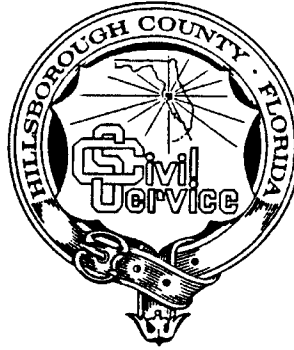


CIVIL SERVICE BOARD

Victoria Butler, Chair
Christine Bruno, Vice Chair
Chris Kavouklis
Rob Mitchell
Pat Spencer

Pat Frank
Secretary Ex Officio



CIVIL SERVICE OFFICE

Dane Petersen, Director
petersend@hillsboroughcounty.org

601 E. Kennedy Blvd, 17th Floor
Tampa, Florida 33602

Telephone (813) 272-5625
Fax (813) 272-5538
Web Site www.hccsb.org

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD AGENDA

11:00 a.m., Wednesday, December 14, 2011 - County Center - 17th 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
- VI. Information
- VII. Board Member Comments
- VIII. Adjournment

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
DECEMBER 14, 2011 MEETING

I. CALL TO ORDER

- A. Flag Salute
- B. Roll Call

II. AUDIENCE PARTICIPATION OPPORTUNITY

III. OLD BUSINESS

Approval of Minutes: November 16, 2011 Business Meeting

IV. APPEARANCES AND REPORTS

Report from the Employee Advisory Committee

V. NEW BUSINESS

A. JOB CLASSIFICATION

1. Ratification Agenda (page 1)
2. Board Actions (page 8)
 - a. Establish New Classifications
 - b. Inactivate Existing Classifications
 - c. Inactivate Existing Positions

B. POLICY AND RULES (page 14)

1. Extensions of Temporary Employment
2. Extensions Of Medical Leave
3. Appointments Above Mid-Point
4. Rule Exception Requests
5. Proposed Rule Changes

VI. INFORMATION (page 26)

- A. Unclassified Job Changes
- B. Recruitment Report
- C. Miscellaneous Reports
- D. Calendars
- E. Director's Report
- F. General Counsel's Report

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT

Hillsborough County Civil Service Board Regular Business Meeting Agenda

V. NEW BUSINESS**A. JOB CLASSIFICATION****1. RATIFICATION AGENDA**

The following actions, affecting 48 classified positions, were approved by the Civil Service Office staff since the Board's last business meeting. Per Civil Service Rule 5.7.b, appointing authorities may request an effective date up to sixty days earlier than the date of the approval letter. The effective date for the following actions is within sixty days of the date of the approval letter.

| RECLASSIFIED | | | | | |
|---------------------|--|-------------------------|---------------------------------|---|----------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | CLASS CODE/ PAY GRADE |
| | | | | FROM | |
| 9/17/11 | County Administrator Public Utilities | 05648 05649 05651 | L Kirby R Van Epps Vacant | Codes Enforcement Officer | A1868/AL |
| | | | | TO | |
| | | | | Environmental Codes Enforcement Officer | A1902/AL |
| | | | | FROM | |
| 9/17/11 | County Administrator Public Utilities | 05902 06117 | T Baker J Hazlett | Water Conservation Inspector | A1690/AI |
| | | | | TO | |
| | | | | Environmental Codes Enforcement Officer | A1902/AL |
| | | | | FROM | |
| 9/17/11 | County Administrator Public Utilities | 05777 | G Watson | Sr. Water Conservation Inspector | A1691/AM |
| | | | | TO | |
| | | | | Environmental Codes Enforcement Supervisor | A1904/AN |

V. NEW BUSINESS

A. JOB CLASSIFICATION

1. RATIFICATION AGENDA (Continued)

| RECLASSIFIED (continued) | | | | | |
|---------------------------------|-------------------------------------|---|---------------------------|----------------------|----------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | CLASS CODE/ PAY GRADE |
| | | | | FROM | |
| 11/3/11 | County Administrator Fire Rescue | 02769 | Vacant | Fire Medic IV | D2528/DU |
| | | | | TO | |
| | | | | Fire Medic III | D2527/DT |
| | | | | FROM | |
| 11/7/11 | Tampa Sports Authority | 09937 | N Dickman | Accounting Clerk III | A0916/AJ |
| | | | | TO | |
| | | | | Accountant I | A0902/AM |
| | | | | FROM | |
| 11/8/11 | County Administrator Fire Rescue | 02394 02397 02413 02415 02427 02453 02476 02481 02531 02823 02827 02829 02837 02842 02847 02848 02868 02869 10649 | Vacant | Fire Medic I | D2525/DR |
| | | | | TO | |
| | | | | Fire Fighter | D2513/DK |

V. NEW BUSINESSA. JOB CLASSIFICATION1. RATIFICATION AGENDA (Continued)

| RECLASSIFIED (continued) | | | | | |
|---------------------------------|--|--------------|---------------------------|--------------------------------------|----------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | CLASS CODE/ PAY GRADE |
| | | | | FROM | |
| 11/10/11 | County Administrator Public Utilities | 05796 | G Dawson | Utilities Maintenance Worker | C4772/CC |
| | | | | TO | |
| | | | | Program Coordinator | A1360/AM |
| | | | | FROM | |
| 11/14/2011 | Sheriff's Office | 09571 | A Murillo | Personnel Research Specialist | W1318/WQ |
| | | | | TO | |
| | | | | Personnel Research Manager | W1315/WS |
| | | | | FROM | |
| 11/15/11 | Aviation Authority | 00274 | J Gambrell | Systems Coordinator | R0556/RO |
| | | | | TO | |
| | | | | Project Manager I | R1380/RQ |
| | | | | FROM | |
| 11/15/11 | Sheriff's Office | 08355 | A Trueba | Trades/Maintenance Superintendent | W4556/WO |
| | | | | TO | |
| | | | | General Manager I | W1366/WQ |

V. NEW BUSINESS**A. JOB CLASSIFICATION****1. RATIFICATION AGENDA (Continued)**

| RECLASSIFIED (continued) | | | | | |
|---------------------------------|-------------------------------------|----------------|---------------------------|---|----------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | CLASS CODE/ PAY GRADE |
| | | | | FROM | |
| 11/15/11 | Sheriff's Office | 07019 | Vacant | General Manager II | W1367/WS |
| | | | | TO | |
| | | | | General Manager I | W1366/WQ |
| | | | | FROM | |
| 11/15/11 | County Administrator Fire Rescue | 04591 04594 | Vacant | Community Service Program Coordinator II | A2072/AO |
| | | | | TO | |
| | | | | Sr. Program Coordinator | A1363/AO |
| | | | | FROM | |
| 11/17/11 | County Administrator Fire Rescue | 04604 | H Wade | Manager | A1362/AO |
| | | | | TO | |
| | | | | General Manager I | A1366/AQ |
| | | | | FROM | |
| 11/17/11 | Sheriff's Office | 08401 | J Bermudez | Project Manager I | W1380/WQ |
| | | | | TO | |
| | | | | General Manager II | W1367/WS |

V. NEW BUSINESSA. JOB CLASSIFICATION1. RATIFICATION AGENDA (Continued)

| RECLASSIFIED (continued) | | | | | |
|---------------------------------|--|----------------|--------------------------------|---|----------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | CLASS CODE/ PAY GRADE |
| | | | | FROM | |
| 11/17/11 | County Administrator Information Technology | 03448 | T Inboden | Software Specialist I | A0573/AO |
| | | | | TO | |
| | | | | Software Specialist II | A0574/AS |
| | | | | FROM | |
| 11/18/11 | County Administrator Fleet Services | 02961 | C Walker | Sr. Fleet Mechanic Tech | C5008/CM |
| | | | | TO | |
| | | | | Fleet Mechanic Tech | C5007/CK |
| | | | | FROM | |
| 11/21/11 | County Administrator Family and Aging Services | 01682 | Vacant | Treatment Counselor | A3593/AP |
| | | | | TO | |
| | | | | Sr. Case Manager | A3517/AO |
| | | | | FROM | |
| 11/29/11 | County Administrator Family and Aging Services | 01971 01914 | G Loperena J Delgado-Miller | Head Start/Early Head Start Center Coordinator | A3590/AM |
| | | | | TO | |
| | | | | Lead Head Start/Early Head Start Teacher | A3582/AM |

V. NEW BUSINESS**A. JOB CLASSIFICATION****1. RATIFICATION AGENDA (Continued)**

| ESTABLISHED | | | | |
|--------------------|--|--------------|-----------------------------|--------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | JOB TITLE | JOB CODE/ PAY GRADE |
| 10/1/11 | County Administrator Infrastructure & Development Services | 14777 | Chief Inspector | A1810/AR |
| 10/1/11 | County Administrator Infrastructure & Development Services | 14778 | Inspector II | A1806/AO |
| 11/17/11 | Aviation Authority | 14781 | Project Manager III | R1382/RU |
| 11/18/11 | County Administrator Fleet Services | R02961 | Fleet Mechanic Tech Trainee | C5006/CJ |

V. NEW BUSINESS

A. JOB CLASSIFICATION

1. RATIFICATION AGENDA (Continued)

| FROM UNCLASSIFIED SERVICE TO CLASSIFIED SERVICE | | | | | |
|--|--|--------------|---------------------------|--|--------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | JOB CODE/ PAY GRADE |
| | | | | FROM | |
| 11/15/11 | County Administrator Fire Rescue | 04586 | Vacant | Emergency Management Organization Coordinator | U8140/XG |
| | | | | TO | |
| | | | | Sr. Program Coordinator | A1363/AO |
| | | | | FROM | |
| 11/21/11 | County Administrator Family & Aging Services | 01703 | Vacant | Manager, Child Service Center | U8091/XE |
| | | | | TO | |
| | | | | Sr. Case Manager | A3517/AO |
| | | | | FROM | |
| 11/16/11 | County Administrator Real Estate Services | 05456 | J Sanchez | Manager, Right-of-Way | U8097/XE |
| | | | | TO | |
| | | | | General Manager IV | A1369/AX |

STAFF RECOMMENDATION

Staff recommends that the Board ratify the above actions.

V. NEW BUSINESS

A. JOB CLASSIFICATION

2. BOARD ACTIONS

a. ESTABLISH NEW CLASSIFICATIONS

No new business.

b. INACTIVATE EXISTING CLASSIFICATIONS

As a by-product of an ongoing project to update classification descriptions, it was determined that the Equal Opportunity Specialist classification was no longer in use and could be inactivated. The Economic Development, Equal Opportunity Administration and Public Works departments were the only prior users of this classification. Currently there are no active positions assigned to the classification.

| TITLE | CLASS CODE | PAY GRADE |
|------------------------------|------------|-----------|
| Equal Opportunity Specialist | A1348 | AK |

STAFF RECOMMENDATION

Approve the inactivation of the listed classification.

V. NEW BUSINESS**A. JOB CLASSIFICATION****2. BOARD ACTIONS****c. INACTIVATE EXISTING POSITIONS**

The Civil Service Office received requests for the inactivation of the following 61 positions since the Board's last business meeting. All listed positions are vacant and there is no intention to fill any of the positions in the foreseeable future.

| POSITIONS TO BE INACTIVATED | | | | | |
|------------------------------------|--|--------------|---------------------------|-------------------------------|--------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | JOB CODE/ PAY GRADE |
| 9/30/11 | Environmental Protection Commission | 14688 | Vacant | Environmental Technician II | A1934/AG |
| 9/30/11 | County Administrator Fiscal & Support Services (IDS) | 04710 | Vacant | Sr. Business Analyst | A1313/AQ |
| 9/30/11 | County Administrator Fiscal & Support Services (IDS) | 04725 | Vacant | Training Technician | A1309/AM |
| 9/30/11 | County Administrator Development Services | 01605 | Vacant | Sr. Administrative Specialist | A0125/AN |
| 9/30/11 | County Administrator Development Services | 04367 | Vacant | Sr. Secretary | A0112/AG |
| 9/30/11 | County Administrator Development Services | 04376 | Vacant | Sr. Planning/Zoning Tech | A2005/AM |
| 9/30/11 | County Administrator Development Services | 04382 | Vacant | Cmnty Planner II | A2022/AN |

Hillsborough County Civil Service Board Regular Business Meeting Agenda

V. NEW BUSINESSA. JOB CLASSIFICATION2. BOARD ACTIONSc. INACTIVATE EXISTING POSITIONS (Continued)

| POSITIONS TO BE INACTIVATED (Continued) | | | | | |
|--|--|--------------|---------------------------|-----------------------------------|--------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | JOB CODE/ PAY GRADE |
| 9/30/11 | County Administrator Development Services | 04424 | Vacant | Engineering Specialist II | A1751/AQ |
| 9/30/11 | County Administrator Development Services | 04425 | Vacant | Prof Engineer II | A1761/AU |
| 9/30/11 | County Administrator Development Services | 04433 | Vacant | Sr. Engineering Tech | A1743/AN |
| 9/30/11 | County Administrator Development Services | 04511 | Vacant | Executive Secretary | A0114/AJ |
| 9/30/11 | County Administrator Facilities Mgmt Svcs | 04258 | Vacant | Project Manager I | A1380/AQ |
| 9/30/11 | County Administrator Facilities Mgmt Svcs | 05513 | Vacant | Electrician III | C4716/CM |
| 9/30/11 | County Administrator Facilities Mgmt Svcs | 05536 | Vacant | Custodian | C4114/CB |
| 9/30/11 | County Administrator Public Works | 04704 | Vacant | Administrative Specialist | A0124/AL |
| 9/30/11 | County Administrator Public Works | 05098 | Vacant | Advanced Transportation Worker | C4766/CG |

V. NEW BUSINESSA. JOB CLASSIFICATION2. BOARD ACTIONSc. INACTIVATE EXISTING POSITIONS (Continued)

| POSITIONS TO BE INACTIVATED (Continued) | | | | | |
|--|--------------------------------------|--|---------------------------|-----------------------------------|--------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | JOB CODE/ PAY GRADE |
| 9/30/11 | County Administrator Public Works | 04726 05059 05083 05099 05131 05133 05136 05166 05196 05199 | Vacant | Asset Coordinator | A1842/AK |
| 9/30/11 | County Administrator Public Works | 05268 | Vacant | Chief Aircraft Pilot | A4923/AP |
| 9/30/11 | County Administrator Public Works | 05028 | Vacant | Engineering Tech III | C1742/CK |
| 9/30/11 | County Administrator Public Works | 04906 04975 05130 | Vacant | General Crew Leader | A4554/AM |
| 9/30/11 | County Administrator Public Works | 05336 | Vacant | General Manager I | A1366/AQ |
| 9/30/11 | County Administrator Public Works | 05278 | Vacant | Inspector/Spray Equip Operator | C1895/CF |
| 9/30/11 | County Administrator Public Works | 04791 11985 | Vacant | Manager | A1362/AO |
| 9/30/11 | County Administrator Public Works | 04954 05024 | Vacant | Office Assistant II | A0106/AG |
| 9/30/11 | County Administrator Public Works | 04949 | Vacant | Principal Business Analyst | A1314/AS |
| 9/30/11 | County Administrator Public Works | 04778 | Vacant | Prof Engineer II | A1761/AU |

V. NEW BUSINESS**A. JOB CLASSIFICATION****2. BOARD ACTIONS****c. INACTIVATE EXISTING POSITIONS (Continued)**

| POSITIONS TO BE INACTIVATED (Continued) | | | | | |
|--|--|-------------------------|---------------------------|-------------------------------|--------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | JOB CODE/ PAY GRADE |
| 9/30/11 | County Administrator Public Works | 04976 05074 05218 | Vacant | Sr. Asset Coordinator | A1840/AM |
| 9/30/11 | County Administrator Public Works | 10798 | Vacant | Sr. Engineering Technician | A1743/AN |
| 9/30/11 | County Administrator Public Works | 04750 | Vacant | Sr. Professional Engineer | A1763/AX |
| 9/30/11 | County Administrator Public Works | 05124 | Vacant | Sr. Supervisor | A1361/AM |
| 9/30/11 | County Administrator Public Works | 04918 05222 | Vacant | Storekeeper III | C0724/CG |
| 9/30/11 | County Administrator Public Works | 04923 05047 05181 | Vacant | Transportation Worker | C4765/CE |
| 9/30/11 | County Administrator Real Estate Services | 12390 | Vacant | Sr. Supervisor | A1361/AM |
| 9/30/11 | County Administrator Real Estate Services | 05489 | Vacant | Engineering Technician II | C1741/CH |
| 9/30/11 | County Administrator Real Estate | 05422 05423 | Vacant | Land Agent II | A1645/AO |
| 9/30/11 | County Administrator Real Estate Services | 05416 | Vacant | Land Technician | A1641/AK |
| 9/30/11 | County Administrator Real Estate Services | 05534 | Vacant | Multi-Trades Worker I | C4749/CG |

Hillsborough County Civil Service Board Regular Business Meeting Agenda

V. NEW BUSINESS**A. JOB CLASSIFICATION****2. BOARD ACTIONS****c. INACTIVATE EXISTING POSITIONS (Continued)**

| POSITIONS TO BE INACTIVATED (Continued) | | | | | |
|--|--|--------------|---------------------------|-------------------------------|--------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | JOB CODE/ PAY GRADE |
| 9/30/11 | County Administrator Real Estate Services | 05462 | Vacant | Sr. Engineering Technician | A1743/AN |
| 10/1/11 | County Administrator Facilities Mgmt Svcs | 04007 | Vacant | Engineering Specialist I | A1750/AO |
| 10/1/11 | County Administrator Public Works | 05047 | Vacant | Transportation Worker | C4765/CE |
| 10/1/11 | County Administrator Facilities Mgmt Svcs | 01981 | Vacant | Project Manager I | A1380/AQ |
| 11/18/11 | Clerk of the Circuit Court | 00826 | Vacant | Info Systems Project Mgr | A0588/AV |

STAFF RECOMMENDATION

Approve the inactivation of the listed positions.

V. NEW BUSINESS

C. POLICY AND RULES

1. EXTENSIONS OF TEMPORARY EMPLOYMENT

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

a. Environmental Protection Commission / Heidi Swanson

Name: Heidi Swanson
Classification: Engineering Specialist I
Original Hire: May 9, 2011
First Extension: September 6, 2011 - January 3, 2012
Requested Extension: January 4, 2012 - May 2, 2012

b. Environmental Protection Commission / Lukasz Talalaj

Name: Lukasz Talalaj
Classification: Environmental Technician II
Original Hire: May 23, 2011
First Extension: September 20, 2011 - January 17, 2012
Requested Extension: January 18, 2012 - May 16, 2012

STAFF COMMENTS

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

STAFF RECOMMENDATION

Approve the above requests for extension of temporary employment.

V. NEW BUSINESS

C. POLICY AND RULES

2. EXTENSIONS OF MEDICAL LEAVE

a. Public Utilities / Eileen Cianciatto

The Public Utilities Department is requesting an extension of the medical leave of absence in the case of Eileen Cianciatto in accordance with CSR 10.3.i (Plan "A") or CSR 10.4.i (Plan "B") as applicable.

- Date original medical leave of absence began: January 03, 2011.
- Date current medical leave of absence expires: January 02, 2012.
- **Requested extension period: January 03, 2012 - April 02, 2012.**

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 exist.
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 19, 2012, rather than the requested date of April 2, 2012. The revised date will allow the appointing authority to request a further extension as late as the April 18, 2012 Board meeting and still be timely.

STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of Eileen Cianciatto, for a period not to exceed April 19, 2012.

V. NEW BUSINESS**C. POLICY AND RULES****3. APPOINTMENTS ABOVE MID-POINT****a. Family & Aging Services / Raymond Davis, Jr.****BACKGROUND**

The unclassified position formerly encumbered by Mr. Raymond Davis, Jr. was eliminated as part of a reduction in force in the County Administrator's Family and Aging Services Department. In anticipation of the loss of his job, Mr. Davis applied for and was accepted in a classified position as an Accountant III (pay grade AS).

CSR 7.3.1(4) specifies that the entrance rate payable to an unclassified employee on appointment in the classified service is treated as an initial appointment. Accordingly, the entrance rate payable to the incumbent is governed by CSR 8.2.a. Further, the incumbent must serve a period of initial probation, unless the incumbent happened to have previously served an initial probation period as a classified employee.

In his letter at Attachment 1, Mr. Bart Banks, Interim Director, Family and Aging Services Department, is requesting the Board approve an entrance rate above the mid-point under the provisions of CSR 8.2.a. The midpoint of pay grade AS is \$33.24/hour or \$69,139.20/year. Mr. Banks is requesting that Mr. Davis' initial salary be \$84,822.40/year (\$40.78/hour), the maximum of the pay grade. Mr. Davis' current rate of pay is \$43.20/hour.

STAFF ANALYSIS

CSR 8.2.a(1) requires Civil Service Board approval for an entrance rate of pay above the mid-point. CSR 8.2.a(3) identifies criteria to be used in evaluating the appropriateness of an entrance rate anywhere above the minimum. The criteria are:

- 1) In the best interest of Hillsborough County; and
- 2a) Justified by market conditions; or

V. NEW BUSINESS**C. POLICY AND RULES****3. APPOINTMENTS ABOVE MID-POINT****a. Family & Aging Services / Raymond Davis, Jr. (continued)**

2b) Justified by the candidate's outstanding qualifications; or

2c) Necessary to avoid salary inequity.

Mr. Davis began his career with the County Administrator as an unclassified Administrative Services Coordinator. Mr. Davis now has almost five years of progressively responsible experience; all as an unclassified manager with the County Administrator.

Based on the specifics of this case, staff finds that Mr. Banks' request meets CSR 8.2.a(3) criteria 1 and 2-b, thus satisfying the threshold criteria for an entrance rate above the minimum (or mid-point) of the pay grade.

As a matter of information, the following table documents the impact on Mr. Davis' pay, depending on whether or not the Board grants the request:

| Pay Grade | | Minimum | Mid-Point (Highest Rate without Board Approval) | Requested Rate | Maximum |
|-----------|--------|-------------|--|-------------------|-------------|
| AS | Hourly | \$25.69 | \$33.24 | \$40.78 | \$40.78 |
| | Annual | \$53,435.20 | \$69,139.20 | \$84,822.40 | \$84,822.40 |

If the request is granted, Mr. Davis' pay will be at the maximum of the new pay range. Mr. Davis will be required to serve a period of initial probation.

STAFF RECOMMENDATION

Staff recommends approval of the request from Mr. Banks to set the classified service entrance rate of pay for Mr. Raymond Davis, Jr. at 40.78/hour, effective August 15, 2011.

V. NEW BUSINESS

C. POLICY AND RULES

3. APPOINTMENTS ABOVE MID-POINT

a. Family & Aging Services / Raymond Davis, Jr. (continued)

BOARD OF COUNTY COMMISSIONERS

Kevin Beckner
Victor D. Criss
Ken Hagau
Al Higginbotham
Lesley "Les" Miller, Jr.
Sandra L. Murman
Mark Sharpe



Office of the County Administrator
Michael S. Merrill

CHIEF ADMINISTRATIVE OFFICER
Helene Marks

CHIEF FINANCIAL ADMINISTRATOR
Bonnie M. Wise

DEPUTY COUNTY ADMINISTRATORS
Lucia E. Garsys
Sharon D. Subadan

October 27, 2011

Mr. Dane Petersen, Director *RP 10/27/11*
Hillsborough County Civil Service
601 E. Kennedy Blvd., 17th Floor
Tampa, FL 33602

Re: Civil Service Board approval for pay above the mid-point

Dear Mr. Petersen:

Mr. Raymond Davis, Jr. was affected by the 2011 Countywide Reduction in Force (RIF) under the County Administrator. His position was eliminated and he was to be laid off from employment effective, September 24, 2011. As an unclassified employee he could not claim any RIF rights provided for under Civil Service Rule 11.7 (c) governing Reduction-In-Force or Human Resources policy HR 6.14.

On August 15, 2011, Mr. Davis accepted a *classified* Accountant III position (pay grade AS) with the Head Start Division. Because he is considered a new hire into the classified service, his pay upon initial appointment above the mid-point requires the approval of the Civil Service Board [CSR 8.2a]. Mr. Davis's salary as an unclassified employee was above the mid-point of Accountant III. It is in the best interest of Hillsborough County to compensate Mr. Davis for his outstanding service, and qualifications and experience he brings to the new job. As an Administrative Services Coordinator (XH) he was earning \$43.20. I am requesting that as an Accountant III Mr. Davis be placed at the maximum of his new classification which is \$40.78, effective August 15, 2011.

Your favorable consideration of this request is appreciated.

Sincerely,



Bart Banks, Interim Director
Family and Aging Services Department

cc: Louis F. Finney, Head Start Director
Mathew Verghese, Senior Personnel Analyst
Luz E. Ruiz, Personnel Manager

11/27/2011 10:01 AM

V. NEW BUSINESS

C. POLICY AND RULES

3. APPOINTMENTS ABOVE MID-POINT

b. Real Estate Services / Jose Sanchez, III

BACKGROUND

The position encumbered by Mr. Jose Sanchez was recently reclassified from an unclassified Manager Right-of-Way to a classified General Manager IV (pay grade AX), due to changes in the business needs of the County Administrator's Real Estate Service Department and a reorganization.

CSR 7.3.1(4) specifies that, when a filled unclassified position is reclassified into the classified service, the position incumbent is treated as an initial appointment and not as a promotion or demotion. Accordingly, the entrance rate payable to the incumbent is governed by CSR 8.2.a. Further, the incumbent must serve a period of initial probation, unless the incumbent happened to have previously served an initial probation period as a classified employee.

In his letter at Attachment 1, Mr. Anthony Haynes, Director, Real Estate Service Department, is requesting the Board approve an entrance rate above the mid-point under the provisions of CSR 8.2.a. The midpoint of pay grade AX is \$46.42/hour or \$96,553.60/year. Mr. Haynes is requesting that Mr. Sanchez retain his current salary of \$101,025.60 (\$48.57/hour).

STAFF ANALYSIS

CSR 8.2.a(1) requires Civil Service Board approval for an entrance rate of pay above the mid-point. CSR 8.2.a(3) identifies criteria to be used in evaluating the appropriateness of an entrance rate anywhere above the minimum. The criteria are:

- 1) In the best interest of Hillsborough County; and
- 2a) Justified by market conditions; or
- 2b) Justified by the candidate's outstanding qualifications; or
- 2c) Necessary to avoid salary inequity.

V. NEW BUSINESS

C. POLICY AND RULES

3. APPOINTMENTS ABOVE MID-POINT

b. Real Estate Services / Jose Sanchez, III (continued)

Mr. Sanchez began his career with the County Administrator as an unclassified Manager, Survey Field Office. Mr. Sanchez now has nine years of progressively responsible experience; all as an unclassified manager with the County Administrator.

Based on the specifics of this case, staff finds that Mr. Haynes' request meets CSR 8.2.a(3) criteria 1 and 2-b, thus satisfying the threshold criteria for an entrance rate above the minimum (or mid-point) of the pay grade.

As a matter of information, the following table documents the impact on Mr. Sanchez's pay, depending on whether or not the Board grants the request:

| Pay Grade | | Minimum | Mid-Point (Highest Rate Without Board Approval) | Requested Rate | Maximum |
|-----------|--------|-------------|--|-------------------|--------------|
| AX | Hourly | \$35.88 | \$46.42 | \$48.57 | \$56.95 |
| | Annual | \$74,630.40 | \$96,553.60 | \$101,025.60 | \$118,456.00 |

If the request is granted, Mr. Sanchez's pay will be within 15% of the new range maximum. Mr. Sanchez will be required to serve a period of initial probation.

STAFF RECOMMENDATION

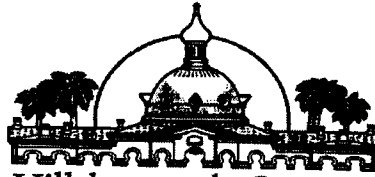
Staff recommends approval of the request from Mr. Haynes to set the classified service entrance rate of pay for Mr. Jose Sanchez, III at \$48.57/hour, effective upon the reclassification of the position he encumbers.

V. NEW BUSINESS

C. POLICY AND RULES

3. APPOINTMENTS ABOVE MID-POINT

b. Real Estate Services / Jose Sanchez, III (continued)



BOARD OF COUNTY COMMISSIONERS
Kevin Beckner
Victor D. Crist
Ken Hagan
Al Higginbotham
Lesley "Les" Miller, Jr.
Sandra L. Murman
Mark Sharpe

Hillsborough County
Florida

Office of the County Administrator
Michael S. Merrill
October 11, 2011

CHIEF ADMINISTRATIVE OFFICER
Helene Marks
CHIEF FINANCIAL ADMINISTRATOR
Bonnie M. Wise
DEPUTY COUNTY ADMINISTRATORS
Lucia E. Garrys
Sharon D. Subadan

Mr. Dane Petersen, Director *JP 10/12/11*
Hillsborough County Civil Service
601 E. Kennedy Blvd. 17th Floor
Tampa, FL 33602

Re: Request to Hire Above the Midpoint

Dear Mr. Petersen:

Mr. Jose Sanchez III was reclassified from an Unclassified Manager Right-of-Way to a General Manager IV classification within the Real Estate Services Department effective November 16, 2011. This position performs upper level professional Survey & Mapping duties managing and administering professional, technical, administrative and financial operations of the Survey and Mapping Team, under the Geomatics Section.

Because he is considered a new hire into the classified service and his current salary is above the mid-point, an exception to CSR 8.2.a(3) concerning his initial entry compensation is requested. In the best interest of Hillsborough County and to compensate Mr. Sanchez for his outstanding qualifications and over 25 years of Surveying and Management experience, we are requesting that he be placed at an entry rate of \$48.57, which is \$2.15 above the midpoint of \$46.42.

Mr. Sanchez has the specialized knowledge and experience to successfully fulfill the requirements of the General Manager IV classification well beyond the midpoint of the pay range. Mr. Sanchez is currently employed by the Real Estate Services Department as an unclassified Manager of Right-of-Way. This reclassification request and request to retain his current salary is strictly due to a reorganization and realignment of functions within the department.

Your favorable consideration of this request is appreciated.

Sincerely,

[Handwritten Signature]
Anthony Haynes, Director
Real Estate Services Department

AH/dc

Post Office Box 1110 • Tampa, Florida 33601
www.hillsboroughcounty.org
An Affirmative Action/Equal Opportunity Employer

INCBSB OCT 12 11 PM 10:48

V. NEW BUSINESS

C. POLICY AND RULES

4. RULE EXCEPTION REQUESTS

a. Aviation Authority / Manuel Quiles

BACKGROUND

Mr. Manuel Quiles, formerly a Refrigeration Air Conditioning Mechanic II (pay grade RJ), requested a voluntary demotion when he applied for and was accepted as a Multi-trades Worker I (pay grade RG).

In his letter (Attachment 1), Mr. George Williams, Director of Human Resources, is requesting the Board grant an exception, under the provisions of CSR 7.3.c(2), to the requirement that Mr. Quiles' pay be reduced to the same relative position in the new pay range as to the old pay range. Mr. Williams is requesting that Mr. Quiles' post demotion pay be set at his current rate of \$34,008.00 annually or \$16.35/hour.

STAFF ANALYSIS

CSR 7.3.c(2) provides that an exception to the "same relative position" requirement may be granted by the Civil Service Board based upon written justification by the Appointing Authority which supports all of the following:

- (a) granting the exception would avoid a hardship on the employee;
- (b) granting the exception would benefit the agency/department by retaining the services of the employee;
- (c) the employee's performance warrants the exception; and
- (d) granting the exception would be in the best interest of Hillsborough County or the Appointing Authority.

As stated in his letter, Mr. Williams places great value on the experience and knowledge Mr. Quiles brings to the Multi-trades Worker I job.

V. NEW BUSINESS

C. POLICY AND RULES

4. RULE EXCEPTION REQUESTS

a. Aviation Authority / Manuel Quiles (continued)

Based on the specifics of this case, staff finds that Mr. Williams' request meets all of the requirements in CSR 7.3.c(2) for an exception to the "same relative position" requirement.

As a matter of information, the following table documents the impact on Mr. Quiles' pay, depending on whether or not the Board grants the request for an exception:

| | Rule Exception Granted | Rule Exception Not Granted |
|------------------------------|-----------------------------------|---------------------------------------|
| Current Pay | \$16.35/hour \$34,008.00/year | |
| Post-Demotion Pay | \$16.35/hour \$34,008.00/year | \$13.74/hour \$28,579.20/year |
| Pay Change | No Change | -\$2.61/hour -\$5,428.80/year |

If the request is granted, Mr. Quiles' post-demotion pay rate (\$16.35/hour) will be within 23.4% of the new range maximum (\$20.18/hour).

STAFF RECOMMENDATION

Staff recommends approval of the request from Mr. Williams for an exception to CSR 7.3.c(2) in setting the post demotion pay rate at \$16.35/hour in the case of the voluntary demotion of Mr. Manuel Quiles effective November 8, 2011.

V. NEW BUSINESS

C. POLICY AND RULES

4. RULE EXCEPTION REQUESTS

a. Aviation Authority / Manuel Quiles (continued)



Steven G. Burton Chairman
Robert L. Watkins Vice Chairman
Joseph F. Diaco, M.D. Secretary
City of Tampa Mayor Bob Buckhorn Treasurer
Hillsborough County Commissioner Victor D. Crist Assistant Secretary/Assistant Treasurer

November 22, 2011

Dane Petersen *D 11/22/11*
Director of Civil Service
601 E. Kennedy Blvd. 17th Floor
Tampa, FL 33602
(Via Fax with hard copy to follow)

RE: Rule Exception

Dear Mr. Petersen:

The Aviation Authority is requesting an exception to Civil Service Rule 8.2 for Manuel Quiles (CSO#24312), who has been employed by the Authority since March, 2007, and is making \$16.35 per hour.

Mr. Quiles was hired as a Refrigeration Air Conditioning Mechanic II (RACM). While his knowledge of general HVAC maintenance practices is adequate, he has wrestled with other aspects of the position. Mr. Quiles has expressed a desire to remain employed with us, and has discussed taking a voluntary demotion to a Multitrades Worker I in another section where his skills can better be utilized. Mr. Quiles has proven to be a valuable employee in that he takes advantage of training opportunities, works well with team mates and assists others as needed. We feel it would be beneficial to retain Mr. Quiles as an employee, and also do not wish him to suffer a reduction in pay.

The pay grade of a Multitrades Worker I (RG) is three pay grades below that of the RACM (RI). If we apply the provisions of rule 8.2, his pay would reduce to \$13.74, which would be a loss of \$5,429 annually, and would place a hardship on the employee. Therefore, the Authority is requesting that an exception be granted retroactive to November 8, 2011, to keep Mr. Quiles' rate of pay at \$16.35; which is within the pay range of the Multitrades Worker I classification. I further certify the following:

- Granting the exception would avoid a hardship on the employee;
- granting the exception would benefit the department or agency; and,
- granting the exception would be in the best interest of Hillsborough County.

Thank you for your understanding and cooperation in this manner.

Joseph W. Lopano Chief Executive Officer

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




V. NEW BUSINESS

C. POLICY AND RULES

4. RULE EXCEPTION REQUESTS

a. Aviation Authority / Manuel Quiles (continued)

Sincerely,


George A. Williams, SPHR
Director of Human Resources

cc: Joe Lopano, Chief Executive Officer
Al Illustrato, Vice President of Facilities and Customer Services
Paul Ridgeway, Director of Maintenance
Manuel Quiles
Personnel File

VI. INFORMATION

A. UNCLASSIFIED JOB CHANGES

Since the Board's last business meeting, Appointing Authorities have notified the Civil Service Office of the following changes made to 34 unclassified positions that are exempt from the Hillsborough County Civil Service Act and outside the Board's mandate. These changes are identified for informational purposes only.

The determination of whether a position is classified or unclassified is based on definitions contained in FS Chapter 2000-445. Unclassified positions are exempt from Civil Service Law and outside the Board's mandate. Civil Service Staff has determined that the positions below meet the unclassified definition.

| TITLE/JOB CODE/PAY GRADE CHANGED | | | | | |
|---|--|--------------|---------------------------|---|--------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | JOB CODE/ PAY GRADE |
| FROM | | | | | |
| 9/1/11 | County Administrator Infrastructure and Development Services | 04737 | T Fass | Manager, Projects Management | U8117/XD |
| | | | | TO | |
| | | | | Director, Facilities Management Services | U8117/XC |
| FROM | | | | | |
| 9/1/11 | County Administrator Infrastructure and Development Services | 05413 | M Smith | Manager, Technical Services | U8198/XE |
| | | | | TO | |
| | | | | Director, Center for Development Technical Services | U8198/XC |
| FROM | | | | | |
| 10/15/11 | County Administrator Fiscal & Support Services- (PS & CS) | 14566 | D Jessup | Division Manager, Administrative Services | U8398/XE |
| | | | | TO | |
| | | | | Manager, Fiscal Support & Services | U8398/XE |

VI. INFORMATION

A. UNCLASSIFIED JOB CHANGES (continued)

| TITLE/JOB CODE/PAY GRADE CHANGED (Continued) | | | | | |
|---|---|--------------|---------------------------|--|--------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | JOB CODE/ PAY GRADE |
| | | | | FROM | |
| 11/7/11 | Clerk of the Circuit Court | 00807 | I Alfonso | Director, Systems- CCC | U8585/YX |
| | | | | TO | |
| | | | | Manager, IT Operations- CCC | U8585/YW |
| | | | | FROM | |
| 11/7/11 | Clerk of the Circuit Court | 14500 | J Stanford | Director, Systems- CCC | U8585/YX |
| | | | | TO | |
| | | | | Manager, IT Project Management Office- CCC | U8628/YX |
| | | | | FROM | |
| 11/30/11 | County Administrator Real Estate Services | 05404 | A Haynes | Director, Real Estate | U8055/XB |
| | | | | TO | |
| | | | | Director, Real Estate Services | U8055/XC |

VI. INFORMATION**A. UNCLASSIFIED JOB CHANGES (continued)**

| ESTABLISHED | | | | |
|--------------------|----------------------------|--------------|--|--------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | JOB TITLE | JOB CODE/ PAY GRADE |
| 11/7/11 | Clerk of the Circuit Court | 14779 | Director, Information Technology- CCC | U8626/YX |
| 11/7/11 | Clerk of the Circuit Court | 14780 | Director, Enterprise Project Management- CCC | U8627/YY |
| 11/28/11 | Sheriff's Office | 14782 | Support Specialist- SO | U8785/99 |

VI. INFORMATION

A. UNCLASSIFIED JOB CHANGES (continued)

| FROM CLASSIFIED SERVICE TO UNCLASSIFIED SERVICE | | | | | |
|--|--|--------------|---------------------------|--|--------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | JOB CODE/ PAY GRADE |
| | | | | FROM | |
| 10/01/11 | County Administrator Public Works | 04758 | W Cox | Senior Professional Engineer | A1763/AX |
| | | | | TO | |
| | | | | Manager, Systems Planning | U8179/XD |
| | | | | FROM | |
| 11/7/11 | Clerk of the Circuit Court | 00792 | P Brown | Accountant II | A0904/AO |
| | | | | TO | |
| | | | | Mgr, Administrative Systems & Processes- CCC | U8629/YT |
| | | | | FROM | |
| 11/7/11 | Tampa Sports Authority | 00924 | Vacant | Personnel Analyst | A1302/AM |
| | | | | TO | |
| | | | | Human Resources Mgr- TSA | U9057/99 |
| | | | | FROM | |
| 11/9/11 | County Administrator Business & Support Services | 10413 | Vacant | Principal Business Analyst | A1314/AS |
| | | | | TO | |
| | | | | Debt & Financial Analysis Manager | U8178/XE |

VI. INFORMATIONA. UNCLASSIFIED JOB CHANGES (continued)

| INACTIVATED POSITIONS | | | | | |
|------------------------------|--|--------------|---------------------------|-------------------------------------|--------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED/ VACANT | JOB TITLE | JOB CODE/ PAY GRADE |
| 09/30/11 | County Administrator Fiscal and Support Services (IDS) | 04348 | Vacant | Dir Planning & Growth Management | U8054/AN |
| 09/30/11 | County Administrator Parks and Recreation | 14740 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/11 | County Administrator Parks and Recreation | 14741 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/2011 | County Administrator Parks and Recreation | 14742 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/11 | County Administrator Parks and Recreation | 14743 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/11 | County Administrator Parks and Recreation | 14744 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/11 | County Administrator Parks and Recreation | 14745 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/11 | County Administrator Parks and Recreation | 14746 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/11 | County Administrator Parks and Recreation | 14747 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/11 | County Administrator Parks and Recreation | 14748 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/11 | County Administrator Parks and Recreation | 14749 | Vacant | Recreation Leader I- P/T | U9927/99 |

Hillsborough County Civil Service Board Regular Business Meeting Agenda

VI. INFORMATIONA. UNCLASSIFIED JOB CHANGES (continued)

| INACTIVATED POSITIONS (Continued) | | | | | |
|--|--|--------------|---------------------------|------------------------------------|--------------------------------|
| EFF DATE | AGENCY/DEPT | POS # | FILLED /VACANT | JOB TITLE | JOB CODE/ PAY GRADE |
| 09/30/11 | County Administrator Parks and Recreation | 14750 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/11 | County Administrator Parks and Recreation | 14751 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/2011 | County Administrator Parks and Recreation | 14752 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/11 | County Administrator Parks and Recreation | 14753 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/11 | County Administrator Parks and Recreation | 14754 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/11 | County Administrator Parks and Recreation | 14755 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/11 | County Administrator Parks and Recreation | 14756 | Vacant | Recreation Leader I- P/T | U9927/99 |
| 09/30/11 | County Administrator Parks and Recreation | 14691 | Vacant | Recreation Coordinator | U8149/XG |
| 11/2/11 | Children's Board | 00455 | Vacant | IT Specialist- CB | U8523/99 |
| 11/18/11 | Clerk of the Circuit Court | 00810 | Vacant | IT Development Project Mgr- CCC | U8064/YV |

VI. INFORMATION**B. RECRUITMENT REPORT**

During the month of November 2011, the Civil Service Office staff had the following recruitment-related workload:

- Received 169 requisitions
- Issued 94 recruitment bulletins
- Received 7,409 applications for employment
- Administered 633 written and performance exams

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

| Category | Oct'11 | Nov'11 | Monthly %Chg | FY-End Proj | Yearly %Chg |
|--------------------|---------------|---------------|---------------------|--------------------|--------------------|
| Requisitions Rcvd | 197 | 169 | -14% | 2,196 | 14% |
| Bulletins Issued | 101 | 94 | -7% | 1,170 | 13% |
| Applications Rcvd | 10,318 | 7,409 | -28% | 106,362 | 11% |
| Tests Administered | 1,220 | 633 | -48% | 11,118 | -16% |

VI. INFORMATION

B. RECRUITMENT REPORT (continued)

| | END OF MONTH | QUARTER TO DATE | YEAR TO DATE |
|-----------------------|--------------|-----------------|--------------|
| APPLICATIONS RECEIVED | 7,409 | 17,727 | 17,727 |
| TEST ADMINISTERED | 633 | 1,853 | 1,853 |

| | EMPLOYEE APPLICANTS | | OUTSIDE APPLICANTS |
|-------------|---------------------|-------------|--------------------|
| Total: | 1,091 | Total: | 6,318 |
| Percentage: | 14.7% | Percentage: | 85.3% |

| RECRUITMENTS | | |
|---------------|-------|-----|
| | Total | YTD |
| Open: | 39 | 85 |
| Closed: | 48 | 101 |
| Part-Time: | 1 | 1 |
| Unclassified: | 6 | 8 |

| | Total | YTD |
|-------------------------------------|-------|-----|
| Recruitment Requests Processed: | 169 | 366 |
| Percent of Requests to Recruitments | 56% | 53% |

| APPLICATIONS RECEIVED | MONTH TOTAL | QUARTER TOTAL | YEAR TOTAL |
|---------------------------------------|-------------|---------------|------------|
| FY '11 | 8,277 | 19,065 | 95,459 |
| FY '12 * | 7,409 | 26,591 | 106,362 |
| Actual or Estimated Percentage Change | -10% | 39% | 11% |

* 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 '11 | 1,244 | 2,596 | 13,227 |
| FY '12 * | 633 | 2,780 | 11,118 |
| Actual or Estimated Percentage Change | -49% | 7% | -16% |

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

Hillsborough County Civil Service Board Regular Business Meeting Agenda

VI. INFORMATION

B. RECRUITMENT REPORT (continued)

TALENT ACQUISITION DIVISION CURRENT & HISTORICAL APPLICANT ACTIVITY

| | | FISCAL YEAR ENDING | | | | | | | | | | 5 YR |
|-----------------------|--------------------|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| | | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | AVG |
| OCT | Requisitions Rcvd | 0 | 163 | 172 | 197 | 206 | 204 | 111 | 178 | 91 | 197 | 156 |
| | Bulletins Issued | 79 | 80 | 80 | 111 | 140 | 100 | 62 | 94 | 82 | 101 | 88 |
| | Applications Rcvd | 5,601 | 6,046 | 6,485 | 4,460 | 6,033 | 6,360 | 6,920 | 7,950 | 6,022 | 10,318 | 7,514 |
| | Tests Administered | 1,555 | 2,575 | 2,696 | 1,740 | 2,148 | 1,136 | 1,563 | 859 | 665 | 1,220 | 1,089 |
| NOV | Requisitions Rcvd | 0 | 130 | 158 | 223 | 206 | 169 | 62 | 107 | 125 | 169 | 126 |
| | Bulletins Issued | 91 | 75 | 90 | 94 | 84 | 94 | 36 | 65 | 69 | 94 | 72 |
| | Applications Rcvd | 4,320 | 2,952 | 3,830 | 4,161 | 5,494 | 5,709 | 4,518 | 9,727 | 8,227 | 7,409 | 7,118 |
| | Tests Administered | 1,193 | 1,090 | 1,354 | 1,779 | 2,198 | 913 | 577 | 1,657 | 1,244 | 633 | 1,005 |
| DEC | Requisitions Rcvd | 0 | 159 | 177 | 197 | 214 | 149 | 111 | 129 | 161 | | 138 |
| | Bulletins Issued | 83 | 76 | 90 | 101 | 108 | 58 | 49 | 61 | 69 | | 59 |
| | Applications Rcvd | 4,001 | 3,774 | 3,737 | 4,055 | 4,405 | 5,622 | 6,935 | 5,761 | 4,816 | | 5,784 |
| | Tests Administered | 1,834 | 1,232 | 1,472 | 1,437 | 1,698 | 1,002 | 1,328 | 786 | 687 | | 951 |
| JAN | Requisitions Rcvd | 0 | 183 | 142 | 269 | 255 | 60 | 135 | 104 | 134 | | 108 |
| | Bulletins Issued | 56 | 99 | 79 | 122 | 123 | 58 | 87 | 73 | 67 | | 71 |
| | Applications Rcvd | 4,332 | 5,805 | 4,120 | 3,685 | 6,446 | 7,628 | 9,852 | 5,759 | 6,893 | | 7,533 |
| | Tests Administered | 1,042 | 1,758 | 1,876 | 1,101 | 2,532 | 1,099 | 1,326 | 586 | 828 | | 960 |
| FEB | Requisitions Rcvd | 0 | 166 | 140 | 244 | 204 | 118 | 76 | 101 | 149 | | 111 |
| | Bulletins Issued | 97 | 97 | 74 | 106 | 82 | 91 | 37 | 55 | 94 | | 69 |
| | Applications Rcvd | 4,563 | 4,881 | 3,732 | 5,843 | 5,284 | 7,390 | 8,038 | 5,696 | 7,504 | | 7,157 |
| | Tests Administered | 1,675 | 1,715 | 1,204 | 2,477 | 2,051 | 1,309 | 1,897 | 982 | 828 | | 1,254 |
| MAR | Requisitions Rcvd | 0 | 175 | 163 | 287 | 237 | 96 | 78 | 111 | 155 | | 110 |
| | Bulletins Issued | 100 | 110 | 76 | 115 | 106 | 38 | 41 | 45 | 66 | | 48 |
| | Applications Rcvd | 4,891 | 5,019 | 3,848 | 4,939 | 5,822 | 4,960 | 5,520 | 6,762 | 7,524 | | 6,192 |
| | Tests Administered | 2,245 | 1,769 | 1,538 | 1,456 | 2,401 | 790 | 1,019 | 758 | 1,269 | | 959 |
| APR | Requisitions Rcvd | 0 | 155 | 148 | 256 | 255 | 126 | 46 | 142 | 139 | | 113 |
| | Bulletins Issued | 85 | 98 | 79 | 123 | 120 | 70 | 43 | 109 | 91 | | 78 |
| | Applications Rcvd | 4,168 | 4,480 | 4,316 | 4,362 | 5,638 | 7,819 | 6,225 | 8,475 | 6,014 | | 7,133 |
| | Tests Administered | 1,581 | 1,660 | 2,346 | 1,812 | 2,585 | 1,429 | 806 | 1,517 | 689 | | 1,110 |
| MAY | Requisitions Rcvd | 0 | 181 | 165 | 224 | 272 | 114 | 47 | 155 | 170 | | 122 |
| | Bulletins Issued | 48 | 98 | 97 | 109 | 84 | 67 | 32 | 84 | 91 | | 69 |
| | Applications Rcvd | 5,365 | 4,733 | 4,159 | 4,979 | 5,549 | 5,691 | 4,834 | 8,340 | 9,602 | | 7,117 |
| | Tests Administered | 1,583 | 2,337 | 1,612 | 1,739 | 1,824 | 777 | 765 | 1,125 | 1,540 | | 1,052 |
| JUN | Requisitions Rcvd | 124 | 166 | 208 | 285 | 112 | 81 | 74 | 157 | 188 | | 125 |
| | Bulletins Issued | 78 | 105 | 89 | 108 | 61 | 50 | 28 | 52 | 80 | | 53 |
| | Applications Rcvd | 2,912 | 4,708 | 3,845 | 7,263 | 3,060 | 6,951 | 5,135 | 6,440 | 8,676 | | 6,801 |
| | Tests Administered | 582 | 1,961 | 1,398 | 3,427 | 1,976 | 1,422 | 1,406 | 893 | 1,549 | | 1,318 |
| JUL | Requisitions Rcvd | 184 | 163 | 184 | 179 | 118 | 104 | 87 | 150 | 202 | | 136 |
| | Bulletins Issued | 88 | 70 | 95 | 107 | 36 | 46 | 48 | 94 | 102 | | 73 |
| | Applications Rcvd | 4,461 | 5,386 | 5,162 | 4,237 | 3,046 | 5,627 | 6,836 | 7,903 | 9,128 | | 7,374 |
| | Tests Administered | 965 | 1,978 | 2,546 | 1,138 | 1,307 | 1,210 | 1,259 | 1,567 | 1,106 | | 1,286 |
| AUG | Requisitions Rcvd | 111 | 159 | 195 | 248 | 124 | 131 | 113 | 121 | 209 | | 144 |
| | Bulletins Issued | 59 | 122 | 130 | 102 | 77 | 72 | 57 | 65 | 122 | | 79 |
| | Applications Rcvd | 4,285 | 4,565 | 5,475 | 5,232 | 4,466 | 5,891 | 6,846 | 8,359 | 10,265 | | 7,840 |
| | Tests Administered | 722 | 1,453 | 1,974 | 2,352 | 2,471 | 931 | 898 | 991 | 1,115 | | 984 |
| SEP | Requisitions Rcvd | 179 | 156 | 188 | 241 | 124 | 88 | 154 | 169 | 196 | | 152 |
| | Bulletins Issued | 105 | 90 | 102 | 109 | 71 | 59 | 78 | 64 | 105 | | 77 |
| | Applications Rcvd | 4,262 | 5,073 | 4,811 | 4,808 | 3,831 | 7,344 | 6,273 | 4,292 | 10,788 | | 7,174 |
| | Tests Administered | 1,167 | 2,227 | 2,017 | 1,923 | 2,131 | 1,089 | 819 | 592 | 1,707 | | 1,052 |
| T O T A L | Requisitions Rcvd | 598 | 1,956 | 2,040 | 2,850 | 2,327 | 1,440 | 1,094 | 1,624 | 1,919 | 366 | 2,196 |
| | Bulletins Issued | 969 | 1,120 | 1,081 | 1,307 | 1,092 | 803 | 598 | 861 | 1,038 | 195 | 1,170 |
| | Applications Rcvd | 53,161 | 57,422 | 53,520 | 58,024 | 59,074 | 76,992 | 77,932 | 85,464 | 95,459 | 17,727 | 106,362 |
| | Tests Administered | 16,144 | 21,755 | 22,033 | 22,381 | 25,322 | 13,107 | 13,663 | 12,313 | 13,227 | 1,853 | 11,118 |

Year
To Date

Yr End
Proj.

Hillsborough County Civil Service Board Regular Business Meeting Agenda

VI. INFORMATIONB. RECRUITMENT REPORT (continued)CLOSED (INTERNAL ONLY) RECRUITMENTS

Number of Recruitments: 48

| Num Aps Started | Num Aps/Rec | Num Online Aps/Rec | Num Paper Aps/Rec | Job Title | Job Closing Date | Qual | % Qual |
|-----------------|-------------|--------------------|-------------------|---|------------------|------|--------|
| | | | | CHIEF INSPECTOR (MECHANICAL) (LIMITED DURATION) | 12/02/11 | 0 | |
| | | | | CONSTRUCTION PERMIT TECHNICIAN I (RESTRICTED) | 11/18/11 | 0 | |
| | | | | ENVIRONMENTAL SCIENTIST I | 12/02/11 | 0 | |
| | | | | EQUIPMENT MECHANIC I | 11/18/11 | 0 | |
| | | | | INSPECTOR I (ELECTRICAL) | 11/18/11 | 0 | |
| | | | | INSPECTOR II | 12/02/11 | 0 | |
| | | | | SENIOR CREW LEADER (MOSQUITO & AQUATIC WEED CONTROL) | 11/18/11 | 0 | |
| | | | | SENIOR PLANT OPERATOR | 11/18/11 | 0 | |
| | | | | SYSTEMS ANALYST (WEB) | 12/02/11 | 0 | |
| 1 | | | | ENVIRONMENTAL SPECIALIST I (CONSERVATION SERVICES) | 12/09/11 | 0 | |
| 1 | | | | GIS ANALYST | 12/09/11 | 0 | |
| 1 | | | | PLANT MANAGER (WASTEWATER) | 12/09/11 | 0 | |
| 1 | 1 | 1 | 0 | ENVIRONMENTAL SCIENTIST II (LABORATORY) | 12/02/11 | 0 | |
| 1 | 1 | 1 | 0 | ENVIRONMENTAL SPECIALIST II (LABORATORY) | 12/02/11 | 1 | 100 |
| 1 | 1 | 1 | 0 | PLANT MANAGER | 11/18/11 | 1 | 100 |
| 1 | 1 | 1 | 0 | PLANT SUPERVISOR (WATER) | 12/09/11 | 1 | 100 |
| 1 | 1 | 1 | 0 | SOFTWARE SPECIALIST II (VoIP) | 11/25/11 | 1 | 100 |
| 1 | 1 | 1 | 0 | SYSTEM SECURITY ADMINISTRATOR (CERTIFIED) | 11/25/11 | 1 | 100 |
| 2 | 1 | 1 | 0 | PERSONAL CARE AIDE | 11/18/11 | 0 | |
| 2 | 2 | 2 | 0 | AIRPORT POLICE LIEUTENANT (NON-STANDARD HOURS) | 11/25/11 | 2 | 100 |
| 2 | 2 | 2 | 0 | COURT CLERK I (PLANT CITY) | 12/09/11 | 2 | 100 |
| 2 | 2 | 2 | 0 | ELECTRICIAN I (NON STANDARD HOURS) | 11/25/11 | 1 | 50 |
| 2 | 2 | 2 | 0 | EQUIPMENT OPERATOR III | 11/18/11 | 2 | 100 |
| 2 | 2 | 2 | 0 | MANAGER (CONTRACTS & PROCUREMENT) | 11/18/11 | 2 | 100 |
| 2 | 2 | 2 | 0 | MULTI-TRADES WORKER II | 12/02/11 | 1 | 50 |
| 2 | 2 | 2 | 0 | SENIOR TREATMENT COUNSELOR (LIMITED DURATION) | 12/02/11 | 1 | 50 |
| 3 | 2 | 2 | 0 | ENGINEERING TECHNICIAN II (UNDERGROUND UTILITY LOCATOR) | 12/09/11 | 1 | 50 |
| 3 | 3 | 3 | 0 | MANAGER (PLANNING & LOGISTICS) | 12/02/11 | 2 | 66 |
| 4 | 3 | 3 | 0 | OFFICE ASSISTANT II (RESTRICTED) | 12/09/11 | 0 | |
| 4 | 4 | 4 | 0 | ENGINEERING TECHNICIAN III | 12/09/11 | 2 | 50 |
| 4 | 4 | 4 | 0 | SENIOR LIBRARIAN - YOUTH SERVICES | 12/02/11 | 4 | 100 |
| 4 | 4 | 4 | 0 | TRADES HELPER | 11/18/11 | 4 | 100 |
| 4 | 4 | 4 | 0 | TRANSPORTATION WORKER | 12/02/11 | 3 | 75 |
| 5 | 4 | 4 | 0 | ANIMAL ABUSE INVESTIGATOR | 11/18/11 | 3 | 75 |
| 5 | 4 | 4 | 0 | EXECUTIVE PLANNER | 11/25/11 | 4 | 100 |

VI. INFORMATION

B. RECRUITMENT REPORT (continued)

CLOSED (INTERNAL ONLY) RECRUITMENTS (continued)

| Num Aps Started | Num Aps/Rec | Num Online Aps/Rec | Num Paper Aps/Rec | Job Title | Job Closing Date | Qual | % Qual |
|----------------------------|-------------|--------------------|-------------------|--|------------------|------------|------------|
| 5 | 5 | 5 | 0 | SENIOR METER READER | 11/18/11 | 4 | 80 |
| 6 | 5 | 5 | 0 | ENVIRONMENTAL SPECIALIST I | 11/25/11 | 5 | 100 |
| 8 | 6 | 6 | 0 | OFFICE ASSISTANT II (LIMITED DURATION) | 11/18/11 | 5 | 83 |
| 8 | 7 | 7 | 0 | SYSTEMS ANALYST (SYSTEMS INTERGRATION) | 12/02/11 | 5 | 71 |
| 9 | 9 | 9 | 0 | PROJECT MANAGER III (CONSTRUCTION) | 11/25/11 | 9 | 100 |
| 10 | 9 | 9 | 0 | MANAGER (CLAIMS & CONTRACTS) | 11/25/11 | 9 | 100 |
| 11 | 10 | 10 | 0 | MASTER CONTROL OPERATOR | 11/18/11 | 6 | 60 |
| 11 | 10 | 10 | 0 | SENIOR LIBRARIAN | 11/25/11 | 9 | 90 |
| 15 | 14 | 14 | 0 | TRADES/MAINTENANCE SUPERINTENDENT (AIRFIELD)(NON STANDARD HOURS) | 11/25/11 | 14 | 100 |
| 16 | 13 | 13 | 0 | OFFICE ASSISTANT III (MAIL SERVICES) | 11/25/11 | 10 | 76 |
| 16 | 15 | 15 | 0 | CASE MANAGER | 12/09/11 | 7 | 46 |
| 19 | 18 | 18 | 0 | SENIOR TRANSPORTATION WORKER | 11/18/11 | 18 | 100 |
| 23 | 17 | 17 | 0 | COURT CLERK II | 12/09/11 | 12 | 70 |
| 218 | 191 | 191 | 0 | | | 152 | 80% |
| Dropoff Rate: 12.4% | | | 0.0% | | | | |

Hillsborough County Civil Service Board Regular Business Meeting Agenda

VI. INFORMATION

B. RECRUITMENT REPORT (continued)

OPEN RECRUITMENTS - ENDED AFTER TWO WEEKS

Number of Recruitments: 39

| Num Aps Started | Num Aps/Rec | Num Online Aps/Rec | Num Paper Aps/Rec | Job Title | Job Closing Date | Qual | % Qual |
|----------------------------|--------------|--------------------|-------------------|---|------------------|--------------|------------|
| 8 | 3 | 3 | 0 | CHIEF INSPECTOR (MECHANICAL) (LIMITED DURATION) | Extended | 0 | |
| 16 | 10 | 10 | 0 | PLANT SUPERVISOR (WATER) | 12/09/11 | 2 | 20 |
| 21 | 12 | 12 | 0 | SENIOR LIBRARIAN - YOUTH SERVICES | 12/02/11 | 8 | 66 |
| 22 | 11 | 11 | 0 | SYSTEMS ANALYST (WEB) | 12/02/11 | 3 | 27 |
| 25 | 14 | 14 | 0 | SYSTEM SECURITY ADMINISTRATOR (CERTIFIED) | 11/25/11 | 5 | 35 |
| 30 | 14 | 14 | 0 | SENIOR CREW LEADER (MOSQUITO & AQUATIC WEED CONTROL) | 11/18/11 | 7 | 50 |
| 32 | 26 | 26 | 0 | SENIOR LIBRARIAN | 11/25/11 | 19 | 73 |
| 37 | 17 | 17 | 0 | INSPECTOR II | 12/02/11 | 2 | 11 |
| 50 | 39 | 39 | 0 | ENVIRONMENTAL SPECIALIST II (LABORATORY) | 12/02/11 | 24 | 61 |
| 51 | 41 | 41 | 0 | ENVIRONMENTAL SCIENTIST II (LABORATORY) | 12/02/11 | 20 | 48 |
| 55 | 40 | 40 | 0 | ENGINEERING TECHNICIAN II (UNDERGROUND UTILITY LOCATOR) | 12/09/11 | 28 | 70 |
| 58 | 34 | 34 | 0 | EXECUTIVE PLANNER | 11/25/11 | 21 | 61 |
| 64 | 52 | 52 | 0 | SYSTEMS COORDINATOR | 12/09/11 | 40 | 76 |
| 67 | 55 | 55 | 0 | SENIOR TREATMENT COUNSELOR (LIMITED DURATION) | 12/02/11 | 29 | 52 |
| 69 | 44 | 44 | 0 | SYSTEMS ANALYST (SYSTEMS INTERGRATION) | 12/02/11 | 11 | 25 |
| 72 | 52 | 52 | 0 | EQUIPMENT OPERATOR III | 11/18/11 | 40 | 76 |
| 74 | 30 | 30 | 0 | LAW ENFORCEMENT DEPUTY | 12/02/11 | 10 | 33 |
| 74 | 54 | 54 | 0 | GIS ANALYST | 12/09/11 | 22 | 40 |
| 88 | 51 | 51 | 0 | PERSONAL CARE AIDE | 11/18/11 | 19 | 37 |
| 92 | 60 | 60 | 0 | CONSTRUCTION PERMIT TECHICIAN I (Restricted) | 11/18/11 | 19 | 31 |
| 111 | 85 | 85 | 0 | ENVIRONMENTAL SPECIALIST I (CONSERVATION SERVICES) | 12/09/11 | 42 | 49 |
| 115 | 72 | 72 | 0 | MANAGER (CONTRACTS & PROCURMENT) | 11/18/11 | 41 | 56 |
| 119 | 90 | 89 | 1 | EQUIPMENT MECHANIC I | 11/18/11 | 72 | 80 |
| 141 | 100 | 100 | 0 | MULTI-TRADES WORKER II | 12/02/11 | 73 | 73 |
| 166 | 104 | 104 | 0 | SENIOR METER READER | 11/18/11 | 41 | 39 |
| 175 | 138 | 138 | 0 | MASTER CONTROL OPERATOR | 11/18/11 | 106 | 76 |
| 180 | 135 | 135 | 0 | PROJECT MANAGER III (CONSTRUCTION) | 11/25/11 | 101 | 74 |
| 182 | 128 | 128 | 0 | ENVIRONMENTAL SPECIALIST I | 11/25/11 | 83 | 64 |
| 197 | 134 | 134 | 0 | ENVIRONMENTAL SCIENTIST I | 12/02/11 | 49 | 36 |
| 198 | 114 | 114 | 0 | TRANSPORTATION WORKER | 12/02/11 | 40 | 35 |
| 361 | 175 | 175 | 0 | ANIMAL ABUSE INVESTIGATOR | 11/18/11 | 88 | 50 |
| 365 | 282 | 281 | 1 | UTILITIES MAINTENANCE WORKER TRAINEE | 11/18/11 | 273 | 96 |
| 375 | 269 | 269 | 0 | OFFICE ASSISTANT II (RESTRICTED) | 12/09/11 | 125 | 46 |
| 386 | 277 | 276 | 1 | TRADES HELPER | 11/18/11 | 238 | 85 |
| 423 | 361 | 360 | 1 | LABORER | 11/18/11 | 358 | 99 |
| 425 | 322 | 322 | 0 | CASE MANAGER | 12/09/11 | 40 | 12 |
| 485 | 355 | 355 | 0 | OFFICE ASSISTANT II (LIMITED DURATION) | 11/18/11 | 200 | 56 |
| 585 | 446 | 445 | 1 | FIRE FIGHTER | 11/25/11 | 224 | 50 |
| 639 | 368 | 368 | 0 | COURT CLERK I | 12/02/11 | 136 | 36 |
| 6,633 | 4,614 | 4,609 | 5 | | | 2,659 | 58% |
| Dropoff Rate: 30.4% | | | 0.1% | | | | |

Hillsborough County Civil Service Board Regular Business Meeting Agenda

VI. INFORMATIONB. RECRUITMENT REPORT (continued)OPEN RECRUITMENTS - EXTENDED BEYOND TWO WEEKS

Number of Recruitments: 24

| Num Aps Started | Num Aps/Rec | Num Online Aps/Rec | Num Paper Aps/Rec | Job Title | Job Opening Date | Qual | % Qual |
|----------------------------|---------------|--------------------|-------------------|---|------------------|--------------|------------|
| 8 | 3 | 3 | 0 | CHIEF INSPECTOR (MECHANICAL) (LIMITED DURATION) | 11/18/11 | 0 | |
| 10 | 6 | 6 | 0 | PLANS EXAMINER II (MECHANICAL) (LIMITED DURATION) | 09/23/11 | 2 | 33 |
| 18 | 11 | 11 | 0 | HEALTHCARE SERVICE REVIEW NURSE (BI-LINGUAL) | 09/30/11 | 2 | 18 |
| 25 | 12 | 12 | 0 | SENIOR INTERNAL AUDITOR | 10/07/11 | 10 | 83 |
| 34 | 12 | 12 | 0 | PRINCIPAL LIBRARIAN-YOUTH SERVICES | 10/28/11 | 5 | 41 |
| 37 | 24 | 24 | 0 | PRINCIPAL INTERNAL AUDITOR (MGR CLERK'S AUDIT DEPT) | 10/28/11 | 14 | 58 |
| 49 | 30 | 30 | 0 | SENIOR DIGITAL COMMUNICATIONS DISPATCHER | 10/28/11 | 12 | 40 |
| 66 | 35 | 35 | 0 | CHILD PROTECTION INVESTIGATOR SUPERVISOR | 09/30/11 | 5 | 14 |
| 71 | 53 | 53 | 0 | MANAGER CONTRACTS ADMINISTRATION | 11/18/11 | 19 | 35 |
| 74 | 23 | 22 | 1 | PLANT MANAGER (WASTEWATER) | 05/06/11 | 7 | 30 |
| 76 | 30 | 29 | 1 | PLANT SUPERVISOR (WASTEWATER) | 06/17/11 | 8 | 26 |
| 108 | 72 | 72 | 0 | DIGITAL COMMUNICATIONS DISPATCHER (NON-STANDARD HOURS)(TEMPORARY) | 10/28/11 | 3 | 4 |
| 117 | 62 | 61 | 1 | SENIOR PLANT OPERATOR | 11/12/10 | 33 | 53 |
| 119 | 96 | 96 | 0 | SENIOR PROFESSIONAL ENGINEER | 08/26/11 | 56 | 58 |
| 121 | 38 | 38 | 0 | DIRECTOR OF FAMILY & AGING SERVICES | 11/11/11 | 14 | 36 |
| 133 | 64 | 64 | 0 | SECTION MANAGER (OPERATIONS / MAINTENANCE) | 10/28/11 | 23 | 35 |
| 220 | 104 | 104 | 0 | HEAD START/EARLY HEAD START TEACHER | 10/14/11 | 14 | 13 |
| 440 | 212 | 212 | 0 | PLANT OPERATOR | 05/06/11 | 34 | 16 |
| 524 | 216 | 215 | 1 | UTILITIES MAINTENANCE WORKER | 07/29/11 | 6 | 2 |
| 555 | 255 | 255 | 0 | LIFEGUARD (PART-TIME) | 05/21/10 | 29 | 11 |
| 761 | 462 | 462 | 0 | RECREATION LEADER I (PART-TIME) | 09/02/11 | 69 | 14 |
| 3246 | 1096 | 1096 | 0 | CHILD PROTECTION INVESTIGATOR | 06/18/10 | 36 | 3 |
| 6439 | 5130 | 5125 | 5 | DETENTION DEPUTY TRAINEE | 11/20/09 | 1259 | 24 |
| 10016 | 4964 | 4946 | 18 | LAW ENFORCEMENT DEPUTY TRAINEE | 04/25/08 | 2675 | 53 |
| 23,267 | 13,010 | 12,983 | 27 | | | 4,335 | 33% |
| Dropoff Rate: 44.1% | | | 0.2% | | | | |

VI. INFORMATION

B. RECRUITMENT REPORT (continued)

PART-TIME RECRUITMENTS

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 |
|----------------------------|-------------|--------------------|-------------------|-----------------------|------------------|------------|-------------|
| 237 | 200 | 200 | 0 | CUSTODIAN (PART TIME) | 11/18/11 | 200 | 100 |
| 237 | 200 | 200 | 0 | | | 200 | 100% |
| Dropoff Rate: 15.6% | | | 0.0% | | | | |

UNCLASSIFIED RECRUITMENTS

Number of Recruitments: 6

| Num Aps Started | Num Aps/Rec | Num Online Aps/Rec | Num Paper Aps/Rec | Job Title | Job Closing Date | Qual | % Qual |
|----------------------------|-------------|--------------------|-------------------|---|------------------|------------|------------|
| 22 | 13 | 13 | 0 | DEBT AND FINANCIAL ANALYSIS MANAGER | 12/16/11 | 6 | 46 |
| 29 | 9 | 9 | 0 | EXECUTIVE DIRECTOR, PLANNING COMMISSION | 12/18/11 | 5 | 55 |
| 66 | 48 | 48 | 0 | MANAGER (GEOMATICS SECTION) | 12/09/11 | 34 | 70 |
| 71 | 53 | 53 | 0 | MANAGER CONTRACTS ADMINISTRATION | Extended | 19 | 35 |
| 90 | 63 | 63 | 0 | MANAGER (REAL PROPERTY SECTION) | 12/09/11 | 37 | 58 |
| 121 | 38 | 38 | 0 | DIRECTOR OF FAMILY & AGING SERVICES | Extended | 14 | 36 |
| 399 | 224 | 224 | 0 | | | 115 | 51% |
| Dropoff Rate: 43.9% | | | 0.0% | | | | |

VI. INFORMATION

C. MISCELANEOUS REPORTS

None.

VI. INFORMATION

D. CALENDARS

1. Civil Service Board Regular Meeting Schedule

The next Civil Service Board regular business meeting is scheduled to be held on Wednesday, January 18, 2012 at 6:15 PM in the Planning Commission Boardroom, 18th Floor, 601 East Kennedy Boulevard, Tampa, Florida.

| 2012 Civil Service Board Regular Meeting Schedule |
|--|
| January 18 |
| February 15 |
| March 21 |
| April 18 |
| May 16 |
| June 20 |
| July 18 |
| August 15 |
| September 19 |
| October 17 |
| November 15 |
| December 14 |

VI. INFORMATION**D. CALENDARS****2. Employee Advisory Committee (EAC) Meeting Schedule**

The next Employee Advisory Committee meeting is scheduled to be held on Thursday, January 12, 2012, at 2:30 p.m. in the Tampa Port Authority Board Room, 1st Floor, 1101 Channelside Drive, Tampa, Florida.

| 2012 EAC SCHEDULE | |
|--------------------------|-----------------------------------|
| MEETING DATE | BOARD MEMBER ATTENDING |
| January 12 | |
| February 9 | |
| March 8 | |
| April 12 | |
| May 10 | |
| June 14 | |
| July 12 | |
| August 9 | |
| September 13 | |
| October 11 | |
| November 8 | |
| December 13 | |

VI. INFORMATION

E. DIRECTOR'S REPORT

F. GENERAL COUNSEL'S REPORT

Refer to the current case docket distributed at the meeting.

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT

AMENDED PAGE

V.B. INFORMATION ITEMS

3. ADMINISTRATIVE UPDATES

a. CSB SCHEDULE

The next Civil Service Board Business Meeting is scheduled to be held on Wednesday, January 18, 2012 at 6:15 PM in the Planning Commission Boardroom, 18th Floor, 601 East Kennedy Boulevard, Tampa, Florida.

| 2012 CSB SCHEDULE |
|------------------------------|
| January 18 |
| February 15 |
| March 21 |
| April 18 |
| May 16 |
| June 20 |
| July 18 |
| August 15 |
| September 19 |
| October 17 |
| November 15 |
| December 11 |

STAFF RECOMMENDATION

None. Item is for information only.

AMENDED PAGE**V.B. INFORMATION ITEMS (Continued)****3. ADMINISTRATIVE UPDATES (Continued)****b. EAC SCHEDULE**

The next Employee Advisory Committee meeting is scheduled to be held on Thursday, January 12, 2012, at 2:30 p.m. at the Tampa Port Authority, 1st Floor, Channelside Drive.

| 2012 EAC SCHEDULE | |
|---------------------------|-----------------------------------|
| SCHEDULED DATE | BOARD MEMBER ATTENDING |
| January 12 | |
| February 9 | |
| March 8 | |
| April 12 | |
| May 10 | |
| June 14 | |
| July 12 | |
| August 9 | |
| September 13 | |
| October 11 | |
| November 8 | |
| December 6 | |

STAFF RECOMMENDATION

None. Item is for information only.