



Civil Service Board

Regular Board Meeting Minutes

Tuesday, November 19, 2002

Chairperson Judge Holmes called the Civil Service Board of Lakeland, Florida to order for a regular meeting, Tuesday, November 19, 2002, 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 Judge Holmes, Board Members Phil Allen, Art Chappell, Jeff Cox, Jim Ogg, Art Rowbotham and Civil Service Director Gary Clark. Absent: Edgar Pickett.

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

➤ **October 22, 2002, Civil Service Board Minutes**

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

DATE	POSITION	DEPARTMENT	TYPE	TOTAL
10/01/02	Engineer III	Water	I	2
10/01/02	Operations Support Tech I	Water	E	4
10/01/02	Power Plant Operator III	Electric	I	2
10/01/02	Power Plant Operator III	Electric	I	1
10/01/02	Water Utl Line Constr Inspr	Water	E	4
10/02/02	Operations Support Spv V	Parks & Recreation	I	2
10/03/02	Computer Applications Spec	Electric	E	100
10/03/02	DCT/BCE Student	Police	E	56
10/03/02	Emergency Comm Spec	Police	E	85
10/08/02	Computer Applications Spec	Electric	I	12
10/08/02	Librarian	Parks & Recreation	E	4
10/08/02	Lineman Apprentice	Electric	E	73
10/10/02	Operations Support Tech III	Central Services	E	25
10/14/02	DCT/BCE Student	Electric	E	56
10/14/02	Engineer III	Electric	E	120
10/18/02	Chief Information Security Ofc	Central Services	E	14
10/18/02	Customer Service Coordinator	Electric	I	12
10/18/02	Office Associate II	Electric	I	16
10/18/02	Technical Writer / Trainer	Central Services	E	17
10/18/02	Water Pipefitter II	Water	I	2
10/22/02	Lineman 1st Class	Electric	I	1
10/22/02	Project Manager	Central Services	E	31
10/24/02	Lineman Apprentice	Electric	E	72
10/29/02	Maintenance Mechanic I	Facilities Maintenance	E	3
TYPE	E = External I = Internal	TOTAL		714

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

DATE	POSITION	JOB CODE	NUMBER TESTED
10/29/02	Public Safety Aide	5016	37
10/29/02	Emergency Communications Specialist	6060	14
10/29/02	Driver Engineer written test	4013	7
10/30/02	Office Assistant/Associate	6087/6089	50
10/30/02	Power Production Foreman AC - Water Operations	7052	9
10/30/02	Power Production Foreman AC - Material Handling	7052	5
10/31/02	Power Production Foreman AC - Mechanical Maint	7052	9
10/31/02	Power Production Foreman AC - Operations	7052	6
TOTAL			137

➤ **Revision of Class Specifications**

JOBCODE	JOB TITLE	STATUS
5022	Administrative Assistant	Revised
7010	Assistant Chief Water Plant Operator	New
2016	Coleman-Bush Building Administrator	Revised
2170	Corporate Reporting & Pricing Manager	Revised
2126	Librarian Supervisor	Revised



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5006	Library Clerk	Revised
5007	Library Technical Assistant	Revised
3061	Material Planner	Revised
8038	Operations Support Technician III (used to be IV)	Revised
8083	Playground Coordinator	Revised
6353	Power Quality & Reliability Coordinator	New
5010	Proctor-Library	Revised
2099	Superintendent of Recreation	Revised
TOTAL		13

❖ Civil Service Director's Report

- Civil Service Director Gary Clark discussed the provision of the city code regarding civil service protection for employees when the city reclassifies positions to be non civil service.
- City Attorney Tim McCausland discussed encumbered positions losing civil service protection.
- Civil Service Director Gary Clark indicated he has received a hearing request from an employee who has been demoted. This employee was hired into a position which had Civil Service protection, then later that position was reclassified as non civil service. The employee was subsequently demoted from this position. Currently the charter states the employee's Civil Service protection should continue. Board Member Jim Ogg stated an employee who is moved from a civil service position to a non civil service position should be made aware of the rights he is losing by taking the new position.
- The Board asked City Attorney Tim McCausland to determine if the Civil Service Board has jurisdiction over the employee and may grant a hearing. City Attorney Tim McCausland will provide a recommendation to the Civil Service Board within a few weeks.
- Board Member Jeff Cox asked if there is a conflict of interest for City Attorney Tim McCausland to advise the Board. City Attorney Tim McCausland responded by citing past court opinion of his position and added he is not comfortable with the position but he can manage the situation.

❖ Miscellaneous

- Civil Service Director Gary Clark introduced Laura Hawley who will replace Judge Holmes. Eugene Strickland will replace Edgar Pickett who served 19 years on the Board.

❖ Adjournment - Upon motion meeting adjourned at 11:05 a.m.