



# Civil Service Board Meeting Agenda Tuesday, April 29<sup>th</sup>, 2008

## CIVIL SERVICE BOARD MEETING AGENDA

### 1. Consent Agenda - These items may be enacted by one motion including Minutes from February 2008 meeting.

#### a. Certification / Applicant Referrals for the period of February 1<sup>st</sup> through March 31<sup>st</sup>, 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
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 Collctn Driver II	Public Works	I	12

5474	3/4/2008	Equipment Operator III	Public Works	I	2
5333	3/4/2008	Solid Waste Collctn 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
<b>Total names referred</b>					<b>3778</b>

**b. Examinations / Assessment Centers, February 1<sup>st</sup> through March 31<sup>st</sup>, 2008**

<b>Date</b>	<b>Test</b>	<b>Job Code</b>	<b>Number Tested</b>
02/05/08	Human Resource Generalist-Testing & Assessment	2196	6
02/06/08	Maintenance Mechanic I - Airport	7033AIR	12
02/10/08	Fire Safety Inspector Assessment 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
<b>TOTAL</b>			<b>261</b>

c. Revision of Job Descriptions/Class Specifications, February 1<sup>st</sup> through March 31<sup>st</sup>, 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

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
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

## 2. Presentation: Larry Ross, Performance evaluation for Director

## 3. Civil Service Director Report – Tommy Hamrick

Short discussion items:

- ◆ Budget Cuts/impact
- ◆ Recruitment process for Manager of Staffing and Compensation and HR Generalist Recruiting
- ◆ Policy issue of promotional probationary period and placement/employment of employee's who fail the promotional probationary period.
- ◆ Underfilling requirements; should there be a time limit on the underfill status?

## 4. Adjournment

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You are hereby notified that the regular meeting of the Civil Service Board of Trustees will be held in the **City Commission Chambers 228 South Massachusetts Avenue, Lakeland, Florida on Tuesday, April 29th, 2008, beginning at 8:30 a.m.** The purpose of this meeting is to consider items on the above agendas. Minutes will be available upon request from the Department of Civil Service and Retirement. If any person decides to appeal any decision made by the Civil Service Board, with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made. In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact Rose Burkhard no later than three (3) days prior to the proceeding at (863) 834-8798 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers, (800) 955-8771 (TDD) or (800) 955-8770 (VOICE), for assistance

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# Personnel Activity Report

## City of Lakeland Personnel Activity Report: January 1st through March 31st, 2008

	Demotion	Hire/Rehire	Leave of Absence	Promotion/Transfer/Reclass	Retire	Suspension	Dismissal/Resignation	Inactive	Pay adjustments	Pay and/or Title Change	Total
Civil Service			1	1							2
City Manager			1								1
Communication		1									1
Internal Auditor											0
Risk Management		3	1	3							7
Parks and Rec		32	29	1	1	1	27		7		98
Public Works	3	7	6	12	1		6	1	3		39
LPD		2	13	3	1		3		44		66
LFD				2						1	3
Finance		1	2	1			3				7
IT		6	2	1					2		11
Lakeland Center		15		1			6		1		23
Lakeland Linder Airport									6		6
Legal											0
Employee Relations										1	1
Lakeland Electric		8	11	6	2	1	4		9		41
Water Utilities		3	2	3			2		2		12
<b>Totals</b>	<b>3</b>	<b>78</b>	<b>68</b>	<b>34</b>	<b>5</b>	<b>2</b>	<b>51</b>	<b>1</b>	<b>74</b>	<b>2</b>	<b>318</b>