would be appropriate in terms of trying to measure the performance of the position. Mr. Abels said that the overall performance review was favorable. City Manager Thomas said that generally speaking, the administrative response was very positive. Mr. Thomas said that the area the Board may want to look at is the strategic operating plan of the City and determine where HR and Civil Service fit into that plan, such as recruitment, retention, processing, etc., and try to determine some benchmarks as to goals and objectives. Director Hamrick stated that he would propose performance measures at the next Board meeting for the Board to review. Mr. Thomas and Ed Hacker, Manager of Strategic Planning & Continuous Improvement, would lend input if requested. Additionally, Board Members Bruce Abels and Sylvia Blackmon-Roberts offered to work on the measures and benchmarks with Director Hamrick if requested.

City Manager Thomas explained to Board Members that Mr. Hamrick's salary is at the lower end of the Pay Band. Mr. Thomas said that as Mr. Hamrick's skills, and experience and tenure with the organization go forward, and we are in a situation financially and can potentially reward employees with more than 5% for their exemplary performance, he can potentially move into a higher percentage quartile within that Pay Band.

John Gibson made a motion that the Civil Service Director receive a 5% pay increase retroactive to March 6, 2009, seconded by Carlton Benton. Motion passed unanimously.

Board Member Abels asked how the Board and City can work together. City Manager Doug Thomas said that it is a unique circumstance to have a Civil Service system and a professional council manager form of government. He said that the employees are the major operation of what we do with the City. Mr. Thomas said that Civil Service has done very well in recruiting specialized high level positions. Mr. Thomas said that City Management is using a hybrid approach in recruiting for a very specialized position in IT. Both Civil Service and an outside recruiter are involved in the process. Mr. Thomas said that Civil Service is working on shortening the time frame for the hiring process. Civil Service will be going through a Rapid Process Improvement (RPI) the middle of July. The City Manager is also concerned about perspective employees who are searching or investigating employment opportunities with the City, what their perception is of how they are treated and processed when they submit applications or meet face to face. Mr. Thomas suggested that would be an area that the Board and Civil Service pay special attention to. Mr. Thomas said that he would like to see the application process as stream-lined, smooth and error free as possible.

Board Member Blackmon-Roberts asked Civil Service Director to explain the reduction in workforce and the status of the employees laid off from Building Inspection. The Director said that there was a reduction in work force of five employees. The reduction was in accordance with a notice from the City Manager. They were placed on administrative leave for two weeks and received their paycheck two weeks later. Employees were provided an optional program for severance. If they agreed to release the City and go forward, they were paid one week of pay for every year of service. If employees accepted this program, they would build a severance account and continued to be paid every two weeks until they depleted their severance account or were reemployed by the City. The five laid off employees were placed on a reemployment list. Reemployment is offered first to the eligible employee who is highest in rank and seniority. If they decline the position, employment is offered to the next person in rank and seniority, and so on until someone accepts the position. Civil Service Director is optimistic that most of the laid off employees will be reemployed.

thamr

8/20/2009

Board Members agreed that there should be some modifications to the Civil Service Rules clarifying a few areas on the reduction in workforce. City Attorney Tim McCausland and Civil Service Director will come back to the Board at the August Board Meeting with those recommendations.

Civil Service Director told members about the new on-line application and said that he will have a presentation at the August Board meeting.

Next regularly scheduled Board meeting is August 25, 2009 at 8:30 a.m. in the City Commission Conference room.

Upon motion, meeting adjourned at 9:52 a.m.

ADL – Additional job	DEM – Demotion	HIR – Hire	LOA – Leave of Absence	PAY – Pay Rate Change
PLA – Personal Leave	POS – Position Change	PRO – Promotion	REH – Rehire	RFL – Return From Leave
RWP – Early Retirement	SUS – Suspension	TER – Termination	TWP – Termination	XFR - Transfer

Civil Service Personnel Activity Report June 1 through - August 20 FY09																	Dept Total	% of Dept
	ADL	DEM	HIR	INA	PAY	PLA	POS	PRO	REH	RFL	RWP	SUS	TER	TWP	XFR	Total	Dept Total	% of Dept
Airport	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	21	5
City Manager & Staff	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	2	21	10
Civil Service	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	2	16	13
Community Development	0	0	0	0	4	1	1	0	0	1	0	0	0	5	0	12	60	20
Electric	0	0	17	0	5	12	3	12	1	5	0	0	0	8	12	75	596	13
Employee Relations	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	14	7
Finance	0	0	0	0	0	2	0	2	0	0	1	0	0	0	3	8	57	14
Fire	0	0	2	0	2	2	0	0	0	3	0	0	0	0	0	9	150	6
Information Technology	0	0	1	0	1	6	0	1	0	3	1	0	0	1	1	15	70	21
Internal Auditor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
Lakeland Center	1	0	9	0	0	0	1	0	2	0	0	0	0	10	0	23	261	9
Legal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0
Parks & Recreation	0	0	34	1	17	2	2	2	11	17	0	1	0	23	1	111	477	23
Police	0	0	1	0	3	8	9	2	0	5	3	3	0	1	2	37	360	10
Public Information	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0
Public Works	0	0	1	0	0	7	2	2	0	5	1	2	0	4	2	26	276	9
Risk Mgmt	0	0	1	0	0	0	1	0	0	0	0	0	0	1	0	3	34	9
Water	0	1	4	0	3	1	0	3	0	2	2	2	0	4	7	29	197	15
Total	1	1	71	1	36	42	19	24	14	42	8	8	0	59	28	354	2,625	13

You are hereby notified that the regular meeting of the Civil Service Board will be held in the **City Commission Conference Room, 228 South Massachusetts Avenue, Lakeland, Florida on Tuesday, August 25th, 2009, beginning at 8:30 AM.** The purpose of this meeting is to consider items on the above agendas. Minutes will be available upon request from the Department of Civil Service. If any person decides to appeal any decision made by the Civil Service Board, with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made. In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact Francisca Suradja no later than three (3) days prior to the proceeding at (863) 834-8798 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers, (800) 955-8771 (TDD) or (800) 955-8770 (VOICE), for assistance