

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD Meeting held Wednesday, June 9, 2010, in the Civil Service Office Test Room, 17th Floor, 601 E. Kennedy Boulevard, Tampa, Florida.

I. MEETING CALLED TO ORDER

The June 9, 2010, Civil Service Board Meeting was called to order by Chairperson Butler at 6:22 p.m., without a quorum. However, the Board convened and reviewed agenda items that did not require ratification. The items are shown in order of presentation.

A. FLAG SALUTE

Everyone stood and recited the Pledge to the Flag.

B. ROLL CALL

The following members were present:

Ms. Victoria Butler
Ms. Christine Bruno
Ms. Pat Spencer

Mr. David Agliano, Mr. Chris Kavouklis, Mr. Rob Mitchell, and Ms. Heidi Swanson were not present.

Ms. Leona Crawley was present as Secretary Ex Officio, representative for the Clerk of Circuit Court.

The following Deputies to the Board were present:

Mr. Don Welch, Aviation Authority
Mr. Manuel Mangual, Clerk of Circuit Court
Ms. Michele Hamilton, Sheriff's Office
A representative from the County Administrator was not present.

II. AUDIENCE PARTICIPATION OPPORTUNITY

None.

III. OLD BUSINESS

Approval of Minutes of May 19, 2010

Although the Board could not approve the minutes due to the lack of a quorum, Mr. Gardner, Civil Service Director, made mention of the minor correction on Page 48.

IV. APPEARANCES AND REPORTS

There was no Report from the Employee Advisory Committee, since the Civil Service Board Meeting was held before the June 10th Employee Advisory Committee Meeting.

V. NEW BUSINESS / ADDENDUMS / CORRECTIONSA. CLASSIFICATION AND COMPENSATION3. UNCLASSIFIED - ACTIONS TAKEN DURING FOR THE PERIOD BEGINNING MAY 1, 2010 THROUGH MAY 31, 2010 - FOR INFORMATION ONLYSUMMARY OF ACTIONS

UNCLASSIFIED	NUMBER OF ACTIONS	NUMBER OF POSITIONS
ACTIONS ON AGENDA	2	11
ACTIONS STILL OPEN	0	0

ACTIONS(a) COUNTY ADMINISTRATORPARKS, RECREATION, AND CONSERVATION

Establish ten positions, numbered 14512 through 14521 as Unclassified Lifeguard P/T, class code U9921, pay grade 99, FLSA: non-exempt, effective May 7, 2010.

(b) SHERIFF'S OFFICE

Establish one position, numbered 14523, as Unclassified Network Administrator SO, class code U8765, pay grade 99, FLSA: exempt, effective June 1, 2010.

STAFF RECOMMENDATION

None. This item is for information only.

Mr. Gardner, Civil Service Director, spoke to this item. The item is for information only. Ms. Spencer asked if all 11 positions have been filled. Mr. Gardner explained to her that the Lifeguard recruitment under Parks, Recreation, and Conservation has just begun. Ms. Michele Hamilton, Sheriff's Office, said the Unclassified Network Administrator SO, has not been filled.

*Mr. Mitchell now arrives at 6:25 p.m. and there is now a quorum.

V. A. CLASSIFICATION AND COMPENSATION (Continued)

1. CLASSIFIED RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF
MAY 1, 2010, THROUGH MAY 31, 2010

SUMMARY OF ACTIONS

CLASSIFIED POSITIONS	NUMBER OF ACTIONS	NUMBER OF POSITIONS
ACTIONS ON AGENDA	14	27
ACTIONS STILL OPEN	8	12

ACTIONS

a. COUNTY ADMINISTRATOR

(1) CHILDREN'S SERVICES

(a) Establish three positions, numbered 14524, 14525 and 14526 as Child Care Specialist, class code A3577, pay grade AI, FLSA: non-exempt, effective May 20, 2010. These are limited duration positions expected to expire on July 31, 2011.

(b) Reclassify one vacant position, numbered 01671 from Child Care Supervisor, class code A3597, pay grade AM, FLSA: non-exempt, to Multi-Trades Worker III, class code C4752, pay grade CK, FLSA: non-exempt, effective May 18, 2010.

(2) FIRE RESCUE

(a) Reclassify four vacant positions, numbered 02512, 02491, 02486, and 02504, from Fire Fighter, class code D2513, pay grade DK, FLSA: non-exempt to Fire Medic I, class code D2525, pay grade DR, FLSA: non-exempt, effective May 18, 2010.

(b) Establish four positions, numbered F02512, F02491, F02486, and F02504, as Fire Medic Trainee (Fire Fighter), class code D2524, pay grade DJ, FLSA: non-exempt, effective May 18, 2010.

(c) Establish four positions, numbered P02512, P02491, P02486, and P02504, as Fire Medic Trainee (Paramedic), class code D2523, pay grade DI, FLSA: non-exempt, effective May 18, 2010.

V. A. CLASSIFICATION AND COMPENSATION (Continued)**1. CLASSIFIED RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF
MAY 1, 2010, THROUGH MAY 31, 2010 (Continued)****a. COUNTY ADMINISTRATOR (Continued)****(3) HEALTH & SOCIAL SERVICES**

Reclassify one vacant position, numbered 03297, from Manager, class code A1362, pay grade AO, FLSA: non-exempt, to Senior Supervisor, class code A1361, pay grade AM, FLSA: exempt, effective June 1, 2010.

(4) LIBRARY SERVICES

Reclassify two vacant positions, numbered 03627 and 03702, from Library Assistant, class code A3812, pay grade AE, FLSA: non-exempt to Library Aide, class code A3810, pay grade AA, FLSA: non-exempt, effective May 5, 2010.

(5) WATER RESOURCE SERVICES

(a) Reclassify one vacant position, numbered 05896 from Senior Engineering Technician, class code A1743, pay grade AN, FLSA: non-exempt to Electrician III, class code C4716, pay grade CM, FLSA: non-exempt, effective May 5, 2010.

(b) Reclassify two vacant positions, numbered 06088 and 14114 from Electrician II, class code C4714, pay grade CI, FLSA: non-exempt to Electrician III, class code C4716, pay grade CM, FLSA: non-exempt, effective May 5, 2010.

b. CHILDREN'S BOARD

(1) Reclassify one encumbered (Thomas Mick) position, numbered 12652, from Accountant II, class code A0904, pay grade AO, FLSA: exempt to Accountant III, class code A0906, pay grade AS, FLSA: exempt, effective May 17, 2010.

POSITION PURPOSE: To perform professional accounting duties managing areas of the agency's accounting system including payroll and general ledger activities.

V. A. CLASSIFICATION AND COMPENSATION (Continued)1. CLASSIFIED RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF
MAY 1, 2010, THROUGH MAY 31, 2010 (Continued)b. CHILDREN'S BOARD (Continued)

(2) Establish one position, numbered 14527, as Accountant II, class code A0904, pay grade AO, FLSA: exempt, effective May 17, 2010.

POSITION PURPOSE: To perform professional accounting and payroll processing duties in the Agency's Finance, Program Administration, and Administrative Services Departments.

c. SHERIFF'S OFFICE

(1) Reclassify one encumbered (Teresa Sadrianna) position, numbered 06977, from Supervisor, class code W0118, pay grade WK, FLSA: non-exempt to Manager, class code W1362, pay grade WO, FLSA: non-exempt, effective May 6, 2010.

POSITION PURPOSE: To perform managerial and operational duties in Quality Assurance, Warrant Administration and Records Transcription Units within the Records Section of Human Resources.

(2) Reclassify one encumbered (Nora G. Cloutier) position, numbered 08816, from Senior Secretary to Claims Service Representative I, class code W1343, pay grade WI, FLSA: non-exempt, effective May 20, 2010.

d. TAX COLLECTOR

Establish one position, numbered 14522 as Training Technician, class code A1309, pay grade AM, FLSA: non-exempt effective May 12, 2010.

STAFF RECOMMENDATION

Recommend Board ratify.

Motion: Ms. Bruno to approve staff recommendation.

Second: Mr. Mitchell

V. A. CLASSIFICATION AND COMPENSATION (Continued)1. CLASSIFIED RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF
MAY 1, 2010, THROUGH MAY 31, 2010 (Continued)

Ms. Spencer asked the question that if one of the positions established or reclassified does not have an encumbered name associated to the action, does this mean the position is already filled. The second part of the question was will the action be retroactive due to being out-of-class. Mr. Gardner explained that if a vacant reclassification action takes place, recruitment is started to fill that position. In the case of an encumbered position, the employee is promoted in that action on the date shown, or has 90 days to qualify. The encumbered positions will be paid the appropriate salary on the effective date.

The motion was approved by the Board to ratify the Classification Ratification Actions taken during the period of May 1, 2010, through May 31, 2010.

At this time, the Board heard item III. Old Business.

III. OLD BUSINESSApproval of Minutes of May 19, 2010

Mr. Gardner said there were no other changes except the one he mentioned before, pertaining to the change on Page 48.

Motion: Ms. Spencer

Second: Ms. Bruno

The motion was approved by the Board to approve the Minutes of May 19, 2010.

V. A. CLASSIFICATION AND COMPENSATION (Continued)2. FOR BOARD AND FINAL ACTIONa. CLASSIFICATION ACTIONS

None.

b. COMPENSATION ACTIONS

None.

c. POSITION INACTIVATIONS

Mr. Rick Ebelke, Civil Service staff, presented this item to the Board. The Clerk of the Circuit Court has requested the inactivation of position number 14009, Senior Administrative Specialist, class code A0125, pay grade AN, FLSA: exempt. The position is currently vacant and will be unfunded. The inactivation of this position is effective May 1, 2010.

V. A. CLASSIFICATION AND COMPENSATION (Continued)**c. POSITION INACTIVATIONS/CLERK OF THE CIRCUIT COURT (Cont.)****BASIC AGENCY REQUEST**

The Clerk of the Circuit Court submitted a request (Attachment 1) to inactivate 1 vacant position effective May 1, 2010.

The position to be inactivated is classified as Senior Administrative Specialist, class code A0125, pay grade AN, FLSA: exempt, position number 14009.

STAFF RECOMMENDATION

Approve the inactivation of position number 14009, effective May 1, 2010.

Motion: Ms. Bruno

Second: Mr. Mitchell

The motion was approved by the Board to inactivate position number 14009, with the Clerk of Circuit Court, effective May 1, 2010.

V. A. CLASSIFICATION AND COMPENSATION (Continued)

c. POSITION INACTIVATIONS/CLERK OF THE CIRCUIT COURT (Cont.)

Rivera, Frank

From: Mangual, Manuel [ManguaiM@hillsclerk.com]
Sent: Monday, May 10, 2010 9:14 AM
To: Rivera, Frank
Subject: RE: Request to Unfund a Position

Please inactivate effective May 1, 2010.

Thanks!

Manuel Mangual

Chief Personnel Analyst
Employee Relations
Clerk of the Circuit Court
813 276-2029, ext 4180
Cell 813 433-8010
FAX 813 272-6345
mangualm@hillsclerk.com

From: Rivera, Frank
Sent: Monday, May 10, 2010 9:00 AM
To: Mangual, Manuel
Subject: RE: Request to Unfund a Position

Manny:

Are you referring to inactivate the position? What would be the effective date?

From: Mangual, Manuel [mailto:ManguaiM@hillsclerk.com]
Sent: Friday, May 07, 2010 9:35 AM
To: Chandler, Bob
Cc: Rivera, Frank; Spence, Vicki; Wherry, Ashley
Subject: Request to Unfund a Position

Bob,

Please unfund position #14009, Senior Administrative Specialist. The position is currently vacant.

Thanks!

Manny

Manuel Mangual

Chief Personnel Analyst
Employee Relations
Clerk of the Circuit Court
813 276-2029, ext 4180
Cell 813 433-8010
FAX 813 272-6345
mangualm@hillsclerk.com

HRIS
DATE: See 5/11/10

THINK AT THE SINK!
During this ongoing drought, every drop of water counts.
Learn how you can cut water use at <http://www.hillsboroughcounty.org/water/conserva>

R
5/11/10

V. A. CLASSIFICATION AND COMPENSATION (Continued)2. FOR BOARD REVIEW AND FINAL ACTION (Continued)d. CLASSIFICATION DELETIONS

Mr. Rick Ebelke, Civil Service Staff presented this request. The agenda item is to delete three classifications that are no longer utilized by the Aviation Authority, due to the approval of the Airport Dispatcher classification series. There are no assigned positions in these classifications. The deleted classifications will be effective June 9, 2010. As a note, there are similar classes to the ones being deleted used by the Sheriff's Office in their Communications Center.

AVIATION AUTHORITYBASIC AGENCY REQUEST

Request deletion of the following classifications that are no longer utilized by the Aviation Authority after approval of the Airport Dispatcher classification series at the May 19, 2010 Civil Service Board meeting. There are no positions assigned to these classifications.

1. Digital Communication Dispatcher Trainee (R2779/RG)
2. Digital Communication Dispatcher (R2773/RI)
3. Senior Digital Communication Dispatcher (R2774/RK)

STAFF RECOMMENDATION

Approve the deletion of the above listed classifications effective June 9, 2010.

Motion: Ms. Spencer to approve staff recommendation.

Second: Mr. Mitchell

The motion was approved by the Board to delete the Digital Communication Dispatcher Trainee (R2779/RG), Digital Communication Dispatcher (R2773/RI), and Senior Digital Communication Dispatcher (R2774/RK), effective June 9, 2010.

V. B. TEMPORARY EXTENSIONS FOR BOARD APPROVAL

None.

V. C. RECRUITING, TESTING, AND CERTIFICATION

1. RECRUITING, TESTING & CERTIFICATION ACTIVITY (RTC) THROUGH MAY 2010

Mr. Kurt Wilkening reported on this action. During the month of May 2010, the Recruiting, Testing & Certification Department received 155 requisitions, issued 84 recruitment bulletins, received 8,340 applications for employment, and administered 1,125 written and performance exams. April was the busiest month of the fiscal year. All dimensions are projected to be up by the end of the fiscal year. There were 43 Closed Recruitments, with 67% being qualified; 41 Open Recruitments with 45 being qualified; and for the Extended Recruitments, 16, with 36% being qualified.

During the month of May 2010, the Recruiting, Testing, and Certification Department had the following workload:

- Received 155 requisitions
- Issued 84 recruitment bulletins
- Received 8,340 applications for employment
- Administered 1,125 written and performance exams

Comparing May's workload to the previous month, you can see we were down in all categories except for 'Requisitions Received.' This is due in large part to the fact that April was the second busiest month of the fiscal year. Projections for the end of the fiscal year workload continue to edge up higher in every category.

	<u>Last</u>	<u>This</u>	<u>Pct</u>	<u>FY10</u>	<u>Pct</u>
	<u>Month</u>	<u>Month</u>	<u>Chg</u>	<u>Projctn</u>	<u>Chg</u>
Requisitions Received	142	155	+9%	1,541	+41%
Bulletins Issued	110	84	-24%	881	+47%
Applications Received	8,475	8,340	-2%	87,705	+12%
Tests Administered	1,517	1,125	-26%	12,405	-5%

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)

1. RECRUITING, TESTING, & CERTIFICATION ACTIVITY (RTC) THROUGH MAY 2010 (Continued)

	END OF MONTH	QUARTER TO DATE	YEAR TO DATE
APPLICATIONS RECEIVED	8,340	16,815	58,470
TEST ADMINISTERED	1,125	2,642	8,270

	EMPLOYEE APPLICANTS
Total:	1,450
Percentage:	17.4%

	OUTSIDE APPLICANTS
Total:	6,890
Percentage:	82.6%

MISCELLANEOUS ACTIVITIES			
	Total	Open	Closed
Recruitments Conducted:	84	41	43

	Total	YTD
Recruitment Requests Processed:	155	1,027
Percent of Requests to Recruitments	54%	

APPLICATIONS RECEIVED	MONTH TOTAL	QUARTER TOTAL	YEAR TOTAL
FY '09	4,834	16,194	77,932
FY '10 *	8,340	25,223	87,705
Actual or Estimated Percentage Change	73%	56%	13%

* Qtr Total is a projection for every month except the last month of each quarter (then the total is actual); Year total is projected.

TESTS ADMINISTERED	MONTH TOTAL	QUARTER TOTAL	YEAR TOTAL
FY '09	765	2,977	13,663
FY '10 *	1,125	3,963	12,405
Actual or Estimated Percentage Change	47%	33%	-9%

* Qtr Total is a projection for every month except the last month of each quarter (then the total is actual); Year total is projected.

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)

1. RECRUITING, TESTING, & CERTIFICATION ACTIVITY (RTC) THROUGH
MAY 2010 (Continued)

RECRUITING, TESTING & CERTIFICATION DIVISION CURRENT & HISTORICAL APPLICANT ACTIVITY
FISCAL YEAR ENDING

		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	5 YR AVG
OCT	Requisitions Rcvd	0	0	0	163	172	197	206	204	111	178	179
	Bulletins Issued	111	101	79	80	80	111	140	100	62	94	101
	Applications Rcvd	3,419	5,248	5,601	6,046	6,485	4,460	6,033	6,360	6,920	7,950	6,345
	Tests Administered	1,466	1,666	1,555	2,575	2,696	1,740	2,148	1,136	1,563	859	1,489
NOV	Requisitions Rcvd	0	0	0	130	158	223	206	169	62	107	153
	Bulletins Issued	82	60	91	75	90	94	84	94	36	65	75
	Applications Rcvd	2,662	2,773	4,320	2,952	3,830	4,161	5,494	5,709	4,518	9,727	5,922
	Tests Administered	1,191	1,248	1,193	1,090	1,354	1,779	2,198	913	577	1,657	1,425
DEC	Requisitions Rcvd	0	0	0	159	177	197	214	149	111	129	160
	Bulletins Issued	95	63	83	76	90	101	108	58	49	61	75
	Applications Rcvd	2,654	2,243	4,001	3,774	3,737	4,055	4,405	5,622	6,935	5,761	5,356
	Tests Administered	947	1,034	1,834	1,232	1,472	1,437	1,698	1,002	1,328	786	1,250
JAN	Requisitions Rcvd	0	0	0	183	142	269	255	60	135	104	163
	Bulletins Issued	127	74	56	99	79	122	123	58	87	73	93
	Applications Rcvd	3,798	3,226	4,332	5,805	4,120	3,685	6,446	7,628	9,852	5,759	6,674
	Tests Administered	1,253	1,544	1,042	1,758	1,876	1,101	2,532	1,099	1,326	586	1,329
FEB	Requisitions Rcvd	0	0	0	166	140	244	204	118	76	101	149
	Bulletins Issued	117	82	97	97	74	106	82	91	37	55	74
	Applications Rcvd	3,605	3,663	4,563	4,881	3,732	5,843	5,284	7,390	8,038	5,696	6,450
	Tests Administered	1,137	1,323	1,675	1,715	1,204	2,477	2,051	1,309	1,897	982	1,743
MAR	Requisitions Rcvd	0	0	0	175	163	287	237	96	78	111	162
	Bulletins Issued	99	112	100	110	76	115	106	38	41	45	69
	Applications Rcvd	3,197	4,151	4,891	5,019	3,848	4,939	5,822	4,960	5,520	6,762	5,601
	Tests Administered	1,180	1,258	2,245	1,769	1,538	1,456	2,401	790	1,019	758	1,285
APR	Requisitions Rcvd	0	0	0	155	148	256	255	126	46	142	165
	Bulletins Issued	103	82	85	98	79	123	120	70	43	110	93
	Applications Rcvd	3,192	5,123	4,168	4,480	4,316	4,362	5,638	7,819	6,225	8,475	6,504
	Tests Administered	1,387	1,224	1,581	1,660	2,346	1,812	2,585	1,429	806	1,517	1,630
MAY	Requisitions Rcvd	0	0	0	181	165	224	272	114	47	155	162
	Bulletins Issued	61	87	48	98	97	109	84	67	32	84	75
	Applications Rcvd	2,938	4,740	5,365	4,733	4,159	4,979	5,549	5,691	4,834	8,340	5,879
	Tests Administered	1,182	1,972	1,583	2,337	1,612	1,739	1,824	777	765	1,125	1,246
JUN	Requisitions Rcvd	0	0	124	166	208	285	112	81	74		138
	Bulletins Issued	92	79	78	105	89	108	61	50	28		62
	Applications Rcvd	3,091	3,794	2,912	4,708	3,845	7,263	3,060	6,951	5,135		5,602
	Tests Administered	1,625	1,278	582	1,961	1,398	3,427	1,976	1,422	1,406		2,058
JUL	Requisitions Rcvd	0	0	184	163	184	179	118	104	87		122
	Bulletins Issued	99	106	88	70	95	107	36	46	48		59
	Applications Rcvd	3,441	5,000	4,461	5,386	5,162	4,237	3,046	5,627	6,836		4,937
	Tests Administered	1,645	1,620	965	1,978	2,546	1,138	1,307	1,210	1,259		1,229
AUG	Requisitions Rcvd	0	0	111	159	195	248	124	131	113		154
	Bulletins Issued	82	91	59	122	130	102	77	72	57		77
	Applications Rcvd	3,374	5,184	4,285	4,565	5,475	5,232	4,466	5,891	6,846		5,609
	Tests Administered	1,701	1,686	722	1,453	1,974	2,352	2,471	931	898		1,663
SEP	Requisitions Rcvd	0	0	179	156	188	241	124	88	154		152
	Bulletins Issued	75	84	105	90	102	109	71	59	78		79
	Applications Rcvd	2,927	4,709	4,262	5,073	4,811	4,808	3,831	7,344	6,273		5,564
	Tests Administered	1,238	1,307	1,167	2,227	2,017	1,923	2,131	1,089	819		1,491

T O T A L	Year To Date											Yr End Proj.	
	Requisitions Rcvd	0	0	598	1,956	2,040	2,850	2,327	1,440	1,094	1,027		1,541
	Bulletins Issued	1,143	1,021	969	1,120	1,081	1,307	1,092	803	598	587		881
	Applications Rcvd	38,298	49,854	53,161	57,422	53,520	58,024	59,074	76,992	77,932	58,470		87,705
	Tests Administered	15,952	17,160	16,144	21,755	22,033	22,381	25,322	13,107	13,663	8,270		12,405
TOTALS	55,393	68,035	70,872	82,253	78,674	84,562	87,815	92,342	93,287	68,354		102,531	

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)1. RECRUITING, TESTING, & CERTIFICATION ACTIVITY (RTC) THROUGH
MAY 2010 (Continued)

Closed Recruitments

May 2010

Number of Recruitments: 43

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
				CHILD CARE SPECIALIST (NON STANDARD HOURS)(L/D)	06/11/10	0	
				FINGERPRINT SPECIALIST SUPERVISOR	06/11/10	0	
				HEAD START/EHS TEACHER	05/28/10	0	
				HEAD START/EHS TEACHER ASSISTANT	06/11/10	0	
				SYSTEMS COORDINATOR	06/11/10	0	
1	1	1	0	ACCOUNTANT II	06/11/10	0	
1	1	1	0	ADVANCED TRANSPORTATION WORKER	05/28/10	1	100
1	1	1	0	ASSISTANT DIRECTOR OF OPERATIONS(NON STANDARD HOURS)	06/11/10	0	
1	1	1	0	ELECTRICIAN II	05/28/10	1	100
1	1	1	0	MULTI-TRADES WORKER III	06/11/10	0	
1	1	1	0	SENIOR SECRETARY	06/11/10	0	
1	1	1	0	SPECIFICATION WRITER (VEHICLES/EQUIPMENT)	05/28/10	1	100
1	1	1	0	SR DATA PROCESSING TELECOMMUNICATIONS TECH(NETWORK)	06/11/10	0	
2	2	2	0	EQUIPMENT OPERATOR II	06/04/10	2	100
2	2	2	0	EQUIPMENT OPERATOR III	06/04/10	2	100
2	2	2	0	PLANT MANAGER (WASTEWATER)	05/21/10	1	50
3	1	1	0	ENGINEERING SPECIALIST I (UNDERGROUND INVESTIGATION)	05/21/10	1	100
3	1	1	0	SENIOR TRANSPORTATION WORKER	05/28/10	0	
3	2	2	0	AIRPORT POLICE CORPORAL (NON STANDARD HOURS)	06/11/10	0	
3	2	2	0	CUSTODIAN	05/28/10	2	100
3	2	2	0	SENIOR CITIZENS ACTIVITY SPECIALIST	06/11/10	0	
3	2	2	0	TRANSPORTATION OPERATIONS SUPERINTENDENT	05/28/10	1	50
3	3	3	0	ACCOUNTING CLERK II	06/11/10	0	
3	3	3	0	SENIOR SUPERVISOR(SUSHINE LINE OPERATIONS)	06/11/10	0	
4	3	3	0	SENIOR CHILD CARE SPECIALIST (NON STANDARD HOURS)	05/21/10	3	100
4	4	4	0	SENIOR ASSET COORDINATOR	05/28/10	3	75
4	4	4	0	SENIOR SUPERVISOR (CIVIL PROCESS)	06/04/10	2	50
4	4	4	0	STOREKEEPER III	05/21/10	1	25
5	5	5	0	ELECTRONICS TECHNICIAN III	05/21/10	5	100
6	6	6	0	SENIOR CREW LEADER	05/28/10	4	66
7	4	4	0	SENIOR METER READER	05/21/10	2	50
8	7	7	0	MULTI-TRADES WORKER II	06/04/10	5	71
8	7	7	0	PROGRAM COORDINATOR (VOTER SERVICES)	05/21/10	6	85
9	6	6	0	ASSET COORDINATOR	05/28/10	4	66
9	6	6	0	LEGAL ADMINISTRATIVE ASSISTANT	06/11/10	0	
14	12	12	0	ACCOUNTING CLERK II	05/28/10	7	58
16	14	14	0	BOOKING CLERK	06/04/10	8	57

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)

1. RECRUITING, TESTING, & CERTIFICATION ACTIVITY (RTC) THROUGH MAY 2010 (Continued)

**Closed Recruitments
May 2010**

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
22	18	18	0	OFFICE ASSISTANT II	05/28/10	16	88
22	19	19	0	ACCOUNTANT I	06/04/10	3	15
31	29	29	0	CASE MANAGER	06/04/10	15	51
32	29	29	0	ACCOUNTING CLERK III (CASHIER)	05/28/10	18	62
75	53	53	0	SENIOR ADMINISTRATIVE SPECIALIST	06/04/10	45	84
79	69	69	0	OFFICE ASSISTANT III	05/28/10	60	86
397	329	329	0			219	67%
Dropoff Rate: 17.1%			0.0%				

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)1. RECRUITING, TESTING, & CERTIFICATION ACTIVITY (RTC) THROUGH
MAY 2010 (Continued)

Open Recruitments

May 2010

Number of Recruitments: 41

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
20	8	8	0	LIFEGUARD (PART-TIME)	06/04/10	0	
21	14	14	0	SENIOR ASSET COORDINATOR	05/28/10	10	71
21	14	14	0	SENIOR CITIZENS ACTIVITY SPECIALIST	06/11/10	0	
22	13	13	0	SR DATA PROCESSING TELECOMMUNICATIONS TECH(NETWORK)	06/11/10	0	
23	11	11	0	HEAD START/EHS TEACHER ASSISTANT	06/11/10	0	
28	23	23	0	SYSTEMS COORDINATOR	06/11/10	0	
33	21	21	0	ACCOUNTANT II	06/11/10	0	
35	22	22	0	SENIOR TRANSPORTATION WORKER	05/28/10	10	45
37	33	33	0	ADULT DAY CARE AIDE (REDUCED HOURS)	06/11/10	0	
40	34	34	0	CHILD CARE SPECIALIST (NON STANDARD HOURS)(L/D)	06/11/10	0	
55	27	27	0	MANAGER OPERATIONS/MANAGEMENT	Extended	8	29
56	29	29	0	LEGAL ADMINISTRATIVE ASSISTANT	06/11/10	0	
57	42	42	0	ACCOUNTING CLERK II	06/11/10	0	
63	20	20	0	ENGINEERING SPECIALIST I (UNDERGROUND INVESTIGATION)	05/21/10	7	35
66	36	36	0	ASSET COORDINATOR	05/28/10	25	69
69	49	48	1	EQUIPMENT OPERATOR III	06/04/10	35	71
71	49	49	0	TRANSPORTATION OPERATIONS SUPERINTENDENT	05/28/10	34	69
72	37	37	0	HEAD START/EHS TEACHER	Extended	8	21
74	54	54	0	SENIOR SECRETARY	06/11/10	0	
76	71	71	0	ADULT DAY CARE AIDE	06/11/10	0	
83	71	71	0	SENIOR CREW LEADER	05/28/10	62	87
85	72	72	0	ELECTRONICS TECHNICIAN III	05/21/10	59	81
95	55	54	1	ADVANCED TRANSPORTATION WORKER	05/28/10	21	38
117	45	45	0	PROGRAM COORDINATOR (VOTER SERVICES)	05/21/10	4	8
131	87	86	1	ELECTRICIAN II	05/28/10	67	77
131	102	102	0	CUSTODIAL INSPECTOR (NON STANDARD HOURS)	05/28/10	62	60
157	109	109	0	EQUIPMENT OPERATOR II	06/04/10	82	75
163	119	119	0	SENIOR CHILD CARE SPECIALIST (NON STANDARD HOURS)	05/21/10	86	72
164	113	113	0	AUTOPSY TECHNICIAN	06/04/10	35	30
166	104	104	0	SENIOR METER READER	05/21/10	27	25
191	130	130	0	STOREKEEPER III	05/21/10	33	25
208	70	70	0	DIGITAL COMMUNICATIONS DISPATCHER (EMD)(TEMP)	Extended	3	4
228	173	172	1	AIRPORT POLICE OFFICER (CERTIFIED)(NON STANDARD HOURS)	05/28/10	91	52
268	198	198	0	ACCOUNTANT I	06/04/10	20	10
318	192	191	1	FORENSIC INVESTIGATOR I	05/28/10	103	53
375	302	301	1	ANIMAL CARE ASSISTANT	06/04/10	227	75
409	344	342	2	CUSTODIAN	05/28/10	326	94
421	304	304	0	CASE MANAGER	06/04/10	55	18
565	363	362	1	BOOKING CLERK	06/04/10	127	34
599	415	415	0	ACCOUNTING CLERK III (CASHIER)	05/28/10	151	36
871	629	629	0	OFFICE ASSISTANT II	05/28/10	308	48
6,684	4,604	4,595	9			2,086	45%
Dropoff Rate:	31.1%		0.2%				

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)1. RECRUITING, TESTING, & CERTIFICATION ACTIVITY (RTC) THROUGH
MAY 2010 (Continued)**Extended Recruitments
As of May 31, 2010**

Number of Recruitments: 16

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Opening Date	Qual	% Qual
49	14	14	0	DIRECTOR OF FINANCE	04/09/10	8	57
55	27	27	0	MANAGER OPERATIONS/MANAGEMENT	05/14/10	8	29
72	37	37	0	HEAD START/EHS TEACHER	05/14/10	8	21
98	46	46	0	PLANT MANAGER (WATER)	11/20/09	15	32
142	51	51	0	SOFTWARE SPECIALIST I (MCITP)(NON STANDARD HOURS)	04/23/10	0	
160	80	80	0	SENIOR PLANT OPERATOR	10/24/08	45	56
209	70	70	0	DIGITAL COMMUNICATIONS DISPATCHER (EMD)(TEMP)	05/07/10	3	4
294	129	129	0	PLANT SUPERVISOR (WASTEWATER)	09/05/08	38	29
315	132	131	1	PLANT MANAGER (WASTEWATER)	09/05/08	37	28
318	153	151	2	LEAD HEAD START/EHS TEACHER	12/04/09	18	11
512	289	289	0	SENIOR UTILITIES MAINTENANCE WORKER	04/17/09	169	58
1355	556	554	2	PLANT OPERATOR	10/24/08	78	14
1715	792	792	0	UTILITIES MAINTENANCE WORKER (CLASS B)	04/17/09	250	31
1862	1453	1453	0	DETENTION DEPUTY TRAINEE	11/20/09	339	23
3899	2165	2150	15	DETENTION DEPUTY	07/06/07	642	29
6176	2950	2940	10	LAW ENFORCEMENT DEPUTY TRAINEE	04/25/08	1583	53
17,231	8,944	8,914	30			3,241	36%
Dropoff Rate: 48.1%			0.3%				

STAFF RECOMMENDATION

None. Item is for information only.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 1, FY10 BUDGET SUBMISSION.

2. PARTICIPATION IN COMMUNITY OUTREACH ACTIVITIES THROUGH MAY 2010.

None

3. REDUCTION IN FORCE (RIF)

None.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES

Ms. Terrell Mathis, Civil Service staff, presented the following items to the Board. Two of the requests are timely and one is late. Staff has received written justification for all the leaves.

1. EXTENSION OF MEDICAL LEAVE OF ABSENCEa. COUNTY ADMINISTRATOR - CHILDREN'S SERVICESBASIC AGENCY REQUEST / MINERVA COLON

Approve an Extension to the Medical Leave of Absence in the case of Minerva Colon in accordance with CSR 10.3i (Plan "A") or CSR 10.4i (Plan "B") as applicable.

- Date original medical leave of absence began: April 2, 2009.
- Date current medical leave of absence expires: June 20, 2010.
- Requested extension period: June 21, 2010 through September 20, 2010.
- Justification for the requested extension is based on written certification received from the Appointing Authority as to the following:
 1. The circumstances creating the need for the leave of absence still exists.
 2. Approving the extension would benefit the department or agency.
 3. Denying the extension would have created a personal hardship on the employee.
 4. The employee's overall performance warrants such action.
 5. Approving the extension would be in the best interest of the County.

STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of Minerva Colon for a period not to exceed September 20, 2010. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES1. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)a. COUNTY ADMINISTRATOR - CHILDREN'S SERVICES (Continued)BASIC AGENCY REQUEST / MINERVA COLON (Continued)

Motion: Ms. Spencer

Second: Ms. Bruno

The motion was approved by the Board to extend the medical leave of absence in the case of Minerva Colon for a period not to exceed September 20, 2010.

b. COUNTY ADMINISTRATOR - WATER RESOURCE SERVICESBASIC AGENCY REQUEST

Approve an Extension to the Medical Leave of Absence in the case of Alan Ferrell in accordance with CSR 10.3i (Plan "A") or CSR 10.4i (Plan "B") as applicable.

- Date original medical leave of absence began: June 21, 2009.
- Date current medical leave of absence expires: June 20, 2010.
- Requested extension period: June 21, 2010 through July 20, 2010.
- Justification for the requested extension is based on written certification received from the Appointing Authority as to the following:
 1. The circumstances creating the need for the leave of absence still exists.
 2. Approving the extension would benefit the department or agency.
 3. Denying the extension would have created a personal hardship on the employee.
 4. The employee's overall performance warrants such action.
 5. Approving the extension would be in the best interest of the County.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)1. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)b. COUNTY ADMINISTRATOR - WATER RESOURCE SERVICES (Continued)STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of Alan Ferrell for a period not to exceed July 22, 2010. The revised date will allow the department to request a further extension as late as the July 21, 2010, Board Meeting and still be timely.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 3, FY10 BUDGET SUBMISSION.

Motion: Ms. Bruno

Second: Ms. Spencer

The motion was approved by the Board to extend the medical leave of absence in the case of Alan Ferrell for a period not to exceed July 22, 2010.

c. COUNTY ADMINISTRATOR - FLEET MANAGEMENTBASIC AGENCY REQUEST

Approve an Extension to the Medical Leave of Absence in the case of Darrol Horton in accordance with CSR 10.3i (Plan "A") or CSR 10.4i (Plan "B") as applicable.

- Date original medical leave of absence began: June 10, 2009.
- Date current medical leave of absence expired: June 3, 2010.
- Requested extension period: June 4, 2010 through June 24, 2010.
- Justification for the requested extension is based on written certification received from the Appointing Authority as to the following:
 1. The circumstances creating the need for the leave of absence still exists.
 2. Approving the extension would benefit the department or agency.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)1. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)c. COUNTY ADMINISTRATOR - FLEET MANAGEMENT (Continued)

3. Denying the extension would have created a personal hardship on the employee.
4. The employee's overall performance warrants such action.
5. Approving the extension would be in the best interest of the County.

Staff supports the request and recommends that, for administrative reasons, the Board approve a leave expiration date of July 22, 2010, rather than the requested date of June 24, 2010. The revised date will allow the department to request a further extension as late as the July 21, 2010, Board Meeting and still be timely.

STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of Darrol Horton for a period not to exceed July 22, 2010. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 3, FY10 BUDGET SUBMISSION.

Ms. Terrell Mathis, Civil Service staff, presented the agenda item. This action is late, as the current medical leave of absence expired June 3, 2010. Mr. Earnest Hutman, representative for Fleet Management, explained the lateness of the item.

Motion: Mr. Mitchell

Second: Ms. Bruno

The motion was approved by the Board to extend the medical leave of absence in the case of Darrol Horton for a period not to exceed July 22, 2010.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)2. PROPOSED RULE CHANGES

The proposed rule change regarding Civil Service Rule 10.9, Paid Military Leave, was developed to conform to Florida Statute 115.07, which was amended to be effective July 1, 2010.

Proposed rule changes are normally considered by the Rules Committee prior to being presented to the Board for approval. However, since the change is necessitated by the amended Florida Statute, staff did not present this change to the Committee. Attachment 1 contains the rule as it presently reads, followed by the proposed rule change and the rationale for the change. For reading ease, the revised language has been bolded and underlined. Upon approval by the Board, staff will provide notification to the appointing authorities as required by Chapter 2000-445, Laws of Florida.

STAFF RECOMMENDATION

Staff recommends approval of the revision to Civil Service 10.9a(1).

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)

2. PROPOSED RULE CHANGES (Continued)

**RULES REVISION/INFORMATION
PROCESS**

The following proposed rule change/finding is submitted for your review. Please feel free to add any comments which you deem appropriate, or which will add clarity.

CURRENT RULE READS

RULE TEN

10.9 Paid Military Leave:

a. Military leaves of absence as provided in CSR 10.8 shall generally be without pay, except that employees may use accrued paid leave at the employee's option. However, certain employees serving in the uniformed services shall be entitled to leave with pay as provided in this rule.

(1) Any employee serving in the National Guard of the State of Florida or other reserve component of the Armed Forces of the United States shall be entitled to paid leave for up to seventeen (17) working days in any one calendar year. A request for military leave of absence with pay must be accompanied by official military orders that include the employee's name, social security number and inclusive dates of training. When blanket travel orders are issued in lieu of individual orders, such orders must be endorsed to include the above information and shall be signed by an official representative of the military unit involved. Payment of County wages or salary during such leave period should equal, but not exceed, the amount which normally would have been earned during that same period had the reservist not been ordered to military duty. For employees whose regular working day consists of a shift measured in hours, each such twelve (12) hour shift or less shall equal one working day leave of absence. All other shifts over twelve (12) hours and up to twenty-four (24) hours shall equal two (2) working days leave of absence. [FS115.07]

PROPOSED RULE TO READ

RULE TEN

10.9 Paid Military Leave:

a. Military leaves of absence as provided in CSR 10.8 shall generally be without pay, except that employees may use accrued paid leave at the employee's option. However, certain employees serving in the uniformed services shall be entitled to leave with pay as provided in this rule.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)

2. PROPOSED RULE CHANGES (Continued)

1 Any employee serving in the National Guard of the State of Florida or other reserve component of the Armed Forces of the United States shall be entitled to paid leave for up to ~~seventeen (17) working days~~ 240 working hours in any one calendar year. A request for military leave of absence with pay must be accompanied by official military orders that include the employee's name, social security number and inclusive dates of training. When blanket travel orders are issued in lieu of individual orders, such orders must be endorsed to include the above information and shall be signed by an official representative of the military unit involved. Payment of County wages or salary during such leave period should equal, but not exceed, the amount which normally would have been earned during that same period had the reservist not been ordered to military duty. ~~For employees whose regular working day consists of a shift measured in hours, each such twelve (12) hour shift or less shall equal one working day leave of absence. All other shifts over twelve (12) hours and up to twenty-four (24) hours shall equal two (2) working days leave of absence.~~ [FS115.07]

COMMENTS/JUSTIFICATION

Rule is amended to conform to Florida Statute 115.07 which was amended effective July 1, 2010.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)2. PROPOSED RULE CHANGES (Continued)

Mr. Ron Zeigler, Civil Service staff, presented this item. In a normal situation, a proposed rule change would go to the Rules Committee, discussed, and brought to the Civil Service Board with their recommendation. In this case, it is being brought up by the Legislature changing the Florida Statutes. The rule change is being made to conform to the wording of Florida Statute 115.07, which was amended to be effective July 1, 2010. In this case, the Legislature took the 17 days that is allowed as paid military training days and converted that to 240 hours. There will be two changes to Civil Service Rule 10.9(a)(1), one changing the '17 working days' to '240 working hours', and changing 'what constitutes a day', if you have more than 8 hour days.

Motion: Ms. Bruno to approve amend Rule 10.9(a)(1).

Second: Ms. Spencer

Mr. Mitchell had a question concerning the number of hours in 17 working days. Mr. Zeigler said a normal 8 hour day would be 136 hours. This includes 30 days of paid time.

The motion was approved by the Board to revise Civil Service Rule 10.9(a)(1).

VE. ADMINISTRATIVE1. GOALS AND OBJECTIVES FOR FY 2010

Mr. Gardner, Civil Service Director, gave a report on each of the Mission and Key Objectives. Under the Goals for FY 10, Department Goals, each Civil Service staff member presented their updated item.

STAFF COMMENTS

This item is divided into two parts. Section A is comprised of the status of the Work Measures submitted as part of the annual budget request. Section B is comprised of 19 goals established by the Board for completion during the fiscal year.

a. WORK MEASURES - FY 10

The enclosed table provides an update, through the end of last month, of the measurements the Office currently uses to evaluate progress toward established objectives.

VE. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)a. WORK MEASURES - FY 10 (Continued)

The "prior year" column provides a positive or negative percentage or dollar amount that describes current year-to-date outcomes as a function of prior year outcomes. Since many of the measures do not represent counts, care must be taken to review each measure's definition in the left-hand column before evaluating the year-to-date data. For example, a negative dollar amount change represents a decrease in cost per outcome unit (i.e., an increase in efficiency). Alternatively, a negative percentage may indicate greater effectiveness or a reduced workload.

VE. ADMINISTRATIVE (Continued)**2. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****MISSION AND KEY OBJECTIVES****AGENCY: CIVIL SERVICE BOARD**

I. MISSION: Provide effective human resource services and leadership to Hillsborough County citizens, agencies, and employees.

II. KEY OBJECTIVES:

1). *Applicant Recruiting and Screening:* Respond to agency requests for qualified job candidates (minimize cost per certified candidate). Aggressively recruit job candidates to provide hiring authorities with an average of 25 qualified candidates per recruitment. Professionally assist the public and current employees with the job application process.

2). *Job Classification and Compensation:* Respond to client requests for job classification changes (maximize number of actions per staff analyst). Review and update 160 formal descriptions. Conduct a wage and benefit analysis of the relevant labor market and provide an analysis summary and pay plan adjustment recommendation to the BOCC not later than the end of February.

3). *Employee Record Maintenance:* Maintain employment history files for all classified employees and full-time temporaries in 22 County Agencies. Process classified employee change requests (maximize actions per staff analyst). Carefully review, approve, and forward 98% of employee change actions to CCC Payroll that are received by the published cut-off dates and that comply with rules and policies.

4). *Civil Service Board Hearings of Discipline Appeals and Grievances:* Respond to employee requests for Civil Service Board hearings of discipline appeals and grievances (maximize number resolved without a full hearing). Resolve 70% of hearing requests within 90 days of receipt.

5). *Job Performance Management Administration:* Provide prompt and professional job performance management training to all new supervisors of classified employees in 22 County Agencies.

V.E. ADMINISTRATIVE**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****a. WORK MEASURES - FY 10 (Continued)**

III. SERVICES/MEASURES:	Obj #	ACT'L '06	ACT'L '07	ACT'L '08	ACT'L '09	YR-TO- DATE '10	PRIOR YEAR COMPRS'N
Applicant Recruiting & Screening	1						
<i>Workload/demand:</i> # Applicants Assisted		58,024	59,074	76,992	77,932	58,470	+13%*
<i>Efficiency:</i> Cost per applicant assisted		\$18.73	\$20.14	\$11.33	\$12.42	\$10.99	-\$1.43
Cost per certified applicant		\$34.64	\$36.40	\$22.43	\$23.35	\$19.74	-\$3.61
<i>Effectiveness:</i> # of qualified job applicants per recruitment (Avg)			21.6	31	44	40	-4
% of customers who rated service quality above satisfactory		89%	90%	97%	97%	95%	-2%
Job Classification & Compensation	2						
<i>Workload/demand:</i> # of Job Descriptions updated		16	127	88	99	56	-15%*
<i>Efficiency:</i> # of position actions completed per staff analyst		163.9	348.8	276.75	296.75	284.75	+44%*
<i>Effectiveness:</i> # of days before last meeting in February recommendation to BOCC		158	6	-31	-27	24 days	N/A
Employee Record Maintenance	3						
<i>Workload/demand:</i> # of employee files maintained		10,335	10,702	10,643	10,330	10,038	-3%
<i>Efficiency:</i> # of employee actions processed per staff analyst		9,562	10,073	9,978	7,485	4,845	0%*
<i>Effectiveness:</i> % of on-time actions processed		100%	100%	100%	100%	100%	0%
Hearings of Discipline Appeals & Grievances	4						
<i>Workload/demand:</i> # of hearing requests processed		30	29	36	23	16	+4%*
<i>Efficiency:</i> % of closed cases resolved within 90 days		70%	86%	89%	85%	92%	+7%
<i>Effectiveness:</i> % of closed cases resolved prior to full evidentiary hearing		70%	86%	92%	89%	92%	+3%
Job Performance Management	5						
<i>Workload/demand:</i> # of new supervisors trained		195	210	263	114	150	+97%*
<i>Efficiency:</i> cost per trainee		\$5.90		\$5.03	\$4.98	\$3.98	-\$1.00
<i>Effectiveness:</i> Average training event quality rating		4.4	4.3	4.4	4.5	4.6	+2%

* Projected end of FY10 compared to actual end of FY09.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10****(1) PERMANENT GOALS**

1. Enhance relations with Legislative Delegation. Meet with all Senators and fifty percent of Representatives. (Chair & Vice Chair to accompany Director when possible.)

DATE	DELEGATE	ATTENDEES
May 2010	No Visits to Report	
April 2010	No Visits to Report	*
March 2010	No Visits to Report	*
February 2010	No Visits to Report	
January 2010	No Visits to Report	
December 2009	No Visits to Report	
November 18, 2009	Senator Rhonda Storms	Mr. Gardner
October 1, 2009	Rep. Darryl Rousson	Mr. Gardner, David Agliano

*Due to Legislative Sessions, meetings have been temporarily suspended.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(1) PERMANENT GOALS (Continued)**

2. Enhance relations with Board of County Commissioners. Meet with each Commissioner. (Chair & Vice Chair to accompany Director when possible.)

DATE	DELEGATE	ATTENDEES
May 2010	No Visits to Report	
April 2010	No Visits to Report	
March 2, 2010	Eric Larson for Commissioner Sharpe	Mr. Gardner, Ms. Bruno
March 2, 2010	Commissioner Beckner	Mr. Gardner, Ms. Bruno
February 2010	No Visits to Report	
January 2010	No Visits to Report	
December 2009	No Visits to Report	
November 2009	No Visits to Report	
October 2009	No Visits to Report	

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(1) PERMANENT GOALS (Continued)

3. Meet with Agency Heads at least once a year (Board Chair, Vice Chair, and/or Member at Large to accompany Director when possible.) (Continued)

Mr. Gardner had a very good meeting with Mr. John Wheat, Interim Director of the Aviation Authority. The meeting lasted almost an hour.

DATE	DELEGATE/COMMISSIONER/ AGENCY OR DEPT HEAD	PRESENTERS
May 12, 2010	John Wheat Aviation Authority	Mr. Gardner
April 2010	Pat Frank Clerk of the Circuit Court	Mr. Gardner Victoria Butler
March 2010	No Visits to Report	
February 8, 2010	Cesar Padilla Public Transportation Comm.	Mr. Gardner David Agliano
January 28, 2010	Rob Turner Property Appraiser	Mr. Gardner David Agliano
January 28, 2010	Joe Waggoner Expressway Authority	Mr. Gardner Victoria Butler David Agliano
January 22, 2010	Dr. Rick Garrity Environmental Protection Comm.	Mr. Gardner David Agliano
January 14, 2010	Dr. Luanne Panacek Children's Board	Mr. Gardner Victoria Butler David Agliano
December 8, 2009	Renee Lee County Attorney's Office	Mr. Gardner Victoria Butler

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(1) PERMANENT GOALS (Continued)**

DATE	DELEGATE/COMMISSIONER/ AGENCY OR DEPT HEAD	PRESENTERS
December 4, 2009	Eric Hart Tampa Sports Authority	Mr. Gardner Victoria Butler
December 4, 2009	Louis Miller Aviation Authority	Mr. Gardner Victoria Butler
December 1, 2009	Dr. Earl Lennard Supervisor of Elections	Mr. Gardner Victoria Butler
November 30, 2009	Jeff Armstrong Soil & Water Conservation Dist	Mr. Gardner
November 24, 2009	Art Keeble Arts Council	Mr. Gardner, David Agliano
November 16, 2009	Pat Bean County Administrator	Mr. Gardner
October 21, 2009	No Visits to Report	

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(1) PERMANENT GOALS (Continued)****VIP PRESENTATIONS**

DATE	DELEGATE/COMMISSIONER/ AGENCY OR DEPT HEAD	PRESENTERS
May 2010	No Presentations	
April 2010	No Presentations	
March 2010	No Presentations	
February 2010	No Presentations	
January 2010	No Presentations	
December 1, 2009	State Attorney's Office Dick Donahoe Frank Guide Mary Ann Flanagan	Mr. Gardner & Civil Service Office Division Chiefs
November 2009	No Presentations	
October 2009	No Presentations	

V.E. ADMINISTRATIVE (Continued)

1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)

b. GOALS FOR FY 10 (Continued)

(1) PERMANENT GOALS (Continued)

4. Conduct two workshops.

MAY UPDATE: No change since last agenda.

April Update: No change since last agenda.

March Update: No change since last agenda.

February Update: No change since last agenda.

January Update: No change since last agenda.

December Update: No change since last agenda.

November Update: No change since last agenda.

October Update: Two workshops completed in 2009. FY10 schedule pending.

POLICY AND RULES

5. Revise, as necessary, Rule 15.8, Pre-Hearing Conference Requirements, to require parties involved to meet prior to the pre-hearing conference in order to facilitate the pre-hearing conference.

NOVEMBER UPDATE: Complete. Rule was revised and approved at the November Board Meeting.

October Update: No progress to date.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS****RECRUITING, TESTING, AND CERTIFICATION****6. Conduct two job analysis and test validation projects.**

Mr. Kurt Wilkening, Civil Service staff, updated the Board on this item. The Recruiting, Testing, and Certification Division sent the knowledge, skills, and ability surveys to subject matter experts this past Friday. The next step is waiting for the completed surveys.

MAY UPDATE: KSA surveys will be e-mailed to subject matter experts the first week of June.

April Update: All task surveys have been returned and analysis of responses is being conducted. KSA surveys are being developed.

March Update: No change since last agenda.

February Update: Site visits and interviews completed. Final listing of job tasks is complete. Surveys to be sent out this month.

January Update: Comprehensive list of tasks developed; scheduling of site visits to take place this month.

December Update: No change since last agenda.

November Update: No change since last agenda.

October Update: Staff identified the Digital Communications Dispatcher, Communications Supervisor, and Records Data Specialist job classifications to include in the next job analysis and test development projects.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****RECRUITING, TESTING, AND CERTIFICATION (Continued)**

7. Participate in a minimum of 10 community outreach activities per year.

APRIL UPDATE: Goal Completed. Participated in two outreach activities in April.

March Update: Participated in two outreach activities in March.

February Update: No change since last agenda.

January Update: No change since last agenda.

December Update: No change since last agenda.

November Update: Participated in four outreach activities in November.

October Update: Participated in two outreach activities in October and scheduled four more for November.

8. Receive a 4 point or higher average evaluation rating (out of 5) from Performance Management Training attendees.

MAY UPDATE: Maintaining.

April Update: Maintaining.

March Update: Maintaining.

February Update: Maintaining.

January Update: Maintaining.

December Update: Maintaining.

November Update: Maintaining.

October Update: Maintaining.

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)b. GOALS FOR FY 10 (Continued)(2) DEPARTMENT GOALS (Continued)RECRUITING, TESTING, AND CERTIFICATION (Continued)

9. Achieve a 90% or better "satisfied" customer service rating from survey respondents.

MAY UPDATE: Maintaining.

April Update: Maintaining.

March Update: Maintaining.

February Update: Maintaining.

January Update: Maintaining.

December Update: Maintaining.

November Update: Maintaining.

October Update: Maintaining.

Mr. Kurt Wilkening, Civil Service staff, spoke to this item. The Recruiting, Testing, and Certification Division conducted one session. Mr. Gardner said in a future workshop for the Board, this process and validation will be explained in great detail .

10. Present briefings to Agency/Department Personnel Representatives with subject matter covering ATIS personnel requisition submission, sub-class requirements, eligibility list revisions, and downloading applicant contact information to create timely communications.

MAY UPDATE: Conducted one session in May.

April Update: Conducted one session in April.

March Update: Conducted two sessions in March.

February Update: Conducted one session in February.

January Update: Conducted one session in January.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****10. (Continued)**

December Update: No change since last agenda.

November Update: No change since last agenda.

October Update: No progress to date.

ADMINISTRATION

11. Image and perform quality assurance on Civil Service specific documents, to include quality assurance of personnel actions imaging.

Ms. Jodi Prieto, Civil Service staff, updated the Board on this item. The imaging and quality assurance for recruitment eligibility lists is complete for years 2008-2009. In the Public Records Requests, all the quality assurance of this task has been performed. The quality assurance is complete for the month of May for personnel actions that have been imaged. For the month of May, there were roughly 1,500 personnel action documents that were assured for quality for the month of May. Also, some work was done on Job Content Questionnaires received by Civil Service. This month there were only 10 of those requests and supporting documentation.

MAY UPDATE: Both imaging and quality assurance is complete for recruitment eligibility lists for years 2008-2009, and Public Records Requests. Quality assurance is complete for both Personnel Actions and Job Content Questionnaires imaged in the month of May.

April Update: Both the imaging and quality assurance is complete for recruitment eligibility lists in year 2007, and nearly complete for years 2008 and 2009. Imaging of Public Record requests has begun. Quality Assurance is complete for both the Personnel Actions and Classification Job Content Questionnaires imaged in the month of April.

March Update: Both the Imaging and the Quality Assurance continues for Recruitment Eligibility Lists for years 2007 - 2009. Quality Assurance is complete for both the Personnel Actions and the Classification Job Content Questionnaires imaged in the month of March.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****11. (Continued)**

February Update: Both the Imaging and the Quality Assurance of Pay Period Calendars and the Legislative Audit are complete. Imaging of Recruitment Eligibility Lists for the year 2006 is complete. Quality Assurance is complete for both the Personnel Actions and the Classification Job Content Questionnaires imaged in the month of February.

January Update: Imaging and Quality Assurance of Legislative Audit is 95% complete. Imaging and Quality Assurance of Appointing Authority Signature Authorization forms are complete. Quality Assurance of Personnel Actions imaged is complete for the month of January 2010.

December Update: Imaging and Quality Assurance of Recruitment Eligibility Lists is 20% complete. Imaging and Quality Assurance of Legislative Audit is 75% complete. Quality Assurance of Personnel Actions imaged is complete for the month of December.

November Update: Imaging of Recruitment Eligibility Lists has begun. Imaging and Quality assurance of Agency Pay Policies is complete. Quality Assurance of Personnel Actions imaged is complete for the month of November.

October Update: Imaging of the Legislative Audit for years 1995 - 1998 has begun. Completed imaging for Employee Advisory Committee Rules & By-Laws and for Appointing Authorities' Pay Policies. Quality assurance of personnel actions imaged is complete for the month of October.

INFORMATION MANAGEMENT AND PERSONNEL ACTIONS

12. Upgrade HRIS by June 1, 2010. HRIS (Lawson-Human Resources Management Suite) is licensed and operated by the Office of the County Administrator. The Civil Service Office uses HRIS to track County Administrator classified employees and positions and also to track all other classified employees and positions. The Civil Service Office also supports HRIS users in the area of personnel action processing and position control. The Office's involvement in the upgrade project includes process design, set-up, testing, user manual updates, user training, report modifications, and post-go-live user support and troubleshooting.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****12. (Continued)****INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Continued)**

JANUARY UPDATE: **Goal Achieved.** Went live with new version of HRIS on January 26, 2010.

December Update: On schedule and on budget.

November Update: On schedule and on budget.

October Update: No progress to date.

13. Within forty-eight hours of receipt, review for compliance with Civil Service Law and Rules, eighty percent of the 30,000 (estimated) classified employee job and pay changes that will be received in FY '10. Historically, only thirty percent of personnel actions have been reviewed within forty-eight hours of receipt. The improvement will be achieved by redesigning the classified personnel action work flow. A direct benefit of the improvement will be more current information available to users of the HRIS system.

DECEMBER UPDATE: **Goal achieved.** By the end of December, eighty percent of employee actions were reviewed within forty-eight hours of receipt. Future efforts will focus on maintaining and even improving on this achievement.

November Update: Early in November, twenty percent of employee actions were reviewed within forty-eight hours of receipt. By the end of the month, sixty-five percent of actions were reviewed within forty-eight hours of receipt.

October Update: No progress to date.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Continued)**

14. By June 1, 2010, include the Sheriff's Human Resources Department as a user of the HRIS system and the imaged personnel file system. With the addition of the Sheriff's Office, all twenty-two agencies served by the Civil Service Office will have access to HRIS and the imaged official classified personnel files for their employees.

JANUARY UPDATE: **Goal Achieved.** The Sheriff's Office began using HRIS and the imaged personnel files in late January 2010. With the addition of the Sheriff's Office, all 22 client agencies are now able to use HRIS to view their employee information and to access Civil Service Office imaged personnel files for their employees.

December Update: Several hurdles were overcome in December. Achievement of this goal is expected next month.

November Update: No progress to date.

October Update: No progress to date.

15. Implement eleven ATIS (applicant tracking system) enhancements by June 1, 2010. The enhancements were requested by the Office's Recruiting, Testing, and Certification Department to enhance efficiency and effectiveness.

MAY UPDATE: No tasks completed in May.

April Update: The total number of enhancements for the current fiscal year has grown to 16 from the original 11. In April, three enhancements were successfully implemented including the accommodation for RIF'd employees to apply for closed promotions.

March Update: Four enhancements were successfully implemented in March.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Continued)****#15 (Continued)****February Update:** No tasks completed in February.**January Update:** Two enhancements were successfully implemented in January. Currently working on a group of three.**December Update:** One enhancement was successfully implemented in December. Currently working on a group of two.**November Update:** No progress to date.**October Update:** No progress to date.

16. Continue to collaborate with the Board of County Commissioners, Clerk of the Circuit Court and the City of Tampa to select, purchase and implement a new resource management computer system, often referred to as an ERP (Enterprise Resource Planning) system. The selection and purchase phases of the project are planned for completion in FY '10. The implementation of the various program modules will occur over the following two to three years, with the Human Resources modules likely to be implemented in the final year. The Civil Service Office will contribute two to three staff on a part-time basis during the selection and purchase phases of the project. During the implementation of the human resources modules of the ERP, the Office plans to dedicate one full-time staff person and others on a part-time basis.

Mr. Dane Petersen, Civil Service staff, presented the May updates. The RFP for the ERP system is on the street and has been for a month or so. There have been 460 questions asked to date. Four hundred and eight of those questions were answered in May. The submission deadline was again extended, and the cut-off time was yesterday. The proposals will be open July 1, 2010.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Continued)**

#16 (Continued)

MAY UPDATE: Four hundred-sixty questions have been asked by potential bidders. 408 questions were answered in May. The submission deadline was extended (again) to July 1, 2010.

April Update: The RFP for this project was issued on April 16, 2010. A pre-bid conference was held with potential bidders on April 30, 2010. The pre-bid conference was attended by approximately 75 persons representing many different companies. The deadline for submitting proposals is currently June 8, 2010.

March Update: No milestones achieved in March.

February Update: No milestones achieved in February.

January Update: No further progress to date.

December Update: No further progress to date.

November Update: No further progress to date.

October Update: No further progress to date.

CLASSIFICATION AND COMPENSATION

17. Prep, scan and index four boxes of historical classification action letters and backup material.

FEBRUARY UPDATE: Complete.

January Update: This project is 85% complete.

December Update: This project is 75% complete.

November Update: This project is 25% complete.

October Update: This project is 16% complete.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****CLASSIFICATION AND COMPENSATION (Continued)**

Mr. Bob Chandler, Civil Service staff, gave the update to this item. The Classification and Compensation Division has now researched 233 of the 362 positions that do not have JCQ's, and have downloaded 181 of those. The project is progressing quite well and should be finished on time.

18. Insure we have a current Job Content Questionnaire (JCQ) for each classified position. This involves having an Excel file created comparing all classified positions in HRIS to positions in Image Now that do not have a JCQ, then searching the MGT data base to see if a JCQ was completed, printing the JCQ then scanning and indexing it. If no JCQ is found in the MGT data base, then request a new JCQ from the agency or department that owns the position.

MAY UPDATE: Two hundred thirty-three of the 362 positions without JCQ's have been researched in the MGT database. A total of 181 JCQ's have been retrieved.

April Update: No further progress to date.

March Update: Two hundred-thirteen of the 362 positions without JCQ's have been researched in the MGT database. A total of 162 JCQ's have been retrieved.

February Update: One hundred four of the 362 positions without JCQ's have been researched in the MGT database. A total of 52 JCQ's have been retrieved.

January Update: Nine more JCQ's have been retrieved from the MGT database, for a total of 22.

December Update: The final count of positions with no JCQ was 375. As of December 31, 2009, 13 JCQ's have been retrieved from the MGT data base, leaving 362 positions without a JCQ.

November Update: List of potential positions without a JCQ has been reduced from approximately 2,000 to 713.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****CLASSIFICATION AND COMPENSATION (Continued)****# 18 (Continued)**

October Update: Excel file created. Different categories of positions have been sorted into separate sheets to help determine the actual number of positions without a JCQ.

Mr. Chandler, Civil Service staff, spoke to this item. This project is going quite well, and should be finalized on time. Mr. Chandler will give out exact numbers at the July Board Meeting.

19. Scan and index historical class descriptions.

MAY UPDATE: As of May 31, 2010, 3,701 pages of the estimated 7,000 pages have been reviewed, scanned, and indexed.

April Update: As of April 30, 2010, 759 pages of the 7,000 pages have been compared to documents already in Image now and indexed as appropriate.

March Update: Approximately 7,000 pages were identified as historical class descriptions. Hard copies will be compared to imaged documents to determine if any pages are missing in the electronic file. Any missing pages will be scanned and indexed to complete the electronic file in ImageNow.

February Update: Class descriptions have been prepped for scanning and indexing. We are in the process of comparing hard copy versions to electronic files to determine if hard copies are missing from electronic files to prevent duplications.

January Update: No progress to date.

December Update: No progress to date.

November Update: No progress to date.

October Update: No progress to date.

STAFF RECOMMENDATION

None. This item is for information only.

V.E. ADMINISTRATIVE (Continued)

2. FAVORBLE CORRESPONDENCE, BOB CHANDLER, FRANK RIVERA, RICK EBELKE



Alfred S. Austin Chairman
Steven G. Burton Vice Chairman
Joseph F. Diaco, M.D. Secretary
Hillsborough County Commissioner Ken Hagan Treasurer
City of Tampa Mayor Pam Iorio Assistant Secretary/Assistant Treasurer

May 20, 2010

4
Ronald E. Gardner
Director of Civil Service
601 E. Kennedy Blvd 17th floor
Tampa FL 33602

SUBJECT: Civil Service Board Action – Staff Performance

Dear Mr. Gardner: *Gene*

At last night's Civil Service Board meeting the Board approved a very complex classification action request submitted by the Aviation Authority. This action is essential to the successful integration of our former Communications Center and Police Dispatch into one group. I would like to commend and thank Bob Chandler, Frank Rivera and Rick Ebelke for their guidance and hard work on this project. They spent countless hours in coordinating the submission of JCQs, identifying the proper positions to be included and ensuring that all aspects of the action were included for the final presentation to the Civil Service Board.

Although the magnitude of this project brings forth a need to write this letter, the facts are we have become accustomed to this exceptional level of service from members of your staff and you should be commended and proud for the high level of professionalism routinely provided by the Civil Service staff.

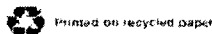
Sincerely,

Don C. Welch
Director of Human Resources

cc: John Wheat
Bruce Sather

John Wheat, Interim Executive Director

Hillsborough County Aviation Authority PO. Box 22287, Tampa, Florida 33622 phone 813-870-8700 fax 813-875-6670 web site www.TampaAirport.com
Peter O. Knight Airport Plant City Airport Tampa Executive Airport



HE CIVIL SERVICE BOARD 247 10/03/13

STAFF RECOMMENDATION

None. This item is for information only.

V.E. ADMINISTRATIVE (Continued)3. NEXT EMPLOYEE ADVISORY COMMITTEE (EAC) MEETINGS

The next Employee Advisory Committee meeting is scheduled to be held on Thursday, July 8, 2010, at 2:30 p.m. at the Tampa Port Authority, 1st Floor, Channelside Drive. Mr. Agliano will attend the June 10th meeting.

2010 EAC SCHEDULE	
SCHEDULED DATE	BOARD MEMBER ATTENDING
January 14	David Agliano
February 11	Christine Bruno
March 11	Pat Spencer
April 8	Victoria Butler
May 13	David Agliano
June 10	David Agliano
July 8	Christine Bruno
August 12	Pat Spencer
September 2	Rob Mitchell
October 14	Victoria Butler
November 4	David Agliano
December 9	

STAFF RECOMMENDATION

None. Item is for information only.

V.E. ADMINISTRATIVE (Continued)4. NEXT CIVIL SERVICE BOARD MEETING

The July Civil Service Board Business Meeting is scheduled to be held on Wednesday, July 21, 2010, at 6:15 P.M. in the Planning Commission Boardroom, 18th Floor, 601 East Kennedy Boulevard, Tampa, Florida.

STAFF RECOMMENDATION

None. Item is for information only.

5. DIRECTOR'S COMMENTS

Mr. Gardner, Civil Service Director, explained although he did not publish 'Director's Comments', there are a few things that he wanted to make comment on. Civil Service has added some workload and has shown they are doing some unclassified recruitments for the Clerk, County Administrator, and Public Transportation. They just started that because they are set up to do it with their new on-line application process. Mr. Gardner asked that the Board give some feedback saying it is okay to continue this function. Staff is also qualifying County Administrator temps and any other agency that wants Civil Service to perform this function. It's a little added workload, but with the process they have set up, it is very easy to do. Ms. Spencer asked, when Mr. Gardner said 'County Administrator temps', does that mean only the County Administrator's agency? Mr. Gardner said any temporary personnel, not necessarily in the County Administrator. He made comment that of 5,700 employees, there are temporaries working in many of the agencies and Civil Service is qualifying those. Ms. Spencer asked if this is something Civil Service would normally do. Mr. Gardner said they are temporaries and they aren't really ours. The departments are asking us to do it. Mr. Gardner also spoke about the Job Apps Recruitment last month. There is an option, for \$1,000 a one-time adjustment, which allows reconfigure of the recruitment list published, or pay \$2,000 for a programming adjustment. That would allow, on an unlimited basis, reconfiguring of that page. The Office is going with the \$2,000 option. He wanted to make the Board aware of that.

VI. REPORT FROM GENERAL COUNSEL/DOCKET

The enclosed schedule identifies pending appeals of discipline, grievances, and civil actions that involve the Civil Service Board.

PLEASE NOTE

THE CIVIL SERVICE BOARD DOCKET IS SUBJECT TO REVISION.

REVISED DOCKETS WILL BE DISTRIBUTED AT THE BOARD MEETING.

PLEASE REFER TO THESE REVISED DOCKETS DURING THE MEETING.

Before proceeding into the Report from General Counsel, Mr. Zinober took the opportunity to introduce Greenberg Traurig's summer undergraduate, Justin Sorrell. Mr. Zinober reported on the docket dated June 3, 2010. In case #707 Ebrahim Maidani, has been on the docket for awhile, it is the Maidani appeal to the Second District Court of Appeal. There is no action on that. Counsel prevailed before the Circuit Court, which dismissed the Petition for Review. Mr. Maidani is asking the Second District Court of Appeal to reverse the Circuit Court. Case #709 is the employee group grievance. The Board should have received the order that Chairman Butler signed which set a protocol for addressing this group grievance, which involves a classification study. A classification study is being performed for the group of positions involved. The Hearing for Oral Argument has been set on August 18, 2010. A week or so ago Assistant County Attorney, Danielle Green, requested a modification of that Order, pointing out a deficiency in the Order. The grievant was asked to comment if he wanted to on Ms. Green's recommendation. There are aspects of Ms. Green's request that are well taken. Mr. Zinober is in the process of drafting an amended Order for the Chair to sign, which will address her concerns, and assure that the process, which is one that is being created, one that has never existed before. Mr. Zinober said he's creating a mechanism for addressing all of the issues that are arising out the grievance, addressing a need for a classification study, and a need to determine whether or not all of Grievants worked out of classification and deserve a remedy. This is a little complex. An Order will be sent by next week; Mr. Green and Ms. Green will see an amended Order with the protocol that is going to be followed. Mr. Gardner said as of late yesterday, Civil Service has received 7 of the 48 Job Content Questionnaires. The Board will learn more by the July meeting. A further amendment might be required between that timetable. The Grievants are not responding as quickly as they were asked to. Mr. Gardner met with staff and told them it's important to get this done because there is a lot of work to do. Case #711, the appeal of Angel Garcia from his dismissal from Public Works. The Oral Argument on Summary Judgment regarding that appeal will be heard after the Board meeting tonight. Case #717 is the appeal of Sean Tooker from his dismissal. The Motion for Summary Judgment has been received, and the hearing will take place on July 21, after the regular Board meeting.

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

AS OF: 6/3/2010
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HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

CASE 707		RCVD: 12/4/2009		CIVIL ACTIONS	
APPELLANT: MAIDANI EBRAHIM REPRESENTATIVE: REP PHONE:		AA/DEPT: N/A AA REP: REP PHONE:		ALLEGATIONS:	
COMMENTS CASE 08-CA-26890: 11/24/09, ORDER JOINING HILLSBOROUGH COUNTY CIVIL SERVICE BOARD AS AN INDISPENSIBLE PARTY, ORDER DIRECTING PETITIONER TO SERVE COPY OF AMENDED PETITION, ORDER TO SHOW CAUSE 12/1/09, AMENDED PETITION FOR WRIT OF CERTIORARI REVIEW, 12/30/09, NOTICE OF FILING APPENDIX TO RESPONDENT, HILLSBOROUGH COUNTY'S RESPONSE TO COURT'S NOVEMBER 23, 2009 ORDER TO SHOW CAUSE, 12/30/09, RESPONDENT HILLSBOROUGH COUNTY'S RESPONSE TO COURT'S NOVEMBER 23, 2009 ORDER TO SHOW CAUSE, JANUARY 15, 2010 PETITIONER'S REPLY TO HCSB'S RESPONSE TO AMENDED PETITION FOR WRIT OF CERTIORARI, FEBRUARY 15, 2010 PETITIONER'S RESPONSE TO HCSB'S MOTION TO STRIKE PORTIONS OF MAIDANI'S AMENDED REPLY BRIEF, ORDER DENYING PETITION FOR WRIT OF CERTIORARI ON 04/13/2010, NOTICE OF APPEAL OF FINAL ORDER DENYING WRIT OF PETITION FOR CERTIORARI RECEIVED ON 05/13/2010.					
DATE: TIME: LOCATION: DECISION:		PREHEARING		EVIDENTIARY HEARING	
				BAILIFF	
OTHER ACTIONS FOR BOARD REVIEW					
CASE 709		RCVD: 1/12/2010		GRIEVANCES	
APPELLANT: EMPLOYEE GROUP REPRESENTATIVE: DANIEL GREEN REP PHONE: 813. 274.6685 ext		AA/DEPT: CODE ENFORCEMENT AA REP: DANIELLE GREEN REP PHONE: 813. 272.5673 ext 30161		ALLEGATIONS: 5.2 (B) 5.10	
COMMENTS GRIEVANCE FILED BY AN EMPLOYEE GROUP AND UNDER REVIEW BY CSB DIRECTOR. GRIEVANCE HEARING GRANTED - LETTER DATED 02/25/2010. LETTER FROM OFFICE OF THE COUNTY ATTORNEY DATED 05/25/2010 REQUESTING A FULL EVIDENTIARY HEARING AS SOON AS PRACTICABLE FOLLOWING THE RESULTS OF THE CLASSIFICATION STUDY AND ORAL ARGUMENTS TO BE HEARD ON 08/18/2010. LETTER SENT TO DANIEL GREEN BY CSB DIRECTOR ON JUNE 2, 2010, ASKING REVISION TO PARAGRAPH 5 OF COUNTY ATTORNEY'S LETTER DATED MAY 25 BE CHANGED.					
DATE: TIME: LOCATION: DECISION:		PREHEARING		EVIDENTIARY HEARING	
		4/9/2010 2:00 PM 17TH FLOOR COMPLETED		5/18/2010 6:00 PM 18TH FLOOR CONTINUED BAILIFF JODI PRIETO	
OTHER ACTIONS FOR BOARD REVIEW		05/14/2010 ORDER STAYING GRIEVANCE HEARING PENDING CLASSIFICATION STUDY. RESULTS/ORAL ARGUMENTS TO BE HEARD 08/18/2010.			

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

AS OF: 6/3/2010
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HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

CASE 711		RCVD: 3/5/2010		APPEALS	
APPELLANT: GARCIA ANGEL REPRESENTATIVE: STEVEN G. WENZEL REP PHONE: 813. 224.0431 ext		DISCIPLNRY ACTION: DISMISSAL EFFECTIVE DATE: 3/5/2010 CS FORM 5A RECEIPT: 3/5/2010 NOTICE TO AA/DEPT: 3/11/2010		AA/DEPT: PUBLIC WORKS AA REP: DANIELLE GREEN REP PHONE: 813. 272.5673 ext 30161	
ALLEGATIONS: VIOL CSR 11.2(1), (2), (4), (5), (6), (26), (32)					
COMMENTS MFSJ DUE 03/25/2010 COB. MFSJ FILED 03/25/2010. RESPONSE DUE 04/15/2010. REQUEST FOR EXTENSION OF TIME TO RESPOND APPROVED TO 05/07/2010. REQUEST FOR EXTENSION OF TIME TO CONTINUE THE MFSJ HEARING TO JUNE WAS APPROVED BY CSB CHAIR. RESPONSE DUE BY NOON 06/03/2010.					
SUM JUDGEMENT HEARING DATE: 6/9/2010 TIME: 7:00 pm LOCATION: 17TH FLOOR DECISION:		PREHEARING 4/9/2010 3:00 PM 17TH FLOOR CANCELED		EVIDENTIARY HEARING BAILIFF	
OTHER ACTIONS FOR BOARD REVIEW					
CASE 717		RCVD: 5/13/2010		APPEALS	
APPELLANT: TOOKER SEAN REPRESENTATIVE: TBD REP PHONE:		DISCIPLNRY ACTION: DISMISSAL EFFECTIVE DATE: 5/7/2010 CS FORM 5A RECEIPT: 5/13/2010 NOTICE TO AA/DEPT: 5/19/2010		AA/DEPT: SOLID WASTE MANAGEMENT AA REP: DANIELLE GREEN REP PHONE: 813. 272.5673 ext 30187	
ALLEGATIONS: VIOL CSR 11.2 (1), (2), (4), (6), (12), (13), (14), (18), (26), (32)					
COMMENTS MFSJ DUE 06/04/2010.					
SUM JUDGEMENT HEARING DATE: TIME: LOCATION: DECISION:		PREHEARING 6/11/2010 2:00 PM 17th FLOOR		EVIDENTIARY HEARING BAILIFF	
OTHER ACTIONS FOR BOARD REVIEW					

PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

CASE 707		RCVD: 12/4/2009		CIVIL ACTIONS	
APPELLANT: MAIDANI EBRAHIM REPRESENTATIVE: REP PHONE:		AA/DEPT: N/A AA REP: REP PHONE:		ALLEGATIONS:	
COMMENTS JANUARY 15, 2010 PETITIONER'S REPLY TO HCCSB'S RESPONSE TO AMENDED PETITION FOR WRIT OF CERTIORARI FEBRUARY 15, 2010 PETITIONER'S RESPONSE TO HCSB'S MOTION TO STRIKE PORTIONS OF MAIDANI'S AMENDED REPLY BRIEF. ORDER DENYING PETITION FOR WRIT OF CERTIORARI ON 04/13/2010. NOTICE OF APPEAL OF FINAL ORDER DENYING WRIT OF PETITION FOR CERTIORARI RECEIVED ON 05/13/2010. ACKNOWLEDGEMENT OF NEW CASE RECEIVED FROM THE SECOND DISTRICT COURT OF APPEAL ON 06/11/2010. NEW CASE NUMBER: 2D10-2633. HILLSBOROUGH COUNTY'S RESPONSE TO PETITION FOR WRIT OF CERTIORARI ON 7/8/10. MAIDANI'S REPLY TO HILLSBOROUGH COUNTY'S RESPONSE RECEIVED 07/20/2010.					
DATE: TIME: LOCATION: DECISION:		PREHEARING		EVIDENTIARY HEARING BAILIFF	
SUM JUDGEMENT HEARING		OTHER ACTIONS FOR BOARD REVIEW			
CASE 709		RCVD: 1/12/2010		GRIEVANCES	
APPELLANT: EMPLOYEE GROUP REPRESENTATIVE: DANIEL GREEN REP PHONE: 813. 274.6685 ext		AA/DEPT: CODE ENFORCEMENT AA REP: DANIELLE GREEN REP PHONE: 813. 272.5673 ext 30161		ALLEGATIONS: 5.2 (B) 5.10	
COMMENTS GRIEVANCE FILED BY AN EMPLOYEE GROUP AND UNDER REVIEW BY CSB DIRECTOR. GRIEVANCE HEARING GRANTED - LETTER DATED 02/25/2010. 05/14/2010 ORDER STAYING GRIEVANCE HEARING PENDING CLASSIFICATION STUDY. RESULTS/ORAL ARGUMENTS TO BE HEARD 08/18/2010. LETTER FROM OFFICE OF THE COUNTY ATTORNEY DATED 05/25/2010 REQUESTING A FULL EVIDENTIARY HEARING AS SOON AS PRACTICABLE FOLLOWING THE RESULTS OF THE CLASSIFICATION STUDY AND ORAL ARGUMENTS TO BE HEARD ON 08/18/2010. LETTER SENT TO DANIEL GREEN BY CSB DIRECTOR ON 06/02/2010 ASKING REVISION TO PARAGRAPH 5 OF COUNTY ATTORNEY'S LETTER DATED 05/25/2010 BE CHANGED. LETTER DATED 06/15/2010 TO ALL PARTIES TO FILE WITH ATTACHED REVISED ORDER STAYING GRIEVANCE PENDING CLASSIFICATION STUDY. LETTER DATED 07/16/2010 TO ALL PARTIES TO FILE WITH ATTACHED SECOND REVISED ORDER STAYING GRIEVANCE PENDING CLASSIFICATION STUDY. RESPONSE DUE BY NOON 08/25/2010.					
DATE: TIME: LOCATION: DECISION:		PREHEARING 4/9/2010 2:00 PM 17TH FLOOR COMPLETED		EVIDENTIARY HEARING 5/18/2010 6:00 PM 18TH FLOOR CONTINUED BAILIFF JODI PRIETO	
SUM JUDGEMENT HEARING		OTHER ACTIONS FOR BOARD REVIEW		ORAL ARGUMENTS 09/15/2010.	

PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

CASE 717		RCVD: 5/13/2010		APPEALS	
APPELLANT: TOOKER SEAN REPRESENTATIVE: TBD REP PHONE:		DISCIPLNRY ACTION: DISMISSAL EFFECTIVE DATE: 5/7/2010 CS FORM 5A RECEIPT: 5/13/2010 NOTICE TO AA/DEPT: 5/19/2010		AA/DEPT: SOLID WASTE MANAGEMENT AA REP: DANIELLE GREEN REP PHONE: 813. 272.5673 ext 30187	
COMMENTS MFSJ DUE 06/04/2010. MFSJ RECEIVED 06/04/2010. RESPONSE DUE BY NOON 07/15/2010.					
SUM JUDGEMENT HEARING DATE: 7/21/2010 TIME: 7:00 PM LOCATION: 18TH FLOOR DECISION:		PREHEARING 6/11/2010 2:00 PM 17th FLOOR CANCELED		EVIDENTIARY HEARING BAILIFF	
OTHER ACTIONS FOR BOARD REVIEW					
CASE 720		RCVD: 6/21/2010		APPEALS	
APPELLANT: FEMIA GALE REPRESENTATIVE: REP PHONE:		DISCIPLNRY ACTION: DISMISSAL EFFECTIVE DATE: 6/11/2010 CS FORM 5A RECEIPT: 6/21/2010 NOTICE TO AA/DEPT: 6/24/2010		AA/DEPT: PARKS RECREATION & CONSERVATION AA REP: RUDIN HAIDERMOTA REP PHONE: 813. 272.5673 ext 30150	
COMMENTS MFSJ DUE COB 07/13/2010. REQUEST FOR EXTENSION TO FILE MFSJ RECEIVED 06/28/2010. GRANTED. MFSJ DUE BY NOON 08/04/2010.					
SUM JUDGEMENT HEARING DATE: TIME: LOCATION: DECISION:		PREHEARING 7/19/2010 2:00 PM 17TH FLOOR CONTINUED		EVIDENTIARY HEARING BAILIFF	
OTHER ACTIONS FOR BOARD REVIEW					

PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

CASE 721		RCVD: 6/23/2010		APPEALS	
APPELLANT: LIU PWU-SHENG REPRESENTATIVE: REP PHONE:		DISCIPLNRY ACTION: DISMISSAL EFFECTIVE DATE: 6/14/2010 CS FORM 5A RECEIPT: 6/23/2010 NOTICE TO AA/DEPT: 6/25/2010		AA/DEPT: ENVIRONMENTAL PROTECTION COMM AA REP: RICK MURATTI REP PHONE: 813. 627.2600 ext	
COMMENTS MFSJ DUE COB 07/14/2010. MFSJ RECEIVED 07/14/2010. MFSJ RESPONSE DUE BY NOON 08/12/2010.					
SUM JUDGEMENT HEARING DATE: 8/18/2010 TIME: 7:00 PM LOCATION: 18TH FLOOR DECISION:		PREHEARING 7/20/2010 2:00 PM 17TH FLOOR CANCELED		EVIDENTIARY HEARING BAILIFF	
OTHER ACTIONS FOR BOARD REVIEW					
CASE 722		RCVD: 6/25/2010		APPEALS	
APPELLANT: LARocca-HATFIELD VALORI REPRESENTATIVE: REP PHONE:		DISCIPLNRY ACTION: DISMISSAL EFFECTIVE DATE: 6/14/2010 CS FORM 5A RECEIPT: 6/25/2010 NOTICE TO AA/DEPT: 6/29/2010		AA/DEPT: HEALTH & SOCIAL SERVICES AA REP: RUDIN HAIDERMOTA REP PHONE: 813. 272.5673 ext 30150	
COMMENTS MFSJ DUE BY COB 07/16/2010. REQUEST FOR EXTENSION TO FILE MFSJ RECEIVED 07/01/2010. GRANTED. MFSJ DUE BY NOON 08/04/2010.					
SUM JUDGEMENT HEARING DATE: TIME: LOCATION: DECISION:		PREHEARING 7/27/2010 10:00 AM 17TH FLOOR CANCELED		EVIDENTIARY HEARING BAILIFF	
OTHER ACTIONS FOR BOARD REVIEW					

PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

CASE 723		RCVD: 7/9/2010		APPEALS	
APPELLANT: COLLADO OTHONIEL REPRESENTATIVE: REP PHONE:		DISCIPLNRY ACTION: SUSPENSION EFFECTIVE DATE: 7/21/2010 CS FORM 5A RECEIPT: 7/9/2010 NOTICE TO AA/DEPT:		AA/DEPT: SHERIFF'S OFFICE AA REP: TONY PELUSO REP PHONE: 813. 247.8928 ext	
COMMENTS (SUSPENDED FOR ONE DAY: 07/21/2010.) MFSJ DUE 07/29/2010. 07/20/2010 REQUEST FOR EXTENSION TO FILE MFSJ APPROVED TO NOON ON 08/27/2010.					
DATE: TIME: LOCATION: DECISION:		<u>PREHEARING</u>		<u>EVIDENTIARY HEARING</u> BAILIFF	
<u>OTHER ACTIONS FOR BOARD REVIEW</u>					
CASE 724		RCVD: 7/12/2010		APPEALS	
APPELLANT: VIK NORMAN REPRESENTATIVE: MATT FARMER REP PHONE: 813. 228.0095 ext		DISCIPLNRY ACTION: DISMISSAL EFFECTIVE DATE: 6/14/2010 CS FORM 5A RECEIPT: 7/12/2010 NOTICE TO AA/DEPT:		AA/DEPT: WATER RESOURCE SERVICES AA REP: RUDIN HAIDERMOTA REP PHONE: 813. 272.5673 ext	
COMMENTS (SUSPENDED WITHOUT PAY 04/16/2010 THROUGH 06/13/2010.) MFSJ DUE 08/02/2010. 07/21/2010 REQUEST FOR EXTENTION TO FILE MFSJ APPROVED TO NOON ON 08/26/2010.					
DATE: TIME: LOCATION: DECISION:		<u>PREHEARING</u>		<u>EVIDENTIARY HEARING</u> BAILIFF	
<u>OTHER ACTIONS FOR BOARD REVIEW</u>					

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT

The June 9, 2010, Civil Service Board Meeting adjourned at 6:55 p.m.



Victoria Butler, Chair
Hillsborough County Civil Service Board



Leona Crawley
Deputy Clerk, Clerk of Circuit Court