



Civil Service Board Meeting
8:30 AM Tuesday, October 20th, 2009
Employee Relations Conference Room

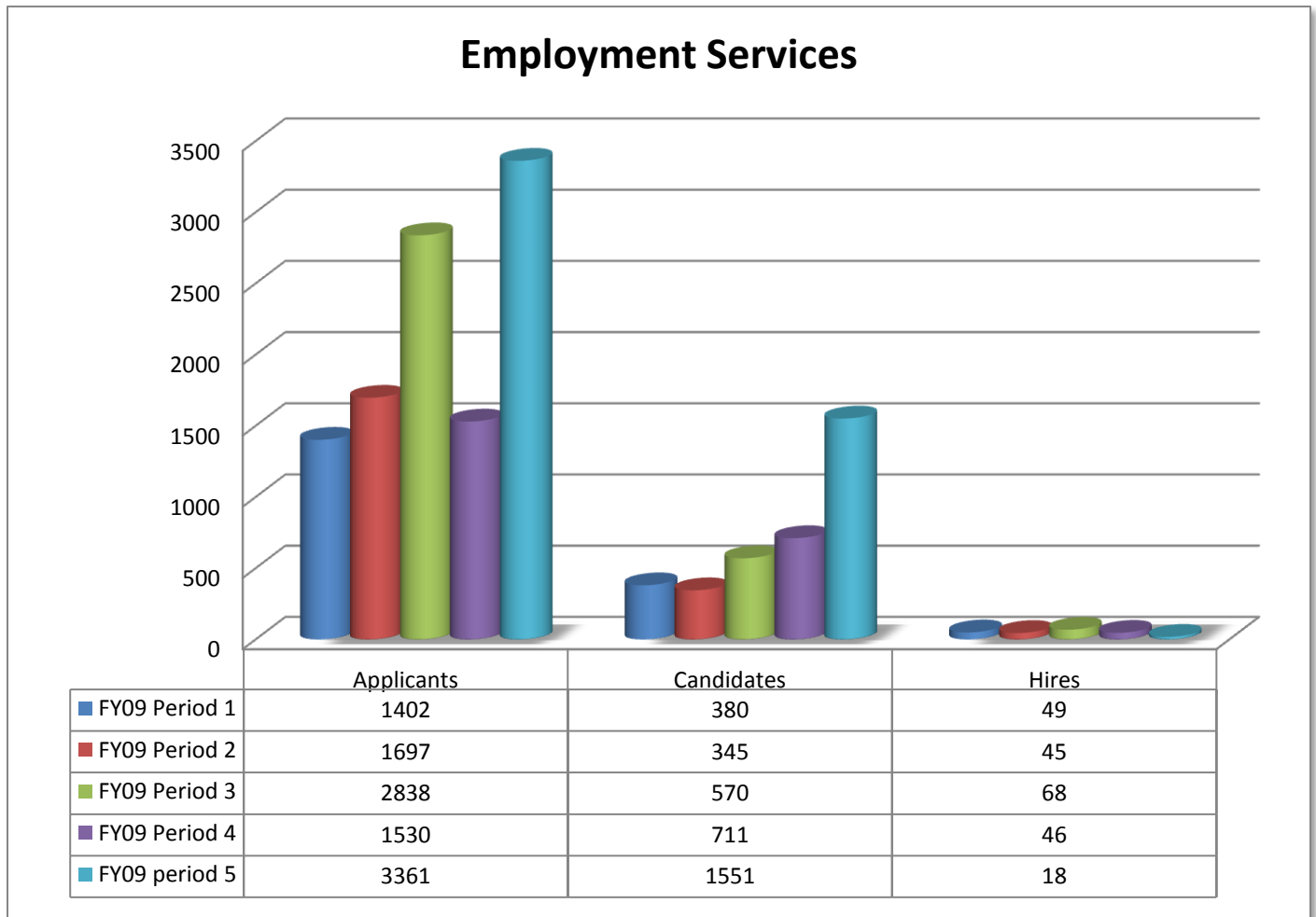
-AGENDA-

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 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 September 2009 meeting.

***Proposed Minutes attached as page 3**

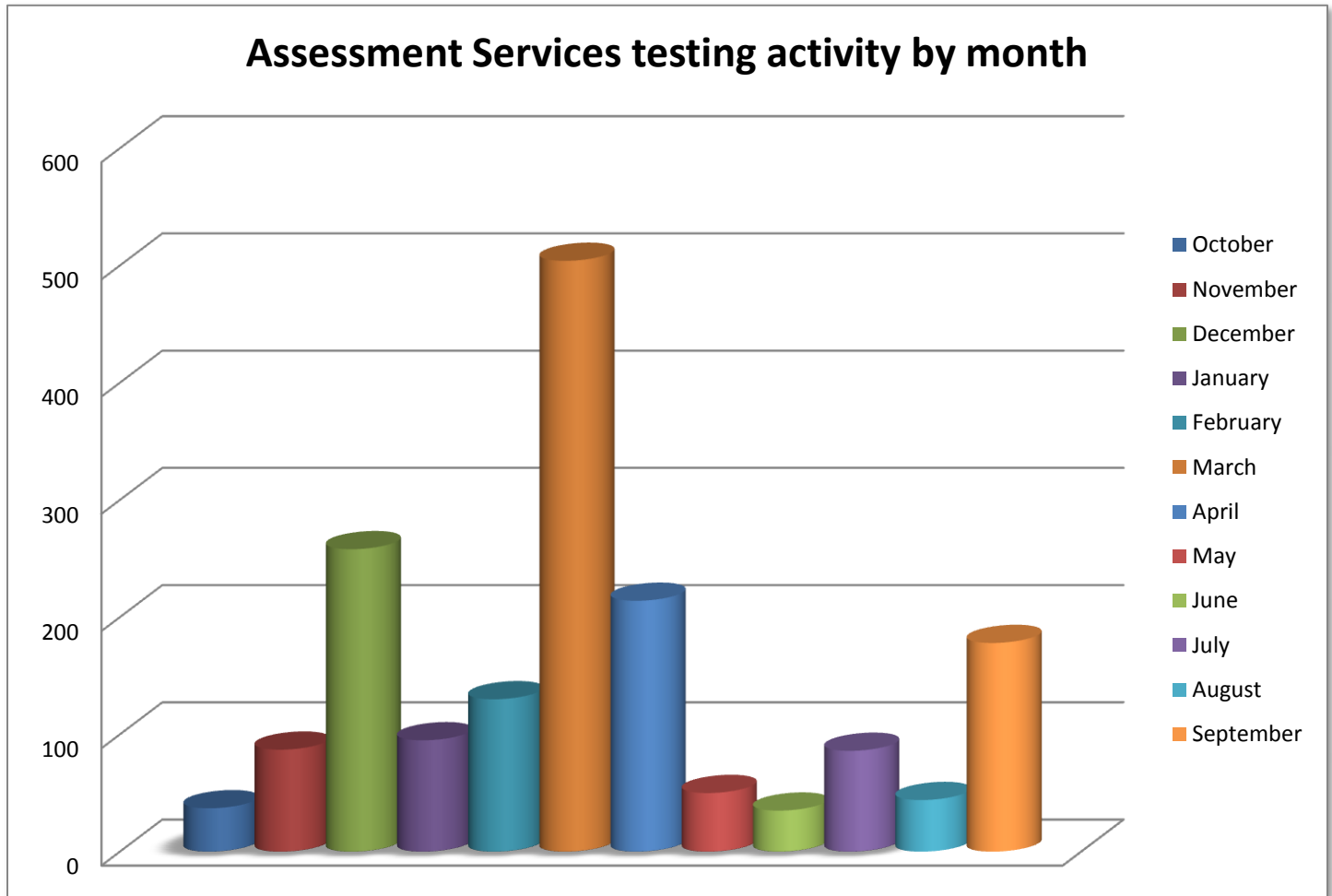
a. Employment Services Activity

Fig. 1, Employment Activity by period.



b. Assessment Services Activity

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



October	37	January	95	April	214	July	86
November	87	February	130	May	50	August	44
December	258	March	504	June	35	September	178

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2. Discussion of request for appeals; purpose, format, scheduling, etc.
 3. Discussion of status of current reemployment list (Linda Silas)
 4. New staff member introduction; Jim Osburn
 5. Presentation of proposed Civil Service/Human Resources performance measures
 6. Discuss meeting schedule for 2010
 7. Adjournment

***Proposed Minutes from last meeting:**

~~-DRAFT-~~

Civil Service Board Meeting
Tuesday, September 8, 2009

Chairperson Bruce Abels called the Civil Service Board of Lakeland, Florida to order September 8, 2009 8:35 a.m. in the Employee Relations 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.

Chairperson Bruce Abels stated that the agenda for the meeting included the Board discussing and possibly approving the revised Civil Service Rules as proposed by Civil Service Director Tommy Hamrick. Another item needing to be discussed included Board member Richard Miller's term and its expiration on October 9th.

Board member Miller stated that he would not seek another term. Director Hamrick thanked him for his service and asked that any nominations for replacements be sent to him. Relating to the Civil Service Rules, Jane Gschwender conveyed a question from Troy McCain about CS rule article 9.5 a "Reduction or Restructuring of the Workforce". Jane stated that she still found contradiction in this article when compared to another article in CS rule. Chairperson Abels and Director Hamrick provided explanation. Vice Chair Carlton Benton elaborated on employees long held beliefs that the act of "laying off" employees was to occur within Departments, not within job titles. Director Hamrick agreed that this was the belief among some employees; he added though, that much was learned due to the organization's need to actually carry out a reduction in force for the first time. Board member John Gibson added that elimination or reduction workforce could occur in the future due to budget cuts. Board member Don Selvage commented about the City Manager's role in a reduction in force. Director Hamrick clarified that he and the City Manager would discuss pending reductions prior to any action taken and that many potential pitfalls would be avoided through these discussions.

Board member Don Selvage stated that due to remaining questions among a few employees, the Board may wish to consider tabling any review of the Rules. Chairperson Abels clarified that much of what was being questioned was already adopted into the current version of the Rules and that the current changes did not make any substantive changes. The Board discussed the edits and a motion for approval was made to approve the proposed version of the Rules. The motion was seconded and the Board voted to adopt with a 5-1 vote. Meeting was closed at 10:35 a.m.

The next meeting will be convened on October 20, 2009 at 8:30 AM in the Employee Relations Conference room.

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							FY09										Total	Dept Totals	% Dept
	ADL	DEM	HIR	INA	PAY	PLA	POS	PRO	REH	RFL	RWP	SUS	TWP	XFR					
Airport	0	0	0	0	2	0	0	0	1	0	3	0	3	0	9	13	69		
City Manager & Staff	0	0	0	0	1	0	0	0	0	0	0	0	0	2	3	21	14		
Civil Service	0	0	1	0	0	1	0	0	0	0	0	0	1	0	3	16	19		
Community Development	0	0	0	0	2	1	0	1	2	0	0	0	1	1	8	61	13		
Electric	0	2	2	0	12	4	5	4	1	3	2	1	3	8	47	597	8		
Finance	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	55	2		
Fire	0	0	0	0	1	0	0	0	0	1	1	0	0	0	3	149	2		
Information Technology	0	0	1	0	13	1	1	0	0	2	0	0	0	0	18	71	25		
Lakeland Center	1	0	11	0	3	0	0	0	1	0	0	0	2	0	18	266	7		
Parks & Recreation	0	0	8	50	5	0	0	1	1	1	1	0	33	1	101	449	22		
Police	0	0	1	0	4	6	1	0	0	6	0	1	2	0	21	359	6		
Public Works	0	0	1	0	6	2	2	0	1	2	4	0	0	0	18	274	7		
Risk Mgmt	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	33	6		
Water	0	1	0	0	6	1	0	2	1	0	0	0	2	3	16	197	8		
Total	1	3	25	50	55	18	9	8	8	15	12	2	47	15	268				

You are hereby notified that the regular meeting of the Civil Service Board will be held in the **Employee Relations Conference Room, 228 South Massachusetts Avenue, Lakeland, Florida on Tuesday, October 20th, 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