

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD Meeting held Wednesday, March 19, 2008, at 6:15 p.m. in the Planning Commission Boardroom, 18th Floor, 601 E. Kennedy Boulevard, Tampa, Florida.

I. MEETING CALLED TO ORDER

The March 19, 2008, Civil Service Board Meeting was called to order by Chairman Kavouklis.

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
Mr. Chris Kavouklis
Mr. Rob Mitchell *Arrived Late
Ms. Pat Spencer

Ms. Victoria Butler and Ms. Heidi Swanson were absent, but a quorum was present.

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

The following Deputies to the Board were present:

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

II. AUDIENCE PARTICIPATION OPPORTUNITY

III. OLD BUSINESS

Approval of Minutes of February 20, 2008, Business Meeting

Motion: Ms. Spencer

Second: Ms. Bruno

The motion was approved by the Board to approve the February 20, 2008, Business Meeting Minutes as presented.

IV. APPEARANCES AND REPORTS**Report from Employee Advisory Committee (EAC)**

Sergeant Alarcon, EAC Chairman, presented the February 2008, EAC Minutes and gave a summary of the March meeting. Some topics of discussion were the wellness benefits and screenings, deferred comp issues, and how some agencies handled transitional duty. The transitional duty issues will be discussed further at a future meeting.

Motion: Ms. Spencer

Second: Ms. Bruno

The motion was approved by the Board to incorporate the February 14, 2008, EAC Minutes into the March 19, 2008, Civil Service Board Minutes.

HILLSBOROUGH COUNTY'S EMPLOYEE ADVISORY COMMITTEE

2/14/2008

MEMBERS PRESENT: Daniel Alarcon II (Chairman); Anthony Garcia (Co-Chairman); Ken Manning (Secretary); George Russell; Glinda Leto; Antoinette Wimbley; Katrina Willis; Sharon Rendueles; Michael Newman; Tracey Marshall; Angeletta Robinson; Otella Edwards; Douglas Smith; Crystal Woods ; James Escobio; Tresa Boykin; Carla Hills

MEMBERS ABSENT: Tim Abbott; Mike Hudson; Michael Gonzalez; Ronald Baker; Kevin Jackson; Maria Jones; Bridget Walker; Thomas Capell; Andrea Devore; Silvia Rosario ; James Clayton; Brandy Pouchie; Simon Sanchez; Toni Smith

GUESTS IN ATTENDANCE: Jodie Prieto, Civil Service Staff; George Williams, Director Human Resources Bocc; Victoria Butler, Civil Service Board Member

Motion made to approve January 2008 minutes. The motion was seconded and approved.

I. **COMMITTEE REPORTS:**

A. **Civil Service Rules Committee** – No Meeting

B. **Affirmative Action Committee** – No Meeting

C. **Insurance Committee** – Meeting held February 12, 2008 several articles from Mrs. Swanson brought for members to have and view. RFP is currently out and being reviewed for vendor recommendations. Decision should be made by April or May. Life Insurance will be up for renewal in a year and a half. Minnesota Life as provided possible cost savings to the plan. Also Health Insurance will be coming up for RFP in 2009. Supplemental insurance through different agencies is being put on hold until after the budget cuts are decided. Wellness Center is currently screening employees on what they would like to see. Please look for handouts and e-mails concerning this in the future. Free screenings of possible health problems for any employee is offered by Humana even if they are not on the Humana Plan.

D. **Sick Leave Bank Committee** – No Meeting

IV. APPEARANCES AND REPORTS/Report from EAC (Continued)

Motion made to accept Committee Reports. The motion was seconded and approved.

II. **OLD BUSINESS** – Tabled Transitional Duty discussion until next meeting so information could be gathered. Antoinette Wimbley is compiling information for the EAC and will be sending out the findings to members.

III. **NEW BUSINESS-** Question was asked on what happens if an employee accepts a promotion and then does not pass his/her conditional probation and is returned to their former position? The person would be returned to their original agency (hiring authority) to their original job class, though their exact position may be different than it was prior to leaving for the promotion. Ex: They may be moved back to an Accountant II as was their previous job class but maybe not at the same physical place they worked before. The original agency must create the same job class for the returning employee if one is not vacant.

NEXT EAC MEETING
Thursday, March 13, 2008 @ 2:30 PM
TAMPA PORT AUTHORITY CONFERENCE ROOM

We ask that committee members make an effort to attend the meetings, in order that we obtain a quorum at each meeting. Thank you to those who attend regularly.

Chairman Daniel Alarcon contact information:
Sheriff's Office E-mail: dlalarco@hcs0.tampa.fl.us

V. **NEW BUSINESS**

RATIFICATION AGENDA

V.A. **CLASSIFICATION AND COMPENSATION**

1. **RATIFICATION ACTIONS**

CLASSIFICATION ACTIONS TAKEN SINCE CIVIL SERVICE BOARD MEETING HELD FEBRUARY 20, 2008.

A. **ARTS COUNCIL**

(1) Reclassify one encumbered (Cathryn Prance) position, numbered 00012, from Supervisor, Class Code A0118, Pay Grade AK, FLSA: Non-Exempt, to General Manager I, Class Code A1366, Pay Grade AQ, FLSA: Exempt, effective January 7, 2008.

V.A. CLASSIFICATION AND COMPENSATION/Ratification Actions (Continued)

A. ARTS COUNCIL (Continued)

POSITION PURPOSE: Responsible for day-to-day theatre operations management work involving the direct supervision of staff responsible for the management of the box office, stage, booth, concessions, and the custodial staff.

(2) Reclassify one encumbered (Leah LoSchiavo), position number 13882, from Office Assistant, Class Code A0104, Pay Grade AE, FLSA: Non-Exempt to Supervisor, Class Code A0118, Pay Grade AK, FLSA: Non-Exempt, effective March 7, 2008.

B. COUNTY ADMINISTRATOR

(1) Affordable Housing Office

Establish one position, number 13907, Contracts Manager, Class Code A0744, Pay Grade AQ, FLSA: Exempt, effective February 29, 2008.

POSITION PURPOSE: To develop, manage and monitor contracts pertaining to affordable housing developments and services to ensure compliance with applicable policies and laws.

(2) Children's Services

(a) Establish one position, number 14023, as a Project Manager III, Class Code A1382, Pay Grade AU, FLSA: Exempt, effective February 15, 2008.

POSITION PURPOSE: Responsible for senior level managerial work related to the implementation and management of grant funded programs in compliance with federal regulations.

(b) Establish one position, number 14024, as a Sr. Treatment Counselor, Class Code A3594, Pay Grade AR, FLSA: Exempt, effective February 15, 2008.

POSITION PURPOSE: To provide oversight and coordination of mental health services outlined in Head Start performance standards and the Healthy Marriage Initiative project.

V.A. CLASSIFICATION AND COMPENSATION/Ratification Actions (Continued)B. COUNTY ADMINISTRATOR/Children's Services (Continued)

(c) Establish two positions, number 14025 and 14026, as Sr. Social Worker, Class Code 3517, Pay Grade AO, FLSA: Exempt, effective February 15, 2008.

POSITION PURPOSE: Responsible for ensuring the recruitment, enrollment, eligibility, attendance, and selection of low-income children and families into human services programs and ensuring compliance with local, state, and federal guidelines.

(d) Reclassify one vacant position, number 01686, from Child Care Supervisor, Class Code A3579, Pay Grade AM, FLSA: Exempt, to Project Manager I, Class Code A1380, Pay Grade AQ, FLSA: Exempt, effective February 15, 2008.

POSITION PURPOSE: Responsible for management of the food service system, establishing nutritional plans, reviewing menus, providing dietetics and nutritional training, and ensuring compliance in accordance with USDA and Department of Education National School Breakfast and Lunch Program regulations.

(3) Fleet Management

(a) Reclassify one encumbered (Darrol H. Horton) position number 02921 from Equipment Mechanic II, Class Code C5012, Pay Grade CJ, FLSA: Non-Exempt to Fleet Mechanic Technician, Class Code C5007, Pay Grade CK, FLSA: Non-Exempt, effective February 19, 2008.

(b) Establish one position numbered R02921 as Fleet Mechanic Technician Trainee, Class Code C5006, Pay Grade CJ, FLSA: Non-Exempt effective February 19, 2008.

(4) Library Services

Reclassify one encumbered (Cathy Pierce) position, number 03460, from Senior Librarian, Class Code A3822, Pay Grade AO, FLSA: Exempt, to Principal Librarian, Class Code A3823, Pay Grade AQ, FLSA: Exempt, effective December 28, 2007. The effective date for conditional probation is February 26, 2008.

V.A. CLASSIFICATION AND COMPENSATION/Ratification Actions (Continued)B. COUNTY ADMINISTRATOR/Library Services (Continued)

POSITION PURPOSE: Responsible for coordinating and promoting a variety of children's literacy programs and services for the Library such as the Early Literacy, the Born To Read, Imagination, Every Child Ready to Read, Adaptive Toy Collection, Baby Time, Toddler Time, and Story Time programs.

(5) Medical Examiner

Reclassify two encumbered (Liz A. Villafañe and Gloria A. Roman) positions, numbered 03806 and 03819 from Laboratory Technician, Class Code A0858, Pay Grade AI, FLSA: Non-Exempt to Forensic Toxicologist I, Class Code A0869, Pay Grade AP, FLSA: Exempt, effective December 15, 2007. The effective date of conditional probation is February 22, 2008.

POSITION PURPOSE: To perform duties collecting specimens, performing extractions and conducting chemical analyses.

(6) Water Resource Services

(a) Reclassify eight vacant positions, numbered 05822, 13925, 13926, 13927, 13928, 13929, 13931 and 13933 from Wastewater Plant Operator II, Class Code C1659, Pay Grade CL, FLSA: Non-Exempt to Wastewater Plant Operator I, Class Code C1670, Pay Grade CI, FLSA: Non-Exempt, effective March 4, 2008.

(b) Establish eight positions, numbered R05822, R13925, R13926, R13927, R13928, R13929, R13931 and R13933 as Water/Wastewater Plant Operator Trainee, Class Code C1671, Pay Grade CG, FLSA: Non-Exempt, effective March 4, 2008.

C. CLERK OF CIRCUIT COURT

(1) Reclassify one encumbered position (Jarryd Randolph), number 00919, from Office Assistant II, Class Code A0106, Pay Grade AG, FLSA: Non-Exempt to Court Clerk II, Class Code A2310, Pay Grade AI, FLSA: Non-Exempt, effective February 22, 2008.

(2) Reclassify two vacant positions, numbered 00528 and 00529, from Secretary, Class Code A0110, Pay Grade AE, FLSA: Non-Exempt to Office Assistant II, Class Code A0106, Pay Grade AG, FLSA: Non-Exempt, effective February 26, 2008.

V.A. CLASSIFICATION AND COMPENSATION/Ratification Actions (Continued)C. CLERK OF CIRCUIT COURT (Continued)

(3) Reclassify one encumbered (Andrew Barrios) position, numbered 00519, from Senior Supervisor, Class Code A1361, Pay Grade AM, FLSA: Non-Exempt to Manager, Class Code A1362, Pay Grade AO, FLSA: Exempt, effective March 6, 2008.

POSITION PURPOSE: To manage the Brandon Crossing Satellite Office personnel.

D. COUNTY ATTORNEY

Reclassify one encumbered (Jerome L. Green) position, number 06366, from Office Assistant II, Class Code A0106, Pay Grade AG, FLSA: Non-Exempt to Office Assistant III, Class Code A0108, Pay Grade AI, FLSA: Non-Exempt, effective February 22, 2008.

E. PROPERTY APPRAISER

Reclassify one vacant position, numbered 06799, from Office Assistant III, Class Code A0108, Pay Grade AI FLSA: Non-Exempt to Personnel Assistant, Class Code A1308, Pay Grade AI, FLSA: Non-Exempt, effective March 7, 2008.

F. SHERIFF'S OFFICE

Reclassify four encumbered (Jarrell F. Brown, Julia Glover, Charlette F. Condry and Dreidre R. Jones) positions, numbered 07759, 07853, 07748 and 08170, from Social Worker, Class Code A3515, Pay Grade AM, FLSA: Non-Exempt to Senior Social Worker, Class Code A3517, Pay Grade AO, FLSA: Non-Exempt, effective February 22, 2008.

POSITION PURPOSE: To supervise and perform Social Worker duties through the analysis of legal information and the evaluation of inmates to determine custody level, housing assignments and program eligibility.

G. TAMPA SPORTS AUTHORITY

Reclassify one encumbered (William Johnson) position, number 10457, from Lead Golf Cart Room Attendant, Class Code A3965, Pay Grade AB, FLSA: Non-exempt, to Equipment Mechanic I, Class Code A5010, Pay Grade AH, FLSA: Non-exempt, effective January 28, 2008. The effective date for conditional probation is February 27, 2008.

V.A. CLASSIFICATION AND COMPENSATION/Ratification Actions (Continued)

Motion: Mr. Agliano

Second: Ms. Spencer

The motion was approved by the Board to ratify the above classification actions.

V.A. 2. FOR BOARD REVIEW AND FINAL ACTION

a. Classification Actions

None.

b. Compensation Actions

None.

V.A. 3. CLASSIFICATION DELETIONS

Property Appraiser

Delete the following classifications: Sr. Tangible Personal Property Evaluator (A1157/AM), and Tangible Personal Property Evaluator (A1152/AI)

Mr. Frank Rivera, Civil Service staff, presented this item. The Property Appraiser is requesting the deletion of the Senior Tangible Personal Property Evaluator and Tangible Personal Property Evaluator classifications. The classifications are no longer utilized by the agency and there are no positions assigned to the classification.

Motion: Ms. Bruno

Second: Mr. Agliano

The motion was approved by the Board to delete the Senior Tangible Personal Property Evaluator (A1157/AM) and Tangible Personal Property Evaluator (A1152/AI) classifications.

V.A. 3. CLASSIFICATION DELETIONS (Continued)

Property Appraiser (Continued)

(3/7/2008) Frank Rivera - Fwd: RE: FW: Valuator and Senior Valuator

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From: Bob Chandler
To: Rivera, Frank
Date: 3/7/2008 11:18 AM
Subject: Fwd: RE: FW: Valuator and Senior Valuator

For the agenda.

>>> "Filippone, Carolyn" <FilipponeC@HCPAFL.org> 2/18/2008 2:27 PM >>>
Bob,

Can you please eliminate the TPP Evaluator CD, as it is no longer used.

Thank you.

Carolyn

-----Original Message-----

From: Bob Chandler [<mailto:ChandlerB@HillsboroughCounty.ORG>]
Sent: Monday, February 18, 2008 2:11 PM
To: Filippone, Carolyn
Cc: James, Kathleen; Ebelke, Rick; Reynolds, Keith; Rivera, Frank
Subject: Re: FW: Valuator and Senior Valuator

Carolyn, I can't find any request to eliminate the TPP Evaluator classes. This was some correspondence you had with Sarita, and requests we eliminate the Valuator and Sr. Valuator classes. Would you please send me an e-mail to eliminate the TPP classes and we will take care of those at the March Board meeting.

Thanks.

>>> Sarita Stone 12/17/2007 2:09 PM >>>
Carolyn,

You requested we retire the Valuator/Sr. Valuator not the TPP Valuator/Sr. Valuator, which as you know, is a different job code. Please advise.

Sonny

Sarita (Sonny) Stone
Personnel Analyst
Classification and Compensation Division
Hillsborough County Civil Service Board
17th floor County Center
P. O. Box 1110
Tampa FL 33601
Tel: (813)274-6754
Fax: (813)272-5538
Email: stones@hillsboroughcounty.org

Sarita (Sonny) Stone
Personnel Analyst
Classification and Compensation Division
Hillsborough County Civil Service Board
17th floor County Center
P. O. Box 1110
Tampa FL 33601
Tel: (813)274-6754

V.A. 3. CLASSIFICATION DELETIONS (Continued)

Property Appraiser (Continued)

(3/7/2008) Frank Rivera - Fwd: RE: FW: Valuator and Senior Valuator

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Fax: (813)272-5538
Email: stones@hillsboroughcounty.org

>>> "Filippone, Carolyn" <FilipponeC@HCPAFL.org> 12/3/2007 2:00 PM >>>
Sonny,

Per our conversation, the TPP Trainee job description is the same as the TPP Appraiser.

Also, below you will find the elimination of Valuator and Senior Valuator. I can't find one of Evaluator, but that should have been eliminated as well.

Call if you have questions.

Thanks.

Carolyn

-----Original Message-----

From: Carolyn Filippone
Sent: Wednesday, February 08, 2006 11:02 AM
To: Chandler, Bob
Cc: Kathleen James; Rivera, Frank
Subject: Valuator and Senior Valuator

Bob,

The Valuator and Senior Valuator classifications are now vacant. Please retire these two classifications at your earliest convenience.

Thanks.

Carolyn

This Message has been checked by Barracuda and is Virus-Free. Enjoy!

This Message has been checked by Barracuda and is Virus-Free. Enjoy!

V.B. UNCLASSIFIED POSITIONS FOR INFORMATION ONLY**1. CHILDREN'S BOARD**

Reclassify one vacant position, number 12450, from Unclassified Research & Evaluation Director CB, Class Code U8514, Pay Grade 99, FLSA: Exempt to Unclassified Web Application Developer CB, Class Code U8525, Pay Grade 99, FLSA: Exempt, effective February 25, 2008.

2. CLERK OF CIRCUIT COURT

(a) Reclassify one encumbered position (Rachel A. Diny) number 12354, from Unclassified Executive Assistant CCC, Class Code U8562, Pay Grade YR, FLSA: Exempt, to Unclassified Director of Clerk's Administration CCC, Class Code U8608, Pay Grade YR, FLSA: Exempt, effective February 25, 2008.

(b) Reclassify one encumbered position (Linda Goldstein) number 00753, from Unclassified Director of Strategic Planning CCC, Class Code U8548, Pay Grade YT, FLSA: Exempt, to Unclassified Director of Communication CCC, Class Code U8609, Pay Grade YT, FLSA: Exempt, effective February 25, 2008.

(c) Reclassify one encumbered position (Paul L. Billingsley) number 00778, from Unclassified Chief Deputy Clerk CCC, Class Code U8543, Pay Grade YY, FLSA: Exempt, to Unclassified Chief of Technology Development & Planning CCC, Class Code U8610, Pay Grade YY, FLSA: Exempt, effective February 25, 2008.

(d) Reclassify one encumbered position (Brian M. Brereton) number 00508, from Unclassified Chief of Human Resources & Strategic Planning CCC, Class Code U8554, Pay Grade YY, FLSA: Exempt, to Unclassified Chief of MIS & Strategic Planning CCC, Class Code U8611, Pay Grade YY, FLSA: Exempt, effective February 25, 2008.

3. SHERIFF'S OFFICE

Establish one position, number 14027, Unclassified Support Specialist SO, Class Code U8785, Pay Grade 99, FLSA: Exempt, effective February 25, 2008.

REGULAR AGENDA**V.C. TEMPORARY EXTENSIONS FOR BOARD APPROVAL**

None.

V.D. RECRUITING, TESTING, AND CERTIFICATION

Mr. Kurt Wilkening, Civil Service staff, presented the Recruiting, Testing, and Certification agenda items.

1. Participation In Community Outreach Activities - February 2008.

Members of the Recruiting, Testing, and Certification (RTC) Division participated in two community outreach activities in February. On February 28, 2008, Mr. Don Nott participated in the University of Tampa Career Services Job Fair at the University of Tampa. Ms. Cathy Hernandez participated in a job fair at Everest University (formerly known as Florida Metropolitan University) also on February 28, 2008.

2. Recruiting, Testing, and Certification (RTC) Activity through February 2008.

During the month of February 2008, the Recruiting, Testing, and Certification Department received 7,390 employment applicants, issued 91 recruitment bulletins, administered 1,309 performance and written examinations, and evaluated 6,081 applicant's training and experience (T&E). Although the number of applicants was slightly down, more recruitments were conducted, which in turn, caused the administering of more tests. Projections for the remainder of the year will be up 33% compared to last fiscal year. March is projected to be a busy month as well.

3. Reduction-In-Force (RIF).

Although no RIF's were processed this month, notification has been given that 16 employees are scheduled for lay-off next month. The employees have been invited to speak to RTC staff. More information will be coming forth.

Ms. Spencer asked how far does the RTC staff go in helping a RIF'd employee.

Mr. Wilkening explained how the employee is brought into the Civil Service Office, they update their application, they are shown recruitments that have closed, however, to assist these individuals, if they qualify because there is life left in an eligibility list, will force their name to the list and then on to the hiring authority. Basically, the RTC staff walks the RIF'd employee through the steps, telling them which jobs they qualify for and are not qualified for.

V.E. BOARD REVIEW AND FINAL ACTION POLICY AND RULES

Ms. Terrell Mathis, Civil Service staff, presented items 1-3. All items are based on written certification received from the Appointing Authority.

1. EXTENSION OF MEDICAL LEAVE OF ABSENCE

County Administrator

Aging Services

Approve the request to extend the medical leave of absence in the case of Carolyn Robinson through March 1, 2008.

This action is to retroactively complete the record. Ms. Varsha Morris explained the lateness of the request.

Motion: Ms. Spencer

Second: Mr. Agliano

The motion was approved by the Board to extend the medical leave of absence in the case of Carolyn Robinson through March 1, 2008.

2. EXTENSION OF MEDICAL LEAVE OF ABSENCE

County Administrator

Medical Examiner

Approve the request to extend the medical leave of absence in the case of Shernea Davis-Tippins for a period not to exceed April 30, 2008. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

Mr. Dane Petersen, Civil Service staff, spoke to Dick Bailey of the Medical Examiner's Office about this request. This extension, if approved, will bring closure to Ms. Davis-Tippins' medical leave of absence.

Motion: Ms. Spencer

Second: Ms. Bruno

The motion was approved by the Board to extend the medical leave of absence in the case of Shernea Davis-Tippins for a period not to exceed April 30, 2008.

V.E. BOARD REVIEW AND FINAL ACTION POLICY AND RULES (Continued)3. EXTENSION OF MEDICAL LEAVE OF ABSENCEClerk of Circuit Court

Approve the request to extend the medical leave of absence in the case of Hilda Febres for a period not to exceed June 25, 2008. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

Motion: Mr. Agliano

Second: Ms. Bruno

The motion was approved by the Board to extend the medical leave of absence in the case of Hilda Febres for a period not to exceed June 25, 2008.

*Mr. Mitchell has joined the Board Meeting.

4. RULE EXCEPTIONCounty AdministratorWater Resource Services

Staff recommends approval to extend the Acting Appointment of Mr. Nadaoka as Chief Environmental Scientist from April 10, 2008, for a period not to exceed July 17, 2008.

Mr. Ron Zeigler presented this item. In May 2006, the Board approved changes to the rule concerning Acting Appointments. This request is unique. Dr. Kenneth Griffin, Assistant County Administrator, is seeking Board approval to extend the Acting Appointment of Mr. Eric Nadaoka from April 10, 2008, for a period not to exceed July 17, 2008. Mr. Nadaoka's acting appointment as Chief Environmental Scientist began April 10, 2007, when the incumbent had accepted a promotional opportunity within Water Resource Services. This position also serves as the Laboratory's Quality Assurance/Quality Control (QA/QC) Officer. Mr. Nadaoka is classified as an Environmental Scientist II. The position of Chief Environmental Scientist was advertised for recruitment beginning May 2007. That recruitment ended with the imposed hiring freeze by the County Administrator at the end of May 2007. Until a vendor is contracted by Water Resource Services, the QA/QC Officer is a necessity.

Motion: Mr. Agliano

Second: Mr. Mitchell

The motion was approved by the Board to extend the Acting Appointment of Mr. Eric Nadaoka as Chief Environmental Scientist from April 10, 2008, for a period not to exceed July 17, 2008.

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

4. RULE EXCEPTION/Water Resource Services/Nadaoka (Continued)



BOARD OF COUNTY COMMISSIONERS

- Brian Blair
- Rose Fertita
- Ken Hagan
- Al Higginbotham
- Jim Norman
- Mark Sharpe
- Kevin White

Office of the County Administrator
Patricia G. Bean

Deputy County Administrator
Wally Hill

Assistant County Administrators
Kenneth C. Griffin
Carl S. Harness
Manus J. O'Donnell

MEMORANDUM

DATE: February 27, 2008

TO: Gene Gardner, Director
Civil Service

FROM: Kenneth C. Griffin, Assistant County Administrator
Development and Infrastructure

SUBJECT: Request for Extension of Acting Appointment

Water Resource Services (WRS) is requesting an extension of the *Acting Appointment* of Eric Nadaoka who is currently serving as our Chief Environmental Scientist (#05813) in the Environmental Laboratory. This position serves as the Laboratory's Quality Assurance/Quality Control (QA/QC) Officer, a function that is required by regulatory and industry standards to maintain the laboratory's certification.

When the hiring freeze was enacted, WRS was actively recruiting for this position. The specialization of this position creates a challenge as the number of qualified applicants traditionally yields few viable candidates. Because of the need to maintain certification and remain compliant with the National Environmental Laboratory Accreditation Conference (NELAC), it is necessary that the Laboratory have a QA/QC Officer within its organizational structure. Mr. Nadaoka was amiable to serve in the capacity of QA/QC Officer as an Acting appointment. Currently, there are no other qualified individuals on staff that can carry out the QA/QC function.

The County Administrator recognizes and acknowledges that this position is critical in maintaining essential services unique to the Environmental Laboratory; however, our request to extend the Acting Appointment of Mr. Nadaoka is predicated not on a desire to permanently fill the QA/QC Officer position, but rather to significantly scale back in-house testing and contract for those services that require certifications and a QA/QC Officer function. Until such time that we can secure a qualified vendor, we would still be obligated to maintain the certification of our laboratory and the testing must continue. It is therefore, the request of the County Administrator to seek Civil Service Board approval to extend the Acting Appointment of Mr. Nadaoka for a period of ninety days in accordance with rule 7.3b (5).

HC CIV SVC BRD FEB 27 08 PM 03:42

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

4. RULE EXCEPTION/Water Resource Services/Nadaoka (Continued)

The signatures below provide the necessary authorization for Water Resource Services (WRS) to petition the Civil Service Board for this extension request. Appropriately, WRS personnel will be present and available to answer any questions that may arise at your March 19, 2008 Board meeting. We appreciate your assistance in presenting this request to your Board, and look forward to favorable consideration and support. Should you have any questions concerning this matter, please contact Paul Vanderploog at 272-5977 x 43222.

KCG/LK

cc: George A. Williams, Director, Human Resources
Lori Kriek, Water Resource Services; Employee Services

Patricia G. Bean
Patricia G. Bean

2/28/08
Date Approved

Date Denied

Wally Hill
Wally Hill

2-28-08
Date Approved

Date Denied

Kenneth C. Griffin
Kenneth C. Griffin

2/27/08
Date Approved

Date Denied

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

5. RULE EXCEPTION

County Administrator

Water Resource Services

Staff recommends approval of Mr. Vanderploog's request to hire Ms. Blasko as an Accounting Manager, at \$86,403.60, which is above the midpoint of the salary range.

Mr. Ron Zeigler, Civil Service staff, presented this item. Mr. Vanderploog, Director, Water Resource Services is requesting Board approval to hire Ms. Glenda Blasko as an Accounting Manager, at the midpoint of pay grade AU. The midpoint of pay grade AU is \$77,979.20, and Mr. Vanderploog is requesting a starting salary of \$86,403.60. The requested salary is \$8,444.40 below the maximum of the salary range, which allows for future merit increases if warranted. Mr. Vanderploog's letter fulfills the requirement of Civil Service Rule 8.2a(1), and also attests to the performance of and the qualifications of the candidate.

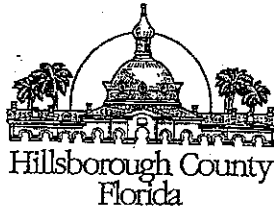
Motion: Ms. Spencer

Second: Ms. Bruno

The motion was approved by the Board to hire Ms. Glenda Blasko as an Accounting Manager, pay grade AU, at \$86,403.60 annually, which is above the midpoint of the salary range.

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

5. RULE EXCEPTION/Water Resource Services/Blasko (Continued)



BOARD OF COUNTY COMMISSIONERS

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 Wally Hill

Assistant County Administrators
 Kenneth C. Griffin
 Carl S. Harness
 Manus J. O'Donnell

March 5, 2008

[Handwritten signature]
 Mr. Ronald E. "Gene" Gardner, Director
 Hillsborough County Civil Service Board
 County Center, 17th Floor
 P.O. Box 1110
 Tampa, Florida 33604-1110

Subject: Accounting Manager, Position #05761

Dear Mr. Gardner:

Hillsborough County Water Resource Services is requesting approval to hire a uniquely qualified individual for the subject position. The proposed starting salary of \$41.54/hour (\$86,403.60/year) is higher than the job classification mid-point of \$37.49/hour (\$77,979.20/year). This request is being made according to Civil Service Rule 8.2 a(1), which designates the Civil Service Board as the approving authority.

Ms. Glenda Blasko has applied for and is willing to accept the position at the proposed salary referenced above. Civil Service Rule 8.2 a(3) allows any entry pay rate above the minimum "...when such salary or increase is in the best interest of Hillsborough County, and (a) market conditions in relevant job category justify offering an initial salary... above the minimum to obtain the services of qualified personnel; or (b) a salary above the minimum...is required or justified in order to obtain employment of, or adequately compensate a candidate with outstanding qualification;"

As required by Civil Service Rule 8.2 a(3) (b), our justification for this request is due to Ms. Blasko's previous position as the Chief Financial Officer for Miami-Dade County, where she was responsible for an operating budget of \$351M and a capital budget of \$384M. Additionally Ms. Blasko brings with her 15 years of experience in budget preparation, financial reporting, and utility rate analysis as the Finance Director for the City of Lakewood, Ohio. Her extensive experience in supervision, contract negotiations, and creating internal controls uniquely qualify her for the position of Accounting Manager (Budget & Rates). We are excited that we have an opportunity to bring onboard someone of Ms. Blasko's credentials, and look forward to the many contributions she will undoubtedly provide our organization.

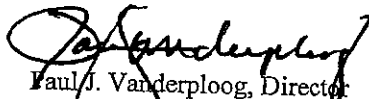
V.E. BOARD REVIEW AND FINAL ACTION POLICY AND RULES (Continued)

5. RULE EXCEPTION/Water Resource Services/Blasko (Continued)

Mr. R. Gardner
Page 2
March 5, 2008

Based on the information provided, we respectfully request approval to hire Ms. Blasko at the recommended starting salary of \$86,403.60 annually. If you require any more information of clarification, please contact Lori Kriek at 272-5977 extension 43201.

Sincerely,



Paul J. Vanderploog, Director
Hillsborough County Water Resource Services

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

5. RULE EXCEPTION/Water Resource Services/Blasko (Continued)

Job#:A0959-D0-o13724 Name:BLASKO, GLENDA

Date:12/27/2007 Page 1 of 11

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
APPLICATION FOR EMPLOYMENT**

HILLSBOROUGH COUNTY IS A DRUG FREE WORKPLACE

MAILING ADDRESS:

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
P.O. BOX 1110
TAMPA, FLORIDA 33601

JOB NEWSLINE: (813) 272-6975

JOB FAX: (813) 272-5620

WWW.HCCSB.ORG TDD: (813) 272-5623

STREET ADDRESS:

601 E. KENNEDY BOULEVARD, 17th FLOOR

PHONE: (813) 272-5621

Job Title: ACCOUNTING MANAGER (BUDGET & RATES)		Job Number: A0959-D0-o13724	
LEGAL NAME: BLASKO	GLENDA	Initial	(Last 4 #'s) SSN
Last Name	First Name		USA
Street address	City	State	ZIP Country
Home Ph#	Y Msg OK?	Business Ph#	Y Msg OK?
Cell Ph#:	Y Msg OK?	Email:	

Current or Prior Hillsborough County Employment

Do you now or have you previously worked for Hillsborough County Civil Service Board Government? Yes No
If yes, list Dates and Department/Agency:

Relatives Employed with Hillsborough County

A "Yes" answer to the following question will not bar you from employment, nor does it infer preferential hiring. The information is used only to ensure the enforcement of anti-nepotism laws, Section 112.3135, Florida Statutes.

Do you have relatives working for Hillsborough County Government? Yes No
If yes, Names, Relationship and Department/Agency:

Language Skills

Rate your level of skill for each language:	Speak	Read/Write
English	Fluent	Fluent
Spanish	None	None
	None	None
	None	None

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

5. RULE EXCEPTION/Water Resource Services/Blasko (Continued)

Employment Preference Information

I am interested in: Full-Time Part-Time Temporary Day shift (core hours of 7 am to 6 pm)
 Evening shift (core hours of 4 pm to 1 am) Midnight shift (core hours of 12 am to 9 am)

Hillsborough County Agencies You Would Like To Work With:

<input checked="" type="checkbox"/> County Administrator (some of the larger departments are: Aging Services; Animal Services; Children's Services; Fire Rescue; Fleet Management; Health and Social Services; Information and Technology Services; Library Services; Parks, Recreation and Conservation; Planning and Growth Management; Public Works; Solid Waste Management; Water Department)	<input checked="" type="checkbox"/> Planning Commission
<input checked="" type="checkbox"/> Arts Council	<input checked="" type="checkbox"/> Property Appraiser
<input checked="" type="checkbox"/> Aviation Authority	<input checked="" type="checkbox"/> Public Transportation Commission
<input checked="" type="checkbox"/> Children's Board	<input checked="" type="checkbox"/> Sheriff's Office
<input checked="" type="checkbox"/> Civil Service Board	<input checked="" type="checkbox"/> Spill and Water Conservation District
<input checked="" type="checkbox"/> Clerk of the Circuit Court	<input checked="" type="checkbox"/> Supervisor of Elections
<input checked="" type="checkbox"/> County Attorney	<input checked="" type="checkbox"/> Tampa Port Authority
<input checked="" type="checkbox"/> Environmental Protection Commission	<input checked="" type="checkbox"/> Tampa Sports Authority
<input checked="" type="checkbox"/> Expressway Authority	<input checked="" type="checkbox"/> Tax Collector
<input checked="" type="checkbox"/> Law Library	<input checked="" type="checkbox"/> Victim Assistance
<input checked="" type="checkbox"/> Legislative Delegation	

Geographical Preference (County Locations):

- North County (Lutz/North Tampa/USF)
- South County (Riverview/Apollo beach/Sun City)
- East County (Brandon/Plant City)
- West County (Carrollwood/Town and Country)
- Central County (Temple Terrace/Tampa)
- Downtown Tampa

Citizenship and Criminal History

A "Yes" answer to the following five questions will not necessarily bar you from employment. If you are not a U.S. Citizen, you will be required to provide legal proof of employability. The nature, severity, and date of any convictions will be considered in relation to the duties of the position for which you are applying.

Are you a U.S. Citizen? Yes No

Are you an alien authorized to work in the United States? Yes No

In answering the next 2 questions, you may omit (1) minor traffic violations; and (2) any offense committed as a minor which was adjudicated in a juvenile court or under a youth offender law.

Have you ever pled guilty, been convicted of OR pled no contendere to any crime as an adult, other than minor traffic violations? Yes No

Do you currently have any Law violations pending against you? Yes No

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

5. RULE EXCEPTION/Water Resource Services/Blasko (Continued)

Job#:A0959-D0-o13724 Name:BLASKO, GLENDA

Date:12/27/2007

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If you answered YES to either Law violation question, please describe the type of crime, date of conviction, location, and penalty imposed:

Have you ever been a defendant in a civil action for an intentional tort? Yes No

If yes, indicate the nature of the intentional tort and the disposition of the action:

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

5. RULE EXCEPTION/Water Resource Services/Blasko (Continued)

Job#:A0959-D0-013724 Name:BLASKO, GLENDA

Date:12/27/2007

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Florida Veteran's Preference

Depending on the time period and circumstances of military service, the State of Florida and County of Hillsborough may offer preference to military veterans in the selection process for this job. [Click here](#) to open a new window and read the Florida Veterans' Preference in Employment information. Review the information carefully to determine whether you believe you are eligible for preference in the selection process. When you close the Veteran's Preference window you will be returned to this section of your application.

Are you claiming veterans' preference? Yes No
 If yes, state basis for the claim: Active Duty During Wartime Era Disabled Veteran Spouse of Eligible Veteran Un-remarried Spouse

Have you been employed by the State of Florida or a political subdivision of the State since your military service? Yes No

I have indicated on my application that I reviewed and understand the provided information regarding Florida Veteran's Preference:
 Yes No

Education, Licences and Training

Have you graduated from high school? Yes No
 If NO, do you have a GED certificate? Yes No State of issue: 00
 Highest grade completed: 12
 High School Name: Vermillion High
 City and State: Vermillion Ohio

School Name and Location	Major/Minor Course of Study	Dates of Attendance	Answer for each school attended
Tiffin Ohio Tiffin University	MBA Mgmt	From: 1999 To: 2001	Degree pursued: MS Completed? <input checked="" type="checkbox"/> GPA: 3.85
Bowling Green Ohio Bowling Green State University	Accounting Business	From: 1979 To: 1982	Degree pursued: BS Completed? <input checked="" type="checkbox"/> GPA: 3.5
Bowling Green Ohio Bowling Green State University	Accounting Business	From: 1979 To: 1980	Degree pursued: AA Completed? <input checked="" type="checkbox"/> GPA: 3.7

Other courses, training or education relevant to the job applied for:
GLENDA J. BLASKO CPA - MBA
OBJECTIVE Obtaining a professional position that provides challenges and opportunities to utilize my education and experience and a sense of being part of a team that is working toward a common goal. **EXPERIENCE** 2006 (V Present) Miami Dade County Miami FL CFO (P) Oversee a department of 698 employees; Operating budget of \$351M; Capital budget of \$384M 2005-2006 Tampa Housing Authority Tampa, FL Senior Vice President and Chief Financial Officer (CFO) „X Oversee all financial operations of the Authority and Non-Profits totaling \$230 million „X 2006 Operating Budget \$203 Million „X 2006 CIP Budget \$11 Million „X 2 Hope VI projects totaling \$52.4 Million „X State-wide Section 8 Project-based Contract Administration Program (PBCA) totaling \$138 Million comprising 31,022 units „X Assisted Living Facility composed of project-based Section 8 vouchers and totaling 73 beds „X Completed 2 major refinances of debt resulting in cash flow savings of \$4.5M and \$35K more a month „X Converted THA's software system to a more user-friendly, property proficient software resulting in time efficient programs; thus, allowing the streamlining of processes and man-power needs „X Set-up Asset Management Financial Model for Public Housing Properties including reduction of overhead by 38% „X Developed AMPs with the most effective use for property management and subsidy allocation „X Train Section 8 and Public Housing on budgeting process and tracking „X Developed Budgets for Departments with tracking components to determine positive and negative variances „X Set up VMS tool for S8 tracking and projecting „X Completed conversion of assets into newly created non-profit; Manage 3 Non-Profits and properties/programs

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

5. RULE EXCEPTION/Water Resource Services/Blasko (Continued)

Job#:A0959-D0-o13724 Name:BLASKO, GLENDA

Date:12/27/2007

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associated with the entities „X Manage lease-up, financials and management fee on all mixed-finance sites „X Executive and Board Reports/Communication „X Developed Cash Management plan and Internal Controls „X Restructured banking deal to increase savings on monies held; increased the % by 2.1% „X Develop and execute Yearly FDS with Board and Staff involvement „X Manage all audits with no audit findings since arriving at THA „X Financial Assessment (FASS) score 98% for last 2 yrs allowing the Agency to be a high performer „X Work with Property Appraisers Office to produce tax-exempt status for housing units „X Development and manage Fix Asset and Procurement process with tracking procedures 2004 to 2005 Pinellas County Housing Authority Largo, FL Deputy Executive Director fP Secured Substitute Letter of Credit iV savings \$3.3 mil fP Daily Operations and oversight of all departments fP Completed 5 year Annual Operating Plan fP Coordinate CIP iV Annual and 5 year fP Executive and Board Reports/Communication 2003 to 2004 Housing Authority of the City of High Point High Point, NC Director of Finance „X Complete Initial GAAP conversion fP Internal Control Policies fP Cost Allocation Policy fP A/P and A/R Policy fP Fiscal responsibility for all budgets and daily operations fP Trained all departments on programs fP Successfully moved agency from PHAS Financially Troubled Agency to High Performer status 2001 to 2003 City of Lakewood Lakewood, Ohio Director of Finance „X Responsible for 108 budgets „X Fiscal Control of all Funds & Budgets „X 2003 General Fund Operating Budget \$95 million „X Implementation of Internal Control Policy and Cash Management Policy „X Strategic analysis to improve bond rating Aa3 to Aa2 including Moody's presentation „X Supervision of four departments (inclusive of information systems) „X Support financial, computer and information needs of all departments „X Member of Economic Development Team for \$150+ mil project „X GAAP Conversion 1995 to 2001 Lorain Metropolitan Housing Authority Lorain, Ohio Chief Financial Officer fP Successful conversion from Comprehensive Accounting to GAAP for Fiscal Year 2000 fP Responsible for budgets of all programs and component units; Year-end financial statements for all programs and component units fP Implemented cash management program that increased investment income by 47% fP Developed internal control program for grant programs that has been implemented by HUD at other Housing Authorities fP \$28 million budget iV 134 employees fP Strategically moved financial indicator from HUD's Substandard Performer rating to High Performer achieving 100% financial score. 1993 to 1995 Lorain 503 Development Corporation Economic Development for the City of Lorain Lorain, Ohio Executive Director fP Provided technical assistance for administration of the City of Lorain's Economic Development activities. fP Underwriting and administration of all ED loans and Rental Rehab loans fP Developed Procedure, Personnel, Collection and Public Records Policy EDUCATION 2001 Tiffin University fP Master Of Business Administration 1982 Bowling Green State University „X Bachelor of Business Administration, Accounting Major 1980 Bowling Green State University „X Associate of Applied Business OTHER „X Licensed as CPA, State of Florida # AC38249; State of North Carolina #30957 State of Ohio #30-229 „X Ohio Financial Accountability Certificate #23 „X Certified Economic Development Professional #9412-285 „X Licensed School Treasurer, State of Ohio #OH1055150 „X Member Government Finance Officers Association (GFOA) #300098501 „X Member Municipal Finance Officers Association (MFOA) „X Member Florida Society of CPAs (FICPA) „X Beta Alpha Psi iV member Finance Committee Member, Housing Authority Insurance Company Cheshire, CT

Do you have any current occupational and professional licenses and certificates: Yes No
 If YES: Type: CPA Expiration Date: 2008
 State of Issue: FL Original Issue Date: 2005 Most Recent Renewal Date: 2006

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

5. RULE EXCEPTION/Water Resource Services/Blasko (Continued)

Job#:A0959-D0-o13724 Name:BLASKO, GLENDA

Date:12/27/2007

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Employment Record

Beginning with your current or most recent position, state your employment record for the last ten years or last five positions. Please provide all of your relevant experience. List all positions you have held with any agency. **A RESUME DOES NOT SUBSTITUTE** for this section of the application. This section **MUST BE COMPLETED.**

From (Mo/Yr) 11/29/2006	To (Mo/Yr) present	Job Title CFO	No. of Employees Supervised 40	OK to contact? <input checked="" type="checkbox"/>	Hours Per Week: 60
Employer's Name and Address Miami Dade County 1401 NW 7th ST, Miami, FL 33131			Telephone No. 305-310-2858	Still employed? <input checked="" type="checkbox"/>	
Machines or equipment you used in your work: - stnd office equip			Reason for Leaving desire to return to Tampa Bay area		
Duties All facets of accounting including budget, monthly financials, analysis, procurement, MIS,etc.					

From (Mo/Yr) 07/26/2005	To (Mo/Yr) 11/28/2006	Job Title cfo	No. of Employees Supervised 15	OK to contact? <input checked="" type="checkbox"/>	Hours Per Week: 40
Employer's Name and Address Tampa Housing Authority Union St, Tampa, FL			Telephone No. 813-252-0551	Still employed? <input type="checkbox"/>	
Machines or equipment you used in your work: - Typical office equip			Reason for Leaving recruited for position in Miami		
Duties All facets of accounting including debt restructuring					

V.E. BOARD REVIEW AND FINAL ACTION POLICY AND RULES (Continued)**5. RULE EXCEPTION/Water Resource Services/Blasko (Continued)**

Job#:A0959-D0-o13724 Name:BLASKO, GLENDA

Date:12/27/2007

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IMPORTANT!! I acknowledge by my signature that I have read and understand the following:

- Only information contained in this application and related information submitted with this application will be used to evaluate my qualifications. Resumes or information contained on other than Hillsborough County Civil Service Board job application forms are not accepted, used or provided to others.
- Qualification and employment considerations by Hillsborough County are based upon the truthfulness and completeness of the statements in this application. Falsification or omission of information are grounds for disqualification or dismissal. Presenting any false document(s) to gain employment may be cause for ineligibility for hire or immediate dismissal and the filing of criminal charges.
- I authorize Hillsborough County and the Hillsborough County Civil Service Board to investigate the truthfulness of all statements made on this application and to contact my former employers and other listed references or other persons who can verify information.
- I give my consent for all contacted persons, including former employers, to provide information concerning this application and I release each person from liability for providing such information. I waive all causes of action that might arise from the foregoing.
- On submission, this application and related information become the property of the Civil Service Board and, according to Florida Statute 119, are matters of public record subject to release to other persons or agencies, upon request.
- My name and my application will be referred to each hiring authority as long as I remain on the certified list of eligibles. I may or may not be interviewed; that decision rests with the hiring authority. NOT the Civil Service Office.
- I hereby consent to the use of my social security number for County business. Disclosure of social security numbers are required for employment by Federal law. The Hillsborough County Civil Service Board, and agencies served, collect and use social security numbers to include; but not limited to, the following reasons: Identity verification; background and criminal history checks; drug screening; verification of educational credentials, prior military service and past employment; credit score verification; Hillsborough County government employment status verification; connection with other employment-related databases; I-9 verification; new hire and unemployment reporting; Worker's Comp reporting; payroll processing and reporting; and any other legitimate employment-related purposes.
- If hired by any agency serviced by Hillsborough County Civil Service Board, I must present documentation to substantiate my eligibility for employment and complete an Immigration and Naturalization Service (INS) Form 9 attesting to employability.
- A post-employment offer physical examination and/or drug and alcohol testing may be required as a condition of employment and continued employment.
- I am aware that Hillsborough County employees are placed on a minimum six months initial probationary period, during which time either the employing agency or I can terminate my employment, with or without cause, and with or without notice, at any time.
- I am satisfied with the contents of this application and understand that once I submit my application for this recruitment, I cannot edit it later.

By checking this signature box, I certify agreement with the terms given above for Applicant Release of Employment Information.

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

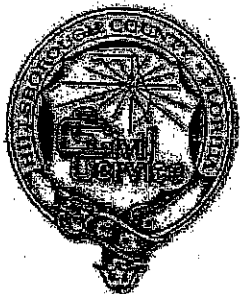
5. RULE EXCEPTION/Water Resource Services/Blasko (Continued)

Job#:A0959-D0-o13724 Name:BLASKO, GLENDA

Date:12/27/2007

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SUPPLEMENTAL QUESTIONNAIRE



**Hillsborough County
Civil Service Board**

Supplemental Questionnaire

INSTRUCTIONS: Every applicant is required to complete this supplemental questionnaire. Please read each question carefully and provide clear and complete responses that accurately portray your education & relevant work experience. Your qualifications for employment will be evaluated based upon the information you provide in your responses below and then **verified by Civil Service Office personnel** who will review your entire application for completeness and determine its qualification status.

*The **employers** and **dates of employment** that you list on this supplemental questionnaire **MUST** match the employers and dates of employment provided in the **work experience section of this employment application**. Failure to provide matching employer, and dates of employment will result in your application being tagged as "not qualified" for this recruitment.

Select the option that indicates your HIGHEST level of completed education RELEVANT to this job. (Please note that college degrees must be associated with majors in the specified areas)

- Master's degree with a major in Accounting or Finance
- Bachelor's degree with a major in Accounting or Finance and Certification as a Certified Public Accountant
- Bachelor's degree with a major in Accounting or Finance
- Associate's degree with a major in Accounting or Finance
- Graduation from high school or possession of a GED Certificate
- I have not completed any of the educational requirements listed above

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

5. RULE EXCEPTION/Water Resource Services/Blasko (Continued)

Job#:A0959-D0-o13724 Name:BLASKO, GLENDA

Date:12/27/2007

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*

Select the option that indicates the number of years of experience you have as a Professional Accountant conducting utility rate analyses in a SUPERVISORY CAPACITY. (Years of experience are based on a FULL TIME work schedule; i.e. 40 or more hours per week)

- Six or more years of experience
- Between five and six years of experience
- Between four and five years of experience
- Between three and four years of experience
- Between two and three years of experience
- Less than two years of experience

*

Please provide a narrative supporting your answer to the above question, including information on the circumstances, the complexity of the work, the length of time, and the organization where the work was performed:

Please LIMIT your TEXT to 50 Lines:

(Note: If you DO NOT have the experience requested above, please enter "N/A" or "None" in the text box below)

I began my professional accounting career with Erie County Utility Department in Ohio. This department services water, sewer and the landfill. All included rate analysis to ensure that the rates (revenue) would support the expenditure level. All analysis were based on a 10 year proforma updated with 5 year actuals, providing a 15yr picture (5 actual, 10 proforma). I also completed and supervised the rate analysis for the City of Lakewood, Oh serving as the Finance Director for the City. The rate analysis was similar to Erie City, however any rate increase necessitated voter approval. Both analysis included the impact of anticipated debt service for capital improvements and any debt restructuring that would impact the expenditure

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

5. RULE EXCEPTION/Water Resource Services/Blasko (Continued)

Job#:A0959-D0-o13724 Name:BLASKO, GLENDA Date:12/27/2007 Page 10 of 11

level.

*

In ADDITION to the experience you indicated as a Professional Accountant in a supervisory capacity (i.e. must involve SEPARATE work experience), select the option that indicates the number of years of experience you have in bookkeeping or financial recording keeping. (Years of experience are based on a FULL TIME work schedule; i.e. 40 or more hours per week)

- Five or more years of experience
- Between four and five years of experience
- Between three and four years of experience
- Between two and three years of experience
- Between one and two years of experience
- Less than one year of experience

Please provide a narrative supporting your answer to the above question, including information on the circumstances, the complexity of the work, the length of time, and the organization where the work was performed:

Please LIMIT your TEXT to 50 Lines:

(Note: If you DO NOT have the experience requested above, please enter "N/A" or "None" in the text box below)

I have been in positions of increased responsibility since 1990. This positions included accounting mgr, executive director, finance director and CFO. All of this positions included hands on experience and supervision of the entire financial cycle from budget to financial statement presentation. d

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

5. RULE EXCEPTION/Water Resource Services/Blasko (Continued)

Job#:A0959-D0-o13724 Name:BLASKO, GLENDA

Date:12/27/2007 Page 11 of 11

*

I certify that all of my responses are true and complete, and any misstatement of material facts OR failure to completely answer questions will subject me to disqualification from the application process and/or dismissal from employment. I also understand that once I submit my application for this recruitment, I cannot edit it later.

Yes No

V.E. BOARD REVIEW AND FINAL ACTION POLICY AND RULES (Continued)6. RULE EXCEPTIONCounty AdministratorWater Resource Services

Staff recommends approval of Mr. Cassady's request to set Mr. Shellman's rate of pay at \$16.55/hour effective March 30, 2008, upon his voluntary demotion.

Mr. Ron Zeigler, Civil Service staff, presented this item. Mr. George Cassady, Manager, Plant Operations Group of Water Resource Services is requesting an exception to Civil Service Rule 7.3c2. Mr. Shellman has requested a voluntary demotion from his current classification of Water Plant Operator II, pay grade CL, to Reclaimed/Potable Water Distribution Specialist II, pay grade CK. Mr. Cassady is seeking Board approval to set Mr. Shellman's pay at \$16.55 per hour, a reduction of \$0.64 an hour, upon his demotion. This action would avoid a hardship for the employee. Mr. Cassady's letter fulfills the requirements for an exception to the rule.

Motion: Mr. Agliano

Second: Ms. Bruno

The motion was approved by the Board to approve Mr. Cassady's request to set Mr. Shellman's rate of pay at \$16.55/hour effective March 30, 2008, upon his voluntary demotion from Water Plant Operator II to Reclaimed/Potable Water Distribution Specialist III.

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

6. RULE EXCEPTION/Water Resource Services/Shellman (Continued)



BOARD OF COUNTY COMMISSIONERS

Brian Blair
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Office of the County Administrator
Patricia G. Bean

Deputy County Administrator
Wally Hill

Assistant County Administrators
Kenneth C. Griffin
Carl S. Harness
Manus J. O'Donnell

MEMORANDUM

Date: March 10, 2008

To: Gene Gardner, Director, Civil Service

Through: *Paul Vanderploog*
Paul Vanderploog, Director, Water Resource Services

From: George Cassidy, Manager Plant Operations Group, WRS *GC*
3/10/08

Subject: BOARD AUTHORIZATION FOR AN EXCEPTION TO THE DEMOTION FORMULA –
NORRIS SHELLMAN, RECLAIMED/POTABLE WATER DISTRIBUTION SPEC III

Mr. Shellman is employed by Water Resource Services as a Water Plant Operator II, pay grade CL. He has accepted a voluntary demotion to a Reclaimed/Potable Water Distribution Specialist III, pay grade CK.

Mr. Shellman's current rate is \$17.19/hr. Using the demotion formula his rate would be reduced to \$16.08/hr. As per CSR 7.3c (2), we are requesting Mr. Shellman's rate be set at \$16.55, effective March 30, 2008. This rate has been determined by taking the starting rate of the Reclaim/Potable Water Distribution Specialist III and calculating in the merit increase and market equity increases he would have earned since his original hire date. Granting this exception would avoid a hardship on the employee by reducing his rate by \$.64/hour vs \$1.11/hour.

Mr. Shellman has worked for Hillsborough County since September 5, 2006, as a Drinking Water Treatment Plant Operator II. His performance reviews while with the department have been successful and exceptional.

Granting this exception would benefit Water Resource Services and be in the best interest of the County as he currently holds a "B" license, and is already in compliance with the Florida State Statute for a Level I Water Distribution System Operator required in May of 2011. He has over five years experience in the water industry, has operated the Northwest reclaim water system, and has practical experience in County procedures. The Department is in need of Distribution Specialists who have maintenance and operational experience in utility operations like Mr. Shellman has. As a Reclaim/Potable Water Distribution Specialist III he will be supervising and rating a crew.

Your assistance in obtaining Civil Service Board approval for this exception is appreciated.

GC/kp

Cc: Wanda Dunnigan, Employee Services

HE CIV SVC BOARD 11-02PM 11-13

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

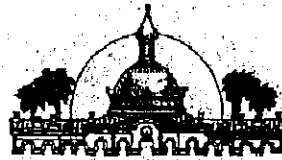
6. RULE EXCEPTION/Water Resource Services/Shellman (Continued)

03/12/2008 15:11

813-264-8555

LAKE PARK WTP

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Hillsborough County Florida

Office of the County Administrator Patricia G. Bean

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- Assistant County Administrators Kenneth C. Griffin
Carl S. Hittner
Manus J. O'Donnell

MEMORANDUM

DATE: March 4, 2007
TO: Norrise Shellman, Water Plant Operator II
FROM: George Cassady, Manager, Plant Operations Group
SUBJECT: Response to Employee's Request to take a Voluntary Demotion

Handwritten signature and date 3/4/08

Mr. Shellman, this memo is a response to your request made to us to take a Voluntary Demotion effective March 30, 2008, from your current position of Water Plant Operator II to a lower graded position within Water Resource Services.

By your signature below, you acknowledge that it is your intent to take a Voluntary Demotion from a Water Plant Operator II (Pay Grade CL) to a Reclaimed/Potable Water Distribution Specialist III (Pay Grade CK). Your rate of pay will change from your current rate of \$17.19 per hour to \$16.08 per hour (a difference of \$1.11 per hour) effective 03/30/08.

In accordance with Civil Service Rules, a Voluntary Demotion will not provide you with provisions to be returned to your former classification and you will not be required to serve a probationary period. Your annual performance review date will be adjusted accordingly, if applicable.

ACKNOWLEDGEMENT OF VOLUNTARY DEMOTION

I acknowledge that I have elected to take a voluntary demotion from Water Plant Operator II (Position #11970, Pay Grade CL) to Reclaimed/Potable Water Specialist III (Position #05899, currently vacant, Pay Grade CK) and that my rate of pay will be adjusted from \$17.19 per hour to \$16.08 per hour.

Employee's Signature (Handwritten signature)

Date 3/12/2008

Print Name Norrise T. Shellman

cc: Wanda Dunnigan, Employee Services

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

6. RULE EXCEPTION/Water Resource Services/Shellman (Continued)

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
DEMOTION - REGRADE PAY CALCULATOR**

EMPLOYEE NAME: Norrise Shellman **EE #:** 23398

OLD GRADE: CL

<i>HOURLY</i>			<i>ANNUAL</i>		
<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
\$16.28	\$20.78	\$25.27	\$33,862	\$43,222	\$52,562

OLD RATE --> 17.19

NEW GRADE: CK

<i>HOURLY</i>			<i>ANNUAL</i>		
<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
\$15.22	\$19.43	\$23.63	\$31,658	\$40,414	\$49,150

NEW RATE --> \$16.07

*This report accepts 2 values from the user: 1) EMPLOYEES ID number
2) New Pay Grade*

The following formula is used to calculate a new pay rate in a new pay range such that the new pay rate has the same relative position in the new pay range as the old pay rate had in the old pay range.

$$\text{NEW RATE} = \text{NEW MIN} + \left[\frac{(\text{CUR RATE} - \text{CUR MIN})}{(\text{CUR MAX} - \text{CUR MIN})} \times (\text{NEW MAX} - \text{NEW MIN}) \right]$$

V.E. BOARD REVIEW AND FINAL ACTION POLICY AND RULES (Continued)7. PROPOSED RULE CHANGERevision to Civil Service Rule 8.7.

Staff recommends approval of the revision to Civil Service Rule 8.7.

Mr. Ron Zeigler, Civil Service staff, presented this item. The proposed rule change regarding Civil Service Rule 8.7, Effective Date of Salary Changes, was developed by the Civil Service staff to ensure Appointing Authorities are consistent in the effective date for performance review actions and that the by-law requirement for a six month probationary period is followed. As this proposed rule change is viewed as administrative in nature, staff did not feel the rule was needed to be considered by the Rules Committee. Upon approval by the Board, staff will provide notification to the Appointing Authorities as required by Chapter 2000-445, as amended by 2007-301, Laws of Florida.

Motion: Mr. Mitchell

Second: Ms. Spencer

The motion was approved by the Board to approve the revision to Civil Service Rule 8.7.

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

7. PROPOSED RULE CHANGE/Revision to Civil Service Rule 8.7 (Cont.)

**RULES REVISION/INFORMATION
PROCESS**

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

CURRENT RULE READS

RULE EIGHT

8.7 Effective Date of Salary Changes:

- a. Except for performance increases, the date on which an employee's status changes is the effective date of the salary change, regardless of whether the change coincides with the beginning of a calendar month, pay period, or any other such time period.
 - (1) Salary regradings are effective on the date specified in official notification from the Civil Service Board.
 - (2) Salary increases and decreases for promotions and demotions as a result of a reclassification action are effective on the date specified in official notification from the Civil Service Office.
- b. Except when delayed for cause, all performance increases in salary are effective at the beginning of the pay period in which they would otherwise be granted. [CSL Section 5(17)/Section 13]

PROPOSED RULE TO READ

RULE EIGHT

8.7 Effective Date of Salary Changes:

- a. ~~Except for performance increases, the date on which an employee's status changes is the effective date of the salary change, regardless of whether the change coincides with the beginning of a calendar month, pay period, or any other such time period.~~
For Job performance reviews which document the completion of initial or conditional probation periods of exactly six months in duration, the effective date shall be the established performance review date. In no case shall the effective date of completion of probation be less than six months from the start of the probation
 - (1) Salary regradings are effective on the date specified in official notification from the Civil Service Board.
 - (2) Salary increases and decreases for promotions and demotions as a result of a reclassification action are effective on the date specified in official notification from the Civil Service Office.

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

7. PROPOSED RULE CHANGE/Revision to Civil Service Rule 8.7 (Cont.)

- b. Except when delayed for cause, all performance increases in salary are effective at the beginning of the pay period in which they would otherwise be granted. {CSL Section 5(17)/Section 13} Except for job performance reviews which document the completion of initial or conditional probation periods of exactly six months in duration, the effective date for all employee changes that result from job performance reviews shall be the start of the pay period in which the established performance review date falls.

COMMENTS/JUSTIFICATION

V.F. ADMINISTRATIVE

1. Goals and Objectives for FY 2008

A. Work Measure - FY 2008

Mr. Gardner, Civil Service Director, gave a summary of the Work Measure - FY 2008, which lists the measurements the Civil Service Office currently uses to evaluate progress towards established objectives.

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 21 County Agencies. Process classified employee change requests (maximize actions per staff analyst). Carefully review, approve, and forward 98% of employee change actions to CCC Payroll that are received by the published cut-off dates and that comply with rules and policies.							
4). Civil Service Board Hearings of Discipline Appeals and Grievances: Respond to employee requests for Civil Service Board hearings of discipline appeals and grievances (maximize number resolved without a full hearing). Resolve 70% of hearing requests within 90 days of receipt.							
5). Job Performance Management Administration: Provide prompt and professional job performance management training to all new supervisors of classified employees in 22 County Agencies.							

III. SERVICES/MEASURES:							
	Obj #	ACT'L '04	ACT'L '05	ACT'L '06	ACT'L '07	YR-TO-DATE '08	PRIOR YEAR COMPRSN
Applicant Recruiting & Screening	1						
Workload/demand: # Applicants Assisted		57,422	53,520	58,024	59,074	32,709	33%
Efficiency: Cost per applicant assisted		\$16.30	\$19.22	\$18.73	\$20.14	\$11.57	-\$8.57
Cost per certified applicant		\$28.03	\$32.69	\$34.64	\$36.40	\$23.19	-\$13.21
Effectiveness: # of qualified job applicants per recruitment (Avg)					21.6	41	19.40
% of customers who rated service quality above satisfactory				89	90	95	6%
Job Classification & Compensation	2						
Workload/demand: # of Job Descriptions updated		112	16	127	88	42	15%
Efficiency: # of position actions completed per staff analyst		278.4	163.9	348.8	276.75	193.3	68%
Effectiveness: # of days before last mtg in Feb. rec to BOCC		13	0	0	0	29	n/a
Employee Record Maintenance	3						
Workload/demand: # of employee files maintained		10,329	10,335	10,702	10,643	10,600	0%
Efficiency: # of employee actions processed per staff analyst		9,590	9,562	10,073	9,978	3,775	-9%
Effectiveness: % of on-time actions processed		100%	100%	100%	100%	100%	0%
Hearings of Discipline Appeals & Grievances	4						
Workload/demand: # of hearing requests processed		24	30	29	36	14	-7%
Efficiency: % of requests resolved within 90 days		79%	70%	86%	89%	50%	-39%
Effectiveness: % of requests resolved prior to full hearing		83%	70%	86%	92%	50%	-42%
Job Performance Management	5						
Workload/demand: # of new supervisors trained		156	195	210	263	57	-48%
Efficiency: cost per trainee		\$6.56	\$5.90	\$3.19	\$5.03	\$5.31	\$0.28
Effectiveness: Average training event quality rating		4.6	4.4	4.3	4.4	4.5	2%

V.F. ADMINISTRATIVE

1. Goals and Objectives for FY 2008

B. Recommended Goals FY 2008

Mr. Gardner, Civil Service Director, presented this agenda item to the Board. This item presents recommended goals for Fiscal Year 2008, and the status of each recommendation.

1. Enhance relations with Legislative Delegation. Meet with all Senators and fifty percent of Representatives. (Chair/Vice Chair and Director) (Permanent Goal).

STATUS: Action underway. Chair and Director met with Senator Victor Christ on November 20, 2007 and Senator Storms on January 30, 2008. Invitations have been sent to Senators Joyner and Justice for meeting requests, with no reply.

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

STATUS: Action underway. On October 11, 2007, Chair and Director met with Commissioner Norman. On October 16, 2007, Vice Chair and Director met with Commissioner Ferlita. Working on scheduling meetings with Commissioner Blair and Commissioner Hagan. Meeting held with Commissioner Sharpe on March 12, 2008.

3. Continue to develop training procedures to include staff development and update needs assessment. By conducting needs assessment update and publishing results. Publish training schedule and brief CSB.

STATUS: The following employees attended training:

EMPLOYEE	DIVISION	TRAINING COURSE
Sherri Adler	Class & Comp	HRIS Position Maintenance
Curtis Carlson	Information Management	HRIS Position Management
George R. Chandler	Class & Comp	HRIS Position Management
Susan Diaz	Information Management	HRIS Position Management

V.F. ADMINISTRATIVE

1. Goals and Objectives for FY 2008

B. Recommended Goals FY 2008

EMPLOYEE	DIVISION	TRAINING COURSE
Rick Ebelke	Class & Comp	HRIS Position Management; Microsoft Excel Level 1
Kimberly Patterson	Administration	Advanced Microsoft Word; Microsoft Excel Level 1 & 2
Keith Reynolds	Class & Comp	HRIS Position Management
Francisco Rivera	Class & Comp	HRIS Position Management
Cindy Standberry	Administration	HRIS Position Maintenance
Sarita Stone	Class & Comp	HRIS Position Management; Microsoft Excel Level 1; Advanced Microsoft Word

Following is a schedule of training to be accomplished during the remainder of FY 2008:

- Administration - Administrative Specialist:
 - Excel Level 1
 - Excel Level 2
 - PowerPoint

- Personnel Action Manager and staff will complete the following:
 - Customer Focus FISH Training and Exercises
 - Excel Level 1
 - Excel Level 2
 - Access Level 1
 - Criticism: How to Give and Take
 - Building Work Relationships
 - Stress Management
 - Dealing with Difficult Persons
 - Listening

- Susan Diaz, Personnel Analyst, will attend the American Records Management Association two-day seminar on April 3-4, 2008.

- Class and Compensation Employees Rick Ebelke and Sherri Adler will attend the following training:
 - Ebelke - Word Level 1 & 2
 - Adler - Access Level 1, Excel Level 2, Power Point Level 2

V.F. ADMINISTRATIVE**1. Goals and Objectives for FY 2008****B. Recommended Goals FY 2008**

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

STATUS: Chair and Director met with County Administrator on October 30, 2007. Chair and Director also met with Clerk of Circuit Court on November 13, 2007. Director also has met with Director of Planning Commission, Director of EPC, Expressway Authority Director, and the Internal Performance Auditor.

5. Scan Civil Service Board Minutes into an electronic file which satisfies the requirements for the permanent archived records.

STATUS: This item is in the queue behind our quality control efforts, which are devoted to review of personnel actions scanned by us since January 1, 2007. We project that review will conclude in late March and the scanning of Civil Service Board Minutes projected to commence April 14, 2008.

6. Evaluate staff requirements quarterly.

STATUS: We opted to fill two Senior Personnel Assistant position vacancies. One in Classification and Compensation and one in Recruiting, Testing and Certification. Other vacancies remain under review.

V.F. ADMINISTRATIVE

1. Goals and Objectives for FY 2008

B. Recommended Goals FY 2008

7. Brief agencies on classification process and the new Job Content Questionnaire (JCQ), with focus on completing JCQ properly.

STATUS: Internal dry runs completed and the briefing has been presented to members of the County Administrator's Affordable Housing staff.

8. Conduct two workshops. Suggested topics are (1) Electronic Filing; and (2) Hearing Procedures and Decision Making.

STATUS: No report.

V.F. ADMINISTRATIVE2. Budget Re-Submission - FY 2009

Approve FY 2009 Budget Request of \$3,335,150, as allocated in Attachment 2.

Dane Petersen, Civil Service staff, presented this agenda item. Last month, Mr. Petersen briefed the Board on recent events that negatively impact future Hillsborough County government funding and also gave an update on the Board's budget outlook for the next fiscal year (FY 2009). This agenda item presents the Director's updated FY '09 budget request for Board approval, prior to submission to the Board of County Commissioners through the County Administrator. FY 2009 will begin on October 1, 2008, and end on September 30, 2009. The Board of County Commissioners (BOCC) requires funded entities to submit Two year budget reports. The County Administrator set March 21, 2008, as the deadline for submission of revised FY 2009 budget requests. Staff initially estimated that the Board's FY 2009 by-law minimum funding would be \$3,289,500. The result of the Clerk's most recent analysis defines the Board's minimum funding for FY 2009 at \$3,335,150, a positive difference of \$45,650. The Board's enabling Act, in combination with the payroll analysis from the Clerk's Office mandate that the Board be funded at \$3,335,150 for FY 2009. Therefore, staff recommends that the Board request FY 2009 funding at the statutory minimum amount of \$3,335,150. As briefed at the Board's February meeting, tax revenues are projected to be significantly lower in FY 2009 than in FY 2008. Therefore, no additional spending reductions (beyond the Director's prior commitment for a two percent or \$66,000 reduction) are included in this proposed FY 2009 budget. Three of the five vacant positions currently in the Civil Service Office are not intended to be filled in anticipation of a future request from the County Administrator and/or BOCC for a further decrease in the Board's FY 2009 spending. Prior to formally responding to such a request, staff will present the request and proposed response to the Board as a regular agenda item.

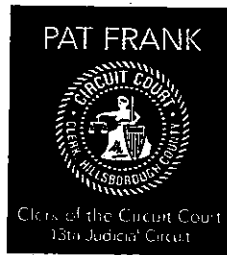
Motion: Mr. Mitchell

Second: Ms. Bruno


The motion was approved by the Board to approve FY 2009 Budget Request of \$3,335,150, as allocated in Attachment 2.

V.F. ADMINISTRATIVE

2. Budget Re-Submission - FY 2009



December 31, 2007


 Mr. Ronald E. Gardner, Director
 Hillsborough County Civil Service Board
 P.O. Box 1110
 Tampa, FL 33601

SUBJECT: 2008-09 Civil Service Board Budget

Dear Mr. Gardner:

In accordance with Section 15, Chapter 2000-445, Laws of Florida, we have secured from each County appointing authority with employees in the classified service, a certification as to the total amount of salaries paid for the fiscal year ended September 30, 2007. The total salaries which amount to \$513,099,983 are itemized on the attached sheet.

Based on the provision of the existing law and using the attached list of salaries, the amount available for funding Civil Service for fiscal year 2008-09 is \$3,335,150.

If you have any questions concerning the attached, you may contact me at 276-2029 Ext.4618.

Sincerely,

Mary M. Wilson

Mary M. Wilson
Accounting Manager, Finance Dept.

mmw:gew
Attachment
c: Eric Johnson, Director, Management & Budget Dept.

V.F. ADMINISTRATIVE

2. Budget Re-Submission - FY 2009

HILLSBOROUGH COUNTY
 CLASSIFIED PERSONNEL PAYROLLS
 FISCAL YEAR 2006-2007

Arts Council	\$ 571,880
Aviation Authority	27,844,420
Board of County Commissioners	257,789,935
Children's Board	2,345,251
Clerk of Circuit Court	32,707,973
Expressway Authority	130,247
Property Appraiser	6,359,293
Sheriff's Office	165,730,118
Tampa Port Authority	4,391,643
Tampa Sports Authority	3,000,465
Tax Collector	<u>12,228,758</u>
	513,099,983
	<u><u>3,335,150</u></u>
x .0065	\$

V.F. ADMINISTRATIVE

2. Budget Re-Submission - FY 2009

CIVIL SERVICE BOARD BUDGET: FY 2009 Request and 3 Prior Years for Comparison

	FY '09	FY '08		FY '07		FY '06	
	REQUEST	BUDGET	EST. ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Personnel (10)	\$2,809,425	\$2,687,541	\$2,500,000	\$2,591,163	\$2,498,895	\$2,301,491	\$2,274,997
Operating (30)	\$505,725	\$386,145	\$300,000	\$421,092	\$258,878	\$465,265	\$369,721
Capital (60)	\$20,000	\$20,000	\$20,000	\$10,000	\$8,972	\$10,000	\$5,700
TOTAL	\$3,335,150	\$3,093,686	\$2,820,000	\$3,022,255	\$2,766,745	\$2,776,756	\$2,650,418
<i>Returned to General Fund at Close of Fiscal Year:</i>			\$273,686		\$255,510		\$126,338

V.F. ADMINISTRATIVE

3. The next Employee Advisory Committee (EAC) Meeting will be held Thursday, April 10, 2008, at 2:30 p.m., at the Tampa Port Authority, 1st Floor, Channelside Drive. Mr. Mitchell volunteered to attend the September 11th EAC Meeting

4. The April Civil Service Board Business Meeting is scheduled to be held on Wednesday, April 16, 2008 at 6:15 p.m. in the Planning Commission Boardroom, 18th Floor, 601 East Kennedy Boulevard, Tampa, Florida.

5. Director's Comments

None.

VI. REPORT FROM GENERAL COUNSEL/DOCKET

Pete Zinober, Civil Service Board Counsel, presented the docket, referencing an amended docketed dated March 19. There are no new developments in the Charles Baker or Vogler Petition for Certiorari. The Daniel Brock case is still pending. The Second District Court of Appeal stated the Civil Service Board does not belong in the case. Mr. Howard Matthews has a Motion to be heard this evening. The Sharon Hecker appeal is scheduled for April 8, 2008, and the next item is the Judith Cole appeal. There will be a Motion for Summary Judgment hearing this evening, preceded by Ms. Cole's Motion to Disqualify Motion by the County. The Christian Moberg appeal is scheduled on April 30. The Lamont Stuckey Motion for Summary Judgment will be heard tonight following the Cole appeal. In the Donald Wooten appeal, the pre-hearing will be held on May 6. No Motion for Summary Judgment has been filed in this case, and will be set for an evidentiary hearing. The Michael Rowicki grievance was denied by the Director by letter dated March 3rd. The Motion for Summary Judgment in the appeal of Dean McHargue from his dismissal is due on March 28. Lester Truman's Motion for Summary Judgment is due on March 21st.

VI. REPORT FROM GENERAL COUNSEL/DOCKET

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD

PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

AS OF: 3/19/2008
Page 1 of 6

APPELLANT: BAKER CHARLES DEPARTMENT: N/A ALLEGATION:		APPELLANT REP: APLNT REP PHONE: DEPT REP: DEPT REP PHONE: DEPT CONTACT:		CASE 578 RCVD: 7/23/2003 CIVIL ACTIONS
DISCIPLINARY ACTION TAKEN: N/A DISCIPLINE EFFECTIVE DATE: CSO FORM RECEIPT: 7/23/2003 APPEAL NOTICE TO AGENCY:		COMMENTS: UNITED STATES DC MIDDLE DISTRICT OF FLORIDA, TAMPA DIVISION, CASE #88-1335-CV-T-17A		
DATE: TIME: LOCATION: DECISION: COMMENTS:	<u>PREHEARING</u>	<u>SUM JUDGEMENT HEARING</u>	<u>EVIDENTIARY HEARING</u>	<u>FINAL ORDER</u> BAILIFF
APPELLANT: VOGLER EVANGELINA DEPARTMENT: CNTY ADM/ CHILD SVCS ALLEGATION:		APPELLANT REP: APLNT REP PHONE: DEPT REP: DEPT REP PHONE: DEPT CONTACT:		CASE 627 RCVD: CIVIL ACTIONS
DISCIPLINARY ACTION TAKEN: DISCIPLINE EFFECTIVE DATE: CSO FORM RECEIPT: APPEAL NOTICE TO AGENCY:		COMMENTS: CASE #07-CA-005405, DIV H, 13TH JUDICIAL HILLS CNTY, APPEALS DIVISION		
DATE: TIME: LOCATION: DECISION: COMMENTS:	<u>PREHEARING</u>	<u>SUM JUDGEMENT HEARING</u>	<u>EVIDENTIARY HEARING</u>	<u>FINAL ORDER</u> BAILIFF

VI. REPORT FROM GENERAL COUNSEL/DOCKET

AS OF: 3/19/2008
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HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

<p>APPELLANT: BROCK DANIEL DEPARTMENT: SHERIFF'S OFFICE ALLEGATION:</p> <p>DISCIPLINARY ACTION TAKEN: DISCIPLINE EFFECTIVE DATE: CSO FORM RECEIPT: 8/16/2007 APPEAL NOTICE TO AGENCY:</p> <p>APPELLANT REP: DANIEL APLNT REP PHONE: DEPT REP: DEPT REP PHONE: DEPT CONTACT:</p> <p>COMMENTS: HILLS CNTY CIRCUIT COURT, 13TH JUDICIAL CIRCUIT, DIVISION I CASE NO: 07-CA009145</p>	<p>CASE 633 RCVD: 8/16/2007 CIVIL ACTIONS</p>	<p><u>PREHEARING</u></p> <p>DATE: TIME: LOCATION: DECISION: COMMENTS:</p>	<p><u>SUM JUDGEMENT HEARING</u></p> <p>DATE: 1/16/2008 TIME: 7:00PM LOCATION: 18TH FL COMMENTS: AA WITHDREW MFSJ 11/29/07</p> <p><u>EVIDENTIARY HEARING</u></p> <p>DATE: 3/5/2008 TIME: 6:00PM LOCATION: 18TH FL COMMENTS: CSB UPHELD AA DECISION BAILIFF EBELKE</p> <p><u>FINAL ORDER</u></p>
<p>APPELLANT: MATTHEWS HOWARD DEPARTMENT: CNTY ADMWRS ALLEGATION: CSR VIOL 11.2 (1, 4, 6, 26, 29, 30, 32)</p> <p>DISCIPLINARY ACTION TAKEN: DEMOTION DISCIPLINE EFFECTIVE DATE: 10/22/2007 CSO FORM RECEIPT: 10/22/2007 APPEAL NOTICE TO AGENCY: 10/24/2007</p> <p>APPELLANT REP: BRAD BOLE APLNT REP PHONE: 727.823.4191 DEPT REP: PAUL VANDERPLOO DEPT REP PHONE: 272.5977.43222 DEPT CONTACT: JENNIE TARR</p> <p>COMMENTS: MFSJ DUE 11/20/07. MFSJ FILED BY AA 11/20/07. RESPONSE DUE 1/10/08. AA WITHDREW MFSJ 11/29/07. CSB UPHELD AA DECISION TO DISCIPLINE IN EVIDENTIARY HEARING HELD 3/5/08. MOTION FOR RECONSIDERATION, REHEARING, OR REMAND FILED BY APPELLANT REPRESENTATIVE 3/10/08. RESPONSE FILED BY AA 3/17/08; TO BE HEARD IN ORAL ARGUMENT IMMEDIATELY FOLLOWING THE MONTHLY CSB MEETING SCHEDULED FOR 3/19/08.</p>	<p>CASE 640 RCVD: 10/22/2007 APPEALS</p>	<p><u>PREHEARING</u></p> <p>DATE: 12/21/2007 TIME: 2:00PM LOCATION: 17TH FL COMMENTS: COMPLETED</p>	<p><u>SUM JUDGEMENT HEARING</u></p> <p>DATE: 1/16/2008 TIME: 7:00PM LOCATION: 18TH FL COMMENTS: AA WITHDREW MFSJ 11/29/07</p> <p><u>EVIDENTIARY HEARING</u></p> <p>DATE: 3/5/2008 TIME: 6:00PM LOCATION: 18TH FL COMMENTS: CSB UPHELD AA DECISION BAILIFF EBELKE</p> <p><u>FINAL ORDER</u></p>

VI. REPORT FROM GENERAL COUNSEL/DOCKET

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD

PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

AS OF: 3/19/2008

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<p>APPELLANT: HECKER SHARON</p> <p>DEPARTMENT: CNTY ADM/EM</p> <p>ALLEGATION: CSR VIOL 11.2 (1, 5, 6, 7, 11, 26, 32)</p> <p>DISCIPLINARY ACTION TAKEN: DISMISSAL</p> <p>DISCIPLINE EFFECTIVE DATE: 10/23/2007</p> <p>CSO FORM RECEIPT: 10/25/2007</p> <p>APPEAL NOTICE TO AGENCY: 10/29/2007</p>		<p>APPELLANT REP: DIANE BAILEY</p> <p>APLNT REP PHONE: 727.822.7750</p> <p>DEPT REP: JENNIE TARR</p> <p>DEPT REP PHONE: 272.5670</p> <p>DEPT CONTACT: LARRY GISPERT</p>		<p>CASE 642</p> <p>RCVD: 10/25/2007</p> <p>APPEALS</p>	
<p><u>COMMENTS</u></p> <p>MFSJ DUE 11/27/07. REQUEST BY AA TO EXTEND THE TIME TO FILE MFSJ APPROVED BY CSB DIRECTOR TO 12/4/07. MFSJ NOT FILED. JOINT MOTION FILED TO REQUEST AN INCREASE TO THE TIME ALLOTTED TO HEAR FULL EVIDENTIARY APPEAL, SCHEDULED 2/20/08, IMMEDIATELY FOLLOWING THE MONTHLY CSB MEETING. CSB RULED A 2 HOUR TIME LIMIT FOR EVIDENTIARY HEARING.</p>		<p><u>PREHEARING</u></p> <p>DATE: 11/1/2008 3:00PM</p> <p>TIME:</p> <p>LOCATION: 18TH FL</p> <p>DECISION: COMPLETED</p> <p>COMMENTS:</p>		<p><u>FINAL ORDER</u></p>	
<p><u>SUM JUDGEMENT HEARING</u></p>		<p><u>EVIDENTIARY HEARING</u></p> <p>4/8/2008</p> <p>6:00PM</p> <p>18TH FL</p> <p>BAILIFF JOHNSN</p>		<p><u>FINAL ORDER</u></p>	
<p>APPELLANT: COLE JUDITH</p> <p>DEPARTMENT: LEG DEL OFFICE</p> <p>ALLEGATION: CSR VIOL 11.2 (1, 2, 6, 26, 32)</p> <p>DISCIPLINARY ACTION TAKEN: DISMISSAL</p> <p>DISCIPLINE EFFECTIVE DATE: 11/6/2007</p> <p>CSO FORM RECEIPT: 11/14/2007</p> <p>APPEAL NOTICE TO AGENCY: 11/15/2007</p>		<p>APPELLANT REP: HERSELF</p> <p>APLNT REP PHONE:</p> <p>DEPT REP: JENNIE TARR</p> <p>DEPT REP PHONE: 272.5670</p> <p>DEPT CONTACT: CANDACE HUNDLEY</p>		<p>CASE 643</p> <p>RCVD: 11/14/2007</p> <p>APPEALS</p>	
<p><u>COMMENTS</u></p> <p>MFSJ DUE 12/14/07. MFSJ FILED BY AA 12/14/07. REQUEST FOR CONTINUANCE OF MFSJ RESPONSE APPROVED BY CSB DIRECTOR TO 3/19/08. APPELLANT RESPONSE DUE 3/13/08. RESPONSE FILED 3/13/08 AND FOLLOWED BY A MOTION FILED BY APPELLANT TO DISQUALIFY DUE TO CONFLICT OF INTEREST.</p>		<p><u>PREHEARING</u></p> <p>DATE: 3/19/2008</p> <p>TIME: 7:00PM</p> <p>LOCATION: 18TH FL</p> <p>DECISION:</p> <p>COMMENTS:</p>		<p><u>FINAL ORDER</u></p>	
<p><u>SUM JUDGEMENT HEARING</u></p> <p>3/19/2008</p> <p>7:00PM</p> <p>18TH FL</p>		<p><u>EVIDENTIARY HEARING</u></p> <p>BAILIFF</p>		<p><u>FINAL ORDER</u></p>	

VI. REPORT FROM GENERAL COUNSEL/DOCKET

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD

PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

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<p>APPELLANT: MOBERG CHRISTIAN DEPARTMENT: CNTY ADM/FLEET ALLEGATION: CSR VIOL 11.2 (1, 7, 26, 29, 30, 32) DISCIPLINARY ACTION TAKEN: DISMISSAL DISCIPLINE EFFECTIVE DATE: 12/12/2007 CSO FORM RECEIPT: 12/20/2007 APPEAL NOTICE TO AGENCY: 12/28/2007</p>	<p>APPELLANT REP: JAMES THOMPSON APLNT REP PHONE: 221.0999 DEPT REP: JENNIE TARR DEPT REP PHONE: 272.5670 DEPT CONTACT: SHARON SUBADAN MFSJ DUE 1/28/07. MFSJ NOT FILED</p>	<p>APPELLANT REP: WALTER SHAW APLNT REP PHONE: 813.802.7487 DEPT REP: JENNIE TARR DEPT REP PHONE: 272.5670 DEPT CONTACT: BOB GORDON</p>	<p>APPELLANT: STUCKEY LAMONT DEPARTMENT: CNTY ADM/PW ALLEGATION: CSR VIOL 11.2 (1, 11, 22, 26, 29, 30, 32) DISCIPLINARY ACTION TAKEN: DISMISSAL DISCIPLINE EFFECTIVE DATE: 12/21/2008 CSO FORM RECEIPT: 1/3/2008 APPEAL NOTICE TO AGENCY: 1/9/2008</p>
<p>APPEALS</p>	<p>APPEALS</p>	<p>APPEALS</p>	<p>APPEALS</p>
<p>COMMENTS</p>	<p>COMMENTS</p>	<p>COMMENTS</p>	<p>COMMENTS</p>
<p>PREHEARING DATE: 2/26/2008 10:00AM TIME: LOCATION: 17TH FL DECISION: COMPLETED COMMENTS:</p>	<p>SUM JUDGEMENT HEARING</p>	<p>SUM JUDGEMENT HEARING</p>	<p>SUM JUDGEMENT HEARING 3/19/2008 7:00PM 18TH FL</p>
<p>FINAL ORDER</p>	<p>EVIDENTIARY HEARING 4/30/2008 6:00PM -18TH FL BAILIFF</p>	<p>EVIDENTIARY HEARING</p>	<p>EVIDENTIARY HEARING BAILIFF</p>
<p>FINAL ORDER</p>	<p>FINAL ORDER</p>	<p>FINAL ORDER</p>	<p>FINAL ORDER</p>

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HILLSBOROUGH COUNTY CIVIL SERVICE BOARD

PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

<p>APPELLANT: WOOTEN DONALD DEPARTMENT: CNTY ADM/REAL EST ALLEGATION: CSR VIOL 11.2 (1, 2, 3, 4, 6, 13, 17, 20, 24, 26, 29, 30, 32 DISCIPLINARY ACTION TAKEN: DEMOTION DISCIPLINE EFFECTIVE DATE: CSO FORM RECEIPT: 1/29/2008 APPEAL NOTICE TO AGENCY: 1/30/2008</p>	<p>APPELLANT REP: UNKNOWN APLNT REP PHONE: DEPT REP: JENNIE TARR DEPT REP PHONE: 272.5670 DEPT CONTACT: MIKE KELLY MFSJ DUE 2/26/08. MFSJ NOT FILED.</p>	<p>COMMENTS</p>	<p>CASE 651 RCVD: 1/29/2008 APPEALS</p>	
<p>DATE: 5/6/2008 TIME: 2:00PM LOCATION: 17TH FL DECISION: COMMENTS:</p>	<p><u>PREHEARING</u></p>	<p><u>SUM JUDGEMENT HEARING</u></p>	<p><u>EVIDENTIARY HEARING</u></p>	<p><u>FINAL ORDER</u></p> <p>BAILIFF</p>
<p>APPELLANT: ROWICKI MICHAEL DEPARTMENT: CNTY ADM/AFF HOU ALLEGATION: CSR 11.2 (7), HR POL 6.03, 6.09 DISCIPLINARY ACTION TAKEN: DISCIPLINE EFFECTIVE DATE: CSO FORM RECEIPT: 2/21/2008 APPEAL NOTICE TO AGENCY:</p>	<p>APPELLANT REP: APLNT REP PHONE: DEPT REP: DEPT REP PHONE: DEPT CONTACT: GRIEVANCE DENIED BY CSB DIRECTOR IN LETTER DATED 3/3/08.</p>	<p>COMMENTS</p>	<p>CASE 652 RCVD: 2/21/2008 GRIEVANCES</p>	
<p>DATE: TIME: LOCATION: DECISION: COMMENTS:</p>	<p><u>PREHEARING</u></p>	<p><u>SUM JUDGEMENT HEARING</u></p>	<p><u>EVIDENTIARY HEARING</u></p>	<p><u>FINAL ORDER</u></p> <p>BAILIFF</p>

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HILLSBOROUGH COUNTY CIVIL SERVICE BOARD

PENDING APPEALS, GRIEVANCES, AND CIVIL ACTIONS

<p>APPELLANT: MCHARGUE DEAN DEPARTMENT: CNTY ADM/ PARKS/REC ALLEGATION: CSR VIOL 11/2 (1- 4, 6, 9, 19, 22, 26, 29, 30, 32)</p> <p>DISCIPLINARY ACTION TAKEN: DISMISSAL DISCIPLINE EFFECTIVE DATE: 2/13/2008 CSO FORM RECEIPT: 2/29/2008 APPEAL NOTICE TO AGENCY: 2/3/2008</p>	<p>APPELLANT REP: HIMSELF APLNT REP PHONE: DEPT REP: JENNIE TARR DEPT REP PHONE: 272-5670 DEPT CONTACT: MARK THORNTON</p> <p>APPEAL INCLUDES APPEAL OF SUSPENSION DATES 10/31/07 - 2/12/08. MFSJ DUE 3/28/08.</p>	<p><u>COMMENTS</u></p>	<p>CASE 653 RCVD: 2/29/2008 APPEALS</p>
<p><u>PREHEARING</u></p> <p>DATE: TIME: LOCATION: DECISION: COMMENTS:</p>	<p><u>SUM JUDGEMENT HEARING</u></p>	<p><u>EVIDENTIARY HEARING</u></p> <p>BAILIFF</p>	<p><u>FINAL ORDER</u></p>
<p>APPELLANT: TRUMAN LESTER DEPARTMENT: CNTYADM/PARKS/REC ALLEGATION: CSR VIOL 11.2 (1-4, 6, 7, 13, 26, 29, 32)</p> <p>DISCIPLINARY ACTION TAKEN: DISMISSAL DISCIPLINE EFFECTIVE DATE: 2/13/2008 CSO FORM RECEIPT: 3/3/2008 APPEAL NOTICE TO AGENCY: 3/6/2008</p>	<p>APPELLANT REP: MARCIA PRICE APLNT REP PHONE: 508-2130 DEPT REP: JENNIE TARR DEPT REP PHONE: 272-5670 DEPT CONTACT: MARK THORNTON</p> <p>APPEAL REQUEST INCLUDES APPEAL OF SUSPENSION DATED 10/5/08 - 2/12/08. MFSJ DUE 3/31/08.</p>	<p><u>COMMENTS</u></p>	<p>CASE 654 RCVD: 3/3/2008 APPEALS</p>
<p><u>PREHEARING</u></p> <p>DATE: TIME: LOCATION: DECISION: COMMENTS:</p>	<p><u>SUM JUDGEMENT HEARING</u></p>	<p><u>EVIDENTIARY HEARING</u></p> <p>BAILIFF</p>	<p><u>FINAL ORDER</u></p>

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT

Chris Kavouklis, Chairman
Hillsborough County Civil Service Board

Leona LaRoche
Deputy Clerk, Clerk of Circuit Court