



Civil Service Board

Regular Board Meeting Minutes

Tuesday, January 28, 2003

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, January 28, 2003, following the Employees 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, Board Members Art Chappell, Laura Hawley, Jim Ogg, Art Rowbotham, Eugene Strickland and Civil Service Director Gary Clark. Absent: Board Member Jeff Cox.

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

➤ **November 19, 2002, Civil Service Board Minutes**

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

DATE	POSITION	DEPARTMENT	TYPE	TOTAL
11/01/02	Meter Service Worker	Electric	I	8
11/01/02	Recreation Leader	Parks & Recreation	E	16
11/05/02	Engineering Technician IV	Electric	E	75
11/05/02	Office Associate I	Facilities Maintenance	E	25
11/05/02	Power Production Foreman	Electric	I	9
11/05/02	Power Production Foreman	Electric	I	6
11/05/02	Power Production Foreman	Electric	I	9
11/05/02	Power Production Foreman	Electric	I	5
11/06/02	Emergency Communications Spec	Police	E	17
11/06/02	Engineer II	Water	E	32
11/12/02	Account Clerk I	Community Development	E	43
11/12/02	Utilities Right-Of-Way Officer	Electric	E	2
11/13/02	Apparatus Repairer 1st Class	Electric	E	13
11/13/02	Operations Support Tech I	Parks & Recreation	I	12
11/13/02	Operations Support Tech I	Parks & Recreation	E	43
11/13/02	Pumping Station Operator II	Water	I	3
11/14/02	Fuels Coordinator	Electric	I	3
11/14/02	Plant Mechanic I	Electric	E	29
11/14/02	Power Production Foreman	Electric	I	1
11/15/02	Meter Reader	Electric	E	117
11/15/02	Programmer II	Water	I	3
11/20/02	Customer Service Coordinator	Electric	I	14
11/22/02	Engineering Technician II	Water	E	9
11/22/02	Station Electrician	Electric	I	1
11/26/02	Customer Service Rep I	Electric	I	6
12/03/02	Meter Reader	Electric	E	85
12/04/02	Engineer III	Electric	E	124
12/06/02	Library Technical Assistant	Parks & Recreation	I	4
12/09/02	Water Pipefitter II	Water	I	2
12/13/02	Electric System Operator	Electric	I	15
12/13/02	Lineman 1st Class	Electric	E	4
12/13/02	Office Associate II	Electric	I	1
12/13/02	Utilities Resource Coordinator	Electric	I	4
12/16/02	Control Center Operator - Larsen	Electric	I	6
12/16/02	Control Center Operator	Electric	I	7
12/17/02	Office Associate I	Electric	I	11
12/17/02	Operations Support Tech I	Facilities Maintenance	E	50
12/18/02	Recreation Leader	Parks & Recreation	E	19
12/26/02	Statistician	Electric	I	7
12/31/02	Driver Engineer	Fire	I	5
TYPE E = External I = Internal				
TOTAL				845

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

DATE	POSITION	JOB CODE	NUMBER TESTED
11/01/01	Public Safety Aide	5016	12
11/01/02	Emergency Communications Specialist	6060	10
11/01/02	Maintenance Mechanic II	7034	2
11/04/02	Driver Engineer Performance Test	4013	5
11/08/02	Engineering Technician II-Water Engineering	3028	17
11/08/02	Apparatus Repairer 1/C	7093	13
11/12/02	Pumping Station Operator II	7058	2
11/12/02	Plant Mechanic I	7050	31



Civil Service Board

Regular Board Meeting Minutes

Tuesday, January 28, 2003

Chairperson Phil Allen
Vice-Chairperson Eugene Strickland

11/15/02	Office Assistant	6087	44
11/22/02	Office Assistant	6087	9
11/22/02	Administrative Assistant	5022	12
NOVEMBER TOTAL			157
12/03/02	TABE-Firefighters	T4008	18
12/04/02	Utility Resource Coordinator Selection Procedure	2081	5
12/06/02	TABE-Firefighters	T4008	12
12/13/02	Recreation Leader	8053	35
12/13/02	Swimming Pool Operator	8067	0
12/13/02	Auto Mechanic III	7004	1
12/13/02	Equipment Operator II	7019	9
12/17/02	Firefighter	4008	18
12/18/02	Plant Helper	8050	73
DECEMBER TOTAL			171

➤ Revision of Class Specifications

JOB CODE	JOB TITLE	STATUS
3111	Code Enforcement Division Manager	Revised
2180	Executive Assistant	Revised
2195	Laboratory Chemist	New
7031	Lineman	Revised
7105	MCO	Revised
7106	MCO Apprentice I	Revised
7107	MCO Apprentice II	Revised
7108	MCO Apprentice III	Revised
8030	Operations Support Supervisor I	Revised
8032	Operations Support Supervisor II	Revised
8034	Operations Support Supervisor III	Revised
2194	Police Planning Community Site Developer/Coordinator	New
6354	Power Quality and Technology Specialist	New
2151	Public Information Specialist	New
2112	Regulatory Programs Coordinator	Revised
6073	Superintendent of Stores	Revised
3080	Water Distribution Supervisor	Revised
1030	Water Utilities Director	Revised

❖ Civil Service Director's Report

- City Attorney Tim McCausland appeared before the board to give an opinion regarding the hearing petition from Bob Spychalsky. Specifically whether or not the Board had the authority to hear this case. Mr. McCausland indicated the charter adopted in 1976 gives authority to the City Commission to exclude certain classification from Civil Service. Bob Spychalsky was employed in a classification which carried Civil Service protection and then reclassified to a classification which did not carry Civil Service protection. The question is whether he carried Civil Service protection from his previous position. City Attorney McCausland opined Bob Spychalsky did not carry the Civil Service protection from his previous classification and therefore recommends the Board reject the hearing request. Board Member Eugene Strickland made motion to accept the recommendation of City Attorney McCausland. Board Member Art Chappell seconded the motion. Board Member Eugene Strickland amended his motion to accept the recommendation of City Attorney McCausland, however to give Bob Spychalsky a chance to respond to the Board before giving a final decision at the February meeting. Motion carried unanimously. Civil Service Director Gary Clark will notify Bob Spychalsky in writing of the motion and invite him to respond in writing before the next meeting. Board Member Jim Ogg suggested employees who lose Civil Service protection be advised that the Board no longer has jurisdiction to hear their appeals.
- Andrej Rose Hearing Request
 - Civil Service Director Gary Clark has received a hearing petition for Andrej Rose. Hearing date will be February 24, 2003 immediately following the regularly scheduled meetings. Board is requested to block the entire day. Board Member Gene Strickland asked when the board will be advised regarding the issues. The Board will be provided information agreed to by all parties before the hearing.

❖ Miscellaneous

- Board meeting rescheduled for Monday, February 24, 2003, at 8:00 a.m.

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