



Civil Service Board
Regular Board Meeting Minutes
Tuesday, May 22, 2007

Chairperson Gene Strickland
 Vice-Chairperson Roger Haar

Vice-Chairperson Roger Haar called the Civil Service Board of Lakeland, Florida to order for a regular meeting, Tuesday, May 22, 2007 at 9:50 a.m. in the City Commission Conference Room, City Hall, 228 South Massachusetts Avenue, Lakeland, Florida. Others present: Board Members Laura Hawley, Ron Tomlin, Kerry Charlet, and Robert Bertrand.

1. **Consent Agenda** – Consent agenda unanimously approved.
 - a. **April 24, 2007 Civil Service Board Minutes**
 - b. **Certification / Applicant Referrals for April 2007**

DATE	POSITION	DEPARTMENT	TYPE	TOTAL
4/3/2007	Survey Mapping Technician II	Public Works	E	6
4/4/2007	Plant Helper	Lakeland Electric	I	10
4/9/2007	Customer Service Rep I	Lakeland Electric	E	167
4/9/2007	Operations Support Spv III	Parks & Recreation	I	8
4/10/2007	Accountant II	Central Accounting	E	13
4/10/2007	Crime Scene Technician I	Police	E	54
4/12/2007	Equipment Operator II	Public Works	I	17
4/12/2007	Operations Support Worker I	Parks & Recreation	E	88
4/13/2007	Power Plant Operator III	Lakeland Electric	I	1
4/13/2007	Tennis Instructor	Parks & Recreation	E	7
4/16/2007	Accreditation Manager	Police	E	6
4/16/2007	Operations Support Tech I	Parks & Recreation	I	17
4/16/2007	Operations Support Worker II	Parks & Recreation	I	54
4/19/2007	Construction Trades Worker I	Public Works	E	7
4/19/2007	Construction Trades Worker I	Public Works	E	7
4/19/2007	PC Technician I	Information Technology	E	56
4/19/2007	Programmer II	Information Technology	E	19
4/20/2007	Meter Reader	Lakeland Electric	E	212
4/23/2007	Customer Service Rep I	Lakeland Electric	E	167
4/23/2007	Operations Support Spv II	Parks & Recreation	I	10
4/23/2007	Operations Support Worker II	Parks & Recreation	I	50
4/24/2007	Firefighter	Fire	E	55
4/24/2007	Firefighter	Fire	E	54
4/24/2007	Firefighter	Fire	E	54
4/24/2007	Water Pipefitter I	Water Utilities	E	22
4/24/2007	Water Pipefitter II	Water Utilities	E	9
4/25/2007	Operations Support Tech I	Parks & Recreation	I	19
4/26/2007	Engineer I	Lakeland Electric	E	14
4/26/2007	Operations Support Worker II	Parks & Recreation	I	51
TYPE E = External I = Internal			TOTAL	1254

c. **Examinations / Assessment Centers, April 2007**

Date	Test	Job Code	Number Tested
04/06/07	Crime Scene Technician	3021	37
04/13/07	Water Utilities Pipefitter I/II-Wastewater Dept.	7082WW/7083WW	36
04/27/07	Library Clerk	5006	3



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TOTAL

76

d. Applicants processed, Months of April and May 2007:

New Applicants processed for the months of April and May, 2007

	Employee	External Applicant	Total
4/2/2007	16	35	51
4/3/2007	6	31	37
4/4/2007	5	35	40
4/5/2007	15	17	32
4/6/2007	6	10	16
4/9/2007	13	34	47
4/10/2007	7	30	37
4/11/2007	11	25	36
4/12/2007	11	34	45
4/13/2007	7	27	34
4/16/2007	27	32	59
4/17/2007	7	26	33
4/18/2007	11	26	37
4/19/2007	9	46	55
4/20/2007	1	17	18
4/23/2007	14	44	58
4/24/2007	2	34	36
4/25/2007	3	46	49
4/26/2007	10	49	59
4/27/2007	3	29	32
4/30/2007	4	17	21
5/1/2007	7	28	35
5/2/2007	7	46	53
5/3/2007	2	35	37
5/4/2007	8	21	29
5/7/2007	8	41	49
5/8/2007	3	41	44
5/9/2007	19	74	93
5/10/2007	5	60	65
5/11/2007	8	29	37
5/14/2007	26	36	62
5/15/2007	9	35	44
5/16/2007	7	49	56
5/17/2007	6	37	43
5/18/2007	0	1	1
Total	303	1,177	1,480

Crystal: Applicant Activity.rpt Query:
 CS_APPLICANT_ACTIVITY

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e. Revision of Class Specifications

Class Code	Title	Status of Position	Date Completed
7037	T&D Scheduler		2/7/07
7011	Construction Trades Worker I		5/7/07
2259	Payroll/HRMS Manager		5/7/07
2054	Payroll Manager		5/7/07
8042	Operations Support Worker II		5/7/07
7113	Lineman Trainer		5/7/07
2249	Budget & Forecasting Manager		5/7/07
303020	EngineeringTech IV - LE		5/7/07
302920	Engineering Tech III - LE		5/7/07
302820	Engineering Tech II - LE		5/7/07
302720	Engineering Tech I - LE		5/7/07

2. **Interim Civil Service Director Report – Tommy Hamrick**

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- ◆ Presentation by Assessment Services is tentatively scheduled for the July Board meeting.
 - ◆ Civil Service Interim Director Tommy Hamrick discussed briefly Section C “New Applicants Processed for Month”. He explained that these are new applicants applying for positions. Existing applicants applying for positions are already in the system and do not have to complete an application.
 - ◆ Mr. Hamrick informed Board Members that there may be a request for an appeal in the near future.
 - ◆ Mr. Hamrick informed Board Members that the HR Task Force will be presenting their final presentation to City Management Wednesday, May 23rd. Board Members are welcome to copies if they wish.
 - ◆ Interim Civil Service Director and Pension Director are in process of preparing budget for Civil Service and Pension Department.

3. **Miscellaneous** – The next Civil Service Board meeting is tentatively scheduled for July 24, 2007

4. **Adjournment** – Upon motion meeting adjourned.