



Civil Service Board

Regular Board Meeting Minutes

Tuesday, July 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, July 24, 2007 at 10:00 a.m. in the City Commission Conference Room, City Hall, 228 South Massachusetts Avenue, Lakeland, Florida. Present: Board Members , Robert Andrew, Robert Bertrand, Roger Haar, and Ron Tomlin.

1. Consent Agenda – Consent agenda unanimously approved.

a. May 22, 2007 Civil Service Board Minutes

b. Certification / Applicant Referrals for May and June, 2007

DATE	POSITION	DEPARTMENT	TYPE	TOTAL
5/1/2007	Meter Reader	Lakeland Electric	E	210
5/2/2007	Library Clerk	Parks & Recreation	I	9
5/8/2007	Customer Service Rep I	Lakeland Electric	E	166
5/9/2007	Business Analyst	Lakeland Electric	E	10
5/9/2007	College Intern	Lakeland Electric	E	12
5/9/2007	Firefighter	Fire	E	50
5/10/2007	Operations Support Tech I	Public Works	E	71
5/10/2007	Operations Support Tech I	Public Works	E	71
5/10/2007	Operations Support Tech I	Public Works	E	71
5/11/2007	Power Production Supervisor	Lakeland Electric	I	1
5/14/2007	Library Page	Parks & Recreation	E	44
5/14/2007	Library Page	Parks & Recreation	E	44
5/15/2007	Engineer Tech II	Lakeland Electric	I	4
5/15/2007	Accountant II	Central Accounting	E	20
5/15/2007	Lineman Apprentice	Lakeland Electric	E	88
5/15/2007	Maintenance Mechanic II	Public Works	E	7
5/15/2007	Office Assistant II	Police	I	2
5/15/2007	Payroll Manager	Central Accounting	E	25
5/16/2007	Library Page	Parks & Recreation	E	45
5/16/2007	Playground Instructor	Parks & Recreation	E	64
5/17/2007	Solid Waste Collector	Public Works	E	82
5/18/2007	Automotive Mechanic III	Public Works	E	13
5/18/2007	Library Page	Parks & Recreation	E	45
5/23/2007	Engineer III	Lakeland Electric	I	1
5/23/2007	Engineer Tech III	Lakeland Electric	E	18
5/23/2007	Lifeguard	Parks & Recreation	E	113
5/23/2007	Operations Support Tech II	Parks & Recreation	I	9
5/23/2007	Operations Support Worker II	Parks & Recreation	I	46
5/23/2007	Operations Support Worker II	Parks & Recreation	E	400
5/24/2007	DCT/BCE Student	Lakeland Electric	E	44
5/24/2007	Lineman 1st Class	Lakeland Electric	I	1
5/24/2007	Office Associate II	Water Utilities	E	46
5/24/2007	Plant Helper	Lakeland Electric	I	12
5/24/2007	Plant Helper	Lakeland Electric	I	12
5/24/2007	Recreation Leader	Parks & Recreation	E	33
5/24/2007	Recreation Leader	Parks & Recreation	E	33
5/30/2007	Crime Scene Technician I	Police	E	55
5/30/2007	Lead Lifeguard	Parks & Recreation	E	8
5/30/2007	Recreation Leader	Parks & Recreation	E	33
6/1/2007	Engineer I	Lakeland Electric	E	14
6/1/2007	Computer Applications Spec	Central Accounting	E	16
6/4/2007	Call Center Manager	Lakeland Electric	E	35
6/4/2007	Operations Support Tech I	Parks & Recreation	I	27
6/6/2007	Construction Trades Worker I	Public Works	E	10
6/6/2007	Operations Support Worker II	Parks & Recreation	I	48



Civil Service Board
Regular Board Meeting Minutes
Tuesday, July 24, 2007

Chairperson Gene Strickland
 Vice-Chairperson Roger Haar

6/6/2007	Operations Support Worker II	Parks & Recreation	I	48
6/6/2007	Police Officer	Police	E	20
6/6/2007	Police Officer	Police	E	5
6/7/2007	Data Analyst II	Lakeland Electric	E	11
6/7/2007	High School Summer Intern	Lakeland Electric	E	2
6/7/2007	Operations Support Tech I	Parks & Recreation	I	28
6/7/2007	Operations Support Tech I	Parks & Recreation	I	29
6/7/2007	Operations Support Tech I	Parks & Recreation	I	28
6/10/2007	Lead Electric System Operator	Lakeland Electric	I	3
6/13/2007	Bus Driver	Parks & Recreation	E	9
6/13/2007	Electrician 1st Class	Lakeland Electric	I	3
6/13/2007	Operations Support Worker I	Public Works	E	77
6/13/2007	Power Production Supervisor	Lakeland Electric	I	1
6/15/2007	College Intern	Lakeland Electric	E	5
6/15/2007	Utility Line Inspector	Lakeland Electric	I	1
6/18/2007	Operations Support Worker II	Parks & Recreation	E	16
6/19/2007	Lineman Trainer	Lakeland Electric	I	8
6/20/2007	Library Clerk	Parks & Recreation	E	35
6/28/2007	Electric System Operator	Lakeland Electric	I	14
6/28/2007	Meter Reader	Lakeland Electric	E	66
6/29/2007	Plant Helper	Lakeland Electric	E	58
TYPE E = External I = Internal			TOTAL	2635

c. Examinations / Assessment Centers, June 2007

Date	Test	Job Code	Number Tested
06/01/07	Firefighter TABE	T4008	34
06/04/07	Library Clerk	5006	25
06/05/07	Library Clerk	5006	10
06/07/07	Lineman Trainer	7113	8
06/07/07	Meter Reader	6049	36
06/11/07	Plant Helper	8050	26
06/12/07	Plant Helper	8050	23
06/14/07	Firefighter	4008	19
06/19/07	Lakeland Housing Authority In-Basket	~	2
06/21/07	Meter Reader	6049	36
06/22/07	Cashier	6011	39
06/26/07	Electric System Operator	3103	14
06/29/07	Water Pipefitter-Water Dept.	7082	16
TOTAL			288



Civil Service Board
Regular Board Meeting Minutes
Tuesday, July 24, 2007

Chairperson Gene Strickland
Vice-Chairperson Roger Haar

Applicants processed, Months of April and May 2007:

Applications processed for the month of Jul, 2007

	Employee	External Applicant	Total
5/1/2007	7	28	35
5/2/2007	11	42	53
5/3/2007	2	34	36
5/4/2007	8	21	29
5/7/2007	8	41	49
5/8/2007	8	37	45
5/9/2007	36	57	93
5/10/2007	5	54	59
5/11/2007	12	24	36
5/14/2007	27	35	62
5/15/2007	10	34	44
5/16/2007	9	46	55
5/17/2007	6	37	43
5/18/2007	6	8	14
5/21/2007	19	27	46
5/22/2007	2	22	24
5/23/2007	2	23	25
5/24/2007	4	47	51
5/25/2007	6	41	47
5/29/2007	35	44	79
5/30/2007	7	59	66
5/31/2007	11	24	35
6/1/2007	3	42	45
6/4/2007	15	52	67
6/5/2007	12	23	35
6/6/2007	13	42	55
6/7/2007	16	24	40
6/8/2007	6	31	37
6/11/2007	5	49	54
6/12/2007	6	37	43
6/13/2007	7	63	70
6/14/2007	2	28	30
6/15/2007	2	7	9
6/18/2007	3	16	19
6/19/2007	2	18	20
6/20/2007	1	7	8
6/21/2007	1	7	8



Civil Service Board
 Regular Board Meeting Minutes
 Tuesday, July 24, 2007

Chairperson Gene Strickland
 Vice-Chairperson Roger Haar

6/22/2007	1	1	2
6/25/2007	0	16	16
6/26/2007	5	17	22
6/27/2007	2	23	25
6/28/2007	4	22	26
6/29/2007	7	26	33
7/2/2007	0	24	24
7/3/2007	16	14	30
7/5/2007	3	21	24
7/6/2007	12	11	23
7/9/2007	8	43	51
7/10/2007	1	21	22
7/11/2007	0	16	16
7/12/2007	1	22	23
7/13/2007	4	11	15
7/16/2007	3	17	20
7/17/2007	4	15	19
7/18/2007	8	12	20
7/19/2007	3	15	18
Total	417	1,578	1,995

Crystal: Applicant Activity.rpt Query: 1
 CS_APPLICANT_ACTIVITY

d. Revision of Class Specifications:

Class Code	Title	Date Completed
3087	Utility Line Inspector	5/7
6031	Statistician	5/7
2250	Energy Management System Supervisor	5/7
302915	Engineering Tech III - Water	5/7
303015	Engineering Tech IV - Water	5/7
8224	Lead Lifeguard	5/7
2260	Business Operations Manager II - Finance	5/7
6013	Cashier III	5/7
6012	Cashier II	5/7
6011	Cashier I	5/7
3132	Lead Electric System	5/7



Civil Service Board
 Regular Board Meeting Minutes
 Tuesday, July 24, 2007

Chairperson Gene Strickland
 Vice-Chairperson Roger Haar

	Operator	
2261	Supervisor of Chemical Process Control	6/7
7724	Fire Suppression System Tech II	6/7
6069	Warehouse Operations Tech I	6/7
7723	Fire Suppression System Foreman	6/7
1013	Chief Building Official	6/7
3130	Electric System Operator	6/7
4013	Driver Engineer	6/7
6086	Client Services Coordinator	6/7
302815	Engineering Tech II - Water	6/7
8042	Operations Support Worker II	7/7
7022	Maintenance Tech - TLC	7/7
803205	Operations Support Supervisor II - TLC	7/7
302711	Engineering Tech I - PW	7/7
302811	Engineering Tech II - PW	7/7
302911	Engineering Tech III - PW	7/7
303011	Engineering Tech IV - PW	7/7
3066	Power Pool Coordinator	7/7
2262	Business Operations Manager II - Corporate	7/7

2. **City Attorney, Tim McCausland discussed concerns that Kevin Torres, Lakeland Retirement System Administrator, has regarding his authorization and ability to implement and delegate duties as an executive to the pension fund. Mr. McCausland assured Board Members that they and Mr. Torres have the authority to implement and delegate any action that is necessary to administer to the pension fund.**

3. **Interim Civil Service Director Report – Tommy Hamrick**
 - **Mr. Hamrick discussed the Civil Service function and whether or not it impedes Managers and Hiring Authorities from doing their job in regards to hiring, firing, classifications, promotions, layoffs, etc. of employees, The Civil Service Function is to make sure that applicants/employees are selected for positions based on “what they know, not who they know”, and that disciplinary actions are administered fairly.**

 - **Mr. Hamrick asked Board Members if they knew of any disciplinary action that has been taken against City employees who have been caught cheating on exam and that this was considered falsification of city documents. No disciplinary action taken at this time.**



Civil Service Board
Regular Board Meeting Minutes
Tuesday, July 24, 2007

Chairperson Gene Strickland
Vice-Chairperson Roger Haar

- **Interim Civil Service Director Tom Hamrick discussed Civil Service budget. A draft of the budget has been sent to Doug Thomas.**
 - **Mr. Hamrick informed Board Members that he is now receiving a car allowance and discussed briefly pay bands for Directors and Assistant Directors**
 - **Interim Civil Service Director mentioned rehiring of retired employees on a full-time basis. Retiree would have to be separated from the City for one year, go into a 401A deferred comp plan with two years vesting. Nothing definite has been decided at this time.**
4. **Miscellaneous – The next Civil Service Board meeting is tentatively scheduled for August 28, 2007**
5. **Adjournment – Upon motion meeting adjourned.**