



Civil Service Board

Regular Board Meeting Minutes

Tuesday, April 24, 2007

Chairperson Gene Strickland
Vice-Chairperson Roger Haar

Chairperson Gene Strickland called the Civil Service Board of Lakeland, Florida to order for a regular meeting, Tuesday, April 24, 2007 at 9:53 a.m. in the City Commission Conference Room, City Hall, 228 South Massachusetts Avenue, Lakeland, Florida. Present: Chairperson Eugene Strickland, Vice-Chairperson Roger Haar, Board Members Robert Andrew, Laura Hawley, Ron Tomlin, Kerry Charlet, and Robert Bertrand.

1. Consent Agenda – Consent agenda unanimously approved.

a. January 23, 2007 Civil Service Board Minutes

b. Certification / Applicant Referrals for February and March 2007

DATE	POSITION	DEPARTMENT	TYPE	TOTAL
2/1/2007	Equipment Operator II	Water Utilities	E	32
2/1/2007	Operations Support Tech I	Lakeland Linder Region Airport	E	92
2/1/2007	Payroll Supervisor	Central Accounting	E	15
2/2/2007	Equipment Operator II	Water Utilities	E	32
2/2/2007	Firefighter	Fire	E	42
2/2/2007	Office Assistant II	Parks & Recreation	E	60
2/5/2007	Library Page	Parks & Recreation	E	35
2/6/2007	Water Pipefitter Foreman	Water Utilities	I	5
2/7/2007	Operations Support Tech I	Parks & Recreation	I	18
2/9/2007	Asst. Mgr. of Customer Billing	Central Accounting	E	18
2/9/2007	Lifeguard	Parks & Recreation	E	92
2/12/2007	Industrial Pretreatment Tech	Water Utilities	E	5
2/13/2007	Environmental Technician III	Public Works	I	1
2/13/2007	Lineman Apprentice	Lakeland Electric	E	97
2/14/2007	Engineer II	Lakeland Electric	I	1
2/16/2007	Chief Meter Technician	Lakeland Electric	I	1
2/16/2007	Meter Reader	Lakeland Electric	E	230
2/16/2007	Parking Svce Attendant	Public Works	E	8
2/20/2007	Electronics/Relay Apprentice	Lakeland Electric	E	44
2/20/2007	Office Assistant I	Central Accounting	E	69
2/20/2007	Operations Support Worker II	Parks & Recreation	I	44
2/21/2007	PAL Executive Director	Police	E	35
2/26/2007	College Intern	Parks & Recreation	E	1
2/26/2007	Meter Reader	Lakeland Electric	E	215
2/26/2007	Operations Support Tech I	Lakeland Linder Region Airport	E	48
2/26/2007	Operations Support Worker I	Parks & Recreation	E	33
2/26/2007	Traffic Control Technician	Water Utilities	E	30
2/27/2007	Database Manager	Information Technology	E	3
2/27/2007	Systems Administrator	Information Technology	E	9
2/28/2007	Meter Service Worker	Lakeland Electric	E	17
3/1/2007	Police Officer	Police	E	5
3/2/2007	Customer Service Trainer	Lakeland Electric	E	48
3/2/2007	Customer Service Rep I	Lakeland Electric	I	12
3/2/2007	Office Associate II	Risk Management	E	3
3/2/2007	Police Officer	Police	E	21
3/2/2007	Pumping Station Operator I	Water Utilities	E	3
3/6/2007	Utilities Right-Of-Way Officer	Lakeland Electric	E	5
3/8/2007	Crime Scene Technician II	Police	I	6
3/8/2007	Lead Lifeguard	Parks & Recreation	I	1
3/9/2007	Meter Reader	Lakeland Electric	E	215
3/9/2007	Office Associate I	Police	E	70
3/9/2007	Parking Attendant (Prks & Rec)	Parks & Recreation	E	41
3/13/2007	Engineer I	Lakeland Electric	E	15
3/14/2007	Customer Service Rep II	Lakeland Electric	I	5
3/14/2007	Playground Coordinator	Parks & Recreation	E	13



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3/15/2007	Environmental Technician II	Public Works	I	3
3/15/2007	Library Associate	Parks & Recreation	E	50
3/15/2007	Operations Support Tech I	Parks & Recreation	I	13
3/15/2007	Recreation Leader	Parks & Recreation	I	4
3/15/2007	Recreation Supervisor I	Parks & Recreation	E	22
3/16/2007	Firefighter	Fire	E	54
3/16/2007	Programmer I	Information Technology	E	16
3/16/2007	Programmer II	Information Technology	E	13
3/16/2007	Programmer III	Information Technology	E	10
3/20/2007	Solid Waste Collector	Public Works	E	112
3/21/2007	Fuels Coordinator	Fuels Coordinator	E	10
3/21/2007	Operations Support Worker I	Public Works	E	83
3/21/2007	Playground Instructor	Parks & Recreation	E	24
3/23/2007	Customer Service Rep I	Lakeland Electric	E	203
3/26/2007	Office Assistant II	Lakeland Electric	E	64
3/27/2007	Driver Engineer	Fire	I	5
3/28/2007	Operations Support Worker II	Parks & Recreation	I	35
TYPE E = External I = Internal			TOTAL	2516

C. Examinations / Assessment Centers, February and March 2007

Test totals for February

Date	Test	Job Code	Number Tested
02/07/07	Criticall Testing for P.D.	~	12
02/09/07	Meter Reader	6049	30
02/13/07	Chief Meter Technician	3013	1
02/14/07	Electronics/Relay Apprentice	3034	43
02/14/07	Parking Service Attendant	8093	12
02/14/07	Utilities Right-Of-Way Officer	2082	5
02/19/07	Meter Reader	6049	16
02/21/07	Meter Service Worker	7038	17
02/28/07	Pumping Station Operator I	7057	6
02/28/07	Customer Service Representative I	6024	2
02/28/07	Water Pipefitter II	7083	11
TOTAL			155

Test totals for March

Date	Test	Job Code	Number Tested
03/02/07	TABE - Firefighter	~	23
03/06/07	Police Lieutenant Written Test	2061	14
03/09/07	Recreation Supervisor I	8055	10
03/15/07	Programmer I/II/III	3081/3082/3098	11
03/15/07	Survey Mapping Technician I/II	3043/3044	5
03/15/07	Firefighter	4008	14
03/15/07	Customer Service Representative I	6024	1



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03/16/07	Fuels Coordinator	3055	10
03/19/07	Police Lieutenant Assessment Center	2061	10
03/21/07	Office Associate I	6089	1
03/30/07	Programmer II	3082	4
03/30/07	Accountant II	2002	7
	TOTAL		110

a. Revision of Class Specifications

Class Code	Title	Status of Position	Date Completed
6098	Deputy City Clerk	Revised	10/06/06
2031	Environmental Coordinator	Revised	10/06/06
7055	Plant Welder II	Revised	10/06/06
2037	Training Chief	Revised	01/07/07
4015	Fire Equipment Mechanic	Revised	01/07/07
4002	Fire Equipment Supervisor	Revised	01/07/07
8233	Therapeutic Supervisor	New	01/07/07
3146	Latent Print Examiner	New	01/07/07
2258	Accreditation Manager	New	01/07/07
6054	Payroll Supervisor	Revised	01/07/07
2253	Background Investigator	Revised	01/07/07
1094	Retirement System - Administrator	Revised	01/07/07
7021	Equipment Operator IV	Revised	01/07/07
3127	IT Support Specialist I	New	01/07/07
3128	IT Support Specialist II	New	01/07/07
3129	IT Support Specialist III	New	01/07/07
3130	IT Support Specialist IV	New	01/07/07
3132	Lead Electric System Operator	Revised	01/07/07
2256	Customer Service Trainer Systems and Programming	Revised	01/07/07
2138	Manager	Revised	01/07/07
2257	Database Manager	Revised	01/07/07
3022	Crime Scene Technician II	Revised	01/07/07
2044	Librarian	Revised	01/07/07
2242	Manager of Special Projects	Revised	02/07/07
7037	T&D Scheduler	Revised	02/07/07
2054	Payroll Manager	Revised	03/07/07
7083	Water Utilities Pipefitter II	Revised	03/07/07
7082	Water Utilities Pipefitter I	Revised	03/07/07
2252	Business Analyst II	Revised	04/07/07

2. Interim Civil Service Director Report – Tommy Hamrick



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- ◆ Tommy Hamrick informed Board members that there will be a presentation by Assessment Services at the next Board meeting.
- ◆ Mr. Hamrick discussed briefly hiring of applicants with criminal records, referring to the Civil Service rules (5.2D "Reserve right to disallow"). In the future background checks may be the responsibility of the Civil Service Dept.
- ◆ Mr. Hamrick discussed designating former employees either eligible/ineligible for rehire stating situations such as workplace violence, theft, positive drug test and who would make the determination for rehire. The Civil Service Director will make the determination.
- ◆ Tommy Hamrick discussed compensation equity for employees regarding pay differentials between supervisors and subordinates, referring to situations where subordinates are at the same pay rate or higher than their supervisor. Board members stated that this is not in their realm of responsibility. Any decisions made would be between Employee Relations and the Civil Service Director.
- ◆ Civil Service Interim Director discussed "Special Leave Without Pay" policy and at what time frame the Board would authorize leave. It is the Civil Service Board's responsibility to decide whether or not an employee would be eligible to retain his/her position or be placed on the rehire list at the end of the leave. Board members approved authorization for special leave without pay at six months. Any leave shorter than six months would be determined by the Department or City Management.
- ◆ Ron Tomlin requested an update on the separation of the Boards.
- ◆ Evaluation of Interim Civil Service Director was discussed by Board Members.

3. Miscellaneous – The next Civil Service Board meeting is scheduled for May 22, 2007

4. Adjournment – Upon motion meeting adjourned.