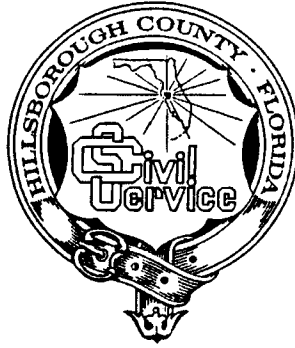


CIVIL SERVICE BOARD

Victoria Butler, Chair
Christine Bruno, Vice Chair
David W. Agliano
Chris Kavouklis
Rob Mitchell
Pat Spencer
Pat Frank
Secretary Ex Officio
Ronald E. Gardner, Director



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HILLSBOROUGH COUNTY CIVIL SERVICE BOARD AGENDA

6:15 P.M., Wednesday, November 17, 2010 - County Center - 18th Floor

All Civil Service Board meetings are open to the public and subject to the Sunshine Law.

WHEN ADDRESSING THE BOARD, please state your name and address and speak clearly into the microphone. If distributing any materials, please have 15 copies presented to the Clerk for distribution to the Board and deputies.

Pursuant to the provisions of Chapter 2000-445, as amended by 2007-301, Florida Statutes, any person who might wish to appeal any decision made by the Hillsborough County Civil Service Board regarding any matter considered at this public meeting is hereby advised that they will need a record of the proceedings, and for such purpose they may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based.



In accordance with the Americans With Disabilities Act, persons needing special accommodations to participate in this proceeding should contact the Director at 272-5625.

- I. Call to order
- II. Audience Participation Opportunity
- III. Old Business
- IV. Appearances and Reports
- V. New Business/Addendums/Corrections
- VI. Report from General Counsel/Docket
- VII. Board Member Comments
- VIII. Adjournment

MOTION FOR SUMMARY JUDGMENT HEARINGS:

Timothy Finley vs. Hillsborough County Sheriff's Office

David Perera vs. Hillsborough County Sheriff's Office

A G E N D A

I. CALL TO ORDER

- A. Flag Salute
- B. Roll Call

II. AUDIENCE PARTICIPATION OPPORTUNITY

III. OLD BUSINESS

- A. Approval of Minutes of the October 20, 2010 Business Meeting

IV. APPEARANCE AND REPORTS

Report from the Employee Advisory Committee

V. NEW BUSINESS / ADDENDUMS / CORRECTIONS

A. CLASSIFICATION AND COMPENSATION

- 1. For Ratification
- 2. For Board Review and Final Action
 - a. Classification Actions
 - b. Compensation Actions
 - c. Position Inactivations
 - d. Classification Description Deletions
- 3. Unclassified - For Information Only
- 4. Labor Market Study

B. TEMPORARARY EXTENSIONS FOR BOARD APPROVAL

C. RECRUITING, TESTING, AND CERTIFICATION

- 1. Activity through October 2010
- 2. Community Activities
- 3. Reduction in Force
- 4. Job Analysis & Test Redesign

D. BOARD REVIEW AND FINAL ACTION / POLICY AND RULES

E. ADMINISTRATIVE UPDATES

VI. REPORT FROM GENERAL COUNSEL / DOCKET

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT

V. A. CLASSIFICATION AND COMPENSATION**1. CLASSIFIED RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF
OCTOBER 1, 2010, THROUGH OCTOBER 31, 2010****SUMMARY OF ACTIONS**

CLASSIFIED POSITIONS	NUMBER OF ACTIONS	NUMBER OF POSITIONS
ACTIONS ON AGENDA	18	20
ACTIONS STILL OPEN	8	11

ACTIONS**a. AVIATION AUTHORITY**

Establish one position, numbered 14565 as Sr. Software Specialist, class code R0575, pay grade RU, FLSA: exempt, effective October 21, 2010.

POSITION PURPOSE: Performs duties managing telecommunications and network related software, hardware and projects.

b. COUNTY ADMINISTRATOR**(1) FAMILY & AGING SERVICES DEPARTMENT**

(a) Reclassify two encumbered (Neal Crosby and Mathew Kurian) positions, numbered 01799 and 01832 from Minibus Driver, class code A4916, pay grade AC, FLSA: non-exempt to Custodian, class code C4114, pay grade CB, FLSA: non-exempt, effective October 26, 2010.

(b) Reclassify one vacant position, numbered 01906, from Sr. Minibus Driver, class code A4917, grade AE, FLSA: non-exempt, to Sr. Head Custodian, class code C4110, pay grade CD, FLSA: non-exempt, effective October 1, 2010.

(2) FLEET MANAGEMENT DEPARTMENT

(a) Reclassify one encumbered (Michael H. Spencer) position, numbered 02916, from Sr. Fleet Mechanic Technician, class code C5008, pay grade CM, FLSA: non-exempt, to Fleet Mechanic Technician, class code C5007, pay grade CK, FLSA: non-exempt, effective October 18, 2010.

V. A. CLASSIFICATION AND COMPENSATION (Continued)**1. CLASSIFIED RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF
OCTOBER 1, 2010, THROUGH OCTOBER 31, 2010 (Continued)****b. COUNTY ADMINISTRATOR (Continued)****(2) FLEET MANAGEMENT DEPARTMENT (Continued)**

(b) Establish one position, numbered R02916, as Fleet Mechanic Technician Trainee, class code C5006, pay grade CJ, FLSA: non-exempt, effective October 18, 2010.

(3) FIRE RESCUE DEPARTMENT

Reclassify one vacant position, numbered 02774, from Fire Medic IV, class code D2528, pay grade DU, FLSA: non-exempt to Fire Medic III, class code D2527, pay grade DR, FLSA: non-exempt, effective September 30, 2010.

(4) LIBRARY SERVICES

Reclassify one vacant position, numbered 12017, 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 October 28, 2010.

(5) PLANNING & GROWTH MANAGEMENT DEPARTMENT

Reclassify two encumbered (Roberto Bustamante and Lois A. Williams) positions, numbered 04581 and 04582, from Community Codes Investigator II, class code A1868, pay grade AM, FLSA: non-exempt, to Program Coordinator, class code A1360, pay grade AM, FLSA: non-exempt, effective October 20, 2010.

(5) PUBLIC UTILITIES DEPARTMENT

Reclassify one vacant position, numbered 06270 from Senior Engineering Specialist, class code A1752, pay grade AT, FLSA: non-exempt to Engineering Specialist II, class code A1751, pay grade AQ, FLSA: non-exempt, effective October 11, 2010.

POSITION PURPOSE: To evaluate potable water distribution systems and determine the infrastructure needs in support of short-term and long-term planning.

V. A. CLASSIFICATION AND COMPENSATION (Continued)

1. CLASSIFIED RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF OCTOBER 1, 2010, THROUGH OCTOBER 31, 2010 (Continued)

c. CHILDREN'S BOARD

Reclassify one vacant position, numbered 10715 from Senior Personnel Analyst, class code A1305, pay grade AO, FLSA: exempt, to Project Manager II class code A1381, pay grade AS, FLSA: exempt, effective October 21, 2010.

POSITION PURPOSE: To serve as a senior research associate for the Children's Board.

d. CLERK OF THE CIRCUIT COURT

(1) Reclassify one encumbered (Mary Ann Stafford) position, numbered 13886, from Office Assistant III, class code A0108, grade AI, FLSA: non-exempt, to Court Clerk II, class code A2310, pay grade AI, FLSA: non-exempt, effective October 5, 2010.

(2) Reclassify one encumbered (Theresa Brown) position, numbered 00756, from Office Assistant, class code A0104, pay grade AE, FLSA: non-exempt, to Office Assistant II, class code A0106, pay grade AG, FLSA: non-exempt, effective October 1, 2010.

(3) Reclassify one encumbered (Paul A. Carey) position, numbered 00975, from Accountant II, class code A0904, pay grade AO, FLSA: exempt, to Accountant III, class code A0906, pay grade AS, FLSA: exempt, effective October 1, 2010.

POSITION PURPOSE: Provides administrative, technical, and fiscal support to ensure the accuracy and integrity of financial systems to promote sound financial management and ensure accurate and timely reporting as required by statutory and regulatory provisions.

e. ENVIRONMENTAL PROTECTION COMMISSION

Reclassify one vacant position, numbered 06544, from Senior Budget Analyst, class code A0966, pay grade AR, FLSA: exempt to Budget Analyst II, class code A0978, pay grade AP, FLSA: exempt, effective October 28, 2010.

POSITION PURPOSE: To provide administrative, budgetary and support to the Environmental Protection Commission

V. A. CLASSIFICATION AND COMPENSATION (Continued)**1. CLASSIFIED RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF
OCTOBER 1, 2010, THROUGH OCTOBER 31, 2010 (Continued)****f. SHERIFF'S OFFICE**

(1) Reclassify one encumbered (Arthur L. Picard) position, numbered 09355 from Law Enforcement Corporal, class code S2730, pay grade SP, FLSA: non-exempt to General Manager II, class code W1367, pay grade WS, FLSA: non-exempt, effective October 4, 2010.

POSITION PURPOSE: To perform duties as Crime Scene Section Manager.

(2) Reclassify one encumbered (Daniel J. McGill) position, numbered 09361 from Law Enforcement Detective, class code S2728, pay grade SO, FLSA: non-exempt to General Manager I, class code W1366, pay grade WQ, FLSA: non-exempt, effective October 4, 2010.

POSITION PURPOSE: To assist the Crime Scene manager and supervise Crime Scene Section personnel in the performance of their crime scene investigation assigned duties.

(3) Reclassify one encumbered (James T. Kelley III) position, numbered 08921 from Law Enforcement Deputy, class code S2748, pay grade SM, FLSA: non-exempt to Law Enforcement Detective, class code S2728, pay grade SO, FLSA: non-exempt, effective October 18, 2010.

g. TAMPA PORT AUTHORITY

Reclassify one encumbered (Charles Hyppa) position, numbered 09846, from Sr. Supervisor, class code R1361, pay grade RM, FLSA: non-exempt, to General Manager I, class code R1366, pay grade RQ, FLSA: exempt, effective August 21, 2010.

POSITION PURPOSE: To ensure compliance with operational and tariff policies, procedures, and guidelines related to the safe and efficient transfer of cargo through Tampa Port Authority facilities.

STAFF RECOMMENDATION

Recommend Board ratify.

NOTE: THESE ACTIONS RELATE TO KEY OBJECTIVE NUMBER 2, FY'10 BUDGET SUBMISSION.

V. A. CLASSIFICATION AND COMPENSATION (Continued)

2. FOR BOARD REVIEW AND FINAL ACTION

a. CLASSIFICATION ACTIONS

None.

b. COMPENSATION ACTIONS

None.

c. POSITION INACTIVATIONS

None.

V. A. CLASSIFICATION AND COMPENSATION (Continued)

2. FOR BOARD REVIEW AND FINAL ACTION

d. CLASSIFICATION DELETIONS

i. BASIC AGENCY REQUEST - CHILDREN'S SERVICES

The Children Services Department submitted a request (Attachment 1) to delete Head Start/Early Head Start Teacher Assistant Trainee classification, class code A3585, pay grade AE, no longer utilized by the department and to inactivate 85 positions (Attachment 2) effective October 1, 2010.

STAFF RECOMMENDATION

Approve the deletion of the Head Start/Early Head Start Teacher Assistant Trainee classification and the inactivation of the 85 positions (Attachment 2) effective October 1, 2010.

V. A. CLASSIFICATION AND COMPENSATION (Continued)

2. FOR BOARD REVIEW AND FINAL ACTION (Continued)

d. CLASSIFICATION DELETIONS (Continued)

i. BASIC AGENCY REQUEST - CHILDREN'S SERVICES (Continued)

From: Murphy, Cheryl
Sent: Thursday, September 16, 2010 8:42 AM
To: Chandler, Bob
Subject: FW: Head Start Teacher Assistant Trainee Classification

Bob,

As you can see below, the Head Start Director, Louis Finney, approves the removal of the Head Start Teacher Assistant Trainee classification. Also, is there an update on the reclassification of the LPN?

Thank you.
Cheryl

From: Finney, Louis
Sent: Thursday, September 16, 2010 8:04 AM
To: Murphy, Cheryl
Subject: Re: Head Start Teacher Assistant Trainee Classification

Delete, but what's status of lpns

"Murphy, Cheryl" <MurphyC@HillsboroughCounty.ORG> wrote:

Mr. Finney,

Civil Service still has a classification of Head Start Teacher Assistant Trainee. It seems we no longer use this classification. With your approval, Bob would like to delete the classification.

Please let me know how you would like to proceed.

Thank you.
Cheryl

V. A. CLASSIFICATION AND COMPENSATION (Continued)

2. FOR BOARD REVIEW AND FINAL ACTION (Continued)

d. CLASSIFICATION DELETIONS (Continued)

i. BASIC AGENCY REQUEST - CHILDREN'S SERVICES (Continued)

From: Chandler, Bob
Sent: Wednesday, September 15, 2010 3:40 PM
To: Murphy, Cheryl
Subject: Head Start Teacher Assistant Trainee Classification

Cheryl, I seem to remember a comment from someone in Head Start that subject classification could not be used due to the changes in qualifications. If this is true, I would like to delete the classification. Please let me know.

Thanks.

George R. (Bob) Chandler, PPP
Dept. Chief,
Classification and Compensation Department
Hillsborough County Civil Service Board
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V. A. CLASSIFICATION AND COMPENSATION (Continued)**2. FOR BOARD REVIEW AND FINAL ACTION (Continued)****d. CLASSIFICATION DELETIONS (Continued)****i. BASIC AGENCY REQUEST - CHILDREN'S SERVICES (Continued)**

<u>POSITION NUMBER</u>	<u>POSITION TITLE</u>
R01967	Head Start/EHS Teacher Asst Trainee
R01966	Head Start/EHS Teacher Asst Trainee
R01965	Head Start/EHS Teacher Asst Trainee
R01964	Head Start/EHS Teacher Asst Trainee
R01961	Head Start/EHS Teacher Asst Trainee
R01955	Head Start/EHS Teacher Asst Trainee
R01950	Head Start/EHS Teacher Asst Trainee
R01949	Head Start/EHS Teacher Asst Trainee
R01948	Head Start/EHS Teacher Asst Trainee
R01931	Head Start/EHS Teacher Asst Trainee
R01930	Head Start/EHS Teacher Asst Trainee
R01929	Head Start/EHS Teacher Asst Trainee
R01928	Head Start/EHS Teacher Asst Trainee
R01923	Head Start/EHS Teacher Asst Trainee
R01922	Head Start/EHS Teacher Asst Trainee
R01921	Head Start/EHS Teacher Asst Trainee
R01920	Head Start/EHS Teacher Asst Trainee
R01919	Head Start/EHS Teacher Asst Trainee
R01918	Head Start/EHS Teacher Asst Trainee
R01912	Head Start/EHS Teacher Asst Trainee
R01911	Head Start/EHS Teacher Asst Trainee
R01903	Head Start/EHS Teacher Asst Trainee
R01902	Head Start/EHS Teacher Asst Trainee
R01901	Head Start/EHS Teacher Asst Trainee
R01900	Head Start/EHS Teacher Asst Trainee
R01890	Head Start/EHS Teacher Asst Trainee
R01889	Head Start/EHS Teacher Asst Trainee
R01888	Head Start/EHS Teacher Asst Trainee
R01887	Head Start/EHS Teacher Asst Trainee
R01886	Head Start/EHS Teacher Asst Trainee
R01885	Head Start/EHS Teacher Asst Trainee
R01884	Head Start/EHS Teacher Asst Trainee
R01883	Head Start/EHS Teacher Asst Trainee
R01882	Head Start/EHS Teacher Asst Trainee
R01881	Head Start/EHS Teacher Asst Trainee
R01880	Head Start/EHS Teacher Asst Trainee
R01879	Head Start/EHS Teacher Asst Trainee
R01878	Head Start/EHS Teacher Asst Trainee
R01846	Head Start/EHS Teacher Asst Trainee

V. A. CLASSIFICATION AND COMPENSATION (Continued)**2. FOR BOARD REVIEW AND FINAL ACTION (Continued)****d. CLASSIFICATION DELETIONS (Continued)****i. BASIC AGENCY REQUEST - CHILDREN'S SERVICES (Continued)**

<u>POSITION NUMBER</u>	<u>POSITION TITLE</u>
R01845	Head Start/EHS Teacher Asst Trainee
R01843	Head Start/EHS Teacher Asst Trainee
R01842	Head Start/EHS Teacher Asst Trainee
R01836	Head Start/EHS Teacher Asst Trainee
R01831	Head Start/EHS Teacher Asst Trainee
R01830	Head Start/EHS Teacher Asst Trainee
R01825	Head Start/EHS Teacher Asst Trainee
R01824	Head Start/EHS Teacher Asst Trainee
R01823	Head Start/EHS Teacher Asst Trainee
R01817	Head Start/EHS Teacher Asst Trainee
R01816	Head Start/EHS Teacher Asst Trainee
R01815	Head Start/EHS Teacher Asst Trainee
R01814	Head Start/EHS Teacher Asst Trainee
R01813	Head Start/EHS Teacher Asst Trainee
R01812	Head Start/EHS Teacher Asst Trainee
R01811	Head Start/EHS Teacher Asst Trainee
R01810	Head Start/EHS Teacher Asst Trainee
R01809	Head Start/EHS Teacher Asst Trainee
R01808	Head Start/EHS Teacher Asst Trainee
R01807	Head Start/EHS Teacher Asst Trainee
R01806	Head Start/EHS Teacher Asst Trainee
R01805	Head Start/EHS Teacher Asst Trainee
R01804	Head Start/EHS Teacher Asst Trainee
R01797	Head Start/EHS Teacher Asst Trainee
R11032	Head Start/EHS Teacher Asst Trainee
R11031	Head Start/EHS Teacher Asst Trainee
R11030	Head Start/EHS Teacher Asst Trainee
R10845	Head Start/EHS Teacher Asst Trainee
R10844	Head Start/EHS Teacher Asst Trainee
R10843	Head Start/EHS Teacher Asst Trainee
R10842	Head Start/EHS Teacher Asst Trainee
R10841	Head Start/EHS Teacher Asst Trainee
R10840	Head Start/EHS Teacher Asst Trainee
R10839	Head Start/EHS Teacher Asst Trainee
R10838	Head Start/EHS Teacher Asst Trainee
R10837	Head Start/EHS Teacher Asst Trainee
R10836	Head Start/EHS Teacher Asst Trainee
R10835	Head Start/EHS Teacher Asst Trainee
R10834	Head Start/EHS Teacher Asst Trainee

V. A. CLASSIFICATION AND COMPENSATION (Continued)**2. FOR BOARD REVIEW AND FINAL ACTION (Continued)****d. CLASSIFICATION DELETIONS (Continued)****i. BASIC AGENCY REQUEST - CHILDREN'S SERVICES (Continued)**

<u>POSITION NUMBER</u>	<u>POSITION TITLE</u>
R10833	Head Start/EHS Teacher Asst Trainee
R10526	Head Start/EHS Teacher Asst Trainee
R10525	Head Start/EHS Teacher Asst Trainee
R10524	Head Start/EHS Teacher Asst Trainee
R10515	Head Start/EHS Teacher Asst Trainee
R10514	Head Start/EHS Teacher Asst Trainee
R10511	Head Start/EHS Teacher Asst Trainee

V. A. CLASSIFICATION AND COMPENSATION (Continued)

2. FOR BOARD REVIEW AND FINAL ACTION (Continued)

d. CLASSIFICATION DELETIONS (Continued)

ii. BASIC AGENCY REQUEST - COMMUNICATIONS

The Communications Department submitted a request (Attachment 1) to delete the Real-Time Captioner Trainee classification, class code A0195, pay grade AQ, no longer utilized by the department and inactivate position number R02007 effective October 1, 2010.

STAFF RECOMMENDATION

Approve the deletion of the Real-Time Captioner Trainee classification and the inactivation of position number R02007 effective October 1, 2010.

V. A. CLASSIFICATION AND COMPENSATION (Continued)

2. FOR BOARD REVIEW AND FINAL ACTION (Continued)

d. CLASSIFICATION DELETIONS (Continued)

ii. BASIC AGENCY REQUEST - COMMUNICATIONS (Continued)

From: Hudson, Lori
Sent: Wednesday, September 15, 2010 3:49 PM
To: Chandler, Bob
Subject: RE: Real-Time Captioner Trainee Classification

Bob,
No, that's not a classification we anticipate using in the future. In fact, we thought it had already been deleted. So, deletion is fine by us.
Thanks,
Lori

From: Chandler, Bob
Sent: Wednesday, September 15, 2010 3:45 PM
To: Hudson, Lori
Subject: Real-Time Captioner Trainee Classification

Lori, do you anticipate using subject classification? If not, I would like to delete it. Please let me know.

Thanks.

George R. (Bob) Chandler, PPP
Dept. Chief,
Classification and Compensation Department
Hillsborough County Civil Service Board
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V. A. CLASSIFICATION AND COMPENSATION (Continued)**3. UNCLASSIFIED - ACTIONS TAKEN DURING FOR THE PERIOD BEGINNING
OCTOBER 1, 2010 THROUGH OCTOBER 31, 2010 - FOR INFORMATION ONLY****SUMMARY OF ACTIONS**

UNCLASSIFIED	NUMBER OF ACTIONS	NUMBER OF POSITIONS
ACTIONS ON AGENDA	8	10
ACTIONS STILL OPEN	0	0

ACTIONS**(a) FAMILY & AGING SERVICES**

(1) Reclassify one encumbered (Raymond Davis) position, numbered 10813 from Unclassified Financial/ Administrative Services Manager, class code U8328, pay grade XE, FLSA: exempt to Unclassified Administrative Services Coordinator, class code U8399, pay grade XH, FLSA: exempt, effective November 1, 2010.

(2) Reclassify one encumbered (Michael Jimenez) position, numbered 01916 from Unclassified Manager Fiscal Services, class code U8088, pay grade XF, FLSA: exempt to Unclassified Administrative Services Coordinator, class code U8399, pay grade XH, FLSA: exempt, effective November 1, 2010.

(3) Reclassify one vacant position, numbered 02992 from Unclassified Manager, Contracts/ Accounting Services, class code U8349, pay grade XF, FLSA: exempt to Unclassified Administrative Services Coordinator, class code U8399, pay grade XH, FLSA: exempt, effective November 1, 2010.

(4) Establish one position, numbered 14566 as Unclassified Division Manager of Administrative Services, class code U8398, pay grade XE, FLSA: exempt, effective October 26, 2010.

(b) CLERK OF THE CIRCUIT COURT

(1) Establish one position, numbered 14567, as Unclassified Mainframe System Administrator- CCC, class code U8623, pay grade YR, FLSA: exempt, effective October 24, 2010.

V. A. CLASSIFICATION AND COMPENSATION (Continued)

**3. UNCLASSIFIED - ACTIONS TAKEN DURING FOR THE PERIOD BEGINNING
OCTOBER 1, 2010 THROUGH OCTOBER 31, 2010 - FOR INFORMATION ONLY
(Continued)**

(b) CLERK OF THE CIRCUIT COURT (Continued)

(2) Regrade two encumbered (Daniel G. Landry and Watimosin S. Castaldi) positions, numbered 00815 and 11015, from Unclassified Lead Developer- CCC, class code U8613, pay grade YT, FLSA: exempt to Unclassified Lead Developer-CCC, class code U8613, pay grade YU, FLSA: exempt, effective October 25, 2010.

(3) Regrade two vacant positions, numbered 00814 and 11019, from Unclassified Lead Developer- CCC, class code U8613, pay grade YT, FLSA: exempt to Unclassified Lead Developer-CCC, class code U8613, pay grade YU, FLSA: exempt, effective October 25, 2010.

(c) SHERIFF'S OFFICE

Reclassify one vacant position, numbered 06829, from a Classified Special Project Coordinator, class code W1356, pay grade WR, FLSA: exempt to an Unclassified Special Projects Manager SO, class code U8717, pay grade 99, FLSA: exempt, effective October 18, 2010.

STAFF RECOMMENDATION

None. This item is for information only.

NOTE: THESE ACTIONS RELATE TO KEY OBJECTIVE NUMBER 2, FY'10 BUDGET SUBMISSION.

V. A. CLASSIFICATION AND COMPENSATION CONTINUED**4. LABOR MARKET****TIMETABLE FOR THE FY 11 LABOR MARKET ANALYSIS**

The Civil Service Act, Chapter 2000-445 Laws of Florida, Section 14, requires the Civil Service Board, at least once annually, on or before March 31, to provide recommended changes to the Classification and Pay Plan to each Appointing Authority. Further, a final recommendation, taking into consideration Appointing Authority responses, must be presented to budget authorities no later than April 30th. As the BOCC annual budget process begins in February, our intent is to provide the recommendations in time to allow useful budget resolution. The projected completion dates are estimated and are dependent on receiving information from outside sources. The following timetable reflects items completed:

2011 LABOR MARKET ANALYSIS TIME TABLE		
Items to Complete	Projected Completion Date	Actual Date Completed
Request Hay Access Report	24 August 2010	24 August 2010
Request Special BLS Data Report	23 August 2010	23 August 2010
Review/Update Benchmark Classes & Descriptions	19 August 2010	19 August 2010
E-Mail Benchmark Survey Package to Public Sector Jurisdictions	20 September 2010	17 September 2010
Receive Hay Access Report	20 September 2010	20 September 2010
Receive Special BLS Report	1 October 2010	14 September 2010
Download Position Data for BOCC Funded Positions, & Aviation & Port Authorities Funded Positions to Study Data Base Files & Develop Paylines	1 October 2010	1 October 2010
Review and Input Hay Access Data & BLS Data	22 October 2010	19 October 2010
Receive Benchmark Survey Data	5 November 2010	
Review and Input Benchmark Survey Data	19 November 2010	

V. A. CLASSIFICATION AND COMPENSATION CONTINUED (Continued)

4. LABOR MARKET (Continued)

TIMETABLE FOR THE FY 11 LABOR MARKET ANALYSIS (Continued)

2011 LABOR MARKET ANALYSIS TIME TABLE		
Items to Complete	Projected Completion Date	Actual Date Completed
Run Regression Analysis for Private, Public and Composite Models to Create Labor Market Paylines for the P25, P50 & P75 Market Levels	10 December 2010	
Develop Reports, Recommendations & Cost Projections for Different Budget Authorities	17 December 2010	
Send Reports to AA's for Review and Comment	20 December 2010	
Write CSB Agenda Items	7 January 2011	
Present to CSB at Board Meeting	19 January 2011	
Send Final Reports With AA Comments to Budget Authorities	21 January 2011	

STAFF RECOMMENDATION

None. Item is for information only.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 2, FY'10 BUDGET SUBMISSION.

V. B. TEMPORARY EXTENSIONS FOR BOARD APPROVAL

BASIC REQUEST: Extension of Temporary Employees

Since the Board's last regular business meeting, staff received the following request for extension of temporary employment beyond 240 days:

ENVIRONMENTAL PROTECTION COMMISSION

Name: Amanda Stewart
Classification: Environmental Technician I
Original Hire: March 29, 2010
First Extension: July 26, 2010 through November 22, 2010
Requested Extension: November 23, 2010 through March 22, 2011

Name: Suzan Chin
Classification: Environmental Specialist I
Original Hire: March 29, 2010
First Extension: July 26, 2010 through November 22, 2010
Requested Extension: November 23, 2010 through March 22, 2011

STAFF COMMENTS: The named employees meet all Civil Service Board requirements for qualification. The Agency was advised that, absent a showing of special circumstances, the Board will not approve requests to extend temporary employment beyond 360 days.

STAFF RECOMMENDATION

Approve the above requests for extension of temporary employment.

V. C. RECRUITING, TESTING AND CERTIFICATION

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

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

- Received 91 requisitions
- Issued 82 recruitment bulletins
- Received 6,022 applications for employment
- Administered 665 written and performance exams

While it is too early to predict with any certainty the overall workload for the fiscal year, our first forecast projects decreases in every category except for Bulletins Issued. Keep in mind that since this is the first data point out of twelve, projections will be most varied at the start of the fiscal year and become more accurate as data are collected.

Following is a comparison between projections for this fiscal year and last fiscal year actuals and the percent change in workload:

<u>CATEGORY</u>	<u>FY 10 Act</u>	<u>FY 11 Proj</u>	<u>% CHANGE</u>
Requisitions Received	1,624	1,092	-33
Bulletins Issued	861	984	+14
Applications Received	85,464	72,264	-15
Tests Administered	12,313	7,980	-35

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

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

	END OF MONTH	QUARTER TO DATE	YEAR TO DATE
APPLICATIONS RECEIVED	6,022	6,022	6,022
TEST ADMINISTERED	665	665	665

	EMPLOYEE APPLICANTS		OUTSIDE APPLICANTS
Total:	1,241	Total:	4,781
Percentage:	20.6%	Percentage:	79.4%

RECRUITMENTS		
	Total	YTD
Open:	38	38
Closed:	41	41
Part-Time:	2	2
Unclassified:	1	1

	Total	YTD
Recruitment Requests Processed:	91	91
Percent of Requests to Recruitments	90%	90%

APPLICATIONS RECEIVED	MONTH TOTAL	QUARTER TOTAL	YEAR TOTAL
FY '10	7,950	23,438	85,464
FY '11 *	6,022	18,066	72,264
Actual or Estimated Percentage Change	-24%	-23%	-15%

* 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 '10	859	3,302	12,313
FY '11 *	665	1,995	7,980
Actual or Estimated Percentage Change	-23%	-40%	-35%

* 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 (RTC) ACTIVITY THROUGH OCTOBER 2010 (Continued)

RECRUITING, TESTING & CERTIFICATION DIVISION CURRENT & HISTORICAL APPLICANT ACTIVITY

		FISCAL YEAR ENDING										5 YR
		2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	AVG
OCT	Requisitions Rcvd	0	0	163	172	197	206	204	111	178	91	158
	Bulletins Issued	101	79	80	80	111	140	100	62	94	82	96
	Applications Rcvd	5,248	5,601	6,046	6,485	4,460	6,033	6,360	6,920	7,950	6022	6,657
	Tests Administered	1,666	1,555	2,575	2,696	1,740	2,148	1,136	1,563	859	665	1,274
NOV	Requisitions Rcvd	0	0	130	158	223	206	169	62	107		136
	Bulletins Issued	60	91	75	90	94	84	94	36	65		70
	Applications Rcvd	2,773	4,320	2,952	3,830	4,161	5,494	5,709	4,518	9,727		6,362
	Tests Administered	1,248	1,193	1,090	1,354	1,779	2,198	913	577	1,657		1,336
DEC	Requisitions Rcvd	0	0	159	177	197	214	149	111	129		151
	Bulletins Issued	63	83	76	90	101	108	58	49	61		69
	Applications Rcvd	2,243	4,001	3,774	3,737	4,055	4,405	5,622	6,935	5,761		5,681
	Tests Administered	1,034	1,834	1,232	1,472	1,437	1,698	1,002	1,328	786		1,204
JAN	Requisitions Rcvd	0	0	183	142	269	255	60	135	104		139
	Bulletins Issued	74	56	99	79	122	123	58	87	73		85
	Applications Rcvd	3,226	4,332	5,805	4,120	3,685	6,446	7,628	9,852	5,759		7,421
	Tests Administered	1,544	1,042	1,758	1,876	1,101	2,532	1,099	1,326	586		1,386
FEB	Requisitions Rcvd	0	0	166	140	244	204	118	76	101		125
	Bulletins Issued	82	97	97	74	106	82	91	37	55		66
	Applications Rcvd	3,663	4,563	4,881	3,732	5,843	5,284	7,390	8,038	5,696		6,602
	Tests Administered	1,323	1,675	1,715	1,204	2,477	2,051	1,309	1,897	982		1,560
MAR	Requisitions Rcvd	0	0	175	163	287	237	96	78	111		131
	Bulletins Issued	112	100	110	76	115	106	38	41	45		58
	Applications Rcvd	4,151	4,891	5,019	3,848	4,939	5,822	4,960	5,520	6,762		5,766
	Tests Administered	1,258	2,245	1,769	1,538	1,456	2,401	790	1,019	758		1,242
APR	Requisitions Rcvd	0	0	155	148	256	255	126	46	142		142
	Bulletins Issued	82	85	98	79	123	120	70	43	109		86
	Applications Rcvd	5,123	4,168	4,480	4,316	4,362	5,638	7,819	6,225	8,475		7,039
	Tests Administered	1,224	1,581	1,660	2,346	1,812	2,585	1,429	806	1,517		1,584
MAY	Requisitions Rcvd	0	0	181	165	224	272	114	47	155		147
	Bulletins Issued	87	48	98	97	109	84	67	32	84		67
	Applications Rcvd	4,740	5,365	4,733	4,159	4,979	5,549	5,691	4,834	8,340		6,104
	Tests Administered	1,972	1,583	2,337	1,612	1,739	1,824	777	765	1,125		1,123
JUN	Requisitions Rcvd	0	124	166	208	285	112	81	74	157		106
	Bulletins Issued	79	78	105	89	108	61	50	28	52		48
	Applications Rcvd	3,794	2,912	4,708	3,845	7,263	3,060	6,951	5,135	6,440		5,397
	Tests Administered	1,278	582	1,961	1,398	3,427	1,976	1,422	1,406	893		1,424
JUL	Requisitions Rcvd	0	184	163	184	179	118	104	87	150		115
	Bulletins Issued	106	88	70	95	107	36	46	48	94		56
	Applications Rcvd	5,000	4,461	5,386	5,162	4,237	3,046	5,627	6,836	7,903		5,853
	Tests Administered	1,620	965	1,978	2,546	1,138	1,307	1,210	1,259	1,567		1,336
AUG	Requisitions Rcvd	0	111	159	195	248	124	131	113	121		122
	Bulletins Issued	91	59	122	130	102	77	72	57	65		68
	Applications Rcvd	5,184	4,285	4,565	5,475	5,232	4,466	5,891	6,846	8,359		6,391
	Tests Administered	1,686	722	1,453	1,974	2,352	2,471	931	898	991		1,323
SEP	Requisitions Rcvd	0	179	156	188	241	124	88	154	169		134
	Bulletins Issued	84	105	90	102	109	71	59	78	64		68
	Applications Rcvd	4,709	4,262	5,073	4,811	4,808	3,831	7,344	6,273	4,292		5,435
	Tests Administered	1,307	1,167	2,227	2,017	1,923	2,131	1,089	819	592		1,158

T O T A L	Year To Date										Yr End Proj.	
	Requisitions Rcvd	0	598	1,956	2,040	2,850	2,327	1,440	1,094	1,624	91	1,092
	Bulletins Issued	1,021	969	1,120	1,081	1,307	1,092	803	598	861	82	984
	Applications Rcvd	49,854	53,161	57,422	53,520	58,024	59,074	76,992	77,932	85,464	6,022	72,264
	Tests Administered	17,160	16,144	21,755	22,033	22,381	25,322	13,107	13,663	12,313	665	7,980
TOTALS	68,035	70,872	82,253	78,674	84,562	87,815	92,342	93,287	100,262	6,860	82,320	

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)1. RECRUITING, TESTING, & CERTIFICATION (RTC) ACTIVITY THROUGH
OCTOBER 2010 (Continued)Closed Recruitments
October 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
				PARATRANSIT MINIBUS OPERATOR (REDUCED HOURS)	10/15/10	0	
				SENIOR PLANT OPERATOR	11/05/10	0	
				SENIOR SOFTWARE SPECIALIST (VoIP)(NON STANDARD HOURS)	11/12/10	0	
1				SENIOR HEAD CUSTODIAN	11/12/10	0	
1	1	1	0	CHILD CARE LICENSING INSPECTOR	10/15/10	1	100
1	1	1	0	PERSONAL CARE AIDE	10/15/10	1	100
1	1	1	0	PLANT MAINTENANCE MECHANIC II	10/29/10	1	100
2	1	1	0	COMMUNITY COLLECTION CENTER ATTENDANT	10/22/10	0	
2	1	1	0	GENERAL MANAGER II (HAY POINT FACTOR)	11/12/10	0	
2	2	2	0	ELECTRONICS TECHNICIAN III	10/15/10	2	100
3	2	2	0	ANIMAL CONTROL OFFICER	10/15/10	1	50
3	2	2	0	ENVIRONMENTAL SCIENTIST I (LIMITED	10/22/10	2	100
3	2	2	0	MANAGER (DATA)(RESTRICTED)	10/22/10	2	100
3	2	2	0	UTILITIES MAINTENANCE SUPERVISOR	11/12/10	0	
3	3	3	0	PARK RANGER II	11/12/10	2	66
4	4	4	0	PROGRAMMER/ANALYST	10/29/10	4	100
5	4	4	0	ENGINEERING SPECIALIST II (UNDERGROUND UTILITIES)	10/22/10	4	100
5	4	4	0	PRINCIPAL BUSINESS ANALYST	11/05/10	3	75
5	5	5	0	FIRE MEDIC III	10/15/10	5	100
6	4	4	0	TREATMENT COUNSELOR	10/29/10	4	100
6	5	5	0	ENGINEERING TECH II (UNDERGROUND UTILITY LOCATOR)	10/29/10	5	100
6	5	5	0	EQUIPMENT MECHANIC II	10/29/10	3	60
6	6	6	0	PLANT MAINTENANCE MECHANIC III	11/05/10	4	66
7	7	7	0	ENGINEERING TECHNICIAN II	10/15/10	7	100
8	6	6	0	BUDGET ANALYST I	10/15/10	4	66
9	8	8	0	COURT CLERK I	11/12/10	3	37
9	8	8	0	HOUSING ASSISTANCE SPECIALIST	10/15/10	3	37
9	9	9	0	ENGINEERING SPECIALIST II	10/15/10	9	100
13	12	12	0	OFFICE ASSISTANT	10/22/10	12	100
14	13	13	0	COURT CLERK I (PLANT CITY)	10/29/10	11	84
16	12	12	0	SENIOR CASE MANAGER	10/15/10	12	100
16	13	13	0	LIBRARY TECHNICAL ASSISTANT	10/15/10	10	76
19	14	14	0	CASE MANAGER	10/29/10	10	71
20	16	16	0	SENIOR SOCIAL SERVICES SPECIALIST	11/12/10	10	62
24	20	20	0	COURT CLERK III (RESTRICTED)	11/05/10	17	85
33	29	29	0	BUYER	11/05/10	20	68
40	29	29	0	COURT CLERK III	11/12/10	18	62
42	38	38	0	COURT CLERK II	10/29/10	34	89
44	41	41	0	LAW ENFORCEMENT DETECTIVE	10/22/10	41	100
56	45	45	0	ADMINISTRATIVE SPECIALIST	10/15/10	22	48
90	89	89	0	DRIVER/ENGINEER	10/15/10	89	100

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

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

**Closed Recruitments
October 2010**

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
537	464	464	0			376	81%
Dropoff Rate: 13.6%			0.0%				

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)1. RECRUITING, TESTING, & CERTIFICATION (RTC) ACTIVITY THROUGH OCTOBER 2010 (Continued)Open Recruitments
October 2010

Number of Recruitments: 38

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
5	1	1	0	SENIOR SOFTWARE SPECIALIST (VoIP)(NON STANDARD HOURS)	11/12/10	0	
31	16	16	0	UTILITIES MAINTENANCE SUPERVISOR	11/12/10	4	25
35	11	11	0	GENERAL MANAGER II (HAY POINT FACTOR)	11/12/10	0	
36	24	24	0	PLANT MAINTENANCE MECHANIC III (RESTRICTED)	11/05/10	15	62
36	31	31	0	PROGRAMMER/ANALYST	10/29/10	24	77
50	30	30	0	PLANT MAINTENANCE MECHANIC II	10/29/10	22	73
65	42	42	0	SENIOR HEAD CUSTODIAN	11/12/10	20	47
73	53	53	0	ENGINEERING SPECIALIST II (UNDERGROUND UTILITIES)	10/22/10	44	83
77	57	55	2	ELECTRONICS TECHNICIAN III	10/15/10	45	78
80	52	52	0	PERSONAL CARE AIDE	10/15/10	16	30
82	34	34	0	UTILITIES MAINTENANCE WORKER (CLASS B)	10/29/10	20	58
88	47	47	0	PRINCIPAL BUSINESS ANALYST	11/05/10	33	70
89	68	68	0	PARATRANSIT MINIBUS OPERATOR (REDUCED HOURS)	10/15/10	35	51
93	65	65	0	ELECTRICIAN II (NON STANDARD HOURS)	11/12/10	42	64
96	66	66	0	ENGINEERING TECH II (UNDERGROUND UTILITY LOCATOR)	10/29/10	48	72
98	84	84	0	ENVIRONMENTAL SCIENTIST I (LIMITED DURATION)	10/22/10	58	69
100	70	70	0	MANAGER (DATA)(RESTRICTED)	10/22/10	43	61
110	77	76	1	BUDGET ANALYST I	10/15/10	61	79
110	96	96	0	ENGINEERING TECHNICIAN II	10/15/10	86	89
128	83	82	1	TV PRODUCTION ASSISTANT	10/29/10	42	50
146	89	89	0	CHILD CARE LICENSING INSPECTOR	10/15/10	56	62
161	125	124	1	TREATMENT COUNSELOR	10/29/10	85	68
170	119	119	0	COMMUNITY COLLECTION CENTER ATTENDANT	10/22/10	57	47
184	150	150	0	SENIOR CASE MANAGER	10/15/10	127	84
196	131	131	0	LIBRARY TECHNICAL ASSISTANT	10/15/10	60	45
212	105	105	0	HEAD START/EHS TEACHER ASSISTANT	01/01/79	35	33
217	160	159	1	MULTI-TRADES WORKER II (NON STANDARD	10/22/10	129	80
222	129	129	0	AUTOPSY TECHNICIAN	10/22/10	69	53
300	249	249	0	SENIOR SOCIAL SERVICES SPECIALIST	11/12/10	129	51
303	176	176	0	PARK RANGER II	11/12/10	86	48
305	187	186	1	ANIMAL CONTROL OFFICER	10/15/10	111	59
444	317	317	0	CASE MANAGER	10/29/10	97	30
496	359	359	0	HOUSING ASSISTANCE SPECIALIST	10/15/10	154	42
540	310	309	1	COURT CLERK I (PLANT CITY)	10/29/10	149	48
604	462	461	1	LIBRARY ASSISTANT	10/15/10	163	35
661	465	465	0	ADMINISTRATIVE SPECIALIST	11/05/10	106	22
697	610	609	1	PLANT OPERATOR TRAINEE	11/05/10	536	87
837	589	589	0	OFFICE ASSISTANT	11/12/10	193	32
8,179	5,739	5,729	10			3,000	52%
Dropoff Rate: 29.8%			0.2%				

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

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

Part-Time Recruitments
October 2010

Number of Recruitments: 2

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
68	41	41	0	COOK (TEMPORARY)	10/15/10	20	48
100	47	47	0	PROGRAM ASSISTANT (4-H YOUTH PRGM)(PART-TIME)	11/12/10	22	46
168	88	88	0			42	48%
Dropoff Rate:	47.6%		0.0%				

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

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

Unclassified Recruitments
October 2010

Number of Recruitments: 1

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
64	27	27	0	DIRECTOR EMERGENCY MANAGEMENT	Extended	13	48
64	27	27	0			13	48%
Dropoff Rate: 57.8%			0.0%				

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

Number of Recruitments: 12

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Opening Date	Qual	% Qual
64	27	27	0	DIRECTOR EMERGENCY MANAGEMENT	10/08/10	13	48
120	41	41	0	CHILD PROTECTION SUPERVISOR	06/18/10	8	19
212	105	105	0	HEAD START/EHS TEACHER ASSISTANT	10/01/10	35	33
214	86	86	0	LIFEGUARD (PART-TIME)	05/21/10	5	5
352	161	161	0	PLANT SUPERVISOR (WASTEWATER)	09/05/08	46	28
399	169	168	1	PLANT MANAGER (WASTEWATER)	09/05/08	50	29
621	324	322	2	LEAD HEAD START/EHS TEACHER	12/04/09	50	15
1021	324	324	0	CHILD PROTECTION INVESTIGATOR	06/18/10	10	3
1624	681	677	4	PLANT OPERATOR	10/24/08	107	15
3322	2629	2627	2	DETENTION DEPUTY TRAINEE	11/20/09	599	22
4403	2442	2426	16	DETENTION DEPUTY	07/06/07	725	29
7273	3520	3509	11	LAW ENFORCEMENT DEPUTY TRAINEE	04/25/08	1877	53
19,625	10,509	10,473	36			3,525	34%
Dropoff Rate:	46.5%		0.3%				

STAFF RECOMMENDATION

None. Item is for information only.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 1, FY11 BUDGET SUBMISSION.

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

2. PARTICIPATION IN COMMUNITY OUTREACH ACTIVITIES IN OCTOBER 2010

The Recruiting, Testing and Certification (RTC) Division participated in one community outreach activity in October.

On October 14, 2010, Ms. Cathy Hernandez participated in a Job Fair hosted by the Mayor's Alliance for Persons with Disabilities where she assisted 260 participants.

3. REDUCTION IN FORCE (RIF) - OCTOBER 2010

None.

STAFF RECOMMENDATION

None. Item is for information only.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 1, FY11, BUDGET SUBMISSION.

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)**4. JOB ANALYSIS AND TEST REDESIGN OF R1436, R2779, W2779, AND W2786 CLASSIFICATIONS**

A year long job analysis and test design project was conducted on the Airport Dispatcher Trainee, Digital Communications Dispatcher Trainee and Records Data Specialist Trainee job classifications. Previously there was one selection test for all three job classifications, but the results from a comprehensive job analysis demonstrated a need for two separate tests: One for Records Data Specialist Trainee and one for Airport Dispatcher Trainee and Digital Communications Dispatcher Trainee.

The test (Test 71) for Records Data Specialist Trainee has 60 questions, a cutoff score of 41, and a time limit of one hour and thirty minutes. The test (Test 72) for Airport Dispatcher Trainee and Digital Communications Dispatcher Trainee has 70 questions, a cutoff score of 49, and a time limit of one hour and thirty minutes. The new tests are currently in place and will be used for all future recruitments for these job classifications.

This concludes RTC's goal, objective #6, of the previous fiscal year.

STAFF RECOMMENDATION

None. Item is for information only.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES**1. PROPOSED RULE CHANGES**

The Civil Service Rules Committee met on September 22, 2010 to discuss proposed rule changes developed by the Civil Service Office. Following the Committee's approval, the proposed rule changes were forwarded to each of the Agency Heads for their review with comments due by October 25, 2010. Therefore, each Agency Head has had the stipulated 30 days to respond according to Civil Service Law.

Attachments 1 - 3 contain 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. The rules were revised to reflect recent interpretation by the U. S. Department of Labor, Wage and Hour division, as to the definition of "son or daughter" which is intended to reflect the reality that many children in the United States live with a parent other than their biological father and mother. Under the Family Medical Leave Act, an employee who actually has day-to-day responsibility for caring for a child may be entitled to leave even if the employee does not have a biological or legal relationship to the child. Comments received from the Agency Heads are contained at Attachments 4 - 8.

STAFF RECOMMENDATION

Staff recommends approval of the revision to rules 10.3b, 10.4b, 10.4j and 10.13c

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

1. 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

10.3&4 b.

Authorized Use of Sick Leave Accruals:

- (1) Sick leave allowances accrued by an employee in accordance with this rule are intended for use in case of that employee's incapacitation caused by injury or illness which is not job-related, or for health maintenance appointments (other than Worker's Compensation) with dentists, physicians, or other professionals in the field of mental or physical health.
- (2) Accumulated sick leave allowances may also be used in the same manner as above by the employee for the employee's spouse, child, parent, or parent-in-law (includes not only the biological parent, but any individual who acted as a parent of the employee or spouse when the employee or spouse was young). Sick leave allowances may also be used for the same purposes as stated above for any relative residing in the employee's household.
- (3) Accumulated sick leave allowances may also be used by the employee for:
 - (a) the birth of a son or daughter of the employee.
 - (b) the placement of a son or daughter with the employee for adoption or foster care.

PROPOSED RULE TO READ

RULE TEN

10.3&4 b.

Authorized Use of Sick Leave Accruals:

- (1) Sick leave allowances accrued by an employee in accordance with this rule are intended for use in case of that employee's incapacitation caused by injury or illness which is not job-related, or for health maintenance appointments (other than Worker's Compensation) with dentists, physicians, or other professionals in the field of mental or physical health.

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

1. PROPOSED RULE CHANGES (Continued)

- (2) Accumulated sick leave allowances may also be used in the same manner as above by the employee for the employee's spouse, child **as defined by Wage and Hour Division, U.S. Department of Labor (including where the employee has a relationship of in loco parentis)**, parent, or parent-in-law (includes not only the biological parent, but any individual who acted as a parent of the employee or spouse when the employee or spouse was young). Sick leave allowances may also be used for the same purposes as stated above for any relative residing in the employee's household.

- (3) Accumulated sick leave allowances may also be used by the employee for:
 - (a) the birth of a son or daughter of the employee.
 - (b) the placement of a son or daughter with the employee for adoption or foster care.

COMMENTS/JUSTIFICATION

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

1. 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

10.4 j. Newborn Leave:

- (1) Upon written request, the Appointing Authority, or their designated representative, shall grant any classified employee forty hours of absence with pay under the following circumstances:
 - (a) the birth of the employee's child, or
 - (b) the employee's adoption of a child under the age of eighteen (18).
- (2) The Appointing Authority, or his or her designated representative, shall take whatever measures are necessary to verify the eligibility of the employee for leave with pay under the provisions of this rule. Such leave shall be granted and used during the first thirty (30) calendar days following the birth or adoption of the employee's child unless delayed due to medical complications or other extenuating circumstances, as determined by the Appointing Authority.

PROPOSED RULE TO READ

RULE TEN

10.4 j. Newborn Leave:

- (1) Upon written request, the Appointing Authority, or their designated representative, shall grant any classified employee forty hours of absence with pay under the following circumstances:
 - (a) the birth of the employee's child, or

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

1. PROPOSED RULE CHANGES (Continued)

(b) the employee's adoption of a child under the age of eighteen (18).

(c) the placement of a child with the employee when the relationship will be that of in loco parentis.

(2) The Appointing Authority, or ~~his or her~~ designated representative, shall take whatever measures are necessary to verify the eligibility of the employee for leave with pay under the provisions of this rule. Such leave shall be granted and used during the first thirty (30) calendar days following the birth, ~~or~~ adoption, or placement of the employee's child unless delayed due to medical complications or other extenuating circumstances, as determined by the Appointing Authority.

COMMENTS/JUSTIFICATION

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

1. 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

10.13c. Entitlements:

In order to qualify for FMLA leave, an eligible employee must be taking the leave for one of the reasons listed below:

- (1) the birth of the employee's son or daughter or to care for or bond with the infant;
- (2) the placement of a son or daughter with the employee for adoption or foster care;
- (3) the care of the employee's spouse, son, daughter, or parent with a serious health condition.
- (4) the employee's own serious health condition which makes the employee unable to perform the functions of his or her job;
- (5) the care of a covered service member with a serious illness or injury incurred in the line of duty on active duty;
- (6) qualifying exigencies are broad categories such as short-notice deployment; military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation; post-deployment activities; additional activities not encompassed in the other categories, but agreed to by the employee and management.

PROPOSED RULE TO READ

RULE TEN

10.13c. Entitlements:

In order to qualify for FMLA leave, an eligible employee must be taking the leave for one of the

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

1. PROPOSED RULE CHANGES (Continued)

reasons listed below:

- (1) the birth of the employee's son or daughter (**including where the employee has a relationship of in loco parentis**) or to care for or bond with the infant;
- (2) the placement of a son or daughter with the employee for adoption or foster care;
- (3) the care of the employee's spouse, son or daughter (**including where the employee has a relationship of in loco parentis**), or parent with a serious health condition.
- (4) the employee's own serious health condition which makes the employee unable to perform the functions of his or her job;
- (5) the care of a covered service member with a serious illness or injury incurred in the line of duty on active duty;
- (6) qualifying exigencies are broad categories such as short-notice deployment; military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation; post-deployment activities; additional activities not encompassed in the other categories, but agreed to by the employee and management.

COMMENTS/JUSTIFICATION

To comply with recent interpretation by the Department of Labor

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

1. PROPOSED RULE CHANGES (Continued)

Zeigler, Ron

From: Don Welch [DWelch@TampaAirport.com]
Sent: Tuesday, September 28, 2010 8:08 AM
To: Gardner, Ronald
Cc: Zeigler, Ron; John Wheat
Subject: Civil Service Rules

Mr. Gardner:

The Aviation Authority concurs with the rule modifications to 10.3 & 4b, 10.4j, and 10.13c as approved by the Rules Committee on September 22, 1010.

Don C. Welch
Director of Human Resources
Aviation Authority

***** Important Notice *****

The Hillsborough County Aviation Authority is a public agency subject to Chapter 119 of Florida Statutes concerning public records.

E-mail messages are covered under such laws and thus subject to disclosure. All e-mail sent and received is captured by our server and kept as a public record.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)**1. PROPOSED RULE CHANGES (Continued)****Zeigler, Ron**

From: HAMILTON, MICHELE [mhamilto@hcsso.tampa.fl.us]
Sent: Tuesday, September 28, 2010 5:26 PM
To: Zeigler, Ron
Subject: Civil Service Rules Committee Meeting and Revised Rules

The Sheriff's Office is in agreement with the revisions to Civil Service Rules 10.3, 10.3b, 10.4j, and 10.13c recommended by the Civil Service Rules Committee on September 22, 2010. Please contact me with any questions you may have.

Michele Hamilton, Director
 Human Resource Bureau
 Hillsborough County Sheriff's Office
 Office: (813) 247-8199
 Fax: (813) 247-8180
 E-mail: mhamilto@hcsso.tampa.fl.us

Under Florida law, e-mail addresses are public record. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact the Hillsborough County Sheriff's Office via telephone at 813-247-8000 or US Mail at P.O. Box 3371, Tampa, FL 33601.

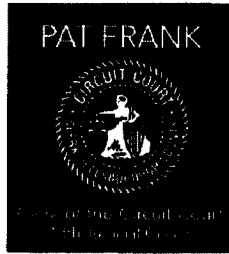
From: Crawley, Leona [mailto:CrawleyL@HillsboroughCounty.ORG]
Sent: Monday, September 27, 2010 2:34 PM
To: Armstrong, Jeff - Plant City FL; Belden, Doug; Frank, Pat; Garrity, Richard; GEE, DAVID; Gray, Gene; Hart, Eric; Hunter, Robert; Keeble, Art; Lee, Renee; Lennard, Earl; Merrill, Mike; Ober, Mark A.; Padilla, Cesar; Panacek, Luanne; Turner, Rob; Waggoner, Joe; Walno, Richard; Wheat, John; Wise, Norma; Baker, Jeanette; Comas, Eric; DOCOBO, JOSE; Filippone, Carolyn; Fitzhugh, Kathy; HAMILTON, MICHELE; Latimer, Craig; McKelvey, Michael; Meloy, Kathleen; Russo-Gonzalez, Vickie; Spence, Vicki; Welch, Donald; Barber, Lisa; Buckley, Sharon; Chambers, Evelyn; Guida, Frank; Hall, Mary; James, Kathleen; Jaynes, Evelyn; Laing, Margaret; Mangual, Manuel; Moore, Joyce; Johnson, Angeletta; Saffold, Tosca; Sanders, Grace; Smith, Dwight; Sun, Sally; WILSON, PATRICIA
Subject: Civil Service Rules Committee Meeting

Please see attached letter and attachments.

Tell us what matters to you! Visit www.hillsboroughcounty.org/budgetmatters and lend your voice to the budget discussion.

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

1. PROPOSED RULE CHANGES (Continued)



October 1, 2010

Gene Gardner
 Gene Gardner, Director
 Hillsborough County Civil Service Board
 County Center, 17th Floor
 Tampa, Florida 33602

Dear Mr. Gardner:

The office of the Clerk of the Circuit Court concurs with the proposed revision to Civil Service Rule 10.3b, 10.4b, 10.4j, and 10.13c., as referenced in the documentation dated September 27, 2010.

Sincerely,

Vicki Spence

Vicki Spence, Director of Employee Relations & Benefits

HC CIV SVC BRD OCT 11 10 AM 03:11

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

1. PROPOSED RULE CHANGES (Continued)

Zeigler, Ron

From: Filippone, Carolyn [FilipponeC@HCPAFL.org]
Sent: Monday, October 25, 2010 3:01 PM
To: Zeigler, Ron
Subject: RE: Civil Service Rules Committee Meeting

Hi Ron,

The Property Appraiser's office is in agreement.

Thanks,
Carolyn

From: Zeigler, Ron [mailto:ZeiglerR@HillsboroughCounty.ORG]
Sent: Friday, October 22, 2010 3:02 PM
To: Belden, Doug; Merrill, Mike; Turner, Rob
Cc: Meloy, Kathleen; Filippone, Carolyn; Williams, George; Craig Latimer (clatimer@hcsoe.org)
Subject: FW: Civil Service Rules Committee Meeting

Please see attached letter and attachments.

Response is due Oct 25.

This HCPA Message has
been scanned and is Virus-Free. Enjoy!

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

1. PROPOSED RULE CHANGES (Continued)

Zeigler, Ron

From: Kathy Meloy [meloy@hillstax.org]
Sent: Thursday, October 28, 2010 2:24 PM
To: Zeigler, Ron
Subject: RE: Civil Service Rules Committee Meeting

The Tax Collector's Office concurs with the Rules Committee recommendations of September 22, 2010.

From: Zeigler, Ron [mailto:ZeiglerR@HillsboroughCounty.ORG]
Sent: Friday, October 22, 2010 3:02 PM
To: Doug Belden; Mike Merrill; Rob Turner
Cc: Kathy Meloy; Carolyn Filippone; George Williams; Craig Latimer (clatimer@hcsoe.org)
Subject: FW: Civil Service Rules Committee Meeting

Please see attached letter and attachments.

Response is due Oct 25.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)**2. EXTENTION OF MEDICAL LEAVE OF ABSENCE****a. COUNTY ADMINISTRATOR - FIRE RESCUE****i. BASIC AGENCY REQUEST / MARCO SOLANO**

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

- Date original medical leave of absence began: January 2, 2010.
- Date current medical leave of absence expires: January 1, 2011.
- Requested extension period: January 2, 2011 through June 1, 2011.
- 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 create 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 COMMENTS

Staff supports the request and recommends that, for administrative reasons, the Board approve a leave expiration date of June 16, 2011, rather than the requested date of June 1, 2011. The revised date will allow the department to request a further extension as late as the June 15, 2011 Board meeting and still be timely.

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

2. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)

a. COUNTY ADMINISTRATOR - FIRE RESCUE (Continued)

i. BASIC AGENCY REQUEST / MARCO SOLANO (Continued)

STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of Marco Solano for a period not to exceed June 16, 2011. 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.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)**2. EXTENSION OF MEDICAL LEAVE OF ABSENCE (Continued)****a. COUNTY ADMINISTRATOR - FIRE RESCUE (Continued)****ii. BASIC AGENCY REQUEST / RONALD DICKERSON**

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

- Date original medical leave of absence began: December 12, 2009.
- Date current medical leave of absence expires: December 12, 2010.
- Requested extension period: December 13, 2010 through June 11, 2011.
- 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 create 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 COMMENTS

Staff supports the request and recommends that, for administrative reasons, the Board approve a leave expiration date of June 16, 2011, rather than the requested date of June 11, 2011. The revised date will allow the department to request a further extension as late as the June 15, 2011 Board meeting and still be timely.

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

2. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)

a. COUNTY ADMINISTRATOR - FIRE RESCUE (Continued)

ii. BASIC AGENCY REQUEST / RONALD DICKERSON (Continued)

STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of Ronald Dickerson for a period not to exceed June 16, 2011. 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.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)**2. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)****b. COUNTY ADMINISTRATOR - PUBLIC UTILITIES****BASIC AGENCY REQUEST / MICHAEL KIME**

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

- Date original medical leave of absence began: December 7, 2009.
- Date current medical leave of absence expires: December 6, 2010.
- Requested extension period: December 7, 2010 through March 7, 2011.
- 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 create 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 COMMENTS

Staff supports the request and recommends that, for administrative reasons, the Board approve a leave expiration date of March 17, 2011, rather than the requested date of March 7, 2011. The revised date will allow the department to request a further extension as late as the March 16, 2011 Board meeting and still be timely.

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

2. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)

b. COUNTY ADMINISTRATOR - PUBLIC UTILITIES (Continued)

BASIC AGENCY REQUEST / MICHAEL KIME (Continued)

STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of Michael Kime for a period not to exceed March 17, 2011. 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.

V.E. ADMINISTRATIVE

1. WORK MEASURES - FY 11

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. These Work Measures are submitted as part of the annual budget request.

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.

MISSION AND KEY OBJECTIVES
AGENCY: CIVIL SERVICE BOARD
I. MISSION: Provide effective human resource services and leadership to Hillsborough County citizens, agencies, and employees.
<p>II. KEY OBJECTIVES:</p> <p>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.</p> <p>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.</p> <p>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). Review 90% of personnel actions for law, rule, and policy compliance within 3 work days of receipt.</p> <p>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.</p> <p>5). Job Performance Management Administration: Provide prompt and professional job performance management training to all new supervisors of classified employees in 22 County Agencies.</p>

V.E. ADMINISTRATIVE (Continued)1. GOALS AND OBJECTIVES FOR FY 2011 (Continued)a. WORK MEASURES - FY 11 (Continued)

III. SERVICES/MEASURES:	Obj #	ACT'L '07	ACT'L '08	ACT'L '09	ACT'L '10	YR-TO- DATE '11	PRIOR YEAR COMPR'S'N
Applicant Recruiting & Screening	1						
<i>Workload/demand:</i> # Applicants Assisted		59,074	76,992	77,932	85,464	6,022	-15%*
<i>Efficiency:</i> Cost per applicant assisted		\$20.14	\$11.33	\$12.42	\$11.31	\$11.48	+\$0.17
Cost per certified applicant		\$36.40	\$22.43	\$23.35	\$19.97	\$22.34	+\$2.37
<i>Effectiveness:</i> # of qualified job applicants per recruitment (Avg)			31	44	40	32	-8
% of customers who rated service quality above satisfactory		90%	97%	97%	95%	95%	0%
Job Classification & Compensation	2						
<i>Workload/demand:</i> # of Job Descriptions updated		127	88	99	117	1	-90%*
<i>Efficiency:</i> # of position actions completed per staff analyst		348.8	276.75	296.75	343.00	23.2	-19%*
<i>Effectiveness:</i> # of days before last meeting in February recommendation to BOCC		6	31	27	24		N/A
Employee Record Maintenance	3						
<i>Workload/demand:</i> # of employee files maintained		10,702	10,643	10,330	9,938	9,913	0%
<i>Efficiency:</i> # of employee actions processed per staff analyst		10,073	9,978	7,485	7,757	766	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		29	36	23	25	1	-52%*
<i>Efficiency:</i> % of closed cases resolved within 90 days		86%	89%	85%	73%	83%	+10%
<i>Effectiveness:</i> % of closed cases resolved prior to full evidentiary hearing		86%	92%	89%	97%	100%	+3%
Job Performance Management	5						
<i>Workload/demand:</i> # of new supervisors trained		210	263	114	182	23	+52%*
<i>Efficiency:</i> cost per trainee			\$5.03	\$4.98	\$5.03	\$2.52	-\$2.51
<i>Effectiveness:</i> Average training event quality rating		4.3	4.4	4.5	4.6	4.6	0%

* Projected end of FY11 compared to actual end of FY10.STAFF RECOMMENDATION

None. This item is for information only.

V.E. ADMINISTRATIVE (Continued)

2. FAVORABLE CORRESPONDENCE

a. AGING SERVICES/NUTRITION SERVICES

From: Porter, Kimberly
Sent: Tuesday, November 02, 2010 9:24 AM
To: Holloway, Vanessa
Cc: Diaz, Susan; Mathis, Terrell
Subject: RE: PAs - Glenda Collins #18395

Vanessa,

I appreciate your prompt customer service. It is a pleasure working with you; over the years, you've always had a positive and professional demeanor which makes me feel comfortable communicating with you regarding personnel issues. Thanks

b. AVIATION AUTHORITY

From: Sally Sun [mailto:SSun@TampaAirport.com]
Sent: Wednesday, November 03, 2010 10:18 AM
To: Petersen, Dane; Wilkening, Kurt
Subject: Yea!

I am so delighted to see that you have added a count box to our lists; now I won't have to make a phone call to get this info (I know you're going to miss that, Dane)! Kudos for the responsible individuals! The Hire By column will be useful when the recruitment is extended; it should help our supv. and make our job in HR a little easier. Thanks for the improvements.

STAFF RECOMMENDATION

None. 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, December 9, 2010, at 2:30 p.m. at the Tampa Port Authority, 1st Floor, Channelside Drive.

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	David Agliano
August 12	David Agliano
September 2	Pat Spencer
October 14	Victoria Butler
November 4	David Agliano
December 9	Christine Bruno

STAFF RECOMMENDATION

None. Item is for information only.

V.E. ADMINISTRATIVE (Continued)

4. NEXT CIVIL SERVICE BOARD MEETING

The December Civil Service Board Business Meeting is scheduled to be held on Wednesday, December 15, 2010, at 11:00 AM 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

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.

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

AS OF: 11/10/2010
Page 1 of 2

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 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 08/11/2010. NEW CASE NUMBER: 2010-2833. 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. HILLSBOROUGH COUNTY CIVIL SERVICE BOARD'S RESPONSE TO PETITION FOR WRIT OF CERTIORARI RECEIVED 7/28/2010. APPENDIX TO HILLSBOROUGH COUNTY CIVIL SERVICE BOARD'S RESPONSE TO PETITION FOR WRIT OF CERTIORARI					
DATE: TIME: LOCATION: DECISION:		PREHEARING		EVIDENTIARY HEARING	
SUM JUDGEMENT HEARING		OTHER ACTIONS FOR BOARD REVIEW		OTHER ACTIONS FOR BOARD REVIEW	
DATE: TIME: LOCATION: DECISION:		BAILIFF		BAILIFF	
CASE 725					
RCVD: 9/21/2010					
APPELLANT: FINLEY TIMOTHY REPRESENTATIVE: CHARLES M. BRITT, III REP PHONE: 941. 747.4440 ext		DISCIPLNRY ACTION: DISMISSAL EFFECTIVE DATE: 9/3/2010 CS FORM 5A RECEIPT: 9/21/2010 NOTICE TO AA/DEPT: 9/22/2010		AA/DEPT: SHERIFF'S OFFICE AA REP: TONY PELUSO REP PHONE: 813. 247.0916 ext	
ALLEGATIONS: CSR VIOL 11.2(1) & HCSO VIOL RULES 4.8.04 & 6.1.06					
COMMENTS MFSJ DUE BY COB ON MONDAY, OCTOBER 11, 2010. MFSJ RECEIVED 10/08/2010. RESPONSE DUE BY NOON 11/10/2010.					
DATE: TIME: LOCATION: DECISION:		PREHEARING 10/21/2010 2:00 PM 17TH FLOOR CANCELED		EVIDENTIARY HEARING	
SUM JUDGEMENT HEARING		OTHER ACTIONS FOR BOARD REVIEW		OTHER ACTIONS FOR BOARD REVIEW	
DATE: TIME: LOCATION: DECISION:		BAILIFF		BAILIFF	

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

AS OF: 11/10/2010
Page 2 of 2

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

CASE 726		RCVD: 9/24/2010		APPEALS	
APPELLANT: PERERA DAVID REPRESENTATIVE: REP PHONE:		DISCIPLNRY ACTION: SUSPENSION EFFECTIVE DATE: 9/27/2010 CS FORM 5A RECEIPT: 9/24/2010 NOTICE TO AA/DEPT: 9/27/2010		AA/DEPT: SHERIFF'S OFFICE AA REP: TONY PELUSO REP PHONE: 813. 247.0916 ext	
COMMENTS MFSJ DUE BY COB ON THURSDAY, OCTOBER 14, 2010. MFSJ RECEIVED 10/13/2010. RESPONSE DUE BY NOON 11/10/2010					
SUM JUDGEMENT HEARING DATE: 11/17/2010 TIME: 7:00 PM LOCATION: 18TH FLOOR DECISION:		PREHEARING 10/21/2010 3:00 PM 17TH FLOOR CANCELED		EVIDENTIARY HEARING BAILIFF	
OTHER ACTIONS FOR BOARD REVIEW					
CASE 727		RCVD: 10/25/2010		APPEALS	
APPELLANT: BAYTARIAN THOMAS REPRESENTATIVE: JOE GONZALEZ REP PHONE: 813. 254.0797 ext		DISCIPLNRY ACTION: DISMISSAL EFFECTIVE DATE: 9/22/2010 CS FORM 5A RECEIPT: 10/25/2010 NOTICE TO AA/DEPT: 10/26/2010		AA/DEPT: FIRE RESCUE AA REP: RUDY HAIDERMOTA REP PHONE: 813. 272.5673 ext 30150	
COMMENTS MFSJ DUE BY COB, MONDAY, 11/15/2010.					
SUM JUDGEMENT HEARING DATE: TIME: LOCATION: DECISION:		PREHEARING 11/23/2010 2:00 PM 17TH FLOOR		EVIDENTIARY HEARING BAILIFF	
OTHER ACTIONS FOR BOARD REVIEW					