



Civil Service Board Meeting
8:30 AM Tuesday, April 21st, 2009
Employee Relations Conference Room

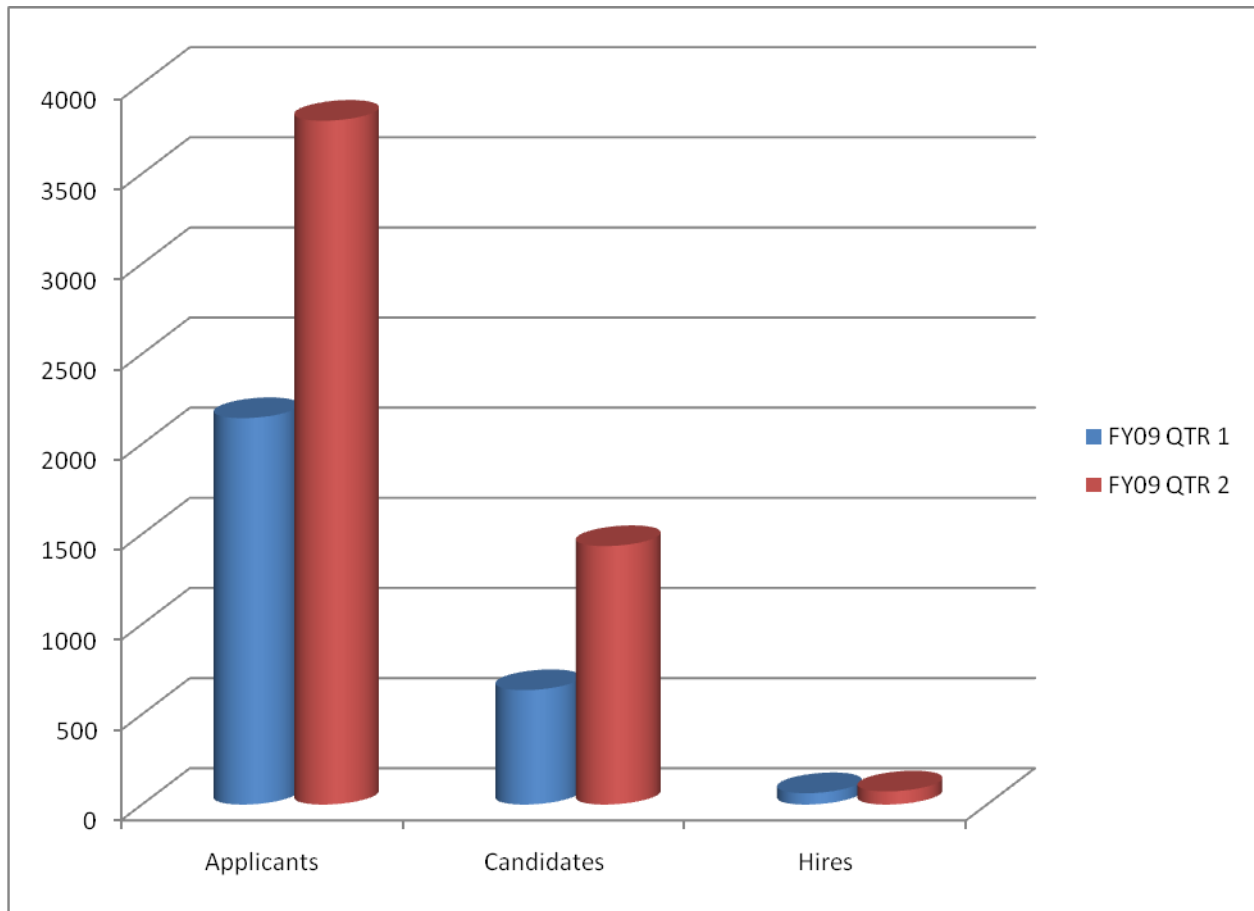
-AGENDA-

1. **Consent Agenda** – Items in this section may include reports of department activity in table or chart format as well as Minutes from the last meeting. The included reports may include a report of Employment Services activities, a report of Assessment Services activities, a report of revisions to job classifications, a report of personnel activity, etc. These reports are intended to fulfill the Civil Service reporting requirements as specified in the City Charter. These items may be enacted by one motion including Minutes from the March 2009 meeting.

***Proposed Minutes attached as page 3**

a. Employment Services Activity

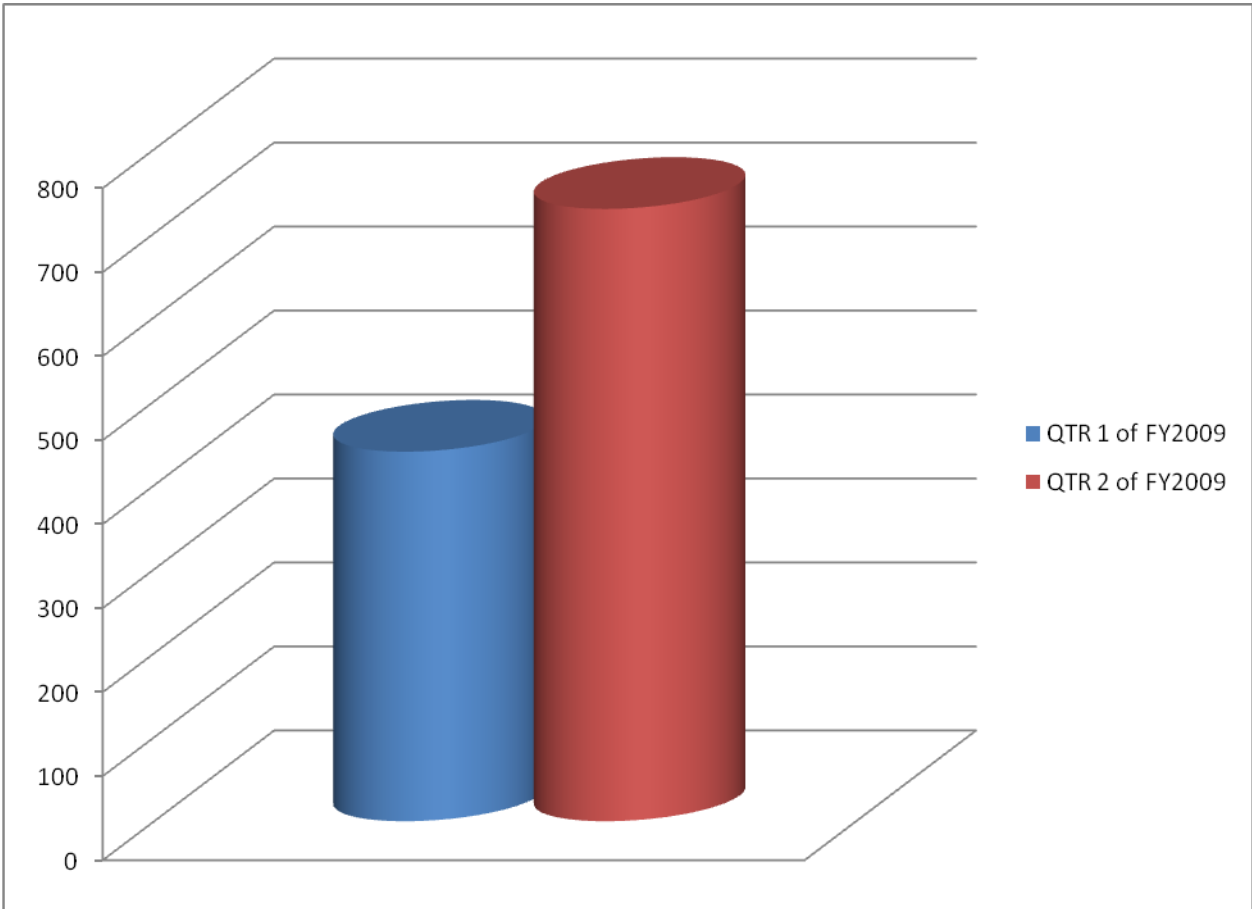
Fig. 1, Employment Activity: Quarter 1 vs. Quarter 2 of FY2009



	FY09 QTR 1	FY09 QTR 2
Applicants	2144	3794
Candidates	635	1434
Hires	63	73

b. Assessment Services Activity

Fig. 2 Assessment Activity: Number of tests, multi-test batteries, and assessment centers administered by quarter:



QTR 1 of FY2009	440
QTR 2 of FY2009	729

- 2. **Dr. Larry Ross to discuss Director’s performance appraisal. (15 minutes)**
- 3. **Discussion of CS Rules document: (40 minutes)**
- 4. **Adjournment**

Note: Next regular meeting is scheduled for June 23th, 2009 at 8:30 AM - City Commission Conference Room

***Proposed Minutes from last meeting:**

Civil Service Board

Special Civil Service Board Meeting
Tuesday, March 24, 2009

Chairperson Bruce Abels called the Civil Service Board of Lakeland, Florida to order Tuesday, March 24, 2009 at 8:30 a.m. in the Employee Relations Conference Room, City Hall, 228 South Massachusetts Avenue, Lakeland, Florida. Present: Board Members Carlton Benton, John Gibson, Wayne Hanneken, Richard Miller, and Don Selvage and Civil Service Director Tommy Hamrick. Absent: Sylvia Blackmon-Roberts

The purpose of the special Civil Service Board meeting was to review and edit the proposed version of the Civil Service Rules.

Jane Gschwender, Lakeland Electric, appeared before the Board to discuss Article 9.5 of the Civil Service Rules referencing reduction in the number of employees. She particularly wanted to discuss the section regarding seniority within a department whenever a reassignment occurs; specifically departmental seniority vs. total seniority and "rank and grade" having priority over seniority. Discussion ensued and Board Member Abels suggested revising the language to include the criteria of qualification. Additionally, seniority was discussed and the Board and Director were unanimous in their request for a definition of seniority as total continuous organizational seniority.

Troy McCain, President of the Employees Association, appeared before the Board to discuss the wording in the layoff policy in Article 9.5 regarding "similar classification". The wording has since been deleted.

Board Members and Civil Service Director Hamrick concluded revision of the Civil Service rules. Mr. Hamrick and Chairperson Abels will draft the changes to the rules and send to Board members, Employee Association and City Administration. Board will meet again on April 21, 2009 to adopt the Civil Service rules.

Upon motion, meeting adjourned at 10:18 a.m.

ADL – Additional job	DEM – Demotion	HIR – Hire	LOA – Leave of Absence	PAY – Pay Rate Change
PLA – Personal Leave	POS – Position Change	PRO – Promotion	REH – Rehire	RFL – Return From Leave
RWP – Early Retirement	SUS – Suspension	TER – Termination	TWP – Termination	XFR - Transfer

Civil Service Personnel Activity Report FY09

	ADL	DEM	HIR	INA	LOA	PAY	PLA	POS	PRO	REH	RET	RFL	RWP	SUS	TWP	XFR	Total
Airport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
City Manager & Staff	0	0	0	0	0	0	1	2	0	0	0	0	0	0	0	0	3
Civil Service	0	0	0	0	0	1	1	1	0	1	0	1	1	0	0	2	8
Community Development	0	1	1	0	0	1	1	0	0	0	0	0	0	0	1	1	6
Electric	0	0	6	0	1	4	8	4	10	2	0	9	7	3	6	10	70
Finance	0	0	0	0	0	5	1	4	1	1	0	2	0	0	0	2	16
Fire	0	0	0	0	0	1	2	0	3	0	0	1	1	0	0	3	11
Information Technology	0	0	1	0	0	1	1	2	0	0	0	2	1	0	0	0	8
Lakeland Center	2	0	14	0	0	1	0	0	1	2	0	0	0	0	9	1	30
Parks & Recreation	0	0	22	0	0	4	4	2	2	5	0	34	1	0	11	2	87
Police	0	0	3	0	0	6	6	2	0	1	1	6	1	0	0	0	26
Public Works	0	2	3	1	0	0	1	0	2	1	0	3	0	0	6	5	24
Risk Mgmt	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Water	0	0	3	0	0	1	5	3	6	0	0	2	0	0	1	6	27
Total	2	3	53	1	1	25	31	20	25	13	1	61	12	3	34	33	318

You are hereby notified that the regular meeting of the Civil Service Board will be held in the **Employee Relations Conference Room, 228 South Massachusetts Avenue, Lakeland, Florida on Tuesday, March 21st, 2009, beginning at 8:30 AM.** The purpose of this meeting is to consider items on the above agendas. Minutes will be available upon request from the Department of Civil Service. If any person decides to appeal any decision made by the Civil Service Board, with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made. In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact Francisca Suradja no later than three (3) days prior to the proceeding at (863) 834-8798 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers, (800) 955-8771 (TDD) or (800) 955-8770 (VOICE), for assistance