



Civil Service Board

Regular Board Meeting Minutes

Tuesday, February 28, 2006, 2006

Chairperson Eugene Strickland
Vice-Chairperson Roger Haar

Chairperson Gene Strickland called the Civil Service Board of Lakeland, Florida to order for a regular meeting, Tuesday, February 28, 2006, 2006, following the Employee Pension Board meeting, in the Civil Service Conference Room, Department of Civil Service and Retirement, 500 North Lake Parker Avenue, Lakeland, Florida. Present: Chairperson Gene Strickland, Vice Chairperson Roger Haar, Board Members Robert Andrew, Laura Hawley, Ronald Tomlin and Civil Service Director Gary Clark. Absent: Board Members Phil Allen and Art Rowbotham.

❖ **Consent Agenda** - Consent agenda was unanimously approved as amended.

➤ **January 24, 2006 Civil Service Board Minutes**

➤ **January 24, 2006 Civil Service Board Organizational Session Minutes**

➤ **Certifications/Applicant Referrals** - The following certifications were prepared:

DATE	POSITION	DEPARTMENT	TYPE	TOTAL
1/6/2006	College Intern	Information Technology	E	5
1/6/2006	Emergency Communications Spec	Police	E	27
1/6/2006	Emergency Communications Spec	Police	E	27
1/6/2006	Emergency Communications Spec	Police	E	27
1/6/2006	Operations Support Tech I	Public Works	E	61
1/6/2006	Operations Support Tech I	Public Works	E	61
1/6/2006	Power Plant Operator II	Lakeland Electric	I	2
1/6/2006	Public Safety Aide I	Police	E	23
1/9/2006	Database Administrator II	Information Technology	E	35
1/9/2006	Equipment Operator I	Parks & Recreation	I	5
1/10/2006	Construction Trades Worker I	Public Works	I	5
1/12/2006	Engineer III	Lakeland Electric	I	1
1/12/2006	Power Plant Operator II	Lakeland Electric	I	2
1/13/2006	Office Associate II	Police	I	32
1/17/2006	Administrative Assistant	Information Technology	I	21
1/17/2006	Training Instructor	Employee Relations	E	31
1/19/2006	Office Assistant I	Central Accounting	E	42
1/19/2006	Office Manager	Central Accounting	I	12
1/19/2006	Operations Support Spv II	Parks & Recreation	I	4
1/19/2006	Operations Support Tech I	Parks & Recreation	I	27
1/23/2006	Police Officer	Police	E	37
1/23/2006	Recreation Leader	Parks & Recreation	E	32
1/24/2006	Credit & Collections Manager	Central Accounting	E	9
1/24/2006	Police Officer	Police	E	38
1/24/2006	Power Plant Operator II	Lakeland Electric	I	1
1/25/2006	Account Clerk II	Police	E	56
1/25/2006	Account Clerk II	Central Accounting	I	34
1/25/2006	Operations Support Tech I	Parks & Recreation	I	27
1/25/2006	Operations Support Worker I	Public Works	E	45
1/25/2006	Senior Planner	Community Development	E	12
1/25/2006	Solid Waste Collector	Public Works	E	60
1/26/2006	Crime Scene Technician I	Police	E	15
1/27/2006	Operations Support Worker II	Parks & Recreation	E	229
1/27/2006	Senior Planner	Community Development	E	12
TYPE	E = External	I = Internal	TOTAL	1057

➤ **Examinations/Assessment Centers** - The following were given:

DATE	POSITION	JOB CODE	NUMBER TESTED
01/11/06	Training Instructor	2077	3
01/19/06	Firefighter TABE	T4008	16
01/20/06	Account Clerk II	6002	5
01/20/06	Crime Scene Technician	3021	16
01/23/06	Firefighter	4008	11
01/26/06	Police Officer	4009	5
01/30/06	Criticall - LPD	~	2
01/27/06	Recreation Supervisor I	8055	12
01/31/06	Meter Reader	6049	33
TOTAL			103



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➤ **Revision of Class Specifications**

JOB CODE	JOB TITLE	STATUS
8021	Aquatics Supervisor	Revised
8097	Assistant Aquatics Supervisor	New
3034	Electronics/Relay Apprentice	Revised
3130	IT Support Administrator	Revised
3127	IT Support Specialist I	Revised
3128	IT Support Specialist II	Revised
3129	IT Support Specialist III	Revised
3107	Manager of Finance Customer Billing	New
6051	Meter Reading Coordinator	Revised
3098	Programmer III	Revised
6096	Property Information Specialist	New
6058	Property Information Supervisor	New
7720	Security Specialist	New
8096	Senior Lifeguard Supervisor	New
8058	Solid Waste Collection Driver I	Revised
8059	Solid Waste Collection Driver II	Revised
8091	Solid Waste Collection Driver III	Revised
8067	Swimming Pool Operator	Revised

❖ **Positive Direction**

- Lynn Chisholm, Organizational Development Specialist in Employee Relations appeared before the Board to explain the focus of Positive Direction. Positive Direction functions as a process for improved employee-supervisor relations and communication. It provides us with a better system for making decisions regarding the handling of employee behavior or performance problems. It serves as a template or guide with the disciplinary policy as the underlying foundation.

❖ **Civil Service Director Report**

- Civil Service Director Gary Clark commented on the perception employees have regarding the reorganization.

❖ **Miscellaneous**

- Board Members would like to tentatively schedule a special meeting for March 28.
➤ Next regular meeting is April 25, 2006.

❖ **Adjournment** - Upon motion meeting adjourned at 11:48 a.m.