



# Civil Service Board

## Regular Board Meeting Minutes

### Tuesday, October 26, 2004

Chairperson Phil Allen  
Vice-Chairperson Eugene Strickland

Vice-Chairperson Eugene Strickland called the Civil Service Board of Lakeland, Florida to order for a regular meeting, Tuesday, October 26, 2004, 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: Vice Chairperson Eugene Strickland, Board Members Jeff Cox, Laura Hawley, Art Rowbotham, Herman Moulden and Civil Service Director Gary Clark. Absent: Chairperson Phil Allen and Board Member Ronald Tomlin.

❖ **Consent Agenda** – Consent agenda was unanimously approved.

➤ **August 24, 2004 Civil Service Board Minutes**

➤ **September 14, 2004 Civil Service Board Special Meeting Minutes**

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

DATE	POSITION	DEPARTMENT	TYPE	TOTAL
8/3/2004	Operations Support Spv III	Parks & Recreation	I	10
8/3/2004	Operations Support Tech II	Parks & Recreation	I	20
8/3/2004	Power Plant Operator I	Electric	I	1
8/3/2004	Power Plant Operator II	Electric	I	1
8/3/2004	Solid Waste Collctn Driver III	Public Works	I	10
8/5/2004	Office Assistant I	Police	E	77
8/5/2004	Solid Waste Collector	Public Works	E	60
8/9/2004	Operations Support Tech I	Parks & Recreation	I	23
8/9/2004	Solid Waste Collctn Driver I	Public Works	I	10
8/10/2004	Account Clerk III	Electric	I	29
8/10/2004	Solid Waste Collctn Driver I	Public Works	I	10
8/12/2004	Police Officer	Police	E	27
8/16/2004	Accountant I	Finance	E	10
8/16/2004	Accountant II	Finance	E	5
8/17/2004	DCT/BCE Student	Parks & Recreation	E	77
8/17/2004	Operations Support Worker II	Parks & Recreation	E	87
8/18/2004	Account Clerk III	Airport	I	28
8/18/2004	Class & Compensation Mgr	Employee Relations	E	38
8/18/2004	Engineering Technician I	Electric	E	85
8/18/2004	Engineering Technician II	Electric	E	64
8/18/2004	Engineering Technician III	Electric	E	27
8/19/2004	Firefighter	Fire	E	54
8/19/2004	Office Associate II	Airport	I	24
8/24/2004	Employee Relations Spec Trainee	Employee Relations	I	3
9/3/2004	Emergency Communications Spec	Police	E	83
9/3/2004	Proctor-Library	Parks & Recreation	E	13
9/10/2004	Account Clerk IV	Police	I	24
9/10/2004	Operations Support Spv II	Parks & Recreation	I	10
9/13/2004	Lifeguard	ParksRecreation	E	75
9/13/2004	Power Plant Operator III	Electric	I	1
9/13/2004	Solid Waste Collector	Public Works	E	80
9/13/2004	Solid Waste Collector	Public Works	E	81
9/13/2004	Solid Waste Collector	Public Works	E	75
9/14/2004	Library Page	Parks & Recreation	E	48
9/14/2004	Operations Support Tech I	Water	E	101
9/14/2004	Solid Waste Collector	Public Works	E	113
9/15/2004	DCT/BCE Student	Parks & Recreation	E	70
9/20/2004	Meter Reader	Electric	E	81
9/20/2004	Safety Coordinator	Risk Management	E	6
9/21/2004	Driver Engineer	Fire	I	7
9/21/2004	Solid Waste Collctn Driver I	Public Works	I	10
9/23/2004	Maintenance Electrician	Facilities Maintenance	E	4
9/24/2004	Crime Analyst	Police	E	33
9/24/2004	Emergency Communications Spec	Police	E	84
9/28/2004	Career Development Specialist	Civil Service	E	2
9/28/2004	Engineering Technician II	Electric	I	21
9/28/2004	Operations Support Spv II	Parks & Recreation	I	11
9/28/2004	Operations Support Tech I	Parks & Recreation	I	29



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9/28/2004	Operations Support Tech I	ParksRecreation	I	29
9/28/2004	Operations Support Tech I	ParksRecreation	I	29
9/28/2004	Solid Waste Collectn Driver III	Public Works	I	9
<b>TOTAL</b>				<b>1909</b>

TYPE E = External I = Internal

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

DATE	POSITION	JOB CODE	NUMBER TESTED
08/06/04	Accountant I/II	2001/2002	14
08/13/04	Firefighter	4008	32
08/20/04	Emergency Communications Specialist	6060	64
08/27/04	Emergency Communications Specialist	6060	14
08/30/04	Driver Engineer Practical Test	4013	8
09/03/04	Police Officer	4009	13
09/03/04	Safety Coordinator	2066	6
09/21/04	Career Development Specialist	2118	6
09/28/04	Electrical Technician II – Water Plant	3089	1
09/28/04	Water Plant Instrument Technician II	3097	1
09/28/04	Water Plant Mechanic II	7085	5
09/29/04	Criticall Testing – Police Dept.	~	12
09/30/04	Criticall Testing – Police Dept.	~	9
<b>TOTAL</b>			<b>185</b>

➤ **Revision of Class Specifications**

JOB CODE	JOB TITLE	STATUS
2205	Asst Superintendent of Recreation	New
1010	Asst to the City Manager	New
3826	Asst Traffic System Operator	New
3825	Cable Cast Producer	New
3037	Crime Analyst	Revised
8092	Custodial Supervisor	New
8017	Custodian Foreman	New
1082	Director of Information Technology	New
3089	Electrical Technician	Revised
2203	Organizational Development Spec	New
2146	Organizational Development Supv	New
8228	Parking Supervisor	New
7114	Protective Equipment Spec II	New
7063	Station Electrician	Revised
8229	Ticket Seller Supervisor	New
7078	Water Meter Repairer Foreman	Revised

❖ **Division II, Article I, Section 16, Lakeland Charter**

- Director Clark indicated he has been informed by the City Manager that FY05 Annual Budget provides for two incumbents within the classification of Training Specialist. Currently the city has 3 individuals in this classification. The Board received a letter from the City Manager requesting guidance as to how the reduction is to be conducted.
- City Attorney Tim McCausland stated rank is not defined in the charter or rules. City Attorney McCausland believes the charter is ambiguous regarding rank and grade.
- Board Member Strickland's interpretation of the charter is person lowest in rank and grade shall be discharged and others may be demoted to remove the excessive number of employees. Meaning the person with the least amount of time with the city and the lowest grade is the person to be discharged.
- Board Member Cox doesn't believe it is the Board's responsibility to pick an employee. Board Member Moulden stated it is the Board's responsibility to insure the published rules are followed.
- **Board Member Moulden made a motion to identify the person with the lowest grade and the lowest seniority in that grade in Lakeland Electric to be the individual to be discharged. Board Member Rowbotham seconded the motion. Motion passed unanimously.**
- Board Member Jeff Cox recommends the city rewrite this section of the charter.



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- ❖ **Director Evaluation & Salary Review**
  - Vice-Chairperson Strickland directed board members to complete the evaluation worksheet by November 2. All responses should be sent to Board Member Strickland's fax or email account.
- ❖ **Civil Service Director's Report**
  - N/A
- ❖ **Miscellaneous**
  - Next regular meeting is rescheduled back to November 23, 2004.
- ❖ **Adjournment** - Upon motion meeting adjourned at 11:56 a.m.