



# Civil Service Board

## Regular Board Meeting Minutes

### Tuesday, February 26, 2008

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, February 26, 2008 at 8:30 a.m. in the City Commission Conference Room, City Hall, 228 South Massachusetts Avenue, Lakeland, Florida. Present: Board Members , Robert Bertrand, Kerry Charlet, Roger Haar, Laura Hawley and Ron Tomlin.

Kelly Koos, City Clerk, administered the Oath of Office to re-elected Board Member Ron Tomlin.

1. **Consent Agenda** - Consent agenda unanimously approved.
  - a. **November 27, 2007 Civil Service Board Minutes**
  - b. **Certification / Applicant Referrals for October 2007 through January 2008**

DATE	POSITION	DEPARTMENT	TYPE	TOTAL
10/1/2007	Code Enforcement Supervisor	Community Development	I	4
10/1/2007	Library Page	P & R	E	36
10/2/2007	Firefighter	Fire	E	50
10/2/2007	Library Clerk	P & R	E	50
10/2/2007	Office Assistant II	Police	E	58
10/2/2007	Office Assistant II	P & R	E	60
10/3/2007	Account Clerk III	Lakeland Electric	I	1
10/4/2007	Meter Technician I	Lakeland Electric	E	5
10/4/2007	Solid Waste Collectn Driver I	Public Works	I	2
10/4/2007	Solid Waste Collector	Public Works	E	212
10/4/2007	Solid Waste Collector	Public Works	E	207
10/5/2007	Administrative Assistant	Fire	E	41
10/5/2007	College Intern	Lakeland Electric	I	1
10/5/2007	Police Auxiliary Operator-Swrn	Police	E	1
10/5/2007	Police Officer	Police	E	4
10/5/2007	Police Officer	Police	E	5
10/5/2007	Troubleman	Lakeland Electric	I	12
10/8/2007	Traffic Control Technician	Water Utilities	E	54
10/9/2007	Staffing & Comp Mgr	Civil Service	I	1
10/9/2007	Solid Waste Collector	Public Works	E	213
10/10/2007	Account Clerk II	Lakeland Electric	I	1
10/11/2007	Account Clerk IV	Lakeland Electric	I	1
10/12/2007	Account Clerk III	Central Accounting	I	1
10/12/2007	Data Analyst II	Water Utilities	I	1
10/15/2007	Library Technical Assistant	P & R	E	40
10/17/2007	Cashier I	Central Accounting	E	39
10/17/2007	Lead Lifeguard	P & R	I	4
10/19/2007	Electrician Apprentice	Lakeland Electric	E	27
10/22/2007	Materials Reclaimer I	Lakeland Electric	E	23
10/24/2007	Engineering Tech II	Public Works	E	12
10/24/2007	Office Associate I	Civil Service	E	52
10/24/2007	Operations Support Worker II	P & R	I	47
10/24/2007	Power Coordinator	Public Works	I	1
10/25/2007	Custodian Foreman	P & R	I	2
10/25/2007	Mail Clerk I	Lakeland Electric	I	23
10/25/2007	Operations Support Worker II	P & R	I	47
10/25/2007	Solid Waste Collector	Public Works	E	220
10/30/2007	Greens Superintendent	P & R	I	1
10/30/2007	Meter Reader	Lakeland Electric	E	218
10/31/2007	Const. Pipefitter Foreman	Public Works	I	4
10/31/2007	Construction Trades Worker I	Public Works	I	2
11/2/2007	Water Plant Supervisor	Water Utilities	I	1
11/5/2007	Cashier I	Central Accounting	E	39



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11/5/2007	Meter Reader	Lakeland Electric	E	160
11/5/2007	Water Pipefitter Foreman	Water Utilities	I	7
11/5/2007	Water Plant Supervisor	Water Utilities	I	2
11/6/2007	Engineer III	Lakeland Electric	E	3
11/6/2007	Business Analyst	Lakeland Electric	E	31
11/14/2007	Air Traffic Controller	Lakeland Linder Region Airport	E	10
11/15/2007	Survey Mapping Technician II	Public Works	E	12
11/16/2007	Office Assistant I	Police	E	57
11/20/2007	Chief Accountant	Central Accounting	E	9
11/20/2007	Computer Applications Spec	Employee Relations	E	28
11/20/2007	Solid Waste Collector	Public Works	E	236
11/21/2007	Customer Service Reprsntv II	Lakeland Electric	I	9
11/21/2007	Solid Waste Collector	Public Works	E	229
11/26/2007	Library Page	P & R	E	35
11/27/2007	Operations Support Worker II	P & R	E	517
11/28/2007	Administrative Assistant	Police	I	23
11/28/2007	PC Technician I	Information Technology	E	58
11/29/2007	Plant Welder	Lakeland Electric	I	1
11/30/2007	Water Pipefitter I	Water Utilities	E	53
12/4/2007	Automotive Mechanic I	Public Works	E	10
12/4/2007	Battalion Chief	Fire	I	7
12/4/2007	Fire Marshal	Fire	I	2
12/5/2007	Crime Scene Technician I	Police	E	69
12/5/2007	Project Manager I	Information Technology	E	28
12/5/2007	Water Pipefitter I	Water Utilities	E	53
12/6/2007	Engineer III	Lakeland Electric	E	17
12/6/2007	Solid Waste Collector	Public Works	E	228
12/6/2007	Supervisor Of Solid Waste	Public Works	E	23
12/7/2007	Solid Waste Collector	Public Works	E	228
12/7/2007	Solid Waste Collector	Public Works	E	227
12/10/2007	Engineering Supervisor	Lakeland Electric	I	2
12/10/2007	Operations Support Tech I	P & R	E	20
12/11/2007	Civilian Background Investigator	Police	E	11
12/12/2007	Cashier I	Central Accounting	E	37
12/12/2007	Emergency Communications Spec	Police	E	71
12/12/2007	Office Associate I	Civil Service	E	51
12/17/2007	Lead Trans/Distrib Lineperson	Lakeland Electric	I	7
12/17/2007	Operations Support Worker II	P & R	I	49
1/9/2008	Database Administrator I	Information Technology	E	6
1/9/2008	Lifeguard	P & R	E	83
1/15/2008	Lineman 1st Class	Lakeland Electric	I	1
1/22/2008	Swimming Pool Operator	P & R	E	8
1/25/2008	Automotive Mechanic II	Public Works	I	1
1/30/2008	Automotive Mechanic III	Public Works	E	22
TYPE E = External I = Internal			<b>TOTAL</b>	<b>4580</b>

#### c. Examinations / Assessment Centers, October 2007 through January 2008



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Date	Test	Job Code	Number Tested
10/05/07	Emergency Communications Specialist	6060	32
10/08/07	Driver Engineer Written Test	4013	5
10/15/07	Driver Engineer Performance Test	4013	2
10/18/07	Electrician Apprentice	7014	43
10/18/07	Materials Reclaimer I	7035	26
10/25/07	Code Enforcement Supervisor	3818	5
11/01/07	School-To-Work Coordinator	3038	27
11/06/07	Public Safety Aide	5016	50
11/06/07	Survey Mapping Technician II	3044	9
11/13/07	Battalion Chief Assessment Center	2036	7
11/26/07	Lead Transmission/Distribution Lineperson	7029	7
11/27/07	Fire Marshall	4004	2
11/27/07	Water Pipefitter I	7082	17
11/27/07	Auto Mechanic I	7002	13
11/27/07	Auto Mechanic III	7004	14
11/29/07	Crime Scene Technician	3021	53
12/11/07	Library Technical Assistant	5007	23
12/12/07	Firefighter TABE Test	T4008	36
12/12/07	Fire Lieutenant Assessment Center	2035	5
01/10/08	Swimming Pool Operator	8067	7
01/11/08	Firefighter	4008	20
01/11/08	Protective Equipment Specialist I	7115	7
01/15/08	Pumping Station Operator II	7058	5
01/15/08	Library Page	5009	9
01/15/08	Equipment Operator I	7018	3



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8			
01/17/0			
8	Supervisor of Solid Waste-SPI	8060	4
01/18/0			
8	Customer Service Representative I	6024	117
01/23/0			
8	Police Department-Criticall	N/A	4
01/24/0			
8	Police Department-Criticall	N/A	9
01/25/0			
8	Warehouse Operations Technician	6069	60
01/25/0		3081/308	
8	Programmer I,II,III	2/3098	24
01/30/0			
8	Meter Service Worker	7038	3

**d. Revision of Class Specifications**

Class Code	Title	Date Completed
2263	Shared Resources Manager	10/7
3152	Water Control Systems	10/7
2196	HR Generalist	10/7
3153	Latent Print Examiner Trainee	10/7
8235	Community Services Unit - Supervisor	10/7
8234	City Arborist	10/7
7725	Construction Pipefitter I	10/7
7726	Construction Pipefitter II	10/7
7727	Construction Pipefitter Foreman	10/7
8060	Solid Waste Supervisor	10/7
6033	Employment Services Assistant I	11/7
6034	Employment Services Assistant II	11/7
6035	Employment Services Assistant III	11/7
1030	Director of Water Utilities	11/7
2213	Communications Marketing Associate	11/7
3097	Water Plant Instrument/Control Tech II	11/7
3096	Water Plant Instrument/Control Tech I	11/7
1021	Civil Service Director	12/7
1093	Asst Director of Parks & Rec Operations	12/7
1092	Asst Director of Parks & Rec Adm & Planning	12/7
8036	Operations Support Tech II	1/8
1032	Director of Workforce Development & Labor	1/8



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	Relations	
5021	HR Assistant	1/8
8075	Tree Trimmer	1/8
6100	Assistant to the Sales & Client Services	1/8
4018	Fire & Life Safety Educator	1/8
7052	Power Production Foreman	1/8
7029	Lead Transmission/Distribution Lineperson	1/8
8069	Traffic Control Foreman	1/8
7015	Electrician Foreman	1/8
7092	Apparatus Repairer Foreman	1/8

2. **Stephanie Passey, of the Assessment Services Division, gave a presentation on the types of services the assessment center provides to the City and how those services help to fulfill the City's mission of insuring fair testing processes.**
3. **Civil Service Director Tommy Hamrick gave a brief summary of the hiring process for the Director of Water Utilities. He said that instead of utilizing an outside firm, the Assessment Services Division put together a multi-step process consisting of panel interviews, private interviews, etc. of national and international applicants. As a result, Greg Boetcher, Director of Polk County Utilities, was selected as the Director of Water Utilities.**
4. **Mr. Hamrick gave Board Members an update on the status of selecting the Manager of Staffing & Compensation. He said that a standardized test has been given and the next step will be panel interviews.**
5. **Mr. Hamrick discussed the HR Department T.O. stating that Sheri Shuck and Sue Corley have been reclassified as HR Assistants.**
6. **As requested, Civil Service Director provided Board Members the classifications that will be included in the broadband pay structure. They are Systems & Programming Manager, Database Manager, System Analyst, Database Administrator I & II, and Programmer I, II & III.**
7. **Board Members discussed status of performance appraisal for Civil Service Director. Director Hamrick stated that Larry Ross will be conducting the performance appraisals and will be collecting information from Board Members. He will meet with Mr. Hamrick first and then Board Members with his results.**
8. **Nominations for Civil Service Board Chairperson and Vice Chairperson were held. Roger Harr was unanimously elected as CS Board Chairperson and Robert Bertrand was unanimously elected as CS Board Vice Chairperson.**
9. **Miscellaneous - The next Civil Service Board meeting is tentatively scheduled for April 29, 2008.**
10. **Adjournment - Upon motion meeting adjourned.**