



Civil Service Board

Regular Board Meeting Minutes

Tuesday, November 23, 2004

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, November 23, 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: Chairperson Phil Allen, Board Members Laura Hawley, Art Rowbotham, Ronald Tomlin and Civil Service Director Gary Clark. Absent: Vice-Chairperson Eugene Strickland, Board Member Jeff Cox and Herman Moulden.

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

➤ **October 26, 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	
10/1/2004	Construction Trades Worker II	Public Works	I	6	
10/1/2004	Electrical Technician	Water Utilities	I	1	
10/1/2004	Water Plant Instrument Tech II	Water Utilities	I	1	
10/7/2004	Office Assistant II	Lakeland Linder Region Airport	E	72	
10/7/2004	Operations Support Worker II	P & R	E	126	
10/8/2004	Water Plant Mechanic II	Water Utilities	I	5	
10/12/2004	Call Center Manager	Lakeland Electric	E	27	
10/14/2004	Engineering Technician II	Lakeland Electric	I	21	
10/14/2004	Engineering Technician IV	Lakeland Electric	I	1	
10/14/2004	Engineering Technician IV	Lakeland Electric	I	1	
10/19/2004	Computer Applications Spec	Public Works	I	7	
10/19/2004	Systems Analyst	Central Services	I	5	
10/19/2004	T&D Supervisor	Lakeland Electric	I	1	
10/20/2004	Crime Analyst	Police Department	E	32	
10/22/2004	Operations Support Worker I	Public Works	E	6	
10/22/2004	Operations Support Worker I	Public Works	E	6	
10/22/2004	Police Officer	Police Department	E	37	
10/25/2004	Public Safety Aide I	Police Department	I	4	
10/26/2004	Asst Supt of Recreation	P & R	I	4	
10/27/2004	Transportation Planner	Community Development	E	31	
10/28/2004	Operations Support Tech I	Public Works	E	91	
10/29/2004	Air Traffic Controller	Lakeland Linder Region Airport	E	5	
10/29/2004	Wastewater Equipment Mech III	Water Utilities	E	6	
TYPE E = External I = Internal				TOTAL	496

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

DATE	POSITION	JOB CODE	NUMBER TESTED
10/05/04	Criticall -Police Dept.	~	8
10/06/04	Criticall -Police Dept.	~	7
10/28/04	Wastewater Equipment Mechanic III	7076	6
TOTAL			21

➤ **Revision of Class Specifications**

JOB CODE	JOB TITLE	STATUS
1081	OMB Manager	New
2206	Fiber Optics Supervisor	New
2066	Safety Coordinator	Revised
2199	Safety Coordinator for Energy Delivery	Revised
7115	Protective Equipment Specialist I	New
7116	Solid Waste Foreman	New

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

➤ Director Clark indicated he notified the city manager of the board's recommendation. To this date that employee had not been discharged. Board questioned what was the purpose of the exercise.



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- City Manager sent letter to Board on 10/8 indicating need to save personnel costs in LE. Director Clark received email on same date from LE executive to hire an individual at a pay 25% higher than the position was advertised for. Civil Service Director Clark rejected the Executive's request to hire at the higher rate of pay. Board Members voiced support of Civil Service Director Clark's action of rejecting the pay request.

- ❖ **Director Evaluation & Salary Review**
 - Chairperson Phil Allen indicated Board Members had completed the evaluation worksheet and overall it was a positive evaluation. Civil Service Director Clark voiced a few concerns with the evaluation:
 - Department Heads involved in evaluation process. Board Members were unaware of a department head or city manager response. Chairperson Allen stated he would be surprised if department head didn't have negative comments given the role the Civil Service Director plays. Civil Service Director Gary Clark believes the employees and plan service providers should be included in the evaluation process.
 - Board Member Tomlin stated the Board should give Civil Service Director more support with regard to City Hall.
 - Civil Service Director Clark indicated he believes the Civil Service FY05 TO process with City Management was affected by the out come of the previous Civil Service Director Evaluation process. Chairperson Allen recalled recommendation from the last evaluation included a Civil Service Director Salary increase, pay increases for Civil Service Staff and the need for additional staff within the Civil Service Department. Chairperson Allen still recommends those same actions. Board Member Tomlin asked Civil Service Director Clark to state his needs and in response the Board should quickly schedule a meeting with the City Commission to address those needs. Civil Service Director Clark believes his classification should be removed from the pay grade structure. Civil Service Director Clark will bring to the Board in January a staffing requirement recommendation. Several Board Members opined this evaluation process should start in May in preparation for the fiscal year. Civil Service Director Clark will bring his request to the Board at the January meeting.

- ❖ **Civil Service Director's Report**
 - Board Member Moulden missed today's meeting due to his mother's illness.
 - Board Member Jeff Cox's term expires this year and Robert Andrews has been appointed by the City Commission as his replacement.

- ❖ **Miscellaneous**
 - Next regular meeting is schedule for January 25, 2005.

- ❖ **Adjournment** - Upon motion meeting adjourned at 11:36 a.m.