

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD Meeting held Wednesday, June 17, 2009, at 6:16 p.m. in the Planning Commission Boardroom, 18th Floor, 601 E. Kennedy Boulevard, Tampa, Florida.

I. MEETING CALLED TO ORDER

The June 17, 2009, Civil Service Board Meeting was called to order by Chair Butler at 6:16 p.m.

A. FLAG SALUTE

Everyone stood and recited the Pledge to the Flag.

B. ROLL CALL

The following members were present:

- Mr. David Agliano
- Ms. Christine Bruno
- Ms. Victoria Butler
- Ms. Pat Spencer
- Ms. Heidi Swanson

Mr. Chris Kavouklis and Mr. Rob Mitchell were absent, but a quorum was present.

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

The following Deputies to the Board were present:

- Ms. Sally Sun, Aviation Authority
- Ms. Vicki Spence, Clerk of Circuit Court
- Mr. George Williams, County Administrator
- Ms. Michele Hamilton, Sheriff's Office

II. AUDIENCE PARTICIPATION OPPORTUNITY

None.

III. OLD BUSINESS

Approval of Minutes of May 20, 2009, Business Meeting

- Motion: Mr. Agliano
- Second: Ms. Swanson

The motion was approved by the Board to adopt the Minutes of the May 20, 2009, as presented.

IV. APPEARANCES AND REPORTS

Report from Employee Advisory Committee (EAC)

Sergeant Daniel Alarcon was unable to provide the May EAC Minutes, as the Secretary of the Board is out on a medical leave of absence. Sergeant Alarcon will present the May and June Minutes at the next Board meeting. In a brief summary of the June meeting, the main topic was health insurance again, led by a lengthy discussion of the current status of the health insurance with the County Commissioners. Also discussed the members that received letters from the Employee Advisory Committee where we enforce the by-law to separate them because they were inactive. At the June meeting, it was their opportunity to appeal their separation and no one appealed. So, those representatives will be removed from the Committee and their places will be filled after election. Ms. Butler asked how many were removed. Sergeant Alarcon said five.

V. NEW BUSINESS

RATIFICATION AGENDA

V. A CLASSIFICATION AND COMPENSATION

1. RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF May 1, 2009 THROUGH MAY 31, 2009

	NUMBER OF ACTIONS	NUMBER OF POSITIONS
ACTIONS ON AGENDA	13	37
ACTIONS STILL OPEN	1	1

ACTIONS

a. PROPERTY APPRAISER

(1) Reclassify one encumbered position (Brandy L. Pouchie), numbered 06717 from Appraiser, class code N1197, pay grade NK, FLSA: non-exempt to Tangible Personal Property Appraiser, class code N1181, pay grade NK, FLSA: non-exempt, effective May 12, 2009.

(2) Reclassify one encumbered position (Ricky R. Coulter), numbered 06666 from Sr. Appraiser, class code N1198, pay grade NN to Tangible Personal Property Sr. Appraiser, class code N1182, pay grade NN, FLSA: non-exempt, effective May 15, 2009.

V. A CLASSIFICATION AND COMPENSATION (Continued)**2. RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF May 1, 2009
THROUGH MAY 31, 2009 (CONTINUED)****a. PROPERTY APPRAISER (CONTINUED)**

POSITION PURPOSE: To perform advanced and lead worker duties collecting and organizing tangible personal property data for valuation purposes in preparation of the ad valorem tax roll.

(3) Reclassify two encumbered positions (James A. Gibson and Paul E. Switalski) position numbered 06697 and 06770 from Appraisal Manager, class code N1161, pay grade NO to Tangible Personal Property Appraisal Manager, class code N1183, pay grade NO, FLSA: exempt, effective May 15, 2009.

POSITION PURPOSE: To perform supervisory and/or program management duties collecting and organizing tangible personal property data for valuation purposes in preparation of the ad valorem tax roll.

(4) Reclassify one encumbered position (Diane M. Maddox), numbered 06694 from Sr. Appraisal Manager, class code N1163, pay grade NQ to Tangible Personal Property Sr. Appraisal Manager, class code N1184, pay grade NQ, FLSA: exempt, effective May 15, 2009.

POSITION PURPOSE: To perform mid-level managerial and administrative or program management duties collecting and organizing tangible personal property data for valuation purposes in preparation of the ad valorem tax roll.

b. SHERIFF'S OFFICE

(1) Reclassify one vacant position, numbered 14086 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 June 1, 2009.

(2) Reclassify one encumbered position (Jason P. Haynes), numbered 14087 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 June 1, 2009.

(3) Reclassify six encumbered positions (David J. Graham, Demetrius G. Dixon, Sean L. Appel, Christina L. Ammons, Shannon L. Smith, and Timothy A. Allen), numbered 07261, 08671, 08988, 09686, 09694 and 11499 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 May 25, 2009.

V. A CLASSIFICATION AND COMPENSATION (CONTINUED)**1. RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF MAY 1, 2009
THROUGH MAY 31, 2009 (CONTINUED)****b. SHERIFF'S OFFICE (CONTINUED)**

(4) Reclassify sixteen vacant positions, numbered 13832, 13833, 13834, 13835, 13836, 13837, 13838, 13839, 13840, 13841, 13842, 13843, 13844, 13845, 13846, and 13847 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 May 4, 2009.

(5) Reclassify two encumbered positions (Richard E. Lewis and Roberto J. Ramirez), numbered 09599 and 09067, 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 May 4, 2009.

(6) Reclassify one vacant position, numbered 10455, from Community Service Officer, class code W2785 Pay Grade WG, FLSA: non-exempt, to Criminal Intelligence Analyst, class code W2750, pay grade WM, FLSA: non-exempt, effective May 11, 2009.

(7) Reclassify two vacant positions, numbered 07209 and 07254, from Senior Secretary, class code W0112, pay grade WG, FLSA: non-exempt, to Records Data Specialist, class code W2787, pay grade WI, FLSA: non-exempt, effective May 18, 2009.

(8) Establish two positions, numbered R07209 and R07254, as Records Data Specialist Trainee, class code W2786, pay grade WG, FLSA: non-exempt, effective May 18, 2009.

c. TAMPA PORT AUTHORITY

Reclassify one encumbered position (Kathryn MacLeod-Nichols), numbered 09820, from Legal Secretary, class code R0139, pay grade RL, FLSA: non-exempt to Sr. Administrative Specialist, class code R0125, pay grade RN, FLSA: exempt, effective March 10, 2009. The effective date of conditional probation is May 8, 2009.

POSITION PURPOSE: To provide administrative operational support to the Deputy Port Director.

Motion: Ms. Swanson

Second: Mr. Agliano

The motion was approved by the Board to ratify staff recommendations.

V. A CLASSIFICATION AND COMPENSATION (CONTINUED)

2. FOR BOARD REVIEW AND FINAL ACTION

a. CLASSIFICATION ACTIONS FOR BOARD APPROVAL

None.

b. COMPENSATION ACTIONS

None.

c. POSITION DELETIONS

None.

d. CLASSIFICATION DESCRIPTION DELETIONS

None.

3. UNCLASSIFIED - FOR THE PERIOD BEGINNING MAY 1 THROUGH
MAY 31, 2009 - FOR INFORMATION ONLY

None.

V. B. TEMPORARY EXTENSIONS FOR BOARD APPROVAL

ENVIRONMENTAL PROTECTION COMMISSION

Name: Debra Price
 Classification: Environmental Scientist I
 Original Hire: October 27, 2008
 First Extension: February 24, 2009 through June 23, 2009
 Requested Extension: June 24, 2009 through October 21, 2009

Ms. Terrell Mathis, Civil Service staff, presented this item. This request was received since the last Board Meeting, for Ms. Debra Price, Environmental Protection. Ms. Price has met all Civil Service Board requirements for qualification.

Motion: Mr. Agliano

Second: Ms. Spencer

The motion was approved by the Board to approve the temporary extension of Debra Price from June 24, 2009 through October 21, 2009.

V. C. RECRUITING, TESTING AND CERTIFICATION**1. PARTICIPATION IN COMMUNITY OUTREACH ACTIVITIES - MAY 2009**

None.

2. RECRUITING, TESTING AND CERTIFICATION (RTC) ACTIVITY THROUGH MAY 2009

Mr. Kurt Wilkening, Civil Service staff, discussed this agenda item. During the month of May 2009, the RTC Department received 4,834 employment applications, issued 32 recruitment bulletins, administered 763 performance and written examinations, and evaluated 4,069 applications against published minimum qualifications (T&Es). The overall number of each category is down, but there is a reflected 3% increase for the remaining of the year. There were 17 Closed Recruitments for the month of May, 15 Open Recruitments, and 16 Extended Recruitments. Ms. Butler asked if the positions were all new on the closed and open or are they continuing? Mr. Wilkening said they were new recruitments that began in May. Mr. Gardner, Civil Service Director, said they are not necessarily new positions, just vacancies to be recruited for. Mr. Gardner pointed out to the Board that on a year-to-date basis, there were 52,842 applications. Ms. Spencer asked if the open recruitments were still open, even though they have a job closing date in May. Mr. Wilkening said in the cases where you see, for instance, the job title of Reclaimed/Potable Water Distribution Specialist, that closed on May 22nd. The Programmer/Analyst position, the recruitment began in May, but it has since gone on to Extended Recruitment, which is why it has a closing date of 01/01/10. That is an arbitrary date in the future. What it signifies is that job went on Extended Open Recruitment.

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

2. RECRUITING, TESTING AND CERTIFICATION (RTC) ACTIVITY THROUGH MAY 2009

During the month of May 2009, the Recruiting, Testing, and Certification Department had the following workload:

- Received 4,834 employment applications
- Issued 32 recruitment bulletins
- Administered 765 performance and written examinations
- Evaluated 4,069 applications against published minimum qualifications (T&Es)

The number of applications received, bulletins issued, tests administered, and T&Es conducted during May 2009 was down from the previous month, but we still project an increase of 3% in the overall number of applications received by the end of the fiscal year.

	<u>Last Month</u>	<u>This Month</u>	<u>FY 2009 Projection</u>
Applications Received	6,225	4,834 (-22%)	79,263 (+3%)
Bulletins Issued	43	32 (-26%)	581 (-28%)
Applicants Tested	806	765 (-5%)	13,922 (+6%)
T&Es	5,419	4,069 (-25%)	65,342 (+2%)

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

2. RECRUITING, TESTING AND CERTIFICATION (RTC) ACTIVITY THROUGH MAY 2009

**RECRUITING, TESTING, AND CERTIFICATION
MONTHLY ACTIVITY REPORT
MAY 2009**

	END OF MONTH	QUARTER TO DATE	YEAR TO DATE
APPLICATIONS RECEIVED	4,834	11,059	52,842
TEST ADMINISTERED	765	1,571	9,281

	EMPLOYEE APPLICANTS		OUTSIDE APPLICANTS
Total:	822	Total:	4,012
Percentage:	17.0%	Percentage:	83.0%

MISCELLANEOUS ACTIVITIES			
	Total	Open	Closed
Recruitments Conducted:	32	15	17

	Total	YTD
Recruitment Requests Processed:	47	666
Percent of Requests to Recruitments	68%	

APPLICATIONS RECEIVED	MONTH TOTAL	QUARTER TOTAL	YEAR TOTAL
FY '08	5,691	20,461	76,992
FY '09 *	4,834	16,589	79,263
Actual or Estimated Percentage Change	-15%	-19%	3%

* 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 '08	777	3,628	13,107
FY '09 *	765	2,357	13,922
Actual or Estimated Percentage Change	-2%	-35%	6%

* 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)

2. RECRUITING, TESTING AND CERTIFICATION (RTC) ACTIVITY THROUGH MAY 2009

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

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	AVG
OCT Applications Received	2,445	3,419	5,248	5,601	6,046	6,485	4,460	6,033	6,360	6,920	5,302
Bulletins Issued	93	111	101	79	80	80	111	140	100	62	96
Tests Administered	706	1,466	1,666	1,555	2,575	2,696	1,740	2,148	1,136	1,563	1,725
T & E Review	1,711	2,046	3,363	2,860	2,791	3,384	2,118	3,337	5,224	5,357	3,219
NOV Applications Received	1,953	2,662	2,773	4,320	2,952	3,830	4,161	5,494	5,709	4,518	3,837
Bulletins Issued	104	82	60	91	75	90	94	84	94	36	81
Tests Administered	844	1,191	1,248	1,193	1,090	1,354	1,779	2,198	913	577	1,239
T & E Review	1,380	1,515	1,789	1,887	1,344	1,674	2,137	2,889	4,796	3,941	2,335
DEC Applications Received	2,265	2,654	2,243	4,001	3,774	3,737	4,055	4,405	5,622	6,935	3,969
Bulletins Issued	92	95	63	83	76	90	101	108	58	49	82
Tests Administered	763	947	1,034	1,834	1,232	1,472	1,437	1,698	1,002	1,328	1,275
T & E Review	1,430	1,612	1,467	2,008	2,006	1,889	2,160	2,601	4,620	5,607	2,540
JAN Applications Received	2,311	3,798	3,226	4,332	5,805	4,120	3,685	6,446	7,628	9,852	5,120
Bulletins Issued	102	127	74	56	99	79	122	123	58	87	93
Tests Administered	1,184	1,253	1,544	1,042	1,758	1,876	1,101	2,532	1,099	1,326	1,472
T & E Review	1,504	2,493	1,614	2,452	3,179	2,251	1,928	3,627	6,529	8,526	3,410
FEB Applications Received	3,177	3,605	3,663	4,563	4,881	3,732	5,843	5,284	7,390	8,038	5,018
Bulletins Issued	94	117	82	97	97	74	106	82	91	37	88
Tests Administered	1,324	1,137	1,323	1,675	1,715	1,204	2,477	2,051	1,309	1,897	1,611
T & E Review	1,882	2,300	1,705	2,400	2,634	2,032	2,870	3,065	6,081	6,141	3,111
MAR Applications Received	3,026	3,197	4,151	4,891	5,019	3,848	4,939	5,822	4,960	5,520	4,537
Bulletins Issued	81	99	112	100	110	76	115	106	38	41	88
Tests Administered	1,145	1,180	1,258	2,245	1,769	1,538	1,456	2,401	790	1,019	1,480
T & E Review	1,901	2,486	2,472	2,359	2,577	2,026	2,617	3,257	4,170	4,501	2,837
APR Applications Received	3,119	3,192	5,123	4,168	4,480	4,316	4,362	5,638	7,819	6,225	4,844
Bulletins Issued	117	103	82	85	98	79	123	120	70	43	92
Tests Administered	1,161	1,387	1,224	1,581	1,660	2,346	1,812	2,585	1,429	806	1,599
T & E Review	1,973	2,237	2,843	2,100	2,117	2,312	2,380	2,797	6,390	5,419	3,057
MAY Applications Received	2,747	2,938	4,740	5,365	4,733	4,159	4,979	5,549	5,691	4,834	4,574
Bulletins Issued	112	61	87	48	98	97	109	84	67	32	80
Tests Administered	1,152	1,182	1,972	1,583	2,337	1,612	1,739	1,824	777	765	1,494
T & E Review	1,733	1,858	2,074	2,310	2,290	1,909	2,848	3,033	4,914	4,069	2,704
JUN Applications Received	3,255	3,091	3,794	2,912	4,708	3,845	7,263	3,060	6,951		4,320
Bulletins Issued	104	92	79	78	105	89	108	61	50		85
Tests Administered	1,589	1,625	1,278	582	1,961	1,398	3,427	1,976	1,422		1,695
T & E Review	2,050	2,259	1,961	744	2,315	2,111	3,484	1,061	5,529		2,390
JUL Applications Received	2,697	3,441	5,000	4,461	5,386	5,162	4,237	3,046	5,627		4,340
Bulletins Issued	96	99	106	88	70	95	107	36	46		83
Tests Administered	1,425	1,645	1,620	965	1,978	2,546	1,138	1,307	1,210		1,537
T & E Review	1,622	2,035	2,812	2,318	2,637	3,123	2,988	1,739	4,417		2,632
AUG Applications Received	3,661	3,374	5,184	4,285	4,565	5,475	5,232	4,466	5,891		4,681
Bulletins Issued	97	82	91	59	122	130	102	77	72		92
Tests Administered	1,841	1,701	1,686	722	1,453	1,974	2,352	2,471	931		1,681
T & E Review	2,202	2,282	2,694	2,012	2,270	3,226	2,761	1,995	4,960		2,711
SEP Applications Received	3,106	2,927	4,709	4,262	5,073	4,811	4,808	3,831	7,344		4,541
Bulletins Issued	96	75	84	105	90	102	109	71	59		88
Tests Administered	1,414	1,238	1,307	1,167	2,227	2,017	1,923	2,131	1,089		1,613
T & E Review	1,840	1,926	2,474	2,259	2,675	2,588	2,736	1,620	6,255		2,708

	Year										Yr End
	To Date										Proj.
TOTAL Applications Received	33,762	38,298	49,854	53,161	57,422	53,520	58,024	59,074	76,992	52,842	79,263
Bulletins Issued	1,188	1,143	1,021	969	1,120	1,081	1,307	1,092	803	387	581
Tests Administered	14,548	15,952	17,160	16,144	21,755	22,033	22,381	25,322	13,107	9,281	13,922
T & E Review	21,228	25,049	27,268	25,709	28,835	28,525	31,027	31,021	63,885	43,561	65,342
TOTALS	70,726	80,442	95,303	95,983	109,132	105,159	112,739	116,509	154,787	106,071	159,107

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

2. RECRUITING, TESTING AND CERTIFICATION (RTC) ACTIVITY THROUGH MAY 2009

**Closed Recruitments
May 2009**

Number of Recruitments: 17

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
				IRRIGATION/SPRAY TECHNICIAN	05/22/09	0	
				PLANT SUPERVISOR (WASTEWATER)	05/22/09	0	
				SENIOR PLANT OPERATOR	05/29/09	0	
1	1	1	0	CONSTRUCTION EQUIPMENT OPERATOR II	05/29/09	0	
2				PROGRAMMER/ANALYST (WEB)	05/29/09	0	
2	1	1	0	FINGERPRINT SPECIALIST	05/22/09	0	
2	1	1	0	RECLAIMED/POTABLE WATER DISTRIBUTION SPEC II	05/22/09	1	100
5	3	3	0	PROGRAM COORDINATOR (EARLY CHILDHOOD) (L/D)	05/15/09	2	66
6	4	2	2	SENIOR LIBRARY ASSISTANT	05/22/09	1	25
6	5	5	0	SENIOR METER READER	06/12/09	0	
7	5	5	0	LIBRARY TECHNICAL ASSISTANT	06/12/09	0	
7	6	5	1	AUTOMATED DEVICES MECHANIC (NON STANDARD HOURS)	05/15/09	5	83
7	6	6	0	SENIOR CREW LEADER	06/12/09	0	
8	5	5	0	GENERAL MANAGER III (CONSTRUCTION & GRANTS)	05/29/09	3	60
25	23	11	12	LIBRARY ASSISTANT	05/22/09	3	13
48	36	36	0	RECORDS DATA SPECIALIST	06/05/09	8	22
119	111	111	0	LAW ENFORCEMENT DETECTIVE	05/29/09	100	90
245	207	192	15			123	59%
Dropoff Rate: 15.5%			7.2%				

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

2. RECRUITING, TESTING AND CERTIFICATION (RTC) ACTIVITY THROUGH MAY 2009

**Open Recruitments
May 2009**

Number of Recruitments: 15

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
46	21	21	0	RECLAIMED/POTABLE WATER DISTRIBUTION SPEC	05/22/09	14	66
78	33	33	0	PROGRAMMER/ANALYST (WEB)	01/01/10	9	27
99	67	66	1	SENIOR CREW LEADER	06/12/09	16	23
116	69	68	1	IRRIGATION/SPRAY TECHNICIAN	05/22/09	25	36
195	110	106	4	SENIOR LIBRARY ASSISTANT	05/22/09	17	15
200	66	66	0	FINGERPRINT SPECIALIST	01/01/10	9	13
222	125	124	1	CONSTRUCTION EQUIPMENT OPERATOR II	05/29/09	93	74
272	183	183	0	PROGRAM COORDINATOR (EARLY CHILDHOOD)	05/15/09	63	34
338	211	211	0	LIBRARY TECHNICAL ASSISTANT	06/12/09	6	2
343	165	165	0	PUBLIC SAFETY OFFICER	05/29/09	77	46
450	361	357	4	FOOD SERVICE AIDE (REDUCED HOURS)	05/29/09	338	93
535	376	365	11	SENIOR SECRETARY	05/22/09	181	48
645	523	520	3	CRIMINAL INTELLIGENCE ANALYST	05/29/09	331	63
777	665	653	12	DIGITAL COMMUNICATIONS DISPATCHER TRAINEE (NSH)	05/15/09	200	30
1418	1245	1245	0	CUSTOMER SERVICE REPRESENTATIVE TRAINEE	06/12/09	53	4
5,732	4,220	4,183	37			1,432	34%
Dropoff Rate: 26.4%			0.9%				

V. C. RECRUITING, TESTING AND CERTIFICATION (CONTINUED)**2. RECRUITING, TESTING AND CERTIFICATION (RTC) ACTIVITY THROUGH MAY 2009****Extended Recruitments
As of May 31, 2009**

Number of Recruitments: 16

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Opening Date	Qual	% Qual
65	32	32	0	SENIOR PLANT OPERATOR	10/24/08	13	40
77	33	33	0	PROGRAMMER/ANALYST (WEB)	05/15/09	9	27
111	58	58	0	SENIOR UTILITIES MAINTENANCE WORKER	04/17/09	26	44
129	60	60	0	PLANT SUPERVISOR (WASTEWATER)	09/05/08	14	23
142	62	62	0	PLANT SUPERVISOR (WATER)	09/05/08	9	14
151	69	68	1	PLANT MANAGER (WASTEWATER)	09/05/08	14	20
200	66	66	0	FINGERPRINT SPECIALIST	05/08/09	9	13
357	163	163	0	UTILITIES MAINTENANCE WORKER (CLASS B)	04/17/09	42	25
464	191	191	0	CHILD PROTECTION INVESTIGATOR	11/09/07	52	27
562	245	245	0	PLANT OPERATOR	10/24/08	24	9
2091	933	927	6	LAW ENFORCEMENT DEPUTY	07/06/07	283	30
2571	1434	1422	12	DETENTION DEPUTY	07/06/07	411	28
3547	1522	1516	6	LAW ENFORCEMENT DEPUTY TRAINEE	04/25/08	741	48
3951	1485	1484	1	CHILD PROTECTION INVESTIGATOR	06/11/07	36	2
5564	4517	4482	35	DETENTION DEPUTY TRAINEE	04/25/08	782	17
7623	6136	6109	27	RECREATION LEADER I	11/21/07	5631	91
27,605	17,006	16,918	88			8,096	48%
Dropoff Rate: 38.4%			0.5%				

Staff Recommendation -**None. Item is for information only.**

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 1, FY09 BUDGET SUBMISSION.

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

Mr. Kurt Wilkening, Civil Service staff, presented this item to the Board. Civil Service was notified by the Clerk of the Circuit Court they were going to lay off 44 individuals due to budgetary constraints. Mr. Wilkening said we are helping them to seek other employment within the County.

3. REDUCTION-IN-FORCE (RIF) - MAY 2009

The Clerk of the Circuit Court notified the Civil Service Office in May that it has issued notices of layoff to 44 individuals due to budgetary constraints. The Civil Service Office is assisting those displaced workers in finding other employment with the County.

STAFF RECOMMENDATION

None. Item is for information only.

Vice Chair Agliano asked if it was the Clerk of the Circuit Court's office that asked of the Board to change the pay of vacation, overtime, holidays, deferred comp in lieu of having to lay people off immediately? Wasn't it mentioned at that time, in some point in time, the Clerk's Office was going to come and let the Board know that they were going to have to lay people off anyway? Mr. Gardner didn't think they said that, it was what they were requesting was going to avoid lay-off's in the future. They said they needed to cut their budget by that amount at that time immediately. Ms. Vicki Spence, Deputy for the Clerk of Circuit Court, said the Clerk was waiting for the State, who takes care of the budget now for the Court side of the Clerk's Office, which is approximately about 75 to 80% of their employees, which fall under the State budget now. They were waiting for the State to make the determination of just how much the Clerk's budget would be cut. It was sort of a floating process. They kept changing the bills that were in the Legislature. So, the Clerk had to start small, and unfortunately, end up large. The Clerk is still intending to do exactly what they asked for, which is to lower the deferred comp and to have the unpaid holidays, and to have the lay-offs, which are actually now up to 56. There is a possibility that there may be some more. The budget is still somewhat of a moving target.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES**1. EXTENSION OF MEDICAL LEAVE OF ABSENCE****COUNTY ADMINISTRATOR****FIRE RESCUE****BASIC AGENCY REQUEST**

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

- Date original medical leave of absence began: July 15, 2008.
- Date current medical leave of absence expires: July 15, 2009.
- Requested extension period: July 16, 2009 through January 13, 2010.
- Justification for the requested extension is based on written certification received from the Appointing Authority as to the following:
 1. The circumstances creating the need for the leave of absence existed through May 6, 2009. The employee returned to work on May 7, 2009.
 2. Approving the extension would benefit the department or agency and allow staff to complete the record.
 3. Denying the extension would have created a personal hardship on the employee.
 4. The employee's overall performance warrants such action.
 5. Approving the extension would be in the best interest of the County.

Staff supports the request and recommends that, for administrative reasons, the Board approve a leave expiration date of January 21, 2010, rather than the requested date of January 13, 2010. The revised date will allow the department, if necessary, to request a further extension as late as the January 20, 2010, Board Meeting and still be timely.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)1. EXTENSION OF MEDICAL LEAVE OF ABSENCE (Continued)COUNTY ADMINISTRATOR (Continued)FIRE RESCUE (Continued)STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of James Favata for a period not to exceed January 21, 2010. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 3, FY09, BUDGET SUBMISSION.

Ms. Terrell Mathis, Civil Service staff, presented this item. Fire Rescue is requesting to extend the medical leave of absence of James Favata for a period through January 13, 2010. Staff supports the request and, for administrative reasons, asked for the expiration date of January 21, 2010, to allow the department, if necessary, to request a further extension as late as the January 20, 2010, Board meeting and still be timely.

Motion: Ms. Spencer

Second: Ms. Swanson

The motion was approved by the Board to extend the medical leave of absence in the case of James Favata for a period not to exceed January 21, 2010.

Mr. Agliano stated he has a conflict in voting, as Mr. Favata is his brother-in-law. He also noted that Mr. Favata did not return to work as stated in the agenda item, in the fourth paragraph, number 1. The need still exists.

V.E. ADMINISTRATIVE1. GOALS AND OBJECTIVES FOR FY 2009

This item was presented by Mr. Gardner who stated that only those things that have changed since the last meeting would be presented to the Board.

STAFF COMMENTS

This item is divided into two parts. Section A is comprised of the status of the Work Measures submitted as part of the annual budget request. Section B is comprised of 25 goals established by the Board for completion during the fiscal year.

a. WORK MEASURES - FY '09

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.

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.

V.E. ADMINISTRATIVE**1. GOALS AND OBJECTIVES FOR FY 2009****A. WORK MEASURE - FY '09****MISSION AND KEY OBJECTIVES****AGENCY: CIVIL SERVICE BOARD**

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

II. KEY OBJECTIVES:

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

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

3). *Employee Record Maintenance:* Maintain employment history files for all classified employees and full-time temporaries in 23 County Agencies. Process classified employee change requests (maximize actions per staff analyst). Carefully review, approve, and forward 98% of employee change actions to CCC Payroll that are received by the published cut-off dates and that comply with rules and policies.

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

5). *Job Performance Management Administration:* Provide prompt and professional job performance management training to all new supervisors of classified employees in 23 County Agencies.

V.E. ADMINISTRATIVE**1. GOALS AND OBJECTIVES FOR FY 2009****A. WORK MEASURE - FY '09 (Continued)**

III. SERVICES/MEASURES:	Obj #	ACT'L '05	ACT'L '06	ACT'L '07	ACT'L '08	YR-TO- DATE '09	PRIOR YEAR COMPR'SN
Applicant Recruiting & Screening	1						
<i>Workload/demand:</i> # Applicants Assisted		53,520	58,024	59,074	76,992	52,842	+3%*
<i>Efficiency:</i> Cost per applicant assisted		\$19.22	\$18.73	\$20.14	\$11.33	\$12.22	+\$0.89
Cost per certified applicant		\$32.69	\$34.64	\$36.40	\$22.43	\$22.57	+\$0.14
<i>Effectiveness:</i> # of qualified job applicants per recruitment (Avg)				21.6	31	47	+16
% of customers who rated service quality above satisfactory			89%	90%	97%	95%	-2%
Job Classification & Compensation	2						
<i>Workload/demand:</i> # of Job Descriptions updated		112	16	127	88	90	+53%*
<i>Efficiency:</i> # of position actions completed per staff analyst		278.4	163.9	348.8	276.75	224.00	+21%*
<i>Effectiveness:</i> # of days before last meeting in February recommendation to BOCC		0	158	6	-31	-27	n/a
Employee Record Maintenance	3						
<i>Workload/demand:</i> # of employee files maintained		10,329	10,335	10,702	10,643	10,465	-2%
<i>Efficiency:</i> # of employee actions processed per staff analyst		9,590	9,562	10,073	9,978	5,097	-23%*
<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		24	30	29	36	12	-50%*
<i>Efficiency:</i> % of requests resolved within 90 days		79%	70%	86%	89%	75%	-14%
<i>Effectiveness:</i> % of requests resolved prior to full hearing		83%	70%	86%	92%	83%	-9%
Job Performance Management	5						
<i>Workload/demand:</i> # of new supervisors trained		156	195	210	263	56	-68%*
<i>Efficiency:</i> cost per trainee		\$6.56	\$5.90		\$5.03	\$4.62	-\$0.41
<i>Effectiveness:</i> Average training event quality rating		4.6	4.4	4.3	4.4	4.5	+2%

* Projected end of FY09 compared to actual end of FY08.

V.E. ADMINISTRATIVE

1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)

b. GOALS FOR FY 2009

PERMANENT GOALS

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

DATE	DELEGATE	ATTENDEES
February 13, 2009	Audrey Canney, Assistant to Senator Rhonda Storms	Mr. Gardner
February 12, 2009	Representative Michael Scionti	Mr. Gardner, Victoria Butler
November 13, 2008	Representative Betty Reed	Mr. Gardner, Victoria Butler, David Agliano, Pat Spencer
November 10, 2008	Senator Arthenia Joyner	Mr. Gardner, Victoria Butler, Pat Spencer

2. Enhance relations with Board of County Commissioners. Meet with each Commissioner. (Chair/Vice Chair and Director)

DATE	DELEGATE	ATTENDEES
January 8, 2009	Commissioner Beckner	Mr. Gardner

V.E. ADMINISTRATIVE**1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)****b. GOALS FOR FY 2009****PERMANENT GOALS (Continued)**

Mr. Gardner, Civil Service Director, along with Board Chair, Victoria Butler, met with Mr. Wainio, Tampa Port Authority, Luanne Panacek, Children's Board, Mr. Rob Turner, Property Appraiser, and Mr. Louis Miller, Aviation Authority. Ms. Butler said it was great meeting them.

3. Meet with Agency Heads at least once a year (Board Chair, Vice Chair, Board Member at Large, and Director).

COURTESY/INFORMATION MEETINGS

DATE	DELEGATE/COMMISSIONER/ AGENCY OR DEPT HEAD	PRESENTERS
May 21, 2009	Richard Wainio Tampa Port Authority	Mr. Gardner Ms. Butler
May 13, 2009	Luanne Panacek Children's Board	Mr. Gardner Ms. Butler
May 12, 2009	Rob Turner Property Appraiser	Mr. Gardner Ms. Butler
May 11, 2009	Louis Miller Aviation Authority	Mr. Gardner Ms. Butler
April 30, 2009	Renee Lee County Attorney	Mr. Gardner Ms. Butler
April 27, 2009	Pat Frank Clerk of the Circuit Court	Mr. Gardner Ms. Butler
February 5, 2009	Lucia Garsys Planning & Infrastructure	Mr. Gardner
January 30, 2009	Pat Bean County Administrator	Mr. Gardner
December 30, 2008	Jim Barnes Internal Performance Auditor	Mr. Gardner
December 23, 2008	Mike Merrill Utilities & Commerce	Mr. Gardner
December 22, 2008	Eric Johnson Management Services	Mr. Gardner
December 10, 2008	Edith Stewart Public Affairs	Mr. Gardner

V.E. ADMINISTRATIVE**1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)****b. GOALS FOR FY 2009****PERMANENT GOALS (Continued)****COURTESY/INFORMATION MEETINGS (Continued)**

DATE	DELEGATE/COMMISSIONER/ AGENCY OR DEPT HEAD	PRESENTERS
December 9, 2008	Phyllis Busansky Supervisor of Elections	Mr. Gardner, Victoria Butler, Rob Mitchell
October 14, 2008	Jeff Armstrong Soil & Water Cons.	Mr. Gardner
October 1, 2008	Henry Saavedra Sports Authority	Mr. Gardner, David Agliano

3. Meet with Agency Heads at least once a year (Board Chair, Vice Chair, Board Member at Large, and Director). (Continued)

VIP PRESENTATIONS

DATE	DELEGATE/COMMISSIONER/ AGENCY OR DEPT HEAD	PRESENTERS
March 3, 2009	Assistants to Assistant County Administrators	Mr. Gardner & Civil Service Office Department Heads: Bob Chandler, C&C Dane Petersen, IT Jodi Prieto, Admin Kurt Wilkening, RTC Ron Zeigler, P&R
February 13, 2009	Commissioner Kevin Beckner	
February 2, 2009	Eric Johnson Management Services	
January 27, 2009	Mike Merrill & 1 Staff Member Utilities and Commerce	
January 8, 2009	Edith Stewart & 2 Staff Members Public Affairs	
November 17, 2008	5 Staff Members Public Works	
October 22, 2008	Joan Ohman & 1 Staff Member Environmental Protection Commission	

V.E. ADMINISTRATIVE

1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)

b. GOALS FOR FY 2009

PERMANENT GOALS (Continued)

DEPARTMENT GOALS FY 2009 (Continued)

4. Conduct two workshops.

March Update: **Complete.** Board action on February 18 determined the second workshop was completed in two parts: January 21 re: the Civil Service Board web site and February 18 re: the online application process.

February Update: Workshop on October 15, 2008, re: Civil Service Law.

POLICY AND RULES

5. Civil Service Board Rule 15, Appeal Hearing Procedures, for possible process improvement.

April Update: **Complete.**

March Update: Presented to Civil Service Board at March 18th meeting.

February Update: Draft proposal submitted to General Counsel on February 2nd.

January Update: First meeting held January 6, 2009.

RECRUITING, TESTING, AND CERTIFICATION

These items were presented by Kurt Wilkening, Civil Service Board staff.

6. Develop procedures to facilitate clerical series testing to accommodate larger volume of applicants.

February Update: **Complete.** The shortened clerical series exams were implemented on December 31, 2008. The clerical exams, which are administered most often, have all been shortened as described below, and were implemented on December 31.

Test Number	Old No. of Questions	New No. of Questions	Old Time Limit (hrs)	New Time Limit (hrs)
80	100	75	2.5	2.0
81	80	60	2.0	1.5
82	80	60	2.0	1.5
83	60	45	1.5	1.0

V.E. ADMINISTRATIVE**1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)****b. GOALS FOR FY 2009****PERMANENT GOALS (Continued)****DEPARTMENT GOALS FY 2009 (Continued)****RECRUITING, TESTING, AND CERTIFICATION (Continued)**

7. Conduct two job analysis and test validation projects.

JUNE UPDATE: Draft test questions have been written and pilot testing to incumbents should occur this month.

May Update: No change since last agenda.

April Update: No change since last agenda.

March Update: Staff received 100% participation from Library Services on the surveys sent in February and is now transitioning to the "test item writing" phase.

February Update: 'Knowledges, Skills, and Abilities' survey has been reviewed and finalized for the Library Assistant and Senior Library Assistant job classifications, and online surveys were distributed to subject matter experts of Library Services the week of February 9.

January Update: SME Meetings took place the week of December 15, 2008, to gather Knowledges, Skills, and Abilities information.

8. Redesign eligibility list to include information on how staff qualified candidates.

JUNE UPDATE: Complete. The new list views were implemented on June 5, 2009.

May Update: No change since last agenda.

April Update: No change since last agenda.

March Update: Revisions to the new format were finalized the first week of March and the vendor is beginning work to implement the changes.

February Update: No change since last agenda.

January Update: The format of the new eligibility list has been agreed upon by staff and work with the vendor to implement this item is underway.

V.E. ADMINISTRATIVE**1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)****b. GOALS FOR FY 2009****PERMANENT GOALS (Continued)****DEPARTMENT GOALS FY 2009 (Continued)****RECRUITING, TESTING, AND CERTIFICATION (Continued)**

9. Redesign eligibility list to indicate Veterans Preference for promotion after return from active duty.

February Update: Complete. Implementation of this item occurred on February 10, 2009.

January Update: The format of the new eligibility list has been agreed upon by staff and work with the vendor to implement this item is underway.

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

JUNE UPDATE: No change since last agenda.

May Update: Three job fairs conducted in April; YTD: 8

April Update: Two job fairs conducted in March; YTD: 5

March Update: One job fair conducted in February; Year-to-date: 3.

February Update: No change since last agenda.

January Update: Conducted 2 job fairs in October; Year-to-Date = 2

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

JUNE UPDATE: No change since last agenda.

May Update: No change since last agenda.

April Update: No change since last agenda.

March Update: No change since last agenda.

February Update: No change since last agenda.

January Update: Maintaining

V.E. ADMINISTRATIVE

1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)

b. GOALS FOR FY 2009

PERMANENT GOALS (Continued)

DEPARTMENT GOALS FY 2009 (Continued)

RECRUITING, TESTING, AND CERTIFICATION (Continued)

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

JUNE UPDATE: No change since last agenda.

May Update: No change since last agenda.

April Update: No change since last agenda.

March Update: No change since last agenda.

February Update: No change since last agenda.

January Update: Maintaining.

V.E. ADMINISTRATIVE**1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)****b. GOALS FOR FY 2009****PERMANENT GOALS (Continued)****DEPARTMENT GOALS FY 2009 (Continued)****RECRUITING, TESTING, AND CERTIFICATION (Continued)**

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

JUNE UPDATE: Invitations to attend briefings sent out the week of June 8, 2009.

May Update: No change since last agenda.

April Update: No change since last agenda.

March Update: GroupWise email service to Microsoft Outlook migration now scheduled to happen mid-April 2009.

February Update: Modules are being finalized on eligibility list revisions, and modules are complete on the other topics. Staff plans to begin scheduling workshops shortly after the migration from GroupWise email service to Microsoft Outlook scheduled for mid-March 2009.

January Update: Modules are being finalized on eligibility list revisions, and modules are complete on the other topics. All topics will be covered in upcoming workshops offered throughout the first quarter of the New Year for all interested personnel representatives Jodi.

V.E. ADMINISTRATIVE**1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)****b. GOALS FOR FY 2009****PERMANENT GOALS (Continued)****DEPARTMENT GOALS FY 2009 (Continued)****ADMINISTRATION**

These items were presented by Jodi Prieto, Civil Service Office staff.

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

JUNE UPDATE: Imaging of CSB Appeals of Discipline, Grievances, and Civil Actions is projected to be complete by August 1, 2009. The imaging of CSB Agendas is complete through 2006, with the start of 2005 beginning last week. Quality assurance of Personnel Actions processed each month is complete through May.

May Update: Imaging of CSB Appeals of Discipline, Grievances, and Civil Actions as well as imaging of CSB Agendas is 50% complete. Quality assurance of Personnel Actions processed each month is complete through April.

April Update: Imaging of CSB Appeals of Discipline, Grievances, and Civil Actions as well as imaging of CSB Agendas continues. Quality assurance of Personnel Actions processed each month is complete through March.

March Update: Imaging and Quality Assurance of Civil Service Board History is complete. Imaging of CSB Appeals of Discipline, Grievances, and Civil Actions as well as imaging of CSB Agendas has begun. Imaging and Quality Assurance of CSB Annual Reports is complete. Quality Assurance of Personnel Actions processed each month is complete through February.

February Update: Imaging and Quality Assurance of Civil Service Board History is nearly complete. Historical newspaper clippings have been prepared and imaging has begun. Quality Assurance of Personnel Actions processed each month is complete through January.

January Update: Imaging and Quality Assurance for historical Affirmative Action Counsel reports and plans are complete. Imaging of historical meeting minutes is underway with a targeted completion date of December 31, 2008. Imaging and Quality Assurance of Civil Service Board History is two thirds complete with only historical newspaper clippings left to be scanned.

V.E. ADMINISTRATIVE**1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)****b. GOALS FOR FY 2009****PERMANENT GOALS (Continued)****DEPARTMENT GOALS FY 2009 (Continued)****ADMINISTRATION (Continued)**

15. Complete reconciliation of agency expenditures and procurement activities through FAMIS Reporting.

JUNE UPDATE: Reconciliation of agency expenditures was completed for the month of May with no discrepancies.

MAY Update: Reconciliation of agency expenditures was completed for the month of April with no discrepancies.

April Update: Reconciliation of agency expenditures was completed for the month of March with no discrepancies.

March Update: Reconciliation of agency expenditures was completed for the month of February with no discrepancies.

February Update: Reconciliation of agency expenditures was completed for the month of January. One item remains outstanding.

January Update: Reconciliation of agency expenditures was completed for the months of October, November, and December, with no errors found.

V.E. ADMINISTRATIVE**1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)****b. GOALS FOR FY 2009****PERMANENT GOALS (Continued)****DEPARTMENT GOALS FY 2009 (Continued)**

These items were presented by Dane Petersen, Civil Service Office staff.

INFORMATION MANAGEMENT AND PERSONNEL ACTIONS

16. HRIS Version Upgrade. HRIS is the program the Office uses to track all classified employees and all positions. The upgrade is a five month project that is expected to run from November 2008 through March 2009. The Office's involvement in the project includes set up, testing, rewriting user manuals, rewriting reports, training, and go live/debugging.

JUNE UPDATE: No change since last agenda.

May Update: External resource conflicts resulted in an additional delay. The project is now scheduled for completion on August 11, 2009.

April Update: No change since last agenda.

March Update: Resource conflicts resulted in an additional delay. The project is now scheduled for completion on June 1, 2009.

February Update: No change.

January Update: Project started later than anticipated and is now projected for completion in April 2009.

V.E. ADMINISTRATIVE

1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)

b. GOALS FOR FY 2009

PERMANENT GOALS (Continued)

DEPARTMENT GOALS FY 2009 (Continued)

INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Cont.)

17. ImageNow Version Upgrade. ImageNow is the program the Office uses to convert a variety of paper documents (i.e., official personnel files, CSB minutes, job descriptions, etc.) to images and to retrieve those images on demand.

JUNE UPDATE: New target completion date is July 13.

May Update: New target completion date is July 1.

April Update: No change since last agenda.

March Update: No change.

February Update: No change.

January Update: Currently testing new version. Expected project completion in April 2009.

V.E. ADMINISTRATIVE**1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)****b. GOALS FOR FY 2009****PERMANENT GOALS (Continued)****DEPARTMENT GOALS FY 2009 (Continued)****INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Cont.)**

18. 100% Agency Use of HRIS and ImageNow. Achieve 100% agency use of HRIS and imaged personnel files. Doing so will allow the Office to save over \$4,000 per year that historically was spent making paper copies of personnel actions to send back to appointing authorities and Payroll.

JUNE UPDATE: Added Arts Council. Two agencies (out of twenty-one) to go: Sheriff (coordination challenges) and Tampa Sports Authority (in testing).

May Update: Added Victims Assistance. Three agencies (out of twenty-one) to go: Sheriff, Arts Council, & Tampa Sports Authority (all are in testing).

April Update: Added Children's Board. Four agencies (out of twenty-one) to go.

March Update: Added Supervisor of Elections, Expressway Authority, Tampa Port Authority, Property Appraiser, and the Tax Collector in the past thirty days. Five agencies (out of twenty one) to go, three are currently parallel testing.

February Update: Added Soil & Water Conservation District in past thirty days. Nine agencies to go, 7 are currently parallel testing.

January Update: Twelve agencies are incomplete, representing ten percent of classified positions. All twelve are being worked simultaneously and are at different stages of progress. None completed in December 2008.

V.E. ADMINISTRATIVE**1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)****b. GOALS FOR FY 2009****PERMANENT GOALS (Continued)****DEPARTMENT GOALS FY 2009 (Continued)****INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Cont.)**

19. Load Vacant-Funded Positions to Budget Systems. Implement a process to load vacant-funded positions from HRIS into the County Administrator's and Clerk's budgeting system. Doing so will significantly reduce redundant data entry that historically was done by over fifty organizations and repeated by budget departments.

January Update: Complete. 615 vacant-funded positions were successfully loaded into the budgeting system on January 7, 2009.

V.E. ADMINISTRATIVE**1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)****b. GOALS FOR FY 2009****PERMANENT GOALS (Continued)****DEPARTMENT GOALS FY 2009 (Continued)****INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Cont.)**

20. Implement ATIS Enhancements. Fifteen program changes have been documented and bid. The vendor will program the changes, CSO staff will test, debugging will occur and the changes will be put in production.

NOTE: Two additional program changes were identified early in FY '09 and the two were assigned higher priority than the fifteen pre-existing changes. The two new changes are 1) Track applicant eligibility for promotion preference under Florida Veteran's and 2) Communicate to appointing authorities details of how the Civil Service Office determined applicant qualifications (aka "how qualified" project).

JUNE UPDATE: Went live with "How Qualified" change on Monday, June 9, 2009. Now working on next group of fifteen smaller enhancements.

May Update: Will "go-live" with "How Qualified" change in May 2009. Will then begin work on "group of 15."

April Update: Changes were made to the "How Qualified" project specifications, which resulted in the quote increase to \$8,425. The detail work is complete, and final testing by CSO staff is in progress.

March Update: Specifications were prepared for the "How Qualified" Project, a quote was received from the vendor for \$7,538, a purchase order was issued, and the detail work is underway.

February Update: The Veteran's preference in promotion change was implemented on February 10, 2009.

January Update: Two additional program changes were identified early in FY '09 and the two were assigned higher priority than the fifteen pre-existing changes. The two new changes are 1) Track applicant eligibility for promotion preference under Florida Veteran's and 2) Communicate to appointing authorities details of how the Civil Service Office determined applicant qualification. The Promotion Preference change is being worked first and should be complete in February 2009.

V.E. ADMINISTRATIVE

1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)

b. GOALS FOR FY 2009

PERMANENT GOALS (Continued)

DEPARTMENT GOALS FY 2009 (Continued)

INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Cont.)

21. Redesign Personnel Actions Section Work Space. Expand into space created when paper files were imaged and removed, to include two stations for public viewing of personnel records.

March Update: **Complete.** Work was completed on February 26, 2009. It looks great and works even better!

February Update: Design is complete. Expected completion in February.

January Update: Firm construction date set for February 26, 2009.

V.E. ADMINISTRATIVE**1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)****b. GOALS FOR FY 2009****PERMANENT GOALS (Continued)****DEPARTMENT GOALS FY 2009 (Continued)****INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Cont.)**

22. Procurement of and Implementation Planning for Enterprise Resource Planning (ERP) Software. This is a multi-agency project that will replace the current human resources, accounting, budgeting, purchasing, and fixed assets programs used by the Office and many of our client agencies. This project will require a significant commitment from the Office in terms of staff time over the next three to five years.

JUNE UPDATE: No change since last agenda.

May Update: The procurement was delayed due to the potential inclusion of the City of Tampa as a project partner. Great potential for savings and increased risk for an on-time and on-budget project.

April Update: No change since last agenda.

March Update: Conducted a series of workshops to collect system requirements from users at all levels for use in the Request for Proposals (RFP). The publishing of the RFP was rescheduled to May 1, 2009.

February Update: Currently developing the Request for Proposals (RFP). The RFP is planned to be published on April 17, 2009.

January Update: On January 7, 2009, the BOCC approved project funding and the request to proceed. The next step is to develop a detailed request for vendor proposals. The entire project will take about three years to complete. The Civil Service Office expects to have one or more FTE's dedicated to the project for most of the three years.

V.E. ADMINISTRATIVE**1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)****b. GOALS FOR FY 2009****PERMANENT GOALS (Continued)****DEPARTMENT GOALS FY 2009 (Continued)****CLASSIFICATION AND COMPENSATION**

These items were presented by Bob Chandler, Civil Service Office staff.

23. Brief agencies and County Administrator departments on the classification process and the Job Content Questionnaire (JCQ), with the focus on completing JCQs properly. Goal is to brief at least 4 agencies and at least 13 departments.

JUNE UPDATE: No change since last agenda.

May Update: No change since last agenda.

April Update: The County Administrator's Human Resources Department was briefed on March 13, 2009. Total Agencies/Departments briefed: 1 of 4 Agencies and 3 of 13 Departments.

March Update: No change since last agenda.

February Update: The Sheriff's Office Human Resources Section was briefed on February 6, 2009. Total Agencies/Departments Briefed: 1 of 4 Agencies and 2 of 13 Departments.

January Update: Two County Administrator Departments have been briefed this fiscal year. Six briefings were presented to Public Works on October 1st, 7th, 8th, 14th, 16th and 23rd; and three briefings presented to Water Resource Services on November 10th and 20th and December 3rd.

V.E. ADMINISTRATIVE**1. WORK MEASURES AND GOALS AND OBJECTIVES FOR FY 2009 (Continued)****b. GOALS FOR FY 2009****PERMANENT GOALS (Continued)****DEPARTMENT GOALS FY 2009 (Continued)****CLASSIFICATION AND COMPENSATION (Continued)**

24. Index all JCQs to their appropriate HRIS position number.

JUNE UPDATE: 60% have been indexed. This is a correction from the March Update, which should have read 55% indexed.

MAY Update: No change since last agenda.

April Update: No change since last agenda.

March Update: 100% have been prepped and 67% have been indexed.

February Update: 75.8% have been prepped and 55% have been indexed.

January Update: As of December 10th, 59% have been prepped and 34% have been indexed.

25. Determine and input duty titles in HRIS for all positions to better identify positions.

JUNE UPDATE: 53 of 53 organizations have responded. Staff is checking all inputs and modifying titles to fit available space. We expect to have this project completed by the next Board meeting.

MAY Update: 40 of 53 organizations have responded.

April Update: 35 of 53 organizations have responded.

March Update: 29 of 53 organizations have responded.

February Update: 14 of 53 organizations have responded.

January Update: Excel spreadsheets have been created for each Agency and Department and a letter drafted to transmit instructions to Agencies and Departments.

STAFF RECOMMENDATION

None. This item is for information only.

V.E. ADMINISTRATIVE (Continued)

2. FAVORABLE CORRESPONDENCE - SUSAN DIAZ

From: Grace Sanders [mailto:sandersg@plancom.org]
Sent: Thursday, May 14, 2009 2:32 PM
To: Mathis, Terrell
Cc: Diaz, Susan
Subject: Susan Diaz

Terrell,

Today I called Susan for information regarding HRIS and processing a PA I was working on. She was very willing to assist and was extremely helpful. She is always very pleasant, courteous, and professional. It is a pleasure interacting with her.

Grace Sanders
Administration Team Leader
Planning Commission
(813) 272-5940
(813) 272-6049 (fax)

STAFF RECOMMENDATION

None. Item is for information only.

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

The next Employee Advisory Committee meeting is scheduled to be held on Thursday, July 9, 2009, at 2:30 p.m. at the Tampa Port Authority, 1st Floor, Channelside Drive.

2009 EAC SCHEDULE	
SCHEDULED DATE	BOARD MEMBER ATTENDING
January 8	David Agliano
February 12	Christine Bruno
March 12	Victoria Butler
April 9	Pat Spencer
May 14	Chris Kavouklis
June 11	David Agliano
July 9	Heidi Swanson
August 13	Pat Spencer
September 10	Rob Mitchell
October 8	Christine Bruno
November 12	Victoria Butler
December 10	

STAFF RECOMMENDATION

None. Item is for information only.

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

The July Civil Service Board Business Meeting is scheduled to be held on Wednesday, July 15, 2009, at 6:15 P.M. in the Planning Commission Boardroom, 18th Floor, 601 East Kennedy Boulevard, Tampa, Florida.

STAFF RECOMMENDATION

None. Item is for information only.

5. DIRECTOR'S COMMENTS

None.

VI. REPORT FROM GENERAL COUNSEL/DOCKET

Mr. Pete Zinober, Civil Service General Counsel, presented the docket dated June 17, 2009. The first two items are dismissals. In the Matilda Peterson case, the request to continue a Motion for Summary Judgment hearing was approved to August 19, 2009. The response to the Motion is due by close of business on July 10, 2009. Cynthia Bailey's request to file a Motion for Summary Judgment by the Appointing Authority is due on June 9, 2009. The response is due by Noon on July 9, 2009. The two grievances are by Nancy Rubin. The Civil Service Director determined that the grievances are so similar that it made no sense to consider them at separate times. They will be heard on the same evening, but the Board will vote on them sequentially.

PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

APPELLANT: PETERSON MATILDA DEPARTMENT: CCC ALLEGATION: VIOLATION CS RULE 11.2 (6), (11), (26), (30) & CCC POLICY ER-1.4, CODE OF ETHICS DISCIPLINARY ACTION TAKEN: DISMISSAL DISCIPLINE EFFECTIVE DATE: 4/24/2009 CSO FORM RECEIPT: 5/4/2009 APPEAL NOTICE TO AGENCY: 5/5/2009		APPELLANT REP: CRAIG L. BERMAN APLNT REP PHONE: 727-550-8989 DEPT REP: DALE BOHNER DEPT REP PHONE: 276-2029 x3801 DEPT CONTACT: VICKI SPENCE		CASE 688 RCVD: 5/4/2009
		APPEALS		
		COMMENTS MFSJ DUE 05/26/2009. REQUEST BY AA FOR EXTENSION OF TIME TO FILE MFSJ APPROVED BY CSB DIRECTOR TO 5/29/09. MFSJ FILED BY AA 5/29/09. RESPONSE DUE 6/11/09, NOON. REQUEST TO CONTINUE MFSJ HEARING APPROVED TO 08/19/2009. RESPONSE DUE BY COB ON 07/10/2009.		
<u>PREHEARING</u>	<u>SUM JUDGEMENT HEARING</u>	<u>EVIDENTIARY HEARING</u>		
DATE: TIME: LOCATION: DECISION:	8/19/2009 7:00 PM 18TH FLOOR	BAILIFF		
APPELLANT: BAILEY CYNTHIA DEPARTMENT: CCC ALLEGATION: VIOLATION CS RULE 11.2 (1, 21, 30) AND CCC POLICY 2.25, 2.37 DISCIPLINARY ACTION TAKEN: DISMISSAL DISCIPLINE EFFECTIVE DATE: 5/1/2009 CSO FORM RECEIPT: 5/18/2009 APPEAL NOTICE TO AGENCY: 5/19/2009		APPELLANT REP: RICHARD GOLLMAN APLNT REP PHONE: 813-373-2329 DEPT REP: DALE BOHNER DEPT REP PHONE: 276-2029 X 3801 DEPT CONTACT: VICKI SPENCE		CASE 689 RCVD: 5/18/2009
		APPEALS		
		COMMENTS MFSJ DUE 06/03/2009 COB. REQUEST BY AA FOR EXTENSION OF TIME TO FILE MFSJ APPROVED TO 06/10/2009. CLOSE OF BUSINESS. MFSJ FILED BY APPOINTING AUTHORITY 06/09/2009. RESPONSE DUE BY NOON ON 07/09/2009.		
<u>PREHEARING</u>	<u>SUM JUDGEMENT HEARING</u>	<u>EVIDENTIARY HEARING</u>		
DATE: TIME: LOCATION: DECISION:	7/15/2009 7:00 PM 18TH FLOOR	BAILIFF		

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

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

AS OF: 6/17/2009

Page 2 of 2

APPELLANT: RUBIN NANCY DEPARTMENT: CNTY ADM/PW ALLEGATION: CSR VIOL 14.1 (A) 3 DISCIPLINARY ACTION TAKEN: N/A DISCIPLINE EFFECTIVE DATE: CSO FORM RECEIPT: 6/4/2009 APPEAL NOTICE TO AGENCY:				APPELLANT REP: APLNT REP PHONE: DEPT REP: JENNIE TARR DEPT REP PHONE: 272-5670 DEPT CONTACT: LUCIA GARCIAS		CASE 690 RCVD: 6/4/2009 GRIEVANCES	
		<u>COMMENTS</u>	HEARING HAS BEEN GRANTED BY CIVIL SERVICE DIRECTOR				
<u>PREHEARING</u> DATE: TIME: LOCATION: DECISION: SCHEDULE PENDING		<u>SUM JUDGEMENT HEARING</u>	<u>EVIDENTIARY HEARING</u> BAILIFF				
APPELLANT: RUBIN NANCY DEPARTMENT: CNTY ADM/PW ALLEGATION: HR- 6.09 DISCIPLINARY ACTION TAKEN: N/A DISCIPLINE EFFECTIVE DATE: CSO FORM RECEIPT: 6/4/2009 APPEAL NOTICE TO AGENCY:				APPELLANT REP: APLNT REP PHONE: DEPT REP: JENNIE TARR DEPT REP PHONE: 272-5670 DEPT CONTACT: LUCIA GARCIAS		CASE 691 RCVD: 6/4/2009 GRIEVANCES	
		<u>COMMENTS</u>	HEARING HAS BEEN GRANTED BY CIVIL SERVICE DIRECTOR				
<u>PREHEARING</u> DATE: TIME: LOCATION: DECISION: SCHEDULE PENDING		<u>SUM JUDGEMENT HEARING</u>	<u>EVIDENTIARY HEARING</u> BAILIFF				

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

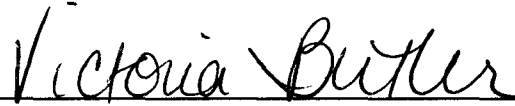
Ms. Butler asked if the grievance was scheduled? Mr. Zinober said there is no hearing date yet. Mr. Gardner said the office is working on the pre-hearing conference.

VII. BOARD MEMBER COMMENTS


Board Member Agliano asked if there was anything to report from the Budget Workshop held by the Board of County Commissioners (BOCC)? Mr. Gardner said he made his presentation along with some other agencies. There will be more of the same tomorrow Human Resources. Mr. Gardner explained that in his assessment, it is very clear that the Board of County Commissioners, despite their efforts, really don't understand what Civil Service does, what they do it for, and why they do it. The BOCC just doesn't understand the complexity of it all. Mr. Agliano said it must be frustrating. Mr. Gardner said it is, but Civil Service has fought this battle before. The Office is working on it now and spoke with the Tax Collector. Mr. Belden has a staff person that Civil Service has a meeting with tomorrow to help organize using a different format than what's been accustomed to. It is basically a cost benefit analysis portrayal of the things Civil Service does for Hillsborough County and what it would cost to farm those out. Mr. George Williams, Director of Human Resources, added that, in his opinion, the central theme is the Civil Service Board message to him has to continue to be consolidation of service provisions, because that's the mantra of which two of the Commissioners have commented to County Administration and leaning towards other agencies. It's a consolidation of services of what you Civil Service does and what services are provided. In essence, it is that consolidation already exists. So, don't leave that theme and have that be the core of any of your presentations going forward. Because they've got to hear that because the dissolving of that then creates the budgetary issues of anybody going out and creating their own means that they're going to finance individually to do what you all do for them already. Mr. Gardner said he used those words. He did describe Civil Service as a consolidated personnel system. Mr. Gardner tried to meet with two Commissioners, but they wouldn't see him. He said he was kind of disappointed. Basically, the BOCC will go to the Appointing Authorities and say 'do you want them or not'? He believes the office will sink or swim based on the support it gets out of the constitutionals, out of the Aviation and Port, and that will determine it. Civil Service does the very thing we're talking about; consolidation and centralization. The BOCC doesn't just want to meet with the Director, but also with Mr. Agliano and Ms. Butler. Mr. Gardner said the Board agreed to have a brief workshop on the grievance process if, in fact, there was no hearing after the regular business meeting. Mr. Ron Zeigler, Civil Service staff, is prepared to present that. The Board agreed to the workshop, adjourned, and will reconvene in a few minutes.

VIII. ADJOURNMENT

The meeting was adjourned at 6:48 p.m.



Victoria Butler, Chair
Hillsborough County Civil Service Board



Leona Crawley
Deputy Clerk, Clerk of Circuit Court