



Civil Service Board

Regular Board Meeting Minutes

Tuesday, April 29, 2008

Chairperson Roger Haar
Vice-Chairperson Robert Bertrand

Chairperson Roger Haar called the Civil Service Board of Lakeland, Florida to order for a regular meeting, Tuesday, April 29, 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, Laura Hawley, Ron Tomlin, Gene Strickland, and Civil Service Director Tom Hamrick

1. **Consent Agenda – Consent agenda unanimously approved.**
 - a. **February 26, 2008 Civil Service Board Minutes**
 - b. **Certification / Applicant Referrals for February 2008 through March 2008**

Req #	Date Referred	Job Title	DEPARTMENT	Type of Req	# Referred
5400	2/1/2008	Customer Service Rep I	Lakeland Electric	E	218
5248	2/1/2008	Fire and Life Safety Educator	Fire	E	5
5488	2/1/2008	Police Sergeant	Police	I	1
5495	2/1/2008	Protective Equipment Spec I	Lakeland Electric	E	7
5413	2/4/2008	Customer Service Rep I	Public Works	E	263
5339	2/5/2008	Office Associate II	Management Services	E	52
5394	2/5/2008	Warehouse Operations Tech I	Risk Management	E	55
5446	2/6/2008	Operations Support Worker II	P & R	I	42
5391	2/6/2008	Programmer I	Information Technology	E	22
5358	2/6/2008	Programmer I	Police	E	22
5393	2/6/2008	Programmer II	Information Technology	E	18
5356	2/6/2008	Programmer III	Information Technology	E	15
5357	2/6/2008	Programmer III	Information Technology	E	15
5457	2/7/2008	Meter Service Worker	Lakeland Electric	I	6
5469	2/7/2008	Operations Support Worker II	P & R	E	538
5496	2/11/2008	Computer Applications Spec	Central Accounting	E	28
5502	2/12/2008	Warehouse Operations Tech I	Lakeland Electric	E	55
5491	2/12/2008	Driver Engineer	Fire	I	2
5492	2/12/2008	Firefighter	Fire	E	50
5501	2/12/2008	Lineman Apprentice	Lakeland Electric	E	63
5486	2/12/2008	Public Safety Aide I	Police	E	39
5458	2/12/2008	Warehouse Operations Tech I	Risk Management	E	55
5383	2/13/2008	Bus Driver	P & R	E	1
5378	2/15/2008	Fire Safety Inspector	Fire	I	3
5503	2/15/2008	Plant Mechanic I	Lakeland Electric	I	1
5424	2/15/2008	Power Plant Operator II	Lakeland Electric	I	1
5445	2/18/2008	Fire Safety Inspector	Fire	I	3
5456	2/20/2008	Environmental Specialist	Public Works	E	22
5477	2/20/2008	Operations Support Tech I	Public Works	E	71
5462	2/22/2008	Operations Support Tech II	Public Works	E	48
5493	2/22/2008	Library Associate	P & R Lakeland Linder Region	I	3
5440	2/22/2008	Maintenance Mechanic I	Airport	E	9
5331	2/26/2008	Accountant III	Central Accounting	I	1
5479	2/26/2008	Operations Support Tech I	Public Works	E	72



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5478	2/27/2008	Construction Pipefitter I	Public Works	I	3
5411	2/27/2008	Solid Waste Collector	Public Works	E	255
5509	2/27/2008	Water Pipefitter II	Water Utilities	I	1
5508	2/27/2008	Water Pipefitter II	Water Utilities	I	1
5494	2/27/2008	Water Plant Operator II	Water Utilities	I	1
5471	2/28/2008	Meter Reader	Lakeland Electric	E	306
5519	2/29/2008	Lineman 1st Class	Lakeland Electric	I	1
5483	2/29/2008	Office Associate I	Police	E	37
5527	3/3/2008	GIS Technician II	Information Technology	I	1
5334	3/3/2008	Solid Waste Collectn Driver II	Public Works	I	12
5474	3/4/2008	Equipment Operator III	Public Works	I	2
5333	3/4/2008	Solid Waste Collectn Driver I Parking Attendant (Prks & Rec)	Public Works	I	2
5367	3/6/2008		P & R	E	39
5481	3/7/2008	Library Clerk	P & R	E	34
5467	3/7/2008	Pavement Mgmt Coordinator	Public Works	E	9
5490	3/11/2008	Parking Svce Attendant	Public Works	E	17
5525	3/14/2008	Solid Waste Collector	Public Works	E	174
5524	3/14/2008	Solid Waste Collector	Public Works	E	175
5465	3/17/2008	Engineer I	Lakeland Electric	E	23
5466	3/17/2008	Engineer II	Lakeland Electric	E	5
5500	3/18/2008	Automotive Mechanic I	Public Works	E	9
5510	3/18/2008	Firefighter	Fire	E	50
5522	3/18/2008	Library Technical Assistant	P & R	E	52
5544	3/18/2008	Lineman Apprentice	Lakeland Electric	E	63
5506	3/18/2008	Traffic Control Technician	Water Utilities	E	34
5504	3/18/2008	Water Pipefitter I	Water Utilities	E	49
5521	3/18/2008	Water Pipefitter I	Water Utilities	E	49
5523	3/19/2008	Maintenance Mechanic II	Public Works	I	1
5512	3/19/2008	Maintenance Mechanic II	Public Works	I	1
5534	3/19/2008	Solid Waste Collector	Public Works	E	272
5535	3/19/2008	Solid Waste Collector	Public Works	E	272
5516	3/20/2008	Environmental Specialist	Public Works	E	22
Total names referred					3778

c. Examinations / Assessment Centers, February 1st through March 31st, 2008

Date	Test	Job Code	Number Tested
02/05/08	Human Resource Generalist-Testing & Assessment	2196	6



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		7033AI	
02/06/08	Maintenance Mechanic I - Airport Fire Safety Inspector Assessment	R	12
02/10/08	Center	4007	3
02/13/08	Meter Reader	6049	18
02/14/08	Meter Reader	6049	50
02/15/08	Meter Reader	6049	49
02/18/08	Meter Reader	6049	55
03/03/08	Police Sergeant Written test	4010	19
03/06/08	Parking Service Attendant	8093	15
03/17/08	Police Sergeant Assessment Center	4010	15
03/31/08	Emergency Communications Specialist	6060	19
	TOTAL		261



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d. Revision of Job Descriptions/Class Specifications, February 1st through March 31st, 2008

2213	Communications Marketing Associate	2/8
3084	Traffic Signal Tech	2/8
3083	Traffic signal Foreman	2/8
2085	Wastewater Collection Superintendent	2/8
2273	HR Generalist - Class & Comp	2/8
2077	HR Generalist - Training Instructor	2/8
2118	HR Generalist - Testing	2/8
2278	Training Instructor - LPD	2/8
4007	Fire Safety Inspector	2/8
2113	Public Education Officer	2/8
2070	Engineering Construction Supervisor	3/8
2292	New Development Engineering (NDE) Supervisor	3/8
1088	Assistant GM - Production	3/8
1087	Assistant GM - Delivery	3/8
2185	Manager of Energy and Business Services	3/8
2277	Supervisor of WFM/Projects	3/8
4009	Police Officer	2/8
4010	Police Sergeant	2/8
2061	Police Lieutenant	2/8
200206	Accountant II - Air	3/8
2107	HR Specialist - Testing Services	3/8
2160	Plant Manager	4/8
2155	System Operator Engineer	4/8
2290	Manager of Electric System Compliance	4/8
2140	Contracts Manager	4/8
6542	Supervisor Of Administrative Services	4/8
7101	Wastewater Equipment Maint Supervisor	4/8
2225	Manager of Systems Planning	4/8
6548	Contracts Analyst	4/8
2246	Safety and Training Specialist	4/8
3111	Neighborhood Services Manager	4/8



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2. Presentation/clarification: New data to be reported; format yet to be determined.

Measure	Figure	Definition
Budgeted FTE's for FY2008:	2203	Number of full time employees budgeted for FY2008
FBC Measure HR1 (Total number of FTE's in government):	2046	Hours paid to all employees in <i>Government</i> , regardless of funding source, including management, supervisory, non-supervisory, full-time and part-time divided by 2080
New: Total Number of employees in CS system	1663	Actual numbers of employees within the City of Lakeland Civil Service
New: Total Number of employees, Non-CS	383	Actual number of City of Lakeland employees outside of the Civil Service
FBC Measure HR5, Total employee Turnover in government:	177	For entire jurisdiction, total number of full-time, permanent employees who left the government for any reason (including retirements and deaths), during the designated fiscal year; this counts the number of people, not FTE's, (not including temporary, contract labor or seasonal workers).
FBC Measure HR6, Number of new employees hired for period:	628	Number of new employees hired for period
FBC Measure HR7, Number of new employees that left prior to one full year of service:	126	Number of new employees that left prior to one full year of service
FBC Measure HR11, Total employee compensation:	\$102,471,018.14	
FBC Measure HR13, Total retirement contribution:	\$8,582,545.08	
FBC Measure HR15, number of new hires from within ranks:	159	Number of new hires that were from within ranks (promoted)
FBC Measure HR16, number of new hires from outside ranks:	469	Number of new hires that were hired from outside (not promotional)
FBC Measure HR17, number of requisitions during period:	426	Number of requisitions opened and recruited for during period
FBC Measure HR18, number of requisitions filled during period:	244	Number of requisitions opened and recruited for that were actually filled during period
FBC Measure HR19, number of qualified applicants per requisition:	19.92	Average number of qualified applications per requisition
FBC Measure HR21, Average number of days to fill requisitions:	32	Average number of calendar days from the date the job requisition is approved to the date an offer is accepted by a hire



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FBC Measure HR23, Percent of requisitions filled:	57.28%	Percent of total requisitions that were filled during the survey period
FBC Measure HR24, Turnover/Retention organization:	20%	(During the measurement period) Percent of employees who voluntarily or involuntarily left the organization during their first year of service.
FBC Measure HR38, External recruitment rate:	74.68%	External hires as a percent of employee headcount during period
FBC Measure HR39, Internal Recruitment rate:	25.32%	Internal hires as a percent of employee headcount during period

3. Dr. Larry Ross of F&B Assoc. gave a summary of Civil Service Director Tommy Hamrick's interim performance evaluation. Overall rating was above 4.0 which meets expectations.
4. Civil Service Director Hamrick informed Board Members that the City Management Team, Finance Department, and Civil Service Director have been in budget impact meetings with division heads regarding the current budget situation. Director Hamrick stated that City Directors were asked to cut their budget by 5% for the current fiscal year and hold their 2009 budget figure to the 2008 budget without carry overs. Some departments that are fully staffed, cutting their budget by 5% could possibly result in layoffs. Board Member Ron Tomlin asked the Director to explain the Board's responsibility regarding layoffs. Mr. Hamrick stated that department directors from the effected departments will take their recommendation to the City Manager. The City Manager and City Commission will contact the Board with the number of employees to be laid off. The Board will send back to departments the names of personnel to be laid off. The criteria being class/grade and length of service within that grade.
5. Troy McCain, President of the Employees' Association appeared before the Board regarding clarification on the City's layoff policy for employees and DROP employees. Director Hamrick stated that currently the status of a DROP employee is that any working benefit stays the same and the only change is the defined benefit is frozen. Mr. McCain also asked about job descriptions and where revised job descriptions can be found in the system. Job descriptions are maintained by the Employee Relations Department and may be found in Word on the "N" drive and on the internet under City Departments/Employee Relations, or contact Employee Relations directly.
6. Director Hamrick stated that due to budget constraints, the Manager of Staffing and Compensation and the HR Generalist Recruiting positions for the Civil Service Department may not be filled.
7. Director Hamrick discussed the policy regarding an employee who is on the six month promotional probationary period. City policy states that an employee will be sent back to a previous position or similar position if it still exists at the discretion of the department head. Policy also states the only positions available will be positions in the original budget.
8. Director Hamrick explained the process of under filling positions, stating that under filling is being unable to provide the hiring authority with an adequate list of qualified candidates. Mr. Hamrick also stated that there is no policy to address how long an employee can fill this position.



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9. **Miscellaneous - The next Civil Service Board meeting is tentatively scheduled for June 24, 2008.**
 - 10 . **Adjournment - Upon motion meeting adjourned.**