



Civil Service Board

Regular Board Meeting Minutes

Tuesday, May 20, 2003

Chairperson Phil Allen
Vice-Chairperson Eugene Strickland

Chairperson Phil Allen called the Civil Service Board of Lakeland, Florida to order for a regular meeting, Tuesday, May 20, 2003, following the Employees Pension Board meeting, in the Civil Service Conference Room, Department of Civil Service and Retirement, 500 North Lake Parker Avenue, Lakeland, Florida. Present: Chairperson Phil Allen, Board Members Art Chappell, Jeff Cox, Laura Hawley, Jim Ogg, Art Rowbotham, Eugene Strickland and Civil Service Director Gary Clark.

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

➤ **February 24, 2003, Civil Service Board Minutes**

➤ **April 22, 2003, Civil Service Board Notes**

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

DATE	POSITION	DEPARTMENT	TYPE	TOTAL
2/03/03	Regulatory Programs Coordinator	Electric	E	19
2/03/03	Water Pipefitter II	Water	I	1
2/04/03	Operations Support Worker II	Parks & Recreation	E	27
2/07/03	Laboratory Chemist	Electric	E	7
2/10/03	Library Associate	Parks & Recreation	I	2
2/10/03	Lineman Apprentice	Electric	E	24
2/13/03	Office Assistant II	Electric	I	19
2/14/03	Parking Attendant	Parks & Recreation	E	22
2/17/03	Account Clerk III	Facilities Maintenance	E	74
2/19/03	Collections Supervisor	Electric	E	14
2/20/03	Library Clerk	Parks & Recreation	E	50
2/24/03	Customer Service Rep I	Electric	I	141
2/25/03	Water Distribution Supervisor	Water	I	11
2/27/03	Customer Service Coordinator	Electric	I	15
2/28/03	Multicraft Operator	Electric	E	8
3/03/03	Meter Reader	Electric	E	152
3/04/03	BUD-Energy Delivery	Electric	I	4
3/04/03	Superintendent of Stores	Electric	E	30
3/05/03	Carpenter II	Facilities Maintenance	E	6
3/05/03	Health Benefits Coordinator	Risk Management	E	11
3/06/03	Recreation Leader	Parks & Recreation	E	17
3/10/03	Power Plant Operator I	Electric	I	2
3/10/03	Power Plant Operator I	Electric	I	1
3/11/03	Customer Service Rep II	Electric	I	10
3/12/03	Police Captain	Police	I	8
3/18/03	Lineman 1st Class	Electric	E	21
3/18/03	Lineman 1st Class	Electric	I	21
3/18/03	Lineman 1st Class	Electric	E	21
3/18/03	Sales Operations Manager	Electric	E	6
3/21/03	DCT/BCE Student	Electric	E	47
3/21/03	DCT/BCE Student	Finance	E	47
3/21/03	Lakeland Center Pool Employee	The Lakeland Center	E	28
3/21/03	Plant Mechanic I	Electric	E	14
3/24/03	Emergency Communications Spec	Police	E	14
3/24/03	Water Pipefitter I	Water	E	29
3/25/03	Multicraft Operator Apprentice I	Electric	E	25
3/25/03	Operations Support Worker II	Parks & Recreation	E	163
3/27/03	Electronics/Relay Technician	Electric	I	1
3/27/03	Office Assistant I	Police	E	120
3/27/03	Power Plant Operator III	Electric	I	1
3/28/03	Playground Instructor	Parks & Recreation	E	29
3/28/03	Power Production Foreman	Electric	I	5
FEBRUARY/MARCH TOTAL				1267
4/01/03	Operations Support Tech I	Parks & Recreation	I	18
4/01/03	Operations Support Tech I	Electric	E	72
4/01/03	Operations Support Tech I	Facilities Maintenance	E	73
4/02/03	Police Property Clerk	Police	E	33
4/07/03	Lakeland Center Pool Employee	The Lakeland Center	E	19
4/07/03	Office Assistant I	Finance	E	115
4/09/03	Administrative Assistant	Electric	I	23
4/10/03	DCT/BCE Student	Police	E	45
4/14/03	Plant Helper	Electric	E	43



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4/14/03	Plant Helper	Electric	E	43
4/15/03	Training Specialist	Electric	I	1
4/17/03	Firefighter	Fire	E	28
4/21/03	Inventory Control Specialist	Electric	I	8
4/22/03	Food and Beverage Manager	Parks & Recreation	E	21
4/24/03	Customer Service Rep I	Electric	I	16
4/24/03	Engineer III	Electric	E	97
4/24/03	Playground Coordinator	Parks & Recreation	E	10
4/24/03	Playground Instructor	Parks & Recreation	E	12
4/24/03	Water Pipefitter I	Water	E	29
APRIL TOTAL				706

TYPE E = External I = Internal

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

DATE	POSITION	JOB CODE	NUMBER TESTED
2/04/03	Meter Reader	6049	51
2/05/03	Water Distribution Supervisor A.C.	3080	11
2/07/03	Lineman Apprentice	7030	30
2/07/03	Meter Reader	6049	24
2/11/03	Engineering Technician I,II,III	3027/3028/3029	14
2/21/03	Superintendent of Stores	6073	30
2/27/03	BCE students-Lake Gibson High School	5003	56
February Total			216
3/12/03	Police Officer	4009	13
3/14/03	Equipment Operator	7018	10
3/14/03	Emergency Communications Specialist	6060	26
3/21/03	Water Pipefitter	7082	24
3/25/03	Firefighter TABE	N/A	10
March Total			83
4/01/03	Police Property Clerk	6055	37
4/08/03	Public Safety Aide	5016	33
4/08/03	Administrative Assistant	5022	9
4/08/03	Maintenance Mechanic II	7034	5
4/08/03	Senior Lifeguard	8084	6
4/11/03	Firefighter	4008	8
4/21/03	Police Lieutenant A.C.	2061	11
April Total			109

➤ **Revision of Class Specifications**

JOB CODE	JOB TITLE	STATUS
1075	Director of Legislature and Regulatory Affairs	Revised
7078	Water Meter Repairer Foreman	Revised
8053	Recreation Leader	Revised
8055	Recreation Supervisor I	Revised
8056	Recreation Supervisor II	Revised
8057	Recreation Supervisor III	Revised
2099	Superintendent of Recreation	Revised
2185	Energy and Business Services Manager	Revised
3061	Materials Planner	Revised
8035	Operations Support Tech I	Revised
8036	Operations Support Tech II	Revised
6080	Neighborhood Watch Coordinator	Revised
2084	Health Benefits Coordinator	Revised
7009	Chief Water Plant Operator	Revised
7087	Water Plant Operator I	Revised
7088	Water Plant Operator II	Revised
7089	Water Plant Supervisor	Revised
3090	Wastewater Operator I	Revised
3091	Wastewater Operator II	Revised
3092	Wastewater Operator III	Revised
3122	Wastewater Plant Chief	Revised

❖ **Civil Service Director's Report**

- Civil Service Director Gary Clark informed the Board the Link hearing is scheduled for July 22, 2003 following the regular Board meetings. Board agreed to the date.



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❖ **Miscellaneous**

- Ted Jacobson addressed the Board regarding his actions during the last hearing.

❖ **Adjournment** - Upon motion meeting adjourned at 10:55 a.m.