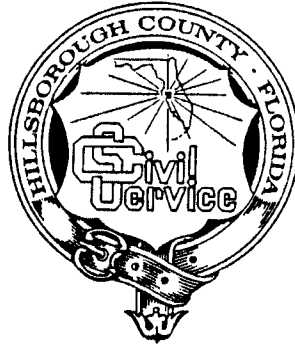


CIVIL SERVICE BOARD

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



CIVIL SERVICE OFFICE

601 East Kennedy Boulevard
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Tampa, Florida 33601
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HILLSBOROUGH COUNTY CIVIL SERVICE BOARD AGENDA

11:00 A.M., Wednesday, December 15, 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

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 November 17, 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 Deletions
- 3. Unclassified - For Information Only
- 4. Labor Market Study

B. TEMPORARARY EXTENSIONS FOR BOARD APPROVAL

C. RECRUITING, TESTING, AND CERTIFICATION

- 1. Activity through November 2010
- 2. Community Activities
- 3. Reduction in Force

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
NOVEMBER 1, 2010, THROUGH NOVEMBER 30, 2010****SUMMARY OF ACTIONS**

CLASSIFIED POSITIONS	NUMBER OF ACTIONS	NUMBER OF POSITIONS
ACTIONS ON AGENDA	15	15
ACTIONS STILL OPEN	12	16

ACTIONS**a. CLERK OF THE CIRCUIT COURT**

(1) Establish one position, numbered 14568, Accountant I, class code A0902, pay grade AM, FLSA: non-exempt, effective October 1, 2010.

(2) Establish one position, numbered 14569, Accountant II, class code A0904, pay grade AO, FLSA: exempt, effective October 1, 2010.

POSITION PURPOSE: Supervises contract accounts payable activities in the Clerk's Office.

b. COUNTY ADMINISTRATOR**(1) BUSINESS AND SUPPORT SERVICES**

(a) Reclassify one encumbered (Linda Wheat) position, numbered 10355, from Senior Supervisor, class code A1361, pay grade AM, FLSA: non-exempt to Project Manager I, class code A1380, pay grade AQ, FLSA: exempt, effective September 23, 2010. The effective date of conditional probation is November 22, 2010.

POSITION PURPOSE: To manage the Works Payment Program and the PCard Account Management System.

(b) Reclassify one encumbered (Helenenor A. Baker) position, numbered 05386 from Senior Administrative Specialist, class code A0125, pay grade AN, FLSA: exempt to Administrative Specialist, class code A0124, pay grade AL, FLSA: non-exempt, effective November 8, 2010.

V. A. CLASSIFICATION AND COMPENSATION (Continued)**1. CLASSIFIED RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF NOVEMBER 1, 2010, THROUGH NOVEMBER 30, 2010 (Continued)****b. COUNTY ADMINISTRATOR (Continued)****(2) COMMUNICATIONS DEPARTMENT**

(a) Reclassify one vacant position, numbered 02005, from Broadcast Engineer, class code A3870, pay grade AO, FLSA: non-exempt to Electronics Technician I, class code A4782, pay grade AJ, FLSA: non-exempt, effective November 15, 2010.

(b) Reclassify one vacant position, numbered 12763, from TV Videographer, class code A3872, pay grade AI, FLSA: non-exempt to TV Production Assistant, class code A3874, pay grade AE, FLSA: non-exempt, effective November 15, 2010.

(3) FAMILY AND AGING SERVICES DEPARTMENT

Reclassify one encumbered (William L. Laboy) position, numbered 01972 from Senior Minibus Driver, class code A4917, pay grade AE, FLSA: non-exempt to Senior Head Custodian, class code C4110, pay grade CD, FLSA: non-exempt, effective November 12, 2010.

(4) PLANNING AND GROWTH MANAGEMENT

Reclassify one vacant position, numbered 04469 from Manager, class code A1362, pay grade AO, FLSA: exempt to Systems Coordinator, class code A0556, pay grade AO, FLSA: non-exempt, effective November 1, 2010.

POSITION PURPOSE: Performs duties administering, trouble shooting and maintaining software and hardware applications.

c. CIVIL SERVICE BOARD

(1) Reclassify one vacant position, numbered 00482 from Personnel Analyst, class code A1302, pay grade AM, FLSA: non-exempt to Chief Personnel Analyst, class code A1301, pay grade AQ, FLSA: exempt, effective November 9, 2010.

POSITION PURPOSE: To perform professional level human resources management work assisting in the administration of the County's classification and compensation systems.

V. A. CLASSIFICATION AND COMPENSATION (Continued)**1. CLASSIFIED RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF NOVEMBER 1, 2010, THROUGH NOVEMBER 30, 2010 (Continued)****c. CIVIL SERVICE BOARD (Continued)**

(2) Reclassify one encumbered (Anthony Bell) position, numbered 00485, 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 November 15, 2010.

d. EXPRESSWAY AUTHORITY

(1) Establish one position, numbered 14570, as Electronics Technician III, class code A4784, pay grade AN, FLSA: non-exempt, effective November 30, 2010.

POSITION PURPOSE: Installing and maintaining hardware and software related to Toll Collection and Intelligent Transportation Systems.

(2) Establish one position, numbered 14571, as General Manager II, class code A1367, pay grade AS, FLSA: exempt, effective November 30, 2010.

POSITION PURPOSE: To perform managerial, administrative and supervisory duties in the coordination and supervision of personnel and hardware and software resources.

e. PLANNING COMMISSION

Reclassify one encumbered (Yeneka Hemingway) position numbered 06591 from Community Planner I, class code A2020, pay grade AM, FLSA: non-exempt to Community Planner II, class code A2022, pay grade AN, FLSA: non-exempt, effective October 10, 2010.

POSITION PURPOSE: Performs duties researching and analyzing information to write reports in support of the development, evaluation, monitoring and implementation of the Hillsborough County Comprehensive Plan.

f. SHERIFF'S OFFICE

Reclassify one encumbered (Cristal Bermudez) position, numbered 12470 from Community Service Officer, class code W2785, pay grade WG, FLSA: non-exempt to Public Relations/Information Specialist II, class code W1373, pay grade WH, FLSA: non-exempt, effective October 4, 2010.

V. A. CLASSIFICATION AND COMPENSATION (Continued)

**1. CLASSIFIED RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF
NOVEMBER 1, 2010, THROUGH NOVEMBER 30, 2010 (Continued)**

g. TAX COLLECTOR

Reclassify one encumbered (Antwion Cherry) position, numbered 13679 from Training Technician, class code A1309, pay grade AM, FLSA: non-exempt to Training Specialist, Class Code A1310, Pay Grade AO, FLSA: non-exempt, effective November 1, 2010.

POSITION PURPOSE: Performs duties researching, designing and delivering advanced training programs and defining performance measurement criteria.

STAFF RECOMMENDATION

Recommend Board ratify.

NOTE: THESE ACTIONS RELATE TO KEY OBJECTIVE NUMBER 2, FY'11 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

i. COUNTY ADMINISTRATOR - PLANNING AND GROWTH MANAGEMENT

BASIC AGENCY REQUEST

The County Administrator's Business and Support Services Department submitted a request (Attachment 1) to inactivate one vacant position, numbered 04375 in the Planning and Growth Management Department effective November 6, 2010 due to being unfunded for FY 11.

STAFF RECOMMENDATION

Approve the inactivation of one vacant position, numbered 04375 effective November 6, 2010.

NOTE: THESE ACTIONS RELATE TO KEY OBJECTIVE NUMBER 2, FY'11 BUDGET SUBMISSION.

V. A. CLASSIFICATION AND COMPENSATION (Continued)

2. FOR BOARD REVIEW AND FINAL ACTION (Continued)

c. POSITION INACTIVATIONS (Continued)

**i. COUNTY ADMINISTRATOR - PLANNING AND GROWTH MANAGEMENT
(Continued)**

From: Arends, Cheryl
Sent: Wednesday, November 17, 2010 4:22 PM
To: Troupe, Charnetta; Petersen, Dane
Cc: Fesler, Tom; Karet, Mark; Zambito, Robert
Subject: PGM Transportation Position Eliminated

Charnetta and Dane,

HRIS *DISESTAB '5'*
DATE: *3aa 11-6-10*

Position #04375 Manager Transportation Planning in PGM is unfunded for FY 11 and can now be eliminated. Lucia had requested to keep the position for a few weeks - I highlighted it in GREEN on your original list to Dane. The position has now been vacated and can be put on the final list of unfunded positions.

Cheryl Arends, MPA
Senior Budget Analyst
Business and Support Services Department
Hillsborough County BOCC
p: 813.272.6579 | f: 813.272.7005
e: arendsc@hillsboroughcounty.org
w: <http://www.hillsboroughcounty.org>

Please note: all correspondence to or from this office is subject to Florida's Public Records laws.



V. A. CLASSIFICATION AND COMPENSATION (Continued)

2. FOR BOARD REVIEW AND FINAL ACTION (Continued)

c. POSITION INACTIVATIONS (Continued)

ii. BOCC FUNDED POSITIONS - BUSINESS AND SUPPORT SERVICES

BASIC AGENCY REQUEST

The County Administrator's Business and Support Services Department submitted a request to inactivate 266 vacant positions, (Attachment 1) effective October 2, 2010 due to being unfunded for FY 11.

Seventeen trainee positions were identified in addition to the original list bringing the total number of position inactivations to 283.

STAFF RECOMMENDATION

Approve the inactivation of 283 vacant positions, (Attachment 1) effective October 2, 2010.

NOTE: THESE ACTIONS RELATE TO KEY OBJECTIVE NUMBER 2, FY'11 BUDGET SUBMISSION.

V. A. CLASSIFICATION AND COMPENSATION (Continued)

2. FOR BOARD REVIEW AND FINAL ACTION (Continued)

c. POSITION INACTIVATIONS (Continued)

ii. BOCC FUNDED POSITIONS - BUSINESS AND SUPPORT SERVICES (Continued)

From: Troupe, Charnetta
Sent: Tuesday, November 09, 2010 3:28 PM
To: Petersen, Dane; Chandler, Bob
Cc: Fesler, Tom
Subject: FW: FY '11 Unfunded Positions - Round 2

Dane please deactivate all unfunded positions listed on the attached list. Please let me know when this is complete. At that point I will run a position incumbent report to create a current vacancy report.

From: Petersen, Dane
Sent: Thursday, November 04, 2010 3:50 PM
To: Troupe, Charnetta
Cc: Fesler, Tom; Chandler, Bob
Subject: FY '11 Unfunded Positions - Round 2

The attached file lists all 266 positions that are ACTIVE in HRIS and identified by you as UNFUNDED. I confirmed that all are vacant.

There are no longer any unfunded and filled active positions in HRIS.

If you concur that all of the listed positions are, in fact, NOT funded for FY '11 and you would like the positions to be inactivated in HRIS (won't show on reports, etc.), then please send me an email to that effect, at your convenience. dp

Dane Petersen
Information Manager
Hillsborough County Civil Service Board
813.274.6756
petersend@hillsboroughcounty.org
Corporate Website: www.hccsb.org

Make A Difference...Come Work With Us!

V. A. CLASSIFICATION AND COMPENSATION (Continued)**2. FOR BOARD REVIEW AND FINAL ACTION (Continued)****c. POSITION INACTIVATIONS (Continued)****ii. BOCC FUNDED POSITIONS - BUSINESS AND SUPPORT SERVICES
(Continued)**

Dept/Agency	POSITION	Job Title	job_code	PG
Affordable Housing Office	13168	Environmental Specialist II	A1920	AM
Animal Services	01527	Animal Abuse Investigator	A2409	AK
Animal Services	01566	Animal Care Assistant	C2421	CC
Animal Services	01540	Animal Control Officer	C2405	CH
Animal Services	R01540	Animal Control Officer Trainee	C2403	CG
Animal Services	01570	Business Analyst II	A1312	AP
Animal Services	01529	Office Assistant II	A0106	AG
Business & Support Services	05385	Accountant I	A0902	AM
Business & Support Services	04908	Budget Analyst I	A0976	AO
Business & Support Services	05356	Dir Procurement Svcs	U8054	XB
Business & Support Services	03359	Employee Relations Manager	U8338	XF
Business & Support Services	05371	Executive Secretary	A0114	AJ
Business & Support Services	05379	Executive Secretary	A0114	AJ
Business & Support Services	02161	Mgr Business Services	U8394	XD
Business & Support Services	05383	Mgr Prcmnt Admin/Info Systems	U8033	XG
Business & Support Services	10830	Sr Personnel Analyst	A1305	AO
Business & Support Services	03370	Sr Personnel Assistant	A1307	AK
Code Enforcement	11316	Cmnty Codes Enforcement Ofcr	A1868	AL
Code Enforcement	R11316	Cmnty Codes Enforcement Ofcr Trainee	A1867	AJ
Code Enforcement	13521	Cmnty Codes Enforcement Ofcr	A1868	AL
Code Enforcement	R13521	Cmnty Codes Enforcement Ofcr Trainee	A1867	AJ
Code Enforcement	13523	Cmnty Codes Enforcement Ofcr	A1868	AL
Code Enforcement	R13523	Cmnty Codes Enforcement Ofcr Trainee	A1867	AJ
Community Liaisons Section	13707	Social Services Specialist	A3511	AI
County Administrator	02128	Human Services Administrator	U8004	XA
County Attorney	06315	Legal Administrative Assistant	A0126	AO
Criminal Justice Liaison	11894	Business Analyst I	A1311	AM
Criminal Justice Liaison	13709	Cmnty Services Prgm Coord I	A2070	AM
Debt Management	10635	Sr Debt Finance Manager	U8380	XD
Environmental Protection Comm	06555	Administrative Specialist	A0124	AL
Environmental Protection Comm	06467	Engineering Specialist II	A1751	AQ
Environmental Protection Comm	12391	Environmental Technician I	A1936	AD
Environmental Protection Comm	06474	Executive Secretary	A0114	AJ
Environmental Protection Comm	10509	Hydrologist	A1960	AO
Environmental Protection Comm	11793	Info Systems Project Manager	A0588	AV
Environmental Protection Comm	06463	Prof Geologist	A1962	AQ
Environmental Protection Comm	06530	Programmer/Analyst	A0514	AQ
Environmental Protection Comm	06533	Project Manager III	A1382	AU
Extension	02123	Ext Agent 4H EFNEP	U8295	XG
Extension	02121	Ext Agent EFNEP Adult	U8293	XG
Family and Aging Services	01299	Accountant I	A0902	AM
Family and Aging Services	3009	Accountant I	A0902	AM
Family and Aging Services	14454	Accounting Clerk III	A0916	AJ
Family and Aging Services	01444	Buyer	A0710	AM

V. A. CLASSIFICATION AND COMPENSATION (Continued)**2. FOR BOARD REVIEW AND FINAL ACTION (Continued)****c. POSITION INACTIVATIONS (Continued)****ii. BOCC FUNDED POSITIONS - BUSINESS AND SUPPORT SERVICES
(Continued)**

Family and Aging Services	01309	Case Manager	A3515	AM
Family and Aging Services	01324	Case Manager	A3515	AM
Family and Aging Services	01334	Case Manager	A3515	AM
Family and Aging Services	01449	Center Coordinator	A3574	AK
Family and Aging Services	01492	Center Coordinator	A3574	AK
Family and Aging Services	01493	Center Coordinator	A3574	AK
Family and Aging Services	01629	Child Care Specialist	A3577	AI
Family and Aging Services	01657	Child Care Specialist	A3577	AI
Family and Aging Services	01660	Child Care Specialist	A3577	AI
Family and Aging Services	01661	Child Care Specialist	A3577	AI
Family and Aging Services	01716	Child Care Specialist	A3577	AI
Family and Aging Services	13692	Child Care Specialist	A3577	AI
Family and Aging Services	01315	Executive Secretary	A0114	AJ
Family and Aging Services	01467	Food Service Aide	A3555	AB
Family and Aging Services	01476	Food Service Aide	A3555	AB
Family and Aging Services	14455	Job Developer	A1338	AM
Family and Aging Services	14456	Job Developer	A1338	AM
Family and Aging Services	01387	Manager	A1362	AO
Family and Aging Services	01400	Manager	A1362	AO
Family and Aging Services	01665	Mgr Child/Family Counseling	U8152	XE
Family and Aging Services	01316	Office Assistant	A0104	AE
Family and Aging Services	01345	Office Assistant	A0104	AE
Family and Aging Services	01346	Office Assistant	A0104	AE
Family and Aging Services	01347	Office Assistant	A0104	AE
Family and Aging Services	01300	Office Assistant II	A0106	AG
Family and Aging Services	03008	Office Assistant II	A0106	AG
Family and Aging Services	01747	Psychologist	A3598	AS
Family and Aging Services	10884	Social Services Specialist	A3511	AI
Family and Aging Services	01350	Sr Secretary	A0112	AG
Family and Aging Services	14443	Sr Secretary	A0112	AG
Family and Aging Services	01859	Sr Social Services Specialist	A3513	AK
Family and Aging Services	10395	Systems Coordinator	A0556	AO
Family and Aging Services	01743	Treatment Counselor	A3593	AP
Family and Aging Services	01760	Treatment Counselor	A3593	AP
Family and Aging Services	13703	Treatment Counselor	A3593	AP
Fleet Management	02921	Fleet Mechanic Technician	C5007	CK
Fleet Management	R02921	Fleet Mechanic Technician Trainee	C5006	CJ
Fleet Management	02912	Manager	A1362	AO
Fleet Management	02892	Project Manager I	A1380	AQ
Fleet Management	02907	Sr Service Writer	C5003	CK
Fleet Management	02854	Trades Helper	C4720	CC
Information & Technology Svcs	03418	Distributed Process Manager	U8015	X2
Library Services	03769	Executive Secretary	A0114	AJ
Library Services	03676	Library Transport Assistant I	A4950	AC
Library Services	03554	Mgr Lbry Facility Plng/Design	U8389	XF

V. A. CLASSIFICATION AND COMPENSATION (Continued)**2. FOR BOARD REVIEW AND FINAL ACTION (Continued)****c. POSITION INACTIVATIONS (Continued)****ii. BOCC FUNDED POSITIONS - BUSINESS AND SUPPORT SERVICES
(Continued)**

Family and Aging Services	01309	Case Manager	A3515	AM
Family and Aging Services	01324	Case Manager	A3515	AM
Family and Aging Services	01334	Case Manager	A3515	AM
Family and Aging Services	01449	Center Coordinator	A3574	AK
Family and Aging Services	01492	Center Coordinator	A3574	AK
Family and Aging Services	01493	Center Coordinator	A3574	AK
Family and Aging Services	01629	Child Care Specialist	A3577	AI
Family and Aging Services	01657	Child Care Specialist	A3577	AI
Family and Aging Services	01660	Child Care Specialist	A3577	AI
Family and Aging Services	01661	Child Care Specialist	A3577	AI
Family and Aging Services	01716	Child Care Specialist	A3577	AI
Family and Aging Services	13692	Child Care Specialist	A3577	AI
Family and Aging Services	01315	Executive Secretary	A0114	AJ
Family and Aging Services	01467	Food Service Aide	A3555	AB
Family and Aging Services	01476	Food Service Aide	A3555	AB
Family and Aging Services	14455	Job Developer	A1338	AM
Family and Aging Services	14456	Job Developer	A1338	AM
Family and Aging Services	01387	Manager	A1362	AO
Family and Aging Services	01400	Manager	A1362	AO
Family and Aging Services	01665	Mgr Child/Family Counseling	U8152	XE
Family and Aging Services	01316	Office Assistant	A0104	AE
Family and Aging Services	01345	Office Assistant	A0104	AE
Family and Aging Services	01346	Office Assistant	A0104	AE
Family and Aging Services	01347	Office Assistant	A0104	AE
Family and Aging Services	01300	Office Assistant II	A0106	AG
Family and Aging Services	03008	Office Assistant II	A0106	AG
Family and Aging Services	01747	Psychologist	A3598	AS
Family and Aging Services	10884	Social Services Specialist	A3511	AI
Family and Aging Services	01350	Sr Secretary	A0112	AG
Family and Aging Services	14443	Sr Secretary	A0112	AG
Family and Aging Services	01859	Sr Social Services Specialist	A3513	AK
Family and Aging Services	10395	Systems Coordinator	A0556	AO
Family and Aging Services	01743	Treatment Counselor	A3593	AP
Family and Aging Services	01760	Treatment Counselor	A3593	AP
Family and Aging Services	13703	Treatment Counselor	A3593	AP
Fleet Management	02921	Fleet Mechanic Technician	C5007	CK
Fleet Management	R02921	Fleet Mechanic Technician Trainee	C5006	CJ
Fleet Management	02912	Manager	A1362	AO
Fleet Management	02892	Project Manager I	A1380	AQ
Fleet Management	02907	Sr Service Writer	C5003	CK
Fleet Management	02854	Trades Helper	C4720	CC
Information & Technology Svcs	03418	Distributed Process Manager	U8015	X2
Library Services	03769	Executive Secretary	A0114	AJ
Library Services	03676	Library Transport Assistant I	A4950	AC
Library Services	03554	Mgr Lbry Facility Plng/Design	U8389	XF

V. A. CLASSIFICATION AND COMPENSATION (Continued)**2. FOR BOARD REVIEW AND FINAL ACTION (Continued)****c. POSITION INACTIVATIONS (Continued)****ii. BOCC FUNDED POSITIONS - BUSINESS AND SUPPORT SERVICES (Continued)**

Public Works	04782	Engineering Specialist II	A1751	AQ
Public Works	04819	Engineering Specialist II	A1751	AQ
Public Works	04960	Engineering Specialist II	A1751	AQ
Public Works	05128	Engineering Specialist II	A1751	AQ
Public Works	12193	Engineering Specialist II	A1751	AQ
Public Works	04792	Engineering Technician III	C1742	CK
Public Works	04799	Engineering Technician III	C1742	CK
Public Works	05297	Engineering Technician III	C1742	CK
Public Works	05331	Executive Secretary	A0114	AJ
Public Works	04723	General Manager I	A1366	AQ
Public Works	04963	GIS Analyst	A0580	AM
Public Works	05042	Laborer	C4759	CA
Public Works	05116	Laborer	C4759	CA
Public Works	05119	Laborer	C4759	CA
Public Works	05121	Laborer	C4759	CA
Public Works	04044	Landscape Gardener	C3909	CE
Public Works	04702	Mgr Fiscal Control/Admin	U8115	XF
Public Works	05186	Mgr North Service Unit	U8183	XF
Public Works	05284	Mgr South Service Unit	U8153	XF
Public Works	04714	Office Assistant	A0104	AE
Public Works	05052	Office Assistant III	A0108	AI
Public Works	04730	Principal Business Analyst	A1314	AS
Public Works	05930	Principal Business Analyst	A1314	AS
Public Works	04769	Prof Engineer II	A1761	AU
Public Works	05129	Sr Asset Coordinator	A1840	AM
Public Works	04026	Sr Crew Leader	A4553	AK
Public Works	04931	Sr Crew Leader	A4553	AK
Public Works	05078	Sr Crew Leader	A4553	AK
Public Works	04765	Sr Engineering Specialist	A1752	AT
Public Works	05340	Sr Engineering Specialist	A1752	AT
Public Works	04944	Sr Transportation Worker	C4767	CI
Public Works	05021	Sr Transportation Worker	C4767	CI
Public Works	05086	Sr Transportation Worker	C4767	CI
Public Works	05146	Sr Transportation Worker	C4767	CI
Public Works	05250	Sr Transportation Worker	C4767	CI
Public Works	05326	Traffic Sign/Marking Tech I	C4739	CF
Public Works	05328	Traffic Sign/Marking Tech I	C4739	CF
Public Works	05195	Transportation Operations Supt	A4570	AR
Public Works	04889	Transportation Worker	C4765	CE
Public Works	04915	Transportation Worker	C4765	CE
Public Works	04916	Transportation Worker	C4765	CE
Public Works	04925	Transportation Worker	C4765	CE
Public Works	05002	Transportation Worker	C4765	CE
Public Works	05009	Transportation Worker	C4765	CE
Public Works	05022	Transportation Worker	C4765	CE

V. A. CLASSIFICATION AND COMPENSATION (Continued)**2. FOR BOARD REVIEW AND FINAL ACTION (Continued)****c. POSITION INACTIVATIONS (Continued)****ii. BOCC FUNDED POSITIONS - BUSINESS AND SUPPORT SERVICES
(Continued)**

Public Works	05039	Transportation Worker	C4765	CE
Public Works	05152	Transportation Worker	C4765	CE
Public Works	05156	Transportation Worker	C4765	CE
Public Works	05235	Transportation Worker	C4765	CE
Public Works	R04889	Transportation Worker Trainee	C4764	CC
Public Works	R04915	Transportation Worker Trainee	C4764	CC
Public Works	R04916	Transportation Worker Trainee	C4764	CC
Public Works	R04925	Transportation Worker Trainee	C4764	CC
Public Works	R05002	Transportation Worker Trainee	C4764	CC
Public Works	R05009	Transportation Worker Trainee	C4764	CC
Public Works	R05022	Transportation Worker Trainee	C4764	CC
Public Works	R05039	Transportation Worker Trainee	C4764	CC
Public Works	R05152	Transportation Worker Trainee	C4764	CC
Public Works	R05156	Transportation Worker Trainee	C4764	CC
Public Works	R05235	Transportation Worker Trainee	C4764	CC
Real Estate	05485	GIS/Mapping Technician	A1120	AI
Real Estate	05500	Mgr GIS Mapping Section	U8107	XE
Security Services Agency	04638	Executive Secretary	A0114	AJ
Security Services Agency	04637	Mgr Security Services	U8286	XD
Security Services Agency	04590	Office Assistant III	A0108	AI
Security Services Agency	04640	Public Safety Lieutenant	A3302	AM
Security Services Agency	04641	Public Safety Lieutenant	A3302	AM
Security Services Agency	04642	Public Safety Lieutenant	A3302	AM
Security Services Agency	04625	Public Safety Officer	A3306	AI
Security Services Agency	04636	Public Safety Officer	A3306	AI
Security Services Agency	04646	Public Safety Officer	A3306	AI
Security Services Agency	04647	Public Safety Officer	A3306	AI
Security Services Agency	04648	Public Safety Officer	A3306	AI
Security Services Agency	04649	Public Safety Officer	A3306	AI
Security Services Agency	04650	Public Safety Officer	A3306	AI
Security Services Agency	04651	Public Safety Officer	A3306	AI
Security Services Agency	04652	Public Safety Officer	A3306	AI
Security Services Agency	04653	Public Safety Officer	A3306	AI
Security Services Agency	04654	Public Safety Officer	A3306	AI
Security Services Agency	04655	Public Safety Officer	A3306	AI
Security Services Agency	04656	Public Safety Officer	A3306	AI
Security Services Agency	04657	Public Safety Officer	A3306	AI
Security Services Agency	04658	Public Safety Officer	A3306	AI
Security Services Agency	04659	Public Safety Officer	A3306	AI
Security Services Agency	04662	Public Safety Officer	A3306	AI
Security Services Agency	04663	Public Safety Officer	A3306	AI
Security Services Agency	04664	Public Safety Officer	A3306	AI
Security Services Agency	04665	Public Safety Officer	A3306	AI
Security Services Agency	04666	Public Safety Officer	A3306	AI
Security Services Agency	04667	Public Safety Officer	A3306	AI

V. A. CLASSIFICATION AND COMPENSATION (Continued)**2. FOR BOARD REVIEW AND FINAL ACTION (Continued)****c. POSITION INACTIVATIONS (Continued)****ii. BOCC FUNDED POSITIONS - BUSINESS AND SUPPORT SERVICES
(Continued)**

Security Services Agency	04668	Public Safety Officer	A3306	AI
Security Services Agency	04669	Public Safety Officer	A3306	AI
Security Services Agency	04670	Public Safety Officer	A3306	AI
Security Services Agency	04673	Public Safety Officer	A3306	AI
Security Services Agency	04674	Public Safety Officer	A3306	AI
Security Services Agency	04675	Public Safety Officer	A3306	AI
Security Services Agency	04676	Public Safety Officer	A3306	AI
Security Services Agency	04677	Public Safety Officer	A3306	AI
Security Services Agency	04678	Public Safety Officer	A3306	AI
Security Services Agency	04679	Public Safety Officer	A3306	AI
Security Services Agency	04680	Public Safety Officer	A3306	AI
Security Services Agency	04681	Public Safety Officer	A3306	AI
Security Services Agency	04682	Public Safety Officer	A3306	AI
Security Services Agency	04683	Public Safety Officer	A3306	AI
Security Services Agency	04684	Public Safety Officer	A3306	AI
Security Services Agency	04685	Public Safety Officer	A3306	AI
Security Services Agency	04690	Public Safety Officer	A3306	AI
Security Services Agency	04691	Public Safety Officer	A3306	AI
Security Services Agency	04692	Public Safety Officer	A3306	AI
Security Services Agency	04693	Public Safety Officer	A3306	AI
Security Services Agency	04694	Public Safety Officer	A3306	AI
Security Services Agency	04695	Public Safety Officer	A3306	AI
Security Services Agency	04696	Public Safety Officer	A3306	AI
Security Services Agency	04697	Public Safety Officer	A3306	AI
Security Services Agency	04698	Public Safety Officer	A3306	AI
Security Services Agency	04699	Public Safety Officer	A3306	AI
Security Services Agency	10957	Public Safety Officer	A3306	AI
Security Services Agency	10958	Public Safety Officer	A3306	AI
Security Services Agency	11683	Public Safety Officer	A3306	AI
Security Services Agency	11684	Public Safety Officer	A3306	AI
Security Services Agency	11685	Public Safety Officer	A3306	AI
Security Services Agency	11686	Public Safety Officer	A3306	AI
Security Services Agency	11687	Public Safety Officer	A3306	AI
Security Services Agency	11688	Public Safety Officer	A3306	AI
Security Services Agency	11689	Public Safety Officer	A3306	AI
Security Services Agency	11690	Public Safety Officer	A3306	AI
Security Services Agency	11691	Public Safety Officer	A3306	AI
Security Services Agency	11692	Public Safety Officer	A3306	AI
Security Services Agency	11693	Public Safety Officer	A3306	AI
Security Services Agency	11694	Public Safety Officer	A3306	AI
Security Services Agency	11695	Public Safety Officer	A3306	AI
Security Services Agency	11696	Public Safety Officer	A3306	AI
Security Services Agency	11697	Public Safety Officer	A3306	AI
Security Services Agency	14118	Public Safety Officer	A3306	AI
Security Services Agency	14119	Public Safety Officer	A3306	AI

V. A. CLASSIFICATION AND COMPENSATION (Continued)**2. FOR BOARD REVIEW AND FINAL ACTION (Continued)****c. POSITION INACTIVATIONS (Continued)****ii. BOCC FUNDED POSITIONS - BUSINESS AND SUPPORT SERVICES (Continued)**

Security Services Agency	14120	Public Safety Officer	A3306	AI
Security Services Agency	04643	Public Safety Sergeant	A3305	AK
Security Services Agency	04644	Public Safety Sergeant	A3305	AK
Security Services Agency	04645	Public Safety Sergeant	A3305	AK
Security Services Agency	04660	Public Safety Sergeant	A3305	AK
Security Services Agency	04661	Public Safety Sergeant	A3305	AK
Security Services Agency	04671	Public Safety Sergeant	A3305	AK
Security Services Agency	04672	Public Safety Sergeant	A3305	AK
Security Services Agency	11698	Public Safety Sergeant	A3305	AK
Security Services Agency	11699	Public Safety Sergeant	A3305	AK
Victim Assistance	10280	Admin Manager-VA	U9208	999
Victim Assistance	10276	Dir Victim Assistance	U9206	999
Victim Assistance	10307	Sr Supervisor	A1361	AM

V. A. CLASSIFICATION AND COMPENSATION (Continued)

2. FOR BOARD REVIEW AND FINAL ACTION (Continued)

d. CLASSIFICATION DELETIONS

None.

V. A. CLASSIFICATION AND COMPENSATION (Continued)

3. UNCLASSIFIED - ACTIONS TAKEN DURING THE PERIOD BEGINNING
NOVEMBER 1, 2010 THROUGH NOVEMBER 31, 2010 - FOR INFORMATION
ONLY

SUMMARY OF ACTIONS

UNCLASSIFIED	NUMBER OF ACTIONS	NUMBER OF POSITIONS
ACTIONS ON AGENDA	1	1
ACTIONS STILL OPEN	1	1

ACTIONS

(a) COUNTY ADMINISTRATOR - ANIMAL SERVICES DEPARTMENT

Reclassify one encumbered (Isabelle Rose) position, numbered 01591, from Unclassified Veterinarian, class code U8234, pay grade XE, FLSA: exempt to Unclassified Senior Veterinarian, class code U8233, pay grade XD, FLSA: exempt, effective November 30, 2010.

STAFF RECOMMENDATION

None. This item is for information only.

NOTE: THESE ACTIONS RELATE TO KEY OBJECTIVE NUMBER 2, FY'11 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	1 November 2010
Review and Input Benchmark Survey Data	19 November 2010	29 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'11 BUDGET SUBMISSION.

December 15, 2010

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V. B. TEMPORARY EXTENSIONS FOR BOARD APPROVAL

None.

V. C. RECRUITING, TESTING AND CERTIFICATION

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

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

- Received 125 requisitions
- Issued 69 recruitment bulletins
- Received 8,227 applications for employment
- Administered 1,244 written and performance exams

Following is a comparison between the current reporting month workload and the previous month, as well as projections for the fiscal year end and the percent change in workload from the previous fiscal year:

<u>CATEGORY</u>	<u>Oct '10</u>	<u>Nov '10</u>	<u>%CHNG</u>	<u>FY END PROJCTN</u>	<u>%CHNG</u>
Requisitions Received	91	125	+37	1,296	-20
Bulletins Issued	82	69	-16	906	+5
Applications Received	6,022	8,227	+37	85,494	0
Tests Administered	665	1,244	+87	11,454	-7

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

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

MONTHLY ACTIVITY REPORT

	END OF MONTH	QUARTER TO DATE	YEAR TO DATE
APPLICATIONS RECEIVED	8,227	14,249	14,249
TEST ADMINISTERED	1,244	1,909	1,909

	EMPLOYEE APPLICANTS		OUTSIDE APPLICANTS
Total:	1,182	Total:	7,045
Percentage:	14.4%	Percentage:	85.6%

RECRUITMENTS		
	Total	YTD
Open:	38	76
Closed:	27	68
Part-Time:	0	2
Unclassified:	4	5

	Total	YTD
Recruitment Requests Processed:	125	216
Percent of Requests to Recruitments	55%	70%

APPLICATIONS RECEIVED	MONTH TOTAL	QUARTER TOTAL	YEAR TOTAL
FY '10	9,727	23,438	85,464
FY '11 *	8,227	21,374	85,494
Actual or Estimated Percentage Change	-15%	-9%	0%

* 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	1,657	3,302	12,313
FY '11 *	1,244	2,864	11,454
Actual or Estimated Percentage Change	-25%	-13%	-7%

* 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 NOVEMBER 2010 (Continued)

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	125	134
	Bulletins Issued	60	91	75	90	94	84	94	36	65	69	70
	Applications Rcvd	2,773	4,320	2,952	3,830	4,161	5,494	5,709	4,518	9,727	8227	6,735
	Tests Administered	1,248	1,193	1,090	1,354	1,779	2,198	913	577	1,657	1244	1,318
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

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	Year To Date										Yr End Proj.
Requisitions Rcvd	0	598	1,956	2,040	2,850	2,327	1,440	1,094	1,624	216	1,296
Bulletins Issued	1,021	969	1,120	1,081	1,307	1,092	803	598	861	151	906
Applications Rcvd	49,854	53,161	57,422	53,520	58,024	59,074	76,992	77,932	85,464	14,249	85,494
Tests Administered	17,160	16,144	21,755	22,033	22,381	25,322	13,107	13,663	12,313	1,909	11,454
TOTALS	68,035	70,872	82,253	78,674	84,562	87,815	92,342	93,287	100,262	16,525	99,150

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)1. RECRUITING, TESTING, & CERTIFICATION (RTC) ACTIVITY THROUGH
NOVEMBER 2010 (Continued)Closed Recruitments
November 2010

Number of Recruitments: 27

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
				CHIEF PERSONNEL ANALYST (HAY POINT FACTOR)	11/26/10	0	
				ELECTRICIAN II	12/10/10	0	
				INSPECTOR II (MECHANICAL)	11/26/10	0	
				PROFESSIONAL ENGINEER II (WATER/WASTEWATER UTILITIES DESIGN)	11/26/10	0	
1				PARATRANSIT MINIBUS OPERATOR	11/26/10	0	
1				TRADES HELPER	11/26/10	0	
2	1	1	0	INSPECTOR II (BUILDING)	11/26/10	0	
2	2	2	0	BUDGET ANALYST II	11/19/10	2	100
2	2	2	0	FOOD SERVICE AIDE (REDUCED HOURS)	11/26/10	2	100
3	2	2	0	ELECTRONICS TECHNICIAN I	12/10/10	2	100
3	3	3	0	ENGINEERING TECHNICIAN III (UTILITIES AUTOCAD DESIGN)	11/26/10	2	66
3	3	3	0	EQUIPMENT OPERATOR I	12/10/10	3	100
3	3	3	0	SECRETARY	12/03/10	0	
4	2	2	0	EQUIPMENT MECHANIC III	11/26/10	2	100
4	3	3	0	SENIOR SECRETARY	12/10/10	2	66
4	4	4	0	CONTRACTS MANAGER (LIMITED DURATION)	11/26/10	4	100
4	4	4	0	ENVIRONMENTAL TECHNICIAN II	11/19/10	4	100
5	5	5	0	MULTI-TRADES WORKER II	11/19/10	5	100
5	5	5	0	MULTI-TRADES WORKER III	11/26/10	5	100
7	7	7	0	ACCOUNTING CLERK II	11/19/10	6	85
8	5	5	0	MULTI-TRADES WORKER I	11/26/10	5	100
9	7	7	0	JOB DEVELOPER	12/10/10	2	28
10	9	9	0	COMMUNITY SERVICES PROGRAM COORDINATOR I (TOURISM)	11/19/10	7	77
11	10	10	0	ACCOUNTANT II	11/26/10	8	80
16	13	13	0	SENIOR PERSONNEL ANALYST	12/03/10	8	61
32	27	27	0	OFFICE ASSISTANT II	11/19/10	25	92
32	31	31	0	ACCOUNTANT I	11/26/10	12	38
171	148	148	0			106	72%
Dropoff Rate: 13.5%			0.0%				

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)1. RECRUITING, TESTING, & CERTIFICATION (RTC) ACTIVITY THROUGH
NOVEMBER 2010 (Continued)Open Recruitments
November 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
4	4	4	0	SENIOR PLANT OPERATOR	01/01/79	1	25
13	4	4	0	INSPECTOR II (MECHANICAL)	01/01/79	1	25
17	6	6	0	CHIEF PERSONNEL ANALYST (HAY POINT FACTOR)	01/01/79	1	16
33	27	27	0	PROFESSIONAL ENGINEER II (WATER/WASTEWATER UTILITIES DESIGN)	11/26/10	14	51
35	15	15	0	INSPECTOR II (BUILDING)	01/01/79	3	20
53	44	44	0	EQUIPMENT MECHANIC III	11/26/10	41	93
60	33	33	0	HEAD START/EHS TEACHER	01/01/79	8	24
66	46	46	0	CONTRACTS MANAGER (LIMITED DURATION)	11/26/10	42	91
85	63	63	0	BUDGET ANALYST II	11/19/10	49	77
85	64	63	1	SENIOR PERSONNEL ANALYST	12/03/10	42	65
100	73	73	0	STOREKEEPER II (RESTRICTED)	12/10/10	6	8
112	95	95	0	MULTI-TRADES WORKER III	11/26/10	87	91
119	87	87	0	PARATRANSIT MINIBUS OPERATOR	11/26/10	52	59
122	99	99	0	SENIOR SECRETARY	12/10/10	29	29
124	94	94	0	ENGINEERING TECHNICIAN III (UTILITIES AUTOCAD DESIGN)	11/26/10	70	74
134	98	98	0	JOB DEVELOPER	12/10/10	47	47
138	87	87	0	ACCOUNTANT II	11/26/10	30	34
147	101	101	0	ENVIRONMENTAL TECHNICIAN II	11/19/10	73	72
152	117	117	0	MULTI-TRADES WORKER II	11/19/10	103	88
174	76	76	0	FINGERPRINT SPECIALIST	01/01/79	6	7
183	163	163	0	EQUIPMENT OPERATOR I	12/10/10	110	67
185	104	103	1	PORT SECURITY OFFICER	12/10/10	21	20
216	120	120	0	COMMUNITY SERVICES PROGRAM COORDINATOR I (TOURISM)	11/19/10	60	50
241	188	188	0	MULTI-TRADES WORKER I	11/26/10	161	85
247	210	210	0	FOOD SERVICE AIDE (REDUCED HOURS)	11/26/10	205	97
302	215	215	0	TRADES HELPER	11/26/10	172	80
323	224	223	1	ACCOUNTING CLERK II	11/19/10	107	47
488	341	341	0	SECRETARY	12/03/10	80	23
549	491	489	2	LIBRARY AIDE	11/19/10	238	48
850	650	649	1	OFFICE ASSISTANT II	11/19/10	383	58
937	824	824	0	ALCOHOL BREATH ANALYSIS TECHNICIAN TRAINEE	12/03/10	167	20
1303	1186	1184	2	CUSTOMER SERVICE REPRESENTATIVE TRAINEE	11/19/10	451	38
7,597	5,949	5,941	8			2,860	48%
Dropoff Rate: 21.7%			0.1%				

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

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

Unclassified Recruitments
November 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
31	22	22	0	MAINFRAME SYSTEM ADMINISTRATOR-CCC	12/03/10	5	22
47	18	18	0	REGIONAL SERVICE CENTER MANAGER	12/03/10	5	27
92	54	54	0	DIVISION MANAGER-ADMINISTRATIVE SERVICES		13	24
175	72	72	0	ADMINISTRATIVE SERVICES COORDINATOR	11/26/10	17	23
345	166	166	0			40	24%
Dropoff Rate:	51.9%		0.0%				

V. C. RECRUITING, TESTING AND CERTIFICATION (Continued)1. RECRUITING, TESTING, & CERTIFICATION (RTC) ACTIVITY THROUGH NOVEMBER 2010 (Continued)Extended Recruitments
As of November 30, 2010

Number of Recruitments: 17

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Opening Date	Qual	% Qual
4	4	4	0	SENIOR PLANT OPERATOR	11/12/10	1	25
13	4	4	0	INSPECTOR II (MECHANICAL)	11/12/10	1	25
15	3	3	0	SENIOR SOFTWARE SPECIALIST (VoIP)(NON STANDARD HOURS)	10/29/10	0	
17	6	6	0	CHIEF PERSONNEL ANALYST (HAY POINT FACTOR)	11/12/10	1	16
35	15	15	0	INSPECTOR II (BUILDING)	11/12/10	3	20
60	33	33	0	HEAD START/EHS TEACHER	11/12/10	8	24
92	54	54	0	DIVISION MANAGER-ADMINISTRATIVE SERVICES	11/05/10	13	24
127	41	41	0	CHILD PROTECTION SUPERVISOR	06/18/10	8	19
174	76	76	0	FINGERPRINT SPECIALIST	11/05/10	6	7
235	95	95	0	LIFEGUARD (PART-TIME)	05/21/10	5	5
357	163	163	0	PLANT SUPERVISOR (WASTEWATER)	09/05/08	47	28
409	174	173	1	PLANT MANAGER (WASTEWATER)	09/05/08	51	29
1135	359	359	0	CHILD PROTECTION INVESTIGATOR	06/18/10	12	3
1661	703	698	5	PLANT OPERATOR	10/24/08	110	15
3466	2734	2732	2	DETENTION DEPUTY TRAINEE	11/20/09	640	23
4455	2467	2451	16	DETENTION DEPUTY	07/06/07	730	29
7389	3578	3566	12	LAW ENFORCEMENT DEPUTY TRAINEE	04/25/08	1925	53
19,644	10,509	10,473	36			3,561	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 - NOVEMBER 2010

None.

3. REDUCTION IN FORCE (RIF) - NOVEMBER 2010

None.

STAFF RECOMMENDATION

None. Item is for information only.

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

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

1. EXTENTION OF MEDICAL LEAVE OF ABSENCE

a. COUNTY ADMINISTRATOR - PUBLIC UTILITIES

i. BASIC AGENCY REQUEST / ROY STEFFEN

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

- Date original medical leave of absence began: January 14, 2010.
- Date current medical leave of absence expires: January 13, 2011.
- Requested extension period: January 14, 2011 through April 13, 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 April 21, 2011, rather than the requested date of April 13, 2011. The revised date will allow the department to request a further extension as late as the April 20, 2011 Board meeting and still be timely.

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

1. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)

a. COUNTY ADMINISTRATOR - PUBLIC UTILITIES (Continued)

i. BASIC AGENCY REQUEST / ROY STEFFEN (Continued)

STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of Roy Steffen for a period not to exceed April 21, 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, FY11 BUDGET SUBMISSION.

V.E. ADMINISTRATIVE

1. GOALS AND OBJECTIVES FOR FY 2011

a. 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.
II. KEY OBJECTIVES:
<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)

	Obj #	ACT'L '07	ACT'L '08	ACT'L '09	ACT'L '10	YR-TO- DATE '11	PRIOR YEAR COMPR'SN
III. SERVICES/MEASURES:							
Applicant Recruiting & Screening	1						
<i>Workload/demand:</i> # Applicants Assisted		59,074	76,992	77,932	85,464	14,249	+0%*
<i>Efficiency:</i> Cost per applicant assisted		\$20.14	\$11.33	\$12.42	\$11.31	\$9.71	-\$1.60
Cost per certified applicant		\$36.40	\$22.43	\$23.35	\$19.97	\$18.56	-\$1.41
<i>Effectiveness:</i> # of qualified job applicants per recruitment (Avg)			31	44	40	41	+1
% of customers who rated service quality above satisfactory		90%	97%	97%	95%	96%	+1%
Job Classification & Compensation	2						
<i>Workload/demand:</i> # of Job Descriptions updated		127	88	99	117	2	-90%*
<i>Efficiency:</i> # of position actions completed per staff analyst		348.8	276.75	296.75	343.00	80.2	+40%*
<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	1,298	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	-76%*
<i>Efficiency:</i> % of closed cases resolved within 90 days		86%	89%	85%	73%	100%	+27%
<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	46	+52%*
<i>Efficiency:</i> cost per trainee			\$5.03	\$4.98	\$5.03	\$3.61	-\$1.42
<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. TAMPA PORT AUTHORITY

From: Mike Macaluso [mailto:MJM@Tampaport.com]
Sent: Friday, November 19, 2010 11:42 AM
To: Gardner, Ronald
Subject: Dane Petersen's Assistance

Good morning, Gene:

As you are aware, the Tampa Port Authority (TPA) has solicited proposals for the implementation of a Document Implementation & Scanning System. As part of that process, we requested that Dane Petersen of your staff participate as a member of the selection committee whose function was to evaluate the proposals and provide a recommendation to the TPA Board of Commissioners.

I wanted to let you know that Dane's participation and input on this committee was invaluable. He spent countless hours not only attending committee meetings but also reviewing the submitted proposals. It was obvious from the questions and comments that Dane had for both the committee and for the proposers during their presentations, that he had done an in-depth analysis of each proposal. His prior experience with similar systems also provided the committee with some insight they may have otherwise not received.

I know that we're all working with reduced staff so I just wanted to extend our appreciation for Dane's involvement. I think the process will result in a good document management solution for us and that is due in no small part to having Dane participate.

Thanks again.

Mike

*Mike Macaluso
Chief Financial Officer
Tampa Port Authority
(O) (813)905-5160
(C) (813) 924-1863*

NOTICE: The Tampa Port Authority is a public agency subject to Chapter 119 of the Florida Statutes concerning public records. Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, please promptly notify this office at (813) 905-7678 or email the sender and return the original message.

V.E. ADMINISTRATIVE (Continued)

2. FAVORABLE CORRESPONDENCE (Continued)

b. HILLSBOROUGH COUNTY FIRE RESCUE

From: Brooks, Stephanie
Sent: Thursday, December 02, 2010 8:47 AM
To: Mathis, Terrell; Fernandez, Cynthia; Gaebel, Michael; Holloway, Vanessa
Subject: RE: PA CORRECTION #14107

Yes Terrell, the effective date is correct.

I will submit the extension PA for his MLOA. Does he have to go to the CSB?

I have always enjoyed working with your department. Everyone has always been so nice and helpful. It makes my job so easy when I can just ask for assistance and receive it with a smile (even through the phone).

THANKS FOR EVERYTHING THAT YOU DO!!!!!!!!!!

Ms. Stephanie J. Brooks
Accounting Clerk III
Hillsborough County Fire Rescue
Hillsborough County BOCC
2709 E. Hanna Avenue
Tampa, FL 33610
p: 813-272-6600 | f: 813-272-7039
e: BrooksS@HillsboroughCounty.org
w: www.hillsboroughcounty.org/firerescue

STAFF RECOMMENDATION

None. Item is for information only.

V. E. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES**3. CIVIL SERVICE OFFICE 2011 UNITED WAY CAMPAIGN FUND DRIVE**

The Civil Service Office completed the 2011 United Way Campaign Fund Drive in November 2010. Mr. Ron Zeigler, Civil Service Office staff, was the Campaign Manager for this year's drive. Mr. Dan Carney was the Relationship Manager assigned to the Office by the United Way.

The Civil Service Office has a very long history of providing strong financial support to their community through donations to the United Way of Tampa Bay and the 2011 campaign was no exception. The 2011 campaign goal was \$5,500.00. Staff achieved 108 percent of the goal by investing \$5,914.00 in our community. Eighty-seven percent of staff contributed financially to the campaign.

Mr. Gardner, Civil Service Office Director, again this year expressed his appreciation for staff members' generosity by promising lunch to all "Fair Share" givers. A Fair Share is defined by Mr. Gardner as one-half of the employee's current hourly rate times twelve. This year's 14 fair share givers are listed below.

Fair Share Givers:

Leona	Crawley
Susan	Diaz
Cynthia	Fernandez
Anthony	Bell
Martha	Holloway
Richard	Ebelke
Susie	Lopez
Victoria	Slater
Joseph	Rauner
Ronald	Zeigler
Curtis	Carlson
Thomas	Nees
Dane	Petersen
Ronald	Gardner

STAFF RECOMMENDATION

None. This item is for information only.

V.E. ADMINISTRATIVE (Continued)**4. NEXT EMPLOYEE ADVISORY COMMITTEE (EAC) MEETINGS**

The next Employee Advisory Committee meeting is scheduled to be held on Thursday, January 13, 2011, at 2:30 p.m. at the Tampa Port Authority, 1st Floor, Channelside Drive.

2011 EAC SCHEDULE	
SCHEDULED DATE	BOARD MEMBER ATTENDING
January 13	
February 10	
March 10	
April 14	
May 12	
June 9	
July 14	
August 11	
September 8	
October 13	
November 3	
December 8	

STAFF RECOMMENDATION

None. Item is for information only.

V.E. ADMINISTRATIVE (Continued)

5. NEXT CIVIL SERVICE BOARD MEETING

The January Civil Service Board Business Meeting is scheduled to be held on Wednesday, January 19, 2011 at 6:15 PM in the Planning Commission Boardroom, 18th Floor, 601 East Kennedy Boulevard, Tampa, Florida.

2011 CSB SCHEDULE
January 19
February 16
March 16
April 20
May 18
June 15
July 20
August 17
September 21
October 19
November 16
December 14

STAFF RECOMMENDATION

None. Item is for information only.

V.E. ADMINISTRATIVE (Continued)

6. DIRECTOR'S COMMENTS

None.

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: 12/10/2010
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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 JANUARY 15, 2010 PETITIONER'S REPLY TO HCSSB'S RESPONSE TO AMENDED PETITION FOR WRIT OF CERTIORARI. FEBRUARY 15, 2010 PETITIONER'S REPLY TO HCSSB'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. HILLSBOROUGH COUNTY CIVIL SERVICE BOARD'S RESPONSE TO PETITION FOR WRIT OF CERTIORARI RECEIVED 7/26/2010. APPENDIX TO HILLSBOROUGH COUNTY CIVIL SERVICE BOARD'S RESPONSE TO PETITION FOR WRIT OF CERTIORARI					
SUM JUDGEMENT HEARING DATE: TIME: LOCATION: DECISION:		PREHEARING		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	
ALLEGATIONS: VIOL CSR 11.2 (1), (6), (9), (26), (32);					
COMMENTS MFSJ DUE BY COB, MONDAY, 11/15/2010. REQUEST FOR EXTENSION RECEIVED 11/10/2010. EXTENSION GRANTED TO 11/19/2010. MFSJ FILED BY APPELLANT'S ATTORNEY 11.19.10. RESPONSES DUE NO LATER THAN 11/30/2010 COB. RESPONSE FROM COUNTY ATTORNEY RECEIVED 11/30/2010. RESPONSE FROM APPELLANT RECEIVED 11/30/2010. JOINT REQUEST FOR CONTINUANCE APPROVED TO JANUARY 19, 2011.					
SUM JUDGEMENT HEARING DATE: 1/19/2011 TIME: 7:00 PM LOCATION: 18TH FLOOR DECISION:		PREHEARING 11/23/2010 2:00 PM 17TH FLOOR CANCELED		EVIDENTIARY HEARING BAILIFF	
OTHER ACTIONS FOR BOARD REVIEW					

December 15, 2010

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VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT