



# Civil Service Board Meeting Agenda Tuesday, July 22<sup>nd</sup>, 2008

## CIVIL SERVICE BOARD MEETING AGENDA

### 1. Consent Agenda - These items may be enacted by one motion including Minutes from the April 2008 meeting.

**-All data is from May and June of 2008-**

#### a. Certification / Applicant Referrals

Req. ID	DATE	POSITION	DEPARTMENT	TYPE	TOTAL
5530	5/2/2008	HR Specialist	Employee Relations	E	45
5533	5/5/2008	Accountant II	Central Accounting	E	19
5568	5/5/2008	Water Meter Repairer II	Water Utilities	I	1
5504	5/5/2008	Water Pipefitter I	Water Utilities	E	57
5298	5/6/2008	Police Officer	Police	I	1
5505	5/7/2008	Statistician	Lakeland Electric	I	9
5571	5/12/2008	Account Clerk III	Central Accounting	I	22
5464	5/12/2008	College Intern	Employee Relations	E	21
5517	5/12/2008	Police Auxiliary Operator-Swrn	Police	I	1
5487	5/12/2008	Police Officer	Police	I	1
5577	5/13/2008	Accountant III	Lakeland Linder Region Airport	I	1
5383	5/16/2008	Bus Driver	P & R	E	7
5382	5/20/2008	Lifeguard	P & R	E	123
5590	5/27/2008	Multicraft Operator Appr I	Lakeland Electric	I	2
5584	5/28/2008	Chief Accountant	Central Accounting	E	9
5591	5/28/2008	Firefighter	Fire	E	39
5582	5/28/2008	Solid Waste Collector	Public Works	E	166
5581	5/29/2008	High School Summer Intern	Public Works	E	1
5604	5/30/2008	Library Page	P & R	E	41
5385	5/30/2008	Playground Coordinator	P & R	E	33
5560	6/2/2008	Construction Trades Worker I	Public Works	E	12
5384	6/2/2008	Playground Instructor	P & R	E	117
5600	6/3/2008	Account Clerk III	Central Accounting	E	33
5580	6/3/2008	Computer Applications Spec	Civil Service	E	51
5572	6/3/2008	Emergency Comm Spec	Police	E	27
5578	6/5/2008	Operations Support Worker II	P & R	I	28
5386	6/5/2008	Tennis Instructor	P & R	E	8
5616	6/10/2008	Library Page	P & R	E	41
5611	6/11/2008	Lineman 1st Class	Lakeland Electric	E	2
5579	6/11/2008	Solid Waste Collctn Driver I	Public Works	I	7
5567	6/12/2008	College Intern	Lakeland Electric	E	14
5516	6/16/2008	Environmental Specialist	Public Works	E	51
5518	6/16/2008	Environmental Specialist	Public Works	E	48

5619	6/18/2008	Emergency Comm	Police	E	27
5603	6/18/2008	Water Plant Operator II	Water Utilities	I	1
5621	6/25/2008	PE Coordinator	Performance Excellence	I	1
5617	6/25/2008	Account Clerk III	Central Accounting	I	1
5562	6/30/2008	Water Plant Operator I	Water Utilities	E	45
5561	6/30/2008	Water Plant Operator II	Water Utilities	E	2
TYPE E = External I = Internal				<b>TOTAL NUMBER APPLICANTS REFERRED</b>	1115

**b. Examinations / Assessment Centers**

Date	Test	Job Code	Number Tested
05/23/08	Account Clerk III	6003	9
05/28/08	SPI for Chief Accountant	2009	1
05/29/08	Emergency Communications Specialist	6060	12
05/29/08	Account Clerk III	6003	5
06/13/08	Lineman Apprentice	7030	103
06/18/08	Equipment Operator I	7018	32
06/20/08	Certified Public Purchasing Buyer	N/A	1
06/25/08	Water Plant Operator I	7087	49
06/25/08	Water Plant Operator II	7088	2
06/26/08	Lineman Apprentice	7030	45
06/27/08	Lineman Apprentice	7030	13
06/30/08	Criticall-Police Dept.	~	5
			<b>Total 277</b>

**c. Revision of Job Descriptions/Class Specifications,**

Class Code	Title	Date Completed
3066	Power Pool Coordinator	5/8
7001	Automotive Maintenance Coordinator	5/8
2274	Community Services Unit - Supervisor	5/8
5021	HR Assistant	5/8
2075	T & D Supervisor	6/8
2295	PE Coordinator Performance Measurement	6/8
2294	PE Coordinator Process Improvement	6/8

## 2. Civil Service Director Report – Tommy Hamrick

Short discussion items:

- ◆ Staff Update
- ◆ Budget Cuts/impact update
- ◆ CS Rules review by Hamrick, Hinson, and Silas

## 3. Adjournment

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You are hereby notified that the regular meeting of the Civil Service Board of Trustees will be held in the **City Commission Chambers 228 South Massachusetts Avenue, Lakeland, Florida on Tuesday, July 22nd, 2008, beginning after the Pension Board meeting.** 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 and Retirement. 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 Rose Burkhard 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

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