



Civil Service Board

Regular Board Meeting Minutes

Tuesday, February 22, 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, February 22, 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, Herman Moulden, Art Rowbotham, Ronald Tomlin and Civil Service Director Gary Clark. Absent: Board Member Laura Hawley.

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

➤ **January 25, 2005 Civil Service Board Minutes**

➤ **January 25, 2005 Organizational Session Minutes**

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

DATE	POSITION	DEPARTMENT	TYPE	TOTAL
1/4/2005	Driver Engineer	Fire	I	6
1/4/2005	Station Electrician Apprentice	Lakeland Electric	I	1
1/4/2005	Systems Analyst	Lakeland Electric	I	1
1/5/2005	Laboratory Technician II	Water Utilities	I	1
1/5/2005	Laboratory Technician II	Water Utilities	I	1
1/6/2005	Meter Reader	Lakeland Electric	E	80
1/6/2005	Meter Reader	Lakeland Electric	E	80
1/6/2005	Systems Administrator	Information Technology	E	13
1/6/2005	Systems Administrator	Information Technology	E	12
1/10/2005	Crime Scene Technician I	Police Department	E	8
1/12/2005	Chief Meter Technician	Lakeland Electric	I	3
1/12/2005	Operations Support Tech III	Public Works	E	11
1/18/2005	Control Center Operator	Lakeland Electric	I	6
1/18/2005	Customer Service Rep II	Central Accounting	I	23
1/18/2005	Lead Lifeguard	Parks & Recreation	E	2
1/18/2005	Lifeguard	Parks & Recreation	E	7
1/18/2005	Lifeguard	Parks & Recreation	E	7
1/18/2005	Office Associate II	Risk Management	E	45
1/19/2005	Plant Helper	Lakeland Electric	E	33
1/19/2005	Proctor-Library	Parks & Recreation	E	25
1/20/2005	Automotive Mechanic I	Public Works	E	10
1/20/2005	Customer Service Rep I	Central Accounting	E	58
1/20/2005	Event Setup Supervisor	The Lakeland Center	E	1
1/20/2005	Firefighter	Fire	E	54
1/20/2005	Office Associate I	Risk Management	E	37
1/20/2005	Operations Support Worker I	Public Works	E	4
1/20/2005	Senior Lifeguard	Parks & Recreation	I	1
1/20/2005	Systems Analyst	Lakeland Electric	I	4
1/20/2005	Tree Trimmer	Parks & Recreation	E	6
1/20/2005	Water Utilities Eng Tech II	Water Utilities	I	4
1/21/2005	Administrative Assistant	Risk Management	I	18
1/25/2005	Account Clerk II	Lakeland Electric	I	18
1/25/2005	Customer Service Rep I	Lakeland Electric	E	58
1/25/2005	Playground Coordinator	Parks & Recreation	E	1
1/25/2005	Playground Instructor	Parks & Recreation	E	4
1/25/2005	Pumping Station Operator II	Water Utilities	I	1
1/27/2005	Library Page	Parks & Recreation	E	42
1/27/2005	Meter Service Worker	Lakeland Electric	I	10
1/27/2005	Multicraft Operator	Lakeland Electric	I	7
1/27/2005	Solid Waste Foreman	Public Works	E	4
1/27/2005	Solid Waste Foreman	Public Works	E	4
1/28/2005	Operations Support Tech I	Parks & Recreation	I	26
1/28/2005	Operations Support Tech II	Public Works	I	22
1/28/2005	Solid Waste Collection Driver I	Public Works	E	34
1/28/2005	Solid Waste Collector	Public Works	E	126
1/28/2005	Solid Waste Collector	Public Works	E	126
TYPE	E = External I = Internal		TOTAL	1045

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

DATE	POSITION	JOB CODE	NUMBER TESTED
01/05/05	Account Clerk II-Internal	6002	8
01/07/05	Crime Scene Technician	3021	14
01/12/05	Firefighter	4008	14



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01/12/05	Water Utilities Engineer Technician II	3143	4
01/12/05	Solid Waste Foreman	7116	7
01/13/05	Administrative Assistant	5022	10
01/13/05	Customer Service Representative I	6024	64
01/14/05	Library Page	5009	6
01/14/05	Auto Mechanic I	7002	1
01/20/05	Meter Service Worker	7038	6
01/27/05	Swimming Pool Operator	8067	6
01/28/05	Code Enforcement Officer	3016	22
01/28/05	Traffic Sign Technician	8073	8
01/31/05	Account Clerk II-Phase 2-Computer Lab	6002	11
Total			181

➤ **Revision of Class Specifications**

JOB CODE	JOB TITLE	STATUS
1084	Assistant Director of Information Technology	Created
8093	Parking Service Attendant	Created
3451	Engineering Technician I - Energy Delivery	Revised
3452	Engineering Technician II - Energy Delivery	Revised
3453	Engineering Technician III - Energy Delivery	Revised
3454	Engineering Technician IV - Energy Delivery	Revised
6092	Risk Management Executive Assistant	Created
2207	Energy Management System Analyst	Created
8013	Acquatics Supervisor	Revised
2208	Engineer I - Lakeland Electric	Revised
2209	Engineer II - Lakeland Electric	Revised
2210	Engineer III - Lakeland Electric	Revised

❖ **Civil Service Director's Report**

➤ Department staffing

- Civil Service Director Gary Clark gave a PowerPoint presentation outlining the strategic plan for the Civil Service and Retirement Department for the next 3 to 5 years. Board Members supported Civil Service Director Gary Clark's plan.

❖ **Miscellaneous**

- Next regular meeting is April 26, 2005.
- Chairperson Phil Allen asked if any response had been received from the City Manager regarding the salary increase for the Civil Service Director. No one had received a response. Chairperson Phil Allen will follow up with the City Manager if a response isn't received before March 1.
- Troy McCain, Employee Association President, addressed the Board concerning the policy for pay increases for reclassification and promotion actions. Mr. McCain also indicated some employees were upset due to a recent hiring in Risk Management for an Office Associate II that was filled from the outside.

❖ **Adjournment** - Upon motion meeting adjourned at 11:05 a.m.