



Civil Service Board

Regular Board Meeting Minutes

Monday, February 24, 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, Monday, February 24, 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.

- **January 28, 2003, Civil Service/Employees Pension Board Organizational Session Minutes**
- **January 28, 2003, Civil Service Board Minutes**

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

DATE	POSITION	DEPARTMENT	TYPE	TOTAL
1/2/03	Operations Support Spv IV	Electric	E	11
1/6/03	Office Assistant II	Finance	I	16
1/6/03	Office Associate I	Water	E	123
1/6/03	Operations Support Worker II	Parks & Recreation	E	28
1/7/03	Administrative Assistant	Facilities Maintenance	E	26
1/7/03	Electronics/Relay Technician	Electric	I	1
1/7/03	Office Associate II	Risk Management	I	15
1/8/03	Library Clerk	Parks & Recreation	I	25
1/8/03	Library Page	Parks & Recreation	E	20
1/9/03	Carpenter II	Facilities Maintenance	E	39
1/9/03	Operations Support Tech I	Water	I	50
1/9/03	Operations Support Tech II	Parks & Recreation	I	12
1/10/03	Office Assistant II	Risk Management	E	97
1/13/03	Maintenance Coordinator	Electric	E	18
1/13/03	Maintenance Mechanic II	Electric	I	4
1/14/03	Control Center Operator - Larsen	Electric	I	6
1/14/03	Engineer II	Electric	E	115
1/14/03	GIS Technician I	Community Development	E	11
1/15/03	Lineman 1st Class	Electric	E	24
1/22/03	Business Analyst	Electric	E	12
1/22/03	Electrical Inspector	Community Development	E	10
1/22/03	Engineering Technician III	Electric	E	1
1/22/03	Mechanical Inspector	Community Development	E	4
1/27/03	Librarian	Parks & Recreation	I	2
1/29/03	Chief Accountant	Finance	I	3
TOTAL				673

TYPE E = External I = Internal

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

DATE	POSITION	JOB CODE	NUMBER TESTED
01/03/03	Library Page	5009	8
01/03/03	Library Clerk	5006	25
01/03/03	Administrative Assistant	5022	27
01/07/03	Police Officer	4009	3
01/08/03	Maintenance Coordinator	6041	27
01/10/03	Engineering Technician III-Contracts/ROW	3081	10
01/10/03	GIS Technician I	3051	17
01/10/03	Maintenance Mechanic II	7034	4
01/28/03	Customer Service Representative	6024	50
01/31/03	Account Clerk	6001	39
01/31/03	Customer Service Representative	6024	15
TOTAL			225

➤ **Revision of Class Specifications**

JOB CODE	JOB TITLE	STATUS
3008	Building Inspector	Revised
3009	Building Plans Examiner	Revised
3012	Chief Inspector	Revised
6016	Clerk	Revised
3816	Collections Supervisor	New
2129	Community Resources Coordinator	Revised



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3022	Crime Scene Technician I	Revised
1029	Director of Risk Management	Revised
3025	Drafting Technician III	Revised
3052	GIS Technician II	Revised
2084	Health Benefits Coordinator	Revised
1035	Housing Division Manager	Revised
2111	Housing Programs Coordinator	Revised
2039	Housing Rehab Finance Officer II	Revised
6045	Legal Secretary II	Revised
4019	Master Police Officer	Revised
6080	Neighborhood Watch Coordinator	Revised
2053	Occupational Health Nurse	Revised
2055	Planner	Revised
5015	Planning Assistant	Revised
2058	Planning Manager	Revised
6064	Police Information Systems Manager	Revised
2057	Principle Planner	Revised
2066	Safety Coordinator	Revised
2143	Safety Manager	Revised
3070	Safety Officer	Revised
2056	Senior Planner	Revised
2158	Transportation Planner	Revised
7096	Water Pipefitter Foreman	Revised
7077	Water Utilities Line Construction Inspector	Revised

❖ Civil Service Director's Report

- At the last board meeting City Attorney McCausland opined Bob Spychalsky did not carry the Civil Service protection from his previous classification and therefore recommended the Board reject his hearing request. Discussion ensued between Betsy Levingston, Tony Delgado, City Attorney Tim McCausland, Civil Service Director Gary Clark and the Board regarding the circumstances of Bob Spychalsky's petition. Board Member Art Rowbotham made motion that the Board does not have jurisdiction to hear Bob Spychalsky's case. Board Member Jeff Cox seconded the motion. Discussion: Bob Spychalsky spoke to the Board regarding his interpretation of the ordinance. Motion passed unanimously. City Attorney Tim McCausland will prepare a board order to this effect.
- Status of advising employees of lost CS protection
 - Civil Service Director Gary Clark indicated the City Commission should be advised before making an ordinance change as to the number of employees affected if Civil Service protection is removed.
- Andrej Rose Hearing Request
 - Hearing was rescheduled for Monday, March 10, 2003 at 8:00 a.m. due to Attorney Bob Grizzard's family emergency.

❖ Miscellaneous

- ❖ Adjournment - Upon motion meeting adjourned at 11:50 a.m.