



Civil Service Board

Regular Board Meeting Minutes

Tuesday, May 24, 2005

Chairperson Phil Allen
Vice-Chairperson Eugene Strickland

Chairperson Phil Allen called the Civil Service Board of Lakeland, Florida to order for a regular meeting, Tuesday, May 24, 2005, following the Employee Pension Board meeting, in the Civil Service Conference Room, Department of Civil Service and Retirement, 500 North Lake Parker Avenue, Lakeland, Florida. Present: Chairperson Phil Allen, Vice Chairperson Eugene Strickland, Board Members Robert Andrew, Laura Hawley, Herman Moulden, Art Rowbotham, Ronald Tomlin and Civil Service Director Gary Clark.

❖ **Consent Agenda** – Consent agenda was unanimously approved.

➤ **April 26, 2005 Civil Service Board Minutes**

➤ **Certifications/Applicant Referrals** - The following certifications were prepared:

DATE	POSITION	DEPARTMENT	TYPE	TOTAL
DATE	POSITION	DEPARTMENT	TYPE	TOTAL
4/1/2005	Materials Reclaimer I	Lakeland Electric	E	13
4/4/2005	Equipment Operator II	Water Utilities Administration	E	5
4/4/2005	Operations Support Tech I	Parks & Recreation	I	17
4/4/2005	Operations Support Tech I	Parks & Recreation	I	17
4/5/2005	Chief Electronics/Relay Tech	Lakeland Electric	I	3
4/5/2005	Engineer I - LE	Lakeland Electric	E	48
4/5/2005	Engineer II - LE	Lakeland Electric	E	27
4/5/2005	Engineer III	Lakeland Electric	E	27
4/5/2005	Fire Training Officer	Fire Admin ServAdministrative	E	4
4/5/2005	Industrial Coatings Specialist	Lakeland Electric	E	4
4/6/2005	OMB Manager	Central Accounting	E	74
4/7/2005	Library Clerk	Parks & Recreation	E	50
4/7/2005	Solid Waste Collctn Driver I	Public Works	I	7
4/7/2005	Solid Waste Collctn Driver II	Public Works	I	4
4/7/2005	Solid Waste Collector	Public Works	E	91
4/8/2005	Food and Beverage Manager	Parks & Recreation	E	17
4/8/2005	Solid Waste Collector	Public Works	E	91
4/8/2005	Systems Administrator	Information Technology	E	6
4/8/2005	Systems Administrator	Information Technology	I	6
4/8/2005	Systems Administrator	Information Technology	E	6
4/11/2005	Chief Accountant	Water Utilities Administration	I	5
4/11/2005	Water Utilities Eng Tech II	Water Utilities Administration	I	3
4/12/2005	Aquatics Supervisor	Parks & Recreation	I	3
4/14/2005	Client Services Coordinator	LCTR Admin, Finance, & Marketing	E	86
4/14/2005	Water Plant Operator I	Water Utilities Administration	E	34
4/15/2005	Office Assistant I	Central Accounting	E	66
4/15/2005	Office Assistant I	Central Accounting	E	66
4/15/2005	Office Associate II	Community Development	I	1
4/18/2005	Customer Service Rep I	Lakeland Electric	E	57
4/18/2005	Library Page	Parks & Recreation	E	40
4/18/2005	Library Page	Parks & Recreation	E	40
4/18/2005	Library Page	Parks & Recreation	E	40
4/18/2005	Library Page	Parks & Recreation	E	40
4/18/2005	Lineman 1st Class	Lakeland Electric	I	3
4/18/2005	Lineman Apprentice	Lakeland Electric	E	50
4/18/2005	Office Associate II	Lakeland Electric	E	56
4/18/2005	Product Manager	Lakeland Electric	E	59
4/19/2005	Crime Scene Technician I	Police Department	E	53
4/19/2005	Operations Support Worker I	Parks & Recreation	E	34
4/20/2005	Customer Service Rep I	Lakeland Electric	E	57
4/20/2005	Janitorial Lead	Public Works	I	2
4/20/2005	Public Safety Aide I	Police Department	E	36
4/22/2005	Account Clerk I	LCTR Admin, Finance, & Marketing	E	75
4/25/2005	Customer Service Reprntv II	Lakeland Electric	I	37
4/25/2005	Electric Utility Analyst	Lakeland Electric	I	8
4/25/2005	Senior Lifeguard	Parks & Recreation	E	4
4/26/2005	Operations Support Worker I	Public Works	E	36
4/27/2005	Chief Water Plant Operator	Water Utilities Administration	I	1
4/27/2005	Eng Tech I-Energy Delivery	Lakeland Electric	E	66
4/27/2005	Eng Tech II-Energy Delivery	Lakeland Electric	E	38
4/27/2005	Eng Tech III-Energy Delivery	Lakeland Electric	E	27
4/27/2005	Engineering Technician IV	Lakeland Electric	E	24
4/27/2005	PC Technician II	Information Technology	E	54



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4/28/2005	Library Page	Parks & Recreation	E	40
4/28/2005	Playground Coordinator	Parks & Recreation	E	14
4/28/2005	Water Plant Operator II	Water Utilities Administration	I	1
4/29/2005	Account Clerk III	Finance	I	43
4/29/2005	Operations Support Worker II	Parks & Recreation	E	127
TYPE E = External I = Internal			TOTAL	1943

➤ **Examinations/Assessment Centers - The following were given:**

DATE	POSITION	JOB CODE	NUMBER TESTED
04/01/05	Industrial Coatings Specialist	7099	10
04/02/05	Energy Supply Trainee	8225	27
04/05/05	Driver Engineer Written Test	4013	3
04/06/05	BCE-Lake Gibson	5003	37
04/07/05	Crime Scene Technician	3021	49
04/07/05	Aquatics Supervisor	8021	3
04/07/05	Public Safety Aide	5016	1
04/08/05	Office Assistant	6087	33
04/14/05	BCE-George Jenkins	5003	21
04/15/05	Library Page	5009	12
04/15/05	Sr. Lifeguard	8084	4
04/19/05	Driver Engineer Practical Test	4013	2
04/22/05	Account Clerk I,II,III	6001-6003	28
04/22/05	Account Clerk IV	6004	27
04/25/05	BCE-Lakeland High School	5003	9
04/28/05	License Inspector	3057	53
TOTAL			319

➤ **Revision of Class Specifications**

JOB CODE	JOB TITLE	STATUS
7093	Apparatus Repairer 1st Class	REVISED
8224	Lead Lifeguard	REVISED

❖ **Civil Service Director's Report**

- Department TO Requirements
 - Civil Service Director Gary Clark will meet with Doug Thomas on May 27 for TO and Budget review. Asking for one additional employee and increases for a number of department employees.
- This is Dallas McKinnon's last week. Replacing with two part time employees at present time.

❖ **Miscellaneous**

- Next regular meeting is August 26, 2005.

❖ **Adjournment** - Upon motion meeting adjourned at 11:20 a.m.