

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD Meeting held Wednesday, March 17, 2010, in the Planning Commission Boardroom, 18th Floor, 601 East Kennedy Boulevard, Tampa, Florida.

I. MEETING CALLED TO ORDER

The March 17, 2010, Civil Service Board Meeting was called to order by Vice Chairperson Agliano at 6:15 P.M.

A. FLAG SALUTE

Everyone stood and recited the Pledge to the Flag.

B. ROLL CALL

The following members were present:

- Mr. David Agliano
- Mr. Rob Mitchell
- Ms. Pat Spencer
- Ms. Heidi Swanson

Ms. Victoria Butler, Ms. Christine Bruno, and Mr. Chris Kavouklis and were absent, but a quorum was present.

Ms. Victoria A. Slater 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

None.

III. OLD BUSINESS

Approval of Minutes of January 20, 2010 Business Meeting

MOTION: Ms. Spencer

SECOND: Mr. Mitchell

VOTE: The motion to approve the February 17, 2010, Business Meeting Minutes as presented was passed by a unanimous vote of the Board.

IV. APPEARANCE AND REPORTS**REPORT FROM EMPLOYEE ADVISORY COMMITTEE (EAC)**

Tony Garcia, Vice Chairperson of the Employee Advisory Committee, substituted for Chairperson Daniel Alarcon. Mr. Garcia presented the February 11, 2010, EAC Minutes and gave a brief synopsis of the March 11th EAC meeting. He noted they did have an Insurance breakdown from the EAC Representative to the Insurance Committee. Basically, the committee got a breakdown of how the employees are participating with the health insurance plan. The vast majority of the employees, close to 67%, have enrolled in the EPO Open Access Plan.

The EAC had a discussion about the expiration of members throughout the EAC. There are quite a few that are coming up for expiration to include several in March, one in April, and some vacancies that need to be filled presently for Group III. That being said, we would like to let the Civil Service Board know that a letter was sent to George Williams, requesting his presence to come to next month's meeting in April.

There are 6 vacant positions that really need to be addressed so we would like to have a proper dialogue between Mr. Williams and the rest of the EAC to see what can be done to expedite the election process for these outstanding 6 members. We will leave it up to them. There is a total of 14 representatives for Group III and the balance of those will be coming up for expiration in early fall, specifically in October. There would need to be elections for these remaining members. We are going into the second quarter now so that is why this needs to be addressed. We do have other elections currently going on.

There was a question regarding the EAC schedule to see if we could possibly change our meetings which are normally held on the second Thursday of each month. The suggestion was to possibly change the meeting to later on in the month. There was no resolution neither were there any motions to move to later in the month. We traditionally always felt that the timing works very nicely to have our meeting about a week and a half before the CSB meeting.

Mr. Garcia noted that this pretty much wrapped it up as far as what was discussed that might be pertinent.

Mr. Mitchell asked what the impetus was for the idea that the meeting should be moved to a different day in the month.

Mr. Garcia said it was simply a scheduling conflict for some people, perhaps one or two individuals. However, it was determined that many people on the committee right now are already used to coming in on the second Thursday and have already made appropriate scheduling for that. As a matter of fact, when someone made the motion to go ahead and consider moving it to a later date, there were several opinions brought up by other EAC representatives who stated they would not be able to attend on another day. It was not going to resolve the conflict issue but only create other conflicts instead.

Ms. Spencer asked for confirmation as to whether the summary Mr. Garcia was presenting now was of the meeting last week or was a summary of the minutes the Board had before them. Mr. Garcia stated that the summary was of last week's meeting. Ms. Spencer thought so because she was at the meeting last week and remembered the meeting as he described it.

Mr. Agliano noted that Mr. Garcia mentioned a dialogue with Mr. Williams about six employees that haven't been elected. Mr. Agliano asked if all six expired at the same time and how long those six people have not been representing the employees.

Jodi Prieto of the Civil Service Office responded to Mr. Agliano's questions. She reported that the six vacancies in Group III, all under the County Administrator, have been vacant since October. Four of the six vacancies were due to attendance problems. These members are no longer on the EAC as a result of the EAC's current bylaws which state members who are not in attendance for 50% of meetings will be removed. One resigned from the County. The last retired as a result of medical leave.

To recap, the Civil Service Office has the responsibility of keeping up with the administration of this for all Appointing Authorities. Notice was sent to the Appointing Authority. They were asked to have the results certified to us no later than December of 2009. Jodi noted she received a response back from Mr. Williams which she forwarded to the EAC. Mr. Williams asked if the EAC would entertain waiting until April of this year to hold the elections. As a result of that, there will be a letter incorporated into the minutes of next month's meeting to include a letter from Sergeant Alarcon to Mr. Williams asking him to go forward with elections.

MOTION: Mr. Mitchell made a motion to incorporate the February 11, 2010, EAC Minutes into the March 17, 2010, Civil Service Board Minutes.

SECOND: Ms. Swanson

VOTE: The motion was approved by a unanimous vote of the Board

IV. APPEARANCE AND REPORTS (Continued)**Report from Employee Advisory Committee (EAC) (Continued)****HILLSBOROUGH COUNTY'S
EMPLOYEE ADVISORY COMMITTEE**

February 11, 2010

MEMBERS PRESENT: Daniel Alarcon II (Chairman), Anthony Garcia (Co-Chairman), Loria Steele (Secretary), Sharon Buckley, Carmen Vaga (alternate for Gerald Carey), Judith Woster, Scott Skolnick, William T. Hand, Carla Hills, Erica Vazquez (alternate for Tracey Marshall), Angel O'Neal, Simon Sanchez, Craig Kurial, Mike Newman

MEMBERS ABSENT: Clarence Rudolph, Susan Shute, Jose Phillips, George Russell, Thomas Capell, James G. Clayton, Otella Edwards, Ken Manning, Katrina Willis, Antoinette Wimbley, John Bostick, Doug Smith

GUESTS IN ATTENDANCE: Jodi Prieto, Civil Service Board staff

Chairman Alarcon called the meeting to order at 2:35 p.m.

Upon review of the minutes from the January 2010 meeting and pursuant to an e-mail address modification, **Chairman Alarcon called for a motion to approve the January 2010 draft minutes with correction; there was a unanimous affirmative response.**

I. COMMITTEE REPORTS

- a. **Civil Service Rules Committee** – Ms. Steele reported the committee met on January 26, 2010 to discuss a proposed change to Rule 11.7 – Reduction-In-Force. Clarification on veteran's preference and employees rehired at a higher classification was requested. The reason for this proposed change is to allow employees who are separated due to a reduction-in-force the ability to apply for closed promotion recruitments for one year following the effective date of separation and for administrative purposes. There was discussion on veteran's preference – since the former employee is now being treated as a current employee and eligible to apply on the closed promotion recruitment, the veteran's preference *would not apply*. If an employee is rehired at a higher classification he/she *cannot* go back to old position. The Civil Service Rules Committee *approved the proposed change to Rule 11.7.*
- b. **Affirmative Action Committee** – Ms. Buckley reported the committee met on January 13, 2010 with discussions on the Spirit Award Breakfast and upcoming meetings and changes. The next Affirmative Action Committee meeting will be a training meeting.

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

- c. Insurance Committee - Representative Mr. Clayton was not in attendance to report. Ms. Prieto reported the committee met in January. The February meeting will be held next Thursday, February 18th.
- d. Sick Leave Bank - Co-Chairman Garcia stated the next meeting is scheduled for February 16, 2010. They reviewed three cases and asked for a recalculation as to how many hours are left in the sick leave bank.

Chairman Alarcon called for a motion to accept the committee reports as reported; there was a unanimous affirmative response.

II. OLD BUSINESS -

- a. Letter regarding elections - Chairman Alarcon was unable to create the letter to Mr. Williams. He requested clarification of the committee's concerns since he was not in attendance of the last meeting. Co-Chairman Garcia gave a recap of last month's discussion. Chairman Alarcon will create the letter to Mr. Williams and send to the EAC secretary for distribution to EAC members.

III. NEW BUSINESS -

- a. Ms. Prieto stated we have a membership expiration the end of March - Group IV, Supervisor of Election and Tax Collector.
- b. The Web master has not updated the 2010 EAC meeting calendar. A calendar is available on the Civil Service web site or you can contact the EAC secretary.
- c. Group VIII, Aviation Authority, membership expires in March also.

There being no further business, Chairman Alarcon called for a motion to adjourn; there was a unanimous affirmative response.

**NEXT EAC MEETING
THURSDAY, March 11, 2010 @ 2:30 PM
TAMPA PORT AUTHORITY CONFERENCE ROOM**

**2010 EAC Officers
Chairman Daniel Alarcon:
Sheriff's Office: dialarco@hcsso.tampa.fl.us**

**Co-Chairman Anthony Garcia
garciat@plancom.org**

**Secretary Loria Steele
steele@hillsclerk.com**

V. NEW BUSINESS / ADDENDA / CORRECTIONS

Mr. Gardner pointed out the addenda located in each Board member's folder. This included items V.D.3, agenda pages 17 through 21, and V.E.4, agenda pages 20 through 22. These would be discussed during the course of the meeting. Also included in the folders was a copy of the EAC minutes as well as an updated docket.

V. A. CLASSIFICATION AND COMPENSATION

1. RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF FEBRUARY 1, 2010 THROUGH FEBRUARY 28, 2010

Mr. Gardner presented this item, reiterating these are actions taken during the month of February.

SUMMARY OF ACTIONS

	NUMBER OF ACTIONS	NUMBER OF POSITIONS
ACTIONS ON AGENDA	11	15
ACTIONS STILL OPEN	9	33

ACTIONS

a. COUNTY ADMINISTRATOR

(1) FLEET MANAGEMENT

(a) Establish one position, numbered R02960, as Fleet Mechanic Technician Trainee, class code C5006, pay grade CJ, FLSA: non-exempt, effective February 27, 2010.

(b) Reclassify one vacant position, numbered 02932, from Senior Service Writer, class code C5003, pay grade CK, FLSA: non-exempt to Program Coordinator, class code A1360, pay grade AM, FLSA: non-exempt, effective February 3, 2010.

(2) FIRE RESCUE

(a) Reclassify three vacant positions, numbered 02740, 02746 and 02759, from Rescue Lieutenant, class code K2547, pay grade KN, FLSA: non-exempt to Fire Medic III, class code D2527, pay grade DT, FLSA: non-exempt, effective February 19, 2010.

(b) Reclassify two vacant positions, numbered 02716 and 02723, from Fire Medic IV, class code D2528, pay grade DU, FLSA: non-exempt to Fire Medic III, class code D2527, pay grade DT, FLSA: non-exempt, effective February 19, 2010.

V. A. CLASSIFICATION AND COMPENSATION (Continued)**1. RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF FEBRUARY 1, 2010 THROUGH FEBRUARY 28, 2010 (Continued)****a. COUNTY ADMINISTRATOR (Continued)****(3) HEALTH & SOCIAL SERVICES**

(a) Establish two positions, numbered 14498 and 14499, as Housing Counselor, class code A3507, pay grade AN, FLSA: non-exempt, effective January 1, 2010. These positions are limited duration, expected to expire December 31, 2010.

POSITION PURPOSE: To assist Section 8 families to achieve economic self-sufficiency.

(b) Reclassify one vacant position, numbered 02972, from Community Services Program Manager, class code A2074, pay grade AQ, FLSA: exempt to Human Services Supervisor, class code A3519, pay grade AQ, FLSA: exempt, effective February 16, 2010.

POSITION PURPOSE: To perform duties supervising community, health and social services programs.

(4) LIBRARY SERVICES

Reclassify one vacant position, numbered 03625, from Personnel Assistant, class code A1308, pay grade AI, FLSA: non-exempt to Library Technical Assistant, class code A3815, pay grade AI, FLSA: non-exempt, effective February 2, 2010.

(5) WATER RESOURCE SERVICES

Reclassify one encumbered (Carla Dever) position, numbered 05878, from Senior Procurement Analyst, class code A0702, pay grade AQ, FLSA: exempt, to Contracts Manager, class code A0744, pay grade AQ, FLSA: exempt, effective February 19, 2010.

POSITION PURPOSE: To perform duties developing bid proposal packages for professional services, commodities and construction projects.

b. CLERK OF THE CIRCUIT COURT

Reclassify one encumbered (Renu Gajjar) position, numbered 00933, from Systems Coordinator, class code A0556, pay grade AO, FLSA: non-exempt to Senior Computer Programmer, class code A0512, pay grade AO, FLSA: exempt, effective February 25, 2010.

POSITION PURPOSE: Performs duties reviewing computer system specifications and their coding into computer programs.

V. A. CLASSIFICATION AND COMPENSATION (Continued)**1. RATIFICATION ACTIONS TAKEN DURING THE PERIOD OF FEBRUARY 1, 2010 THROUGH FEBRUARY 28, 2010 (Continued)****c. SHERIFF'S OFFICE**

(1) Reclassify one vacant position, numbered 06874, from Senior Secretary, class code W0112, pay grade WG, FLSA: non-exempt to Senior Personnel Assistant, class code W1307, pay grade WK, FLSA: non-exempt, effective February 22, 2010.

(2) Reclassify one encumbered (Moneick R. Smith) position, numbered 07321, from Claims Service Representative II, class code W1342, pay grade WK, FLSA: non-exempt to Senior Supervisor, class code W1361, pay grade WM, FLSA: non-exempt, effective February 19, 2010.

STAFF RECOMMENDATION

Recommend Board ratify.

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

Mr. Agliano asked the Board if there were any questions or comments. Ms. Spencer noted that all of these positions were back-dated. The last time she inquired about this she was told that this is something that normally happens.

Mr. Gardner informed Ms. Spencer that we will go back 60 days if it is justified but not beyond that unless the agency comes to the Board. Mr. Gardner reminded Ms. Spencer that the Board has delegated that authority to him and his staff. He further noted that a lot of it has to do with the pay period and where the action falls within the pay period but noted there are many reasons why these are back dated.

MOTION: Mr. Mitchell made a motion to ratify these actions.

SECOND: Ms. Swanson

VOTE: The motion was approved by a unanimous vote of the Board

V. A. CLASSIFICATION AND COMPENSATION (Continued)

2. FOR BOARD REVIEW & FINAL ACTION

a. CLASSIFICATION ACTIONS

None.

b. COMPENSATION ACTIONS

None.

c. POSITION INACTIVATIONS

None.

d. CLASSIFICATION DESCRIPTION DELETIONS

None.

3. UNCLASSIFIED - FOR INFORMATION ONLY

None.

STAFF RECOMMENDATION

None. This item is for information only.

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

V. B. TEMPORARY EXTENSION FOR BOARD APPROVAL

This item was presented by Dane Petersen, Civil Service Office Staff. He noted that this extension has gone beyond 240 days which is why it is coming to the Board. Staff has reviewed the employee's qualifications and the employee is qualified. This would normally be the last extension approved.

BASIC REQUEST: EXTENSION OF TEMPORARY EMPLOYEE

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

1. ENVIRONMENTAL PROTECTION COMMISSION

Name: Kieley Hurff
Classification: Environmental Tech. II
Original Hire: August 17, 2009
First Extension: December 15, 2009 through April 13, 2010
Requested Extension: April 14, 2010 through August 11, 2010

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

STAFF RECOMMENDATION

Approve the above request for extension of temporary employment.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 3, FY 10 BUDGET SUBMISSION.

MOTION: Ms. Spencer made a motion to ratify these actions.

SECOND: Mr. Mitchell

VOTE: The motion was approved by a unanimous vote of the Board

V. C. RECRUITING, TESTING AND CERTIFICATION

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

This item was presented by Kurt Wilkening, Civil Service Office Staff.

Mr. Wilkening read the numbers into the record. He pointed out the comparison between February and the previous month, noting that the office is down slightly in the number of requisitions received, down 25% in the number of bulletins issues for the month, down slightly in applications received, but we were up significantly in the number of tests administered which is essentially a direct reflection of the type of jobs that are on recruitment for the month.

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

- Received 101 requisitions
- Issued 55 recruitment bulletins
- Received 5,696 applications for employment
- Administered 982 written and performance exams

Comparing February's workload to January's, you can see we were down in every category except for 'Tests Administered'. By comparison, projections for the end of the fiscal year workload still predict we will be up in every category except for 'Tests Administered'.

	<u>Last</u> <u>Month</u>	<u>This</u> <u>Month</u>	<u>Pct</u> <u>Chg</u>	<u>FY10</u> <u>Projctn</u>	<u>Pct</u> <u>Chg</u>
Requisitions Received	104	101	-3%	1,486	+36%
Bulletins Issued	73	55	-25%	835	+40%
Applications Received	5,759	5,696	-1%	83,743	+8%
Tests Administered	586	982	+68%	11,688	-14%

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

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

Mr. Wilkening pointed out that about 85% of the applicants for jobs posted are outside applicants as opposed to about 15% being internal candidates.

**RECRUITING, TESTING, AND CERTIFICATION
MONTHLY ACTIVITY REPORT
FEBRUARY 2010**

	END OF MONTH	QUARTER TO DATE	YEAR TO DATE
APPLICATIONS RECEIVED	5,696	11,455	34,893
TEST ADMINISTERED	982	1,568	4,870

	EMPLOYEE APPLICANTS
Total:	850
Percentage:	14.9%

	OUTSIDE APPLICANTS
Total:	4,846
Percentage:	85.1%

MISCELLANEOUS ACTIVITIES			
	Total	Open	Closed
Recruitments Conducted:	55	25	30

	Total	YTD
Recruitment Requests Processed:	101	619
Percent of Requests to Recruitments	54%	

APPLICATIONS RECEIVED	MONTH TOTAL	QUARTER TOTAL	YEAR TOTAL
FY '09	8,038	23,410	77,932
FY '10 *	5,696	17,183	83,743
Actual or Estimated Percentage Change	-29%	-27%	7%

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

TESTS ADMINISTERED	MONTH TOTAL	QUARTER TOTAL	YEAR TOTAL
FY '09	1,897	4,242	13,663
FY '10 *	982	2,352	11,688
Actual or Estimated Percentage Change	-48%	-45%	-14%

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

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

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

Mr. Wilkening noted this is the number of closed recruitments conducted for the month of February. There were 30 recruitments with 130 applications received. Of those 130 applications, 69% were qualified.

**Closed Recruitments
February 2010**

Number of Recruitments: 30

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
				FIRE MEDIC III	03/12/10	0	
				HUMAN SERVICES SUPERVISOR	03/19/10	0	
				SENIOR SOFTWARE SPECIALIST (WAN ADMINISTRATION)	03/05/10	0	
1	1	1	0	CHIEF INSPECTOR (ELECTRICAL)	02/26/10	1	100
1	1	1	0	ENVIRONMENTAL TECHNICIAN II (WETLAND MITIGATION)	02/26/10	1	100
1	1	1	0	EQUIPMENT OPERATOR II	03/12/10	1	100
1	1	1	0	FIRE RESCUE TRAINING OFFICER	02/26/10	1	100
1	1	1	0	PROGRAM COORDINATOR (FUEL SERVICES)	03/05/10	1	100
2	1	1	0	MULTI-TRADES WORKER I	03/12/10	0	
2	1	1	0	SENIOR CASE MANAGER (RESTRICTED)	03/05/10	1	100
2	1	1	0	SENIOR PLANT OPERATOR	02/26/10	1	100
2	2	2	0	ELECTRONICS TECHNICIAN II	03/12/10	2	100
2	2	2	0	GENERAL MANAGER II (PROGRAM/PROJECT MANAGEMENT)(L/D)	02/19/10	2	100
2	2	2	0	HEAD START SERVICES SPECIALIST (LIMITED DURATION)	02/26/10	2	100
2	2	2	0	LAND TECHNICIAN	02/19/10	0	
2	2	2	0	PROGRAM COORDINATOR (ELECTIONS)	03/12/10	1	50
3	3	3	0	CREW LEADER II	02/19/10	2	66
3	3	3	0	EQUIPMENT OPERATOR I	03/12/10	3	100
4	2	2	0	UTILITIES MAINTENANCE SUPERVISOR	03/12/10	2	100
4	3	3	0	PARK RANGER II	03/05/10	3	100
5	4	4	0	HEAD START SERVICES SPECIALIST (TRAINING)(L/D)	02/26/10	3	75
6	6	6	0	CASE MANAGER (LIMITED DURATION)	02/26/10	3	50
7	3	3	0	STOREROOM MANAGER	02/19/10	3	100
7	4	4	0	MULTI-TRADES WORKER III	03/12/10	2	50
7	5	5	0	MAINTENANCE REPAIR SUPERVISOR (NON STANDARD HOURS)	02/19/10	5	100
11	10	10	0	CASE MANAGER	03/12/10	5	50
16	12	12	0	COURT CLERK I	02/19/10	9	75
21	16	16	0	SENIOR PERSONNEL ASSISTANT	03/12/10	5	31
22	20	20	0	OFFICE ASSISTANT II	02/26/10	19	95
24	21	21	0	SENIOR SECRETARY	03/05/10	12	57
161	130	130	0			90	69%
Dropoff Rate:				19.3%		0.0%	

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

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

Mr. Wilkening noted this is the number of open recruitments conducted for the month of February. There were 25 recruitments. He pointed out that the trend holds true where you see a drop off in the percentage of applicants qualified with only 47% qualified.

**Open Recruitments
February 2010**

Number of Recruitments: 25

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
9	8	8	0	FIRE INSPECTOR (RESTRICTED)	03/12/10	3	37
14	8	8	0	PROGRAM COORDINATOR (FUEL SERVICES)	03/12/10	3	37
22	13	13	0	UTILITIES MAINTENANCE SUPERVISOR	03/12/10	8	61
38	18	18	0	PROGRAM COORDINATOR (ELECTIONS)	03/12/10	1	5
49	29	29	0	SENIOR SOFTWARE SPECIALIST (WAN ADMINISTRATION)	03/05/10	20	68
62	44	44	0	HEAD CUSTODIAN	03/12/10	18	40
94	82	82	0	SENIOR CREW LEADER	02/26/10	73	89
109	88	88	0	SENIOR CASE MANAGER (RESTRICTED)	03/05/10	53	60
122	77	77	0	ENVIRONMENTAL TECHNICIAN II (WETLAND MITIGATION)	02/26/10	48	62
150	123	123	0	EQUIPMENT OPERATOR II	03/12/10	76	61
159	114	113	1	GENERAL MANAGER II (PROGRAM/PROJECT MANAGEMENT)(L/D)	02/19/10	84	73
159	117	117	0	FLEET MECHANIC TECHNICIAN TRAINEE (LIMITED DURATION)	02/19/10	91	77
162	128	127	1	LAND TECHNICIAN	02/19/10	56	43
173	139	139	0	HEAD START SERVICES SPECIALIST (LIMITED DURATION)	02/26/10	97	69
197	138	138	0	SENIOR PERSONNEL ASSISTANT	03/12/10	27	19
202	181	181	0	EQUIPMENT OPERATOR I	03/12/10	122	67
206	143	143	0	BUDGET ANALYST I	02/19/10	95	66
209	148	147	1	HEAD START SERVICES SPECIALIST	02/26/10	99	66
218	157	155	2	CENTER COORDINATOR (REDUCED HOURS)	02/26/10	90	57
263	175	175	0	LIBRARY TECHNICAL ASSISTANT	02/26/10	70	40
296	209	209	0	CASE MANAGER	03/12/10	33	15
347	238	238	0	STOREROOM MANAGER	02/19/10	161	67
412	303	302	1	CASE MANAGER (LIMITED DURATION)	02/26/10	66	21
476	432	432	0	DIGITAL COMMUNICATIONS DISPATCHER TRAINEE (NSH)	02/19/10	160	37
735	672	670	2	COMMUNITY SERVICE OFFICER	02/26/10	238	35
4,883	3,784	3,776	8			1,792	47%
Dropoff Rate:	22.5%		0.2%				

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

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

Mr. Wilkening noted this is the number of extended recruitments conducted for the month of February. There were 13 recruitments. The number of applications received and qualified is since the inception of these recruitments.

**Extended Recruitments
As of February 28, 2010**

Number of Recruitments: 13

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Opening Date	Qual	% Qual
59	26	26	0	PLANT MANAGER (WATER)	11/20/09	10	38
79	29	29	0	SENIOR ENGINEERING TECHNICIAN (LANDFILL GAS)	11/08/09	5	17
138	69	69	0	SENIOR PLANT OPERATOR	10/24/08	38	55
178	84	84	0	LEAD HEAD START/EHS TEACHER	12/04/09	11	13
256	109	109	0	PLANT SUPERVISOR (WASTEWATER)	09/05/08	32	29
261	145	145	0	SENIOR LIBRARY ASSISTANT	01/22/10	16	11
293	121	120	1	PLANT MANAGER (WASTEWATER)	09/05/08	35	28
422	236	236	0	SENIOR UTILITIES MAINTENANCE WORKER	04/17/09	136	57
1067	826	826	0	DETENTION DEPUTY TRAINEE	11/20/09	189	22
1177	479	478	1	PLANT OPERATOR	10/24/08	62	12
1440	658	658	0	UTILITIES MAINTENANCE WORKER (CLASS B)	04/17/09	201	30
3625	2015	2000	15	DETENTION DEPUTY	07/06/07	598	29
5555	2627	2617	10	LAW ENFORCEMENT DEPUTY TRAINEE	04/25/08	1404	53
14,550	7,424	7,397	27			2,737	37%
Dropoff Rate: 49.0%			0.4%				

2. COMMUNITY ACTIVITIES

None.

3. REDUCTION IN FORCE

None.

STAFF RECOMMENDATION

None. Items are for information only.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 1, FY10, BUDGET SUBMISSION.

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

The Civil Service Rules Committee met on January 26, 2010 to discuss a proposed rule change developed by the Civil Service Office. Following the Committee's approval, the proposed rule change was forwarded to each of the Agency Heads for their review with comments due by February 26, 2010. Therefore, each Agency Head has had the stipulated 30 days to respond according to Civil Service Law.

Attachment 1 contains the rule as it presently reads, followed by the proposed rule change and the rationale for the change. For reading ease, the revised language has been bolded and underlined. Rule 11.7 was revised so that reduced-in-force (RIF) employees may apply for positions on the Closed Promotion Recruitment up to one year after the effective date of the RIF and for administrative reasons. Comments received from the Agency Heads are contained at Attachments 2 - 9.

STAFF RECOMMENDATION

Staff recommends approval of the revision to Rule 11.7.

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

This item was presented by Mr. Ron Zeigler, Civil Service Office Staff. However, prior to Mr. Zeigler's presentation, Mr. Gardner said he would like to make a comment about the important of this rule change.

In the past when we have had Reductions-in-Force within the County, they were very small. Quite often a RIF was accommodated through identifying employees who were approaching retirement. In many cases, management used the RIF when they did not have the courage to step up and deal with a discipline problem. They hid that and they had no intention of ever rehiring the person that was identified for RIF.

Last year that changed to a degree and we were perplexed by that. This year, the number of people that actually went out the door was considerable. Mr. Gardner said Board members would hear numbers like 175 or so.

In his judgment and that of his staff, Mr. Gardner felt they needed to do something to change the rule because the rule is very restrictive. In order to reemploy a person into County employment, the employer had to get by the closed lists first. Often that was impossible because there were certainly good candidates on those closed lists.

Then, if they did get by that, they went to open recruitment. Then the employer was faced with dealing with Veteran's Preference as well. So, it made it extremely difficult. As a note, Veteran's Preference doesn't apply to closed promotions. Mr. Gardner

Mr. Gardner stated that he believes the rule is in our best interest here because we have several employers willing to rehire several outstanding employees that were the target of RIF because of their very short tenure within the county.

Mr. Gardner noted that we proposed this rule change to the Rules Committee. Before we did that, we did seek advice from General Counsel so he has confidence that this is a good thing to do, the legal thing to do, and, he believes, the Appointing Authorities want to do that.

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

Mr. Gardner felt there would not be any questions but noted that Mr. Zeigler would speak to the Board about the rule change and Mr. Petersen would explain what is required to put it into effect.

At this point Mr. Zeigler said he believed Mr. Gardner had done a good job explaining the item. He did note that the Civil Service Rules Committee met on January 26th to discuss this rule change. Following the committee's approval, it was sent to the Agency Heads for their review. They had 30 days to review that and have comments back to us by February 26.

Mr. Zeigler called attention to Attachments 1-1 and 1-2 which stated the rule as it currently reads followed by the proposed rule change found at Attachments 1-3 and 1-4. Also included are Attachments 2 through 9 are the responses from the agencies, which are all favorable.

Mr. Zeigler pointed out that Attachment 1-3, under 11.7 (g), is the most important part of the rule change. The rest of it has to do with administrative changes to shorten some of it up so that it reads well and makes more sense.

As Mr. Gardner had indicated, we did vet this with our counsel. Within our law, which is extremely short on what is said about a RIF, it states that the Board will have a policy and a method for reemployment. That's it. We have always had this problem with trying to get good people back into the system, as Mr. Gardner indicated. As the rule currently reads, employees separated due to a RIF must go through an open recruitment. They cannot be on a closed recruitment list because they are outside of the agency.

However, if you also look within that rule, it states that any employee is rehired or reinstated after a RIF within one year will have all of their benefits reinstated as well as all of their tenure. It would be as if they were on a leave without pay for that period of time.

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

Based upon what the law says with regard to a method of reemployment, and talking with General Counsel, it makes sense that we are treating these RIF employees as current employees because we are reinstating all of their benefits if they are rehired within that one year period.

What would happen is that without this rule change, as Mr. Gardner indicated, an agency that has an employee that has been separated as a result of a RIF whom they are trying to rehire would most probably have to have a closed promotion recruitment. They would then have to reject that list which may then cause them some problems because there are probably good people on the list. Then they would have to run an open recruitment to select the most qualified which, hopefully, would be that employee that was separated as a result of RIF.

Therefore, this rule change essentially allows those employees separated by RIF, for a one year period after the effective date of the RIF, to be able to apply on the closed promotions. It makes it easier for the employer; it makes it better for the prospective employee to be able to get that job back if you approve that rule change.

Mr. Zeigler yielded the floor to Mr. Petersen who would explain the logistics of putting this rule into play in the application process.

Prior to Mr. Petersen addressing the Board, Ms. Swanson asked if this only applied to classified employees. Mr. Zeigler stated that it did only apply to classified employees. Mr. Petersen further noted that it only applied to classified employees who completed initial probation.

Mr. Petersen noted that should the Board approve the rule change he would make some changes in the computer program that our office uses for people to apply. Basically he would increase the number of people treated on the web site as employees. The people who were subject to the RIF within one year would be allowed to apply for closed promotions just like the rule says. Now they are not on the "in list" so we would put them on this "in list."

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

It will take some time to implement if the rule is approved. In the interim there is a manual process to deal with that to get those people who have expressed interest on those lists. Should the rule be approved, that is what we are going to do.

Mr. Petersen stated if the Board was wondering how big the impact of this is as far as people goes, there are 175 people who were separated as a result of the RIF within the last year. These are classified employees who had completed initial probation. Those people will immediately have an opportunity to have access to jobs in a different way than they have until now. They have been able to apply for jobs advertised to the general public but now they will have additional access to jobs that are only open to current employees if the rule is approved.

To give the Board a glimpse into that group of 175, Mr. Petersen noted that the earliest group is a group of five employees who were terminated due to a RIF in May of 2009. The most recent was a group of 1 employee who was terminated on January 25, 2010. In between that, 169 others were terminated from eight different Agencies so it is not all one agency we are talking about. One hundred twenty-three (123) of the 175 are from the County Administrator's office from 22 different departments within that agency so they are spread well within that agency. Interestingly, five of the individuals actually currently have a job with the County but it is a temporary job or a part-time job. Those people, too, would be eligible for this benefit.

The eliminated jobs, the jobs that people were separated from as a result of the RIF, range from pay grade B, one of the lowest pay grades with A being the lowest, all the way up to pay grades U and X, some of the higher pay grades. These jobs range from Custodian, Homemaker, Snack Bar Attendant all the way up to General Manager III, Senior Systems Analyst, Executive Planner, and Project Manager IV. So you can see we cover a lot of different kinds of people and positions.

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

Mr. Zeigler asked the Board to turn to Attachment 1-3 to point out the errors in alphabetizing. The first two sections are lettered "a" and "b" but the next section is lettered "d" so the "d" was changed to a "c" and the next section was lettered "d" putting it back into synch again.

We took out a couple of administrative errors, for example promoted through closed promotion because an individual could be promoted via an open promotion, it doesn't necessarily have to be closed.

Section "f" is a big part of it as the Board has heard Kurt Wilkening come up and say we have assisted a certain number of employees that were targeted by RIF but were still employees as they hadn't gone out the door yet. Sometimes we have to force them onto a list that is already closed if they are qualified and want to be on that. We bring them into the office and that's what section "f" is indicating.

Section "g" is the most important part as stated earlier. This is where we are recommending that employees that are laid off due to a Reduction-in-Force may apply for a closed promotion recruitment within one year of lay-off. They can still apply for the open promotion recruitments.

The rest of the changes that we have noted in the attachments are administrative. For instance, on the next page, Attachment 1-4, under section "h" the employee's benefit date and performance review date will be adjusted for a total number of days between the last day of work and the day of reemployment. That used to be with each one of the sections when employees were promoted, moved laterally, or even demoted so we are doing it only once. That is the administrative part you see under "l" which is now the new "k" and under the new "l" you will see the same thing.

Based upon all of the input from the agencies and what we have proposed for the Board, Staff recommends approval of the Civil Service Rule revision to 11.7.

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

Ms. Spencer asked Mr. Zeigler to explain the part about the Veteran's Preference and how that does or does not fit into this.

Mr. Zeigler responded that if a veteran applies in an open recruitment they are provided preference in all stages of that recruitment assuming that they meet all the qualifications. Kurt Wilkening and his staff, when they receive that application, they provide all of that information. They are coded on the eligibility lists as having Veteran's Preference.

Mr. Zeigler stated that, as an example, if Mr. Mitchell and Mr. Zeigler were to both apply for the same job on an open recruitment with Mr. Mitchell being a RIF employee and Mr. Zeigler being a Veteran with preference but both was equally qualified, Mr. Zeigler would get more preference than Mr. Mitchell. If Mr. Zeigler were not selected, he would probably have a very good case to go over to the VA and say the County did not do this correctly and a suit could ensue. That comes up in the open.

It could come up on a closed but that is a promotional opportunity which is a little bit different. In a promotional opportunity, under the closed, when a Veteran comes back from war after being called up, they get preference on the next available promotional opportunity. So, it may be one year or it may be ten years from the date they got out of the service but we catch that and you have heard about that before as to how we capture that information and it is within their record.

So, the Veteran's Preference under the open is a little bit different. If you have a concurrent... At this point Mr. Gardner stopped the discussion, not wanting to go there at this time.

Mr. Mitchell noted there was still a Veteran's Preference in play as he read the new section "d" in Attachment 1-3, the last sentence of the fourth paragraph. It talks about special consideration in retention that employees should be given those persons eligible to receive Veteran's Preference.

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

Mr. Gardner said his point was that every Veteran who is not an employee may apply for an open list. They are entitled to Veteran's Preference. All of those folks are not eligible to apply for a closed promotion because they are not current county employees nor would they be included in lists.

Mr. Mitchell stated he understood. Mr. Gardner stated there is still a Veteran's Preference but that's miniscule as far as the occurrence as far as a closed list internally with the county. Ms. Spencer stated that this was her basic question. Mr. Gardner stated this would represent very, very few opportunities for that to occur except in the Sheriff's Office because they have so many people who are reservist there.

Ms. Zeigler said that what Mr. Mitchell was alluding to on "d" is for employees on the way out. When the list is picked up, Veterans receive preference. Mr. Mitchell asked if this was in their actual notification stating that the RIF is affecting them. Mr. Zeigler said that was correct, they are given additional points. Mr. Mitchell stated that the bottom line is that this would be for a closed recruitment. These folks would be considered for a closed recruitment which diminishes the impact of the Veteran's Preference.

Mr. Mitchell also asked if he heard Mr. Zeigler say in his briefing that we have already "forced" people onto closed lists who had been the subjects of RIF even though this process wasn't like this. Mr. Zeigler stated this was not done for people who had already been separated due to the RIF, but those that were in the process who received a letter with a separation date were. The Civil Service Staff reviewed these employees' qualifications through Kurt Wilkening's office and matched them with jobs already out there. Though the recruitments may have ended two weeks prior, we put them on those existing lists even though they didn't apply.

Further, Mr. Mitchell asked if, in essence, this rule change will allow us for one year after people have been terminated on a Reduction-of-Force to put them on the list in the same way, on a closed list.

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

Mr. Gardner stated no, they would have to apply. Mr. Mitchell reiterated that they would apply, according to the rule, but they would be put on the closed list as an employee meaning that basically they will be treated, for this purpose, as an employee for one year after separation. Mr. Zeigler stated that was correct. Mr. Gardner said this will not do much for those that were separated due to the RIF in May because by the time we notify them of the change they would have about a month and a half to apply. But for those that went out later, the vast majority of who went out on October 1 will benefit.

Mr. Mitchell's next question was to inquire as to how the one year stipulation came into play as he didn't remember seeing one year anywhere as a touchstone in the prior rule. He asked if this lined up with something else and if not, asked how the staff came up with the one year term. Mr. Zeigler directed the Board back to Attachment 1-1, section "h" under the old rule, any tenured employee who is reemployed in a classified position after having been laid off from any such position shall have their tenure status restored. If you look at the bottom of section "h" in the proposed rule at Attachment 1-3 that is crossed out and states that all service which was credible at the date of lay-off etc., that's where that one year was. Mr. Mitchell apologized, stating he missed that previously.

Mr. Zeigler responded by saying that is why the administrative changes were made, to make it easier to read. Mr. Mitchell said that answered his question and that the proposed rule basically uses the one year already stated in the current rule so we are not coming up with a whole new time period. Mr. Zeigler stated that was correct.

Ms. Spencer addressed the statement that the employee who was laid off in May of 2009 would have a very short window. If this rule passes, she wanted to know if that person would be notified. She also wanted to know if all of the people who were subject to the RIF would be notified and, if not, how would they know of this change. Mr. Zeigler stated that essentially there have been a lot of people who have already called to ask if they could get on the list because they have heard about the proposed rule change.

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

Mr. Gardner stated that we will take steps to make sure that they all know. We will contact them either by email or by U.S. Mail. We know who the 175 are. We have their mailing addresses and their email addresses if they had one. Ms. Spencer clarified that they will be contacted then. Mr. Gardner stated that if the rule passes they will be contacted. Ms. Spencer stated she was in favor of the rule and it seemed as she read it that it was a very humane action to take toward employees who have to go through so much when they are the target of a RIF. She read it and feels it is very good, it has her approval.

Ms. Swanson wanted to "piggyback" on what was said about contacting these employees. She asked that, if the rule passes, those employees currently affected would be contacted by both email and U.S. Mail just in case there has been some shuffling. Mr. Gardner asked if she was suggesting both email and U.S. Mail for all of them. She stated that was her suggestion. He agreed that email addresses may have changed. She stated that home addresses may have changed as well. Mr. Mitchell said this is especially important for those five or so from May.

MOTION: Ms. Spencer made a motion to approve the proposed rule change to Rule 11.

SECOND: Ms. Swanson

VOTE: The motion was approved by a unanimous vote of the Board

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)**1. PROPOSED RULE CHANGES (Continued)****RULES REVISION/INFORMATION
PROCESS**

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

CURRENT RULE READS**RULE ELEVEN****11.7 Reduction-In-Force:**

- a. Each Agency Head shall develop and file with the Civil Service Board a Reduction-In-Force Plan, to include a method of reemployment. Such plan shall be filed with the Civil Service Board no later than sixty (60) days prior to the effective date of the reduction-in-force.
- b. The Agency Head of the agency in which the reduction-in-force will occur, shall identify the number of positions to be reduced within each affected classification.
- b. Before any tenured employee in the classification to be reduced is laid off, all employees serving on their initial probationary period; and, all temporary and substitute employees performing like work shall be dismissed. Employees promoted through the Closed Promotional procedures and serving on conditional probation in the classification to be reduced, shall be returned to their former classification, as provided in CS Rule 7.3g(7) (8).
- c. The Agency Head shall certify the names of those to be laid off in the classification to be reduced, based upon seniority and other factors, as established by the Agency Head's Reduction-In-Force Plan. Special consideration in the retention of employees shall be given those persons eligible to receive veterans' preference, as defined in Civil Service Rule 7.1c.
- e. The Agency Head shall furnish each classified employee to be laid off, written notification of the intended action. The notification shall be provided to the employee a minimum of two weeks in advance; and, state the reason for the layoff and the effective date. Concurrently, a copy of the notice shall be forwarded to the Civil Service Office for appropriate action and inclusion in the employee's permanent record.
- f. In cases where Civil Service is not actively recruiting; and, in order to assist the employee in gaining other employment, they will be certified; and, their names referred for consideration to those departments/agencies having vacancies in the classification for which they qualify. Before any RIF'd employee is placed in a position of promotion, a Closed Promotional Opportunity, or an Open Recruitment process must be completed in accordance with applicable Civil Service Rules.
- g. Providing the laid off classified employee meets the minimum qualifications, he or she shall be certified, and their name placed on the Open Recruitment Eligibility List for the classification from which laid off or dismissed; and, shall be retained thereon for three months or until reemployed, whichever occurs first.
- h. Any tenured employee who is reemployed in a classified position after having been laid off from any such position in the Civil Service system, shall have their tenure status restored, if

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

applicable. All service which was creditable on the date of lay off will be included when computing the employees length of service, provided the employee is reemployed within one year from the effective date of lay off.

- i. In all cases of a reduction-in-force, the employee's Benefits Date will be adjusted by adding the length of the lay off, regardless of the length of that period.
- j. All benefits to which the tenured employee was entitled, as required by Civil Service Law or Rules, on the date of lay off; and, for which not otherwise compensated, are reestablished on the date of reemployment. No further benefits accrue during the actual period of lay off.
- k. Upon reemployment in the same classification, the employee shall receive the same rate of pay held at the time of lay off, or the minimum of the pay range, whichever is higher. The Performance Review Date will be adjusted by adding the length of the lay off, regardless of the length of that absence.
- l. Upon reemployment in a lower classification, the employee shall be placed in the same relative position of the lower pay range as occupied in the higher pay range. The employee's most recent Performance Review Date and conditional probational period, if applicable, will be adjusted by adding the length of the lay off, regardless of the length of that absence.
- m. Non-exempt employees reemployed in a higher classification shall receive an increase in salary of 5% to 15%, or up to the first quartile of the new pay range, when exceptional circumstances prevail, as provided for in Civil Service Rule 8.2a(1). The employee's Performance Review Date shall be established at the successful completion of probation, normally six months from the date of reemployment.
- n. Exempt employees reemployed in a higher classification shall receive an increase in salary of 5% to 15%, or up to the mid-point of the new pay range when exceptional circumstances prevail, as provided for in Civil Service Rule 8.2a(1). The employee's Performance Review Date shall be established at the successful completion of probation, normally six months from the date of reemployment.
- o. Upon reemployment in a different classification, without promotion or demotion, the employee shall receive the same rate of pay held at the time of lay off, or the minimum of the pay range, whichever is higher. The Performance Review Date will be adjusted by adding the length of the lay off, regardless of the length of that absence.
- p. As an exception to the procedures prescribed above in Civil Service Rule 11.7j through 11.7n, the Agency Head may, when budgetary necessity dictates, reemploy any employee, at any pay level, that does not exceed the employee's rate of pay at the time of lay off.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)**1. PROPOSED RULE CHANGES (Continued)****PROPOSED RULE TO READ****RULE ELEVEN****11.7 Reduction-In-Force:**

- a. Each Agency Head shall develop and file with the Civil Service Board a Reduction-In-Force Plan, to include a method of reemployment. Such plan shall be filed with the Civil Service Board no later than sixty (60) days prior to the effective date of the reduction-in-force.
- b. The Agency Head of the agency in which the reduction-in-force will occur, shall identify the number of positions to be reduced within each affected classification.
- d. ~~c.~~ Before any tenured employee in the classification to be reduced is laid off, all employees serving on their initial probationary period; and, all temporary and substitute employees performing like work shall be dismissed. ~~Employees promoted through the Closed Promotional procedures and serving on conditional probation in the classification to be reduced, shall be returned to their former classification, as provided in CS Rule 7.3g(7) (8).~~
- e. ~~d.~~ The Agency Head shall certify the names of those to be laid off in the classification to be reduced, based upon seniority and other factors, as established by the Agency Head's Reduction-In-Force Plan. Special consideration in the retention of employees shall be given those persons eligible to receive veterans' preference, as defined in Civil Service Rule 7.1c.
- e. The Agency Head shall furnish each classified employee to be laid off, written notification of the intended action. The notification shall be provided to the employee a minimum of two weeks in advance; and, state the reason for the layoff and the effective date. Concurrently, a copy of the notice shall be forwarded to the Civil Service Office for appropriate action and inclusion in the employee's permanent record.
- f. ~~In cases where Civil Service is not actively recruiting; and, in order to assist the employee in gaining other employment, they will be certified; and, their names referred for consideration to those departments/agencies having vacancies in the classification for which they qualify. Before any RIF'd employee is placed in a position of promotion, a Closed Promotional Opportunity, or an Open Recruitment process must be completed in accordance with applicable Civil Service Rules. To be considered for these recruitments, the employee must apply through the Civil Service Office and be certified as qualified for special consideration on employment eligibility lists.~~
- g. ~~Employees that are laid off due to a reduction-in-force may apply for Closed Promotion Recruitments within one year of lay off. Providing the laid off classified employee meets the minimum qualifications, he or she shall be certified, and their name placed on the Open Recruitment Eligibility List for the classification from which laid off or dismissed; and, shall be retained thereon for three months or until reemployed, whichever occurs first.~~
- h. Any tenured employee who is reemployed in a classified position within one year after having been laid off from ~~any such a classified position in the Civil Service system,~~ shall have their tenure status restored, if applicable. ~~All service which was creditable on the date of lay off will~~

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

1. PROPOSED RULE CHANGES (Continued)

~~be included when computing the employees length of service, provided the employee is reemployed within one year from the effective date of lay off. The employee's benefits date and performance review date will be adjusted for the total number of days between the last day of work and the date of reemployment.~~

- ~~i.~~ ~~In all cases of a reduction in force, the employee's Benefits Date will be adjusted by adding the length of the lay off, regardless of the length of that period.~~
- ~~j.~~ ~~i. All benefits to which the tenured employee was entitled, as required by Civil Service Law or Rules, on the date of lay off; and, for which not otherwise compensated, are reestablished on the date of reemployment. No further benefits accrue during the actual period of lay off.~~
- ~~k.~~ ~~i. Upon reemployment in the same classification, the employee shall receive the same rate of pay held at the time of lay off, or the minimum of the pay range, whichever is higher. ~~The Performance Review Date will be adjusted by adding the length of the lay off, regardless of the length of that absence.~~~~
- ~~l.~~ ~~k. Upon reemployment in a lower classification, the employee shall be placed in the same relative position of the lower pay range **as provided for in Civil Service Rule 7.3c (2), as occupied in the higher pay range.** ~~The employee's most recent Performance Review Date and conditional probational period, if applicable, will be adjusted by adding the length of the lay off, regardless of the length of that absence.~~~~
- ~~m.~~ ~~i. ~~Non-exempt e~~Employees reemployed in a higher classification shall receive an increase in salary of 5% to 15%, or up to the first quartile of the new pay range, ~~when exceptional circumstances prevail,~~ as provided for in Civil Service Rule 8.2a(1). The employee's Performance Review Date shall be established **based on the probation period of the new job classification (normally six months).** **In the event that the conditional probation period is unsuccessful, return to former class is not an option.** ~~at the successful completion of probation, normally six months from the date of reemployment.~~~~
- ~~n.~~ ~~~~Exempt employees reemployed in a higher classification shall receive an increase in salary of 5% to 15%, or up to the mid point of the new pay range when exceptional circumstances prevail, as provided for in Civil Service Rule 8.2a(1). The employee's Performance Review Date shall be established at the successful completion of probation, normally six months from the date of reemployment.~~~~
- ~~o.~~ ~~m. Upon reemployment in a different classification, without promotion or demotion, the employee shall receive the same rate of pay held at the time of lay off, or the minimum of the pay range, whichever is higher. ~~The Performance Review Date will be adjusted by adding the length of the lay off, regardless of the length of that absence.~~~~
- ~~p.~~ ~~~~As an exception to the procedures prescribed above in Civil Service Rule 11.7j through 11.7n, the Agency Head may, when budgetary necessity dictates, reemploy any employee, at any pay level, that does not exceed the employee's rate of pay at the time of lay off.~~~~

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

1. PROPOSED RULE CHANGES (Continued)

COMMENTS/JUSTIFICATION

Rule revised to allow those employees that have been separated due to a reduction in force to apply for open positions on the closed promotion recruitments for one year after the effective date of the separation and for administrative purposes.

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

1. PROPOSED RULE CHANGES (Continued)



February 2, 2010

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

Dear Mr. Gardner:

The office of the Clerk of the Circuit Court concurs with the proposed amendment to Civil Service Rule 11.7, Reduction in force, as referenced in the documentation dated January 27, 2010.

Sincerely,

Vicki Spence, Director of Employee Relations & Benefits

HC CIV SVC BRD FEB 11 10 PM 08:37

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

From: Williams, George
Sent: Tuesday, February 09, 2010 8:25 AM
To: Crawley, Leona
Cc: Gardner, Ronald; Zeigler, Ron; Wever, John; Sanchez, Virginia
Subject: FW: Civil Service Rules Committee Meeting

Hi Leona,

The following email is Ms. Bean's approval of the recent changes proposed by the Civil Service Rules Committee.

George A. Williams, SPHR
Director, Human Resources
BOCC Administration
Hillsborough County Government
Ph: 813-276-2758
Fax: 813-272-7142

From: Bean, Pat
Sent: Tuesday, February 09, 2010 8:08 AM
To: Williams, George
Subject: RE: Civil Service Rules Committee Meeting

George, I am just catching up on old emails. I certainly hope you received approval to support this change. Seems like a good one to me.

From: Williams, George
Sent: Thursday, January 28, 2010 9:50 AM
To: Bean, Pat; Johnson, Eric
Cc: Wever, John
Subject: FW: Civil Service Rules Committee Meeting

Hi Pat and Eric,

At the recent Civil Service Rules Committee Meeting, a rule change was approved that will allow recently laid off employees, due to RIF, to be permitted to apply for positions on the Civil Service Closed list. In the past, such an employee, no longer employed by our organization, was prohibited from applying for Closed list postings, and had to wait for the Civil Service listing to go Open, diminishing the former employees opportunity to compete for the position.

The change is indicated in the two attachments. I need to send an agency approval statement to Civil Service. Please give me your approval to do so. Thanks.

George A. Williams, SPHR
Director, Human Resources
BOCC Administration
Hillsborough County Government
Ph: 813-276-2758
Fax: 813-272-7142

From: Crawley, Leona
Sent: Wednesday, January 27, 2010 5:16 PM

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

1. PROPOSED RULE CHANGES (Continued)

To: dialarco@hcsotampa.fl.us; Filippone, Carolyn; Hamilton, Michelle; Lechner, Jay; Manning, Kenneth; Meloy, Kathy; Spence, Vicki; Steele, Loria; tbridge@hcsotampa.org; Welch, Donald; Williams, George; Zinober, Pete

Subject: Civil Service Rules Committee Meeting

Please see attached, re: the Civil Service Rules Committee Meeting on January 26, 2010.

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

1. PROPOSED RULE CHANGES (Continued)

Zeigler, Ron

From: Kathy Meloy [meloy@hillstax.org]
Sent: Monday, February 01, 2010 2:46 PM
To: Zeigler, Ron
Subject: AA Letter_After January 26_10_Rules Committee Meeing.pdf - Adobe Reader
Attachments: AA Letter_After January 26_10_Rules Committee Meeing.pdf

Good afternoon Ron: The Tax Collectors Office concurs with the recommendation of the Civil Service Rules Committee at their meeting on January 26, 2010 regarding the change in Rule 11.7 as attached to this email.

Regards,
Kathy Meloy

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

1. PROPOSED RULE CHANGES (Continued)

Zeigler, Ron

From: Vickie Russo [VRUSSO@tampaport.com]
Sent: Friday, January 29, 2010 2:57 PM
To: Gardner, Ronald
Cc: Zeigler, Ron; Mike Macaluso; Barber, Lisa
Subject: Response /Civil Service Rules Committee Meeting of January 26, 2010

Mr. Gardner,

This is to notify you that the Tampa Port Authority is in agreement with the proposed changes to Civil Service Rule 11.7 (Reduction in Force) as discussed at above subject meeting.

Please let me know if any further information is needed.

Thank you,
Vickie

*Vickie Russo-Gonzalez
Tampa Port Authority
Human Resources Director
813.905.5021
vrusso@tampaport.com*

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

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

1. PROPOSED RULE CHANGES (Continued)

Zeigler, Ron

From: Filippone, Carolyn [FilipponeC@HCPAFL.org]
Sent: Thursday, January 28, 2010 9:17 AM
To: Gardner, Ronald; Zeigler, Ron
Subject: FW: Civil Service Rules Committee Meeting
Attachments: AA Letter_After January 26_10_Rules Committee Meeing.pdf; RULE 11.7.pdf

Gene,

The Property Appraiser's office is in agreement with this rule change.

Thank you,
Carolyn

From: Crawley, Leona [mailto:CrawleyL@HillsboroughCounty.ORG]
Sent: Wednesday, January 27, 2010 5:19 PM
To: Donahoe_d@SAO13th.com; Armstrong, Jeff - Plant City FL; Barnes, James; Bean, Pat; Belden, Doug; Frank, Pat; Garrity, Rick; Gee, David; Hart, Eric; Hunter, Robert; Keeble, Art; Lee, Renee - CAT; Lennard, Earl; Lopez, Nancy; Miller, Louis; Padilla, Cesar; Panacek, Luanne; Turner, Rob; Waggoner, Joe; Wainlo, Richard; Wise, Norma; Baker, Jeanette; Comas, Eric; Docobo, Jose; Filippone, Carolyn; Fitzhugh, Kathy; Hamilton, Michelle; Latimer, Craig; Meloy, Kathleen; Russo-Gonzalez, Vicki; Spence, Vicki; Welch, Donald
Subject: Civil Service Rules Committee Meeting

Please see attached, re: the Civil Service Rules Committee Meeting on January 26, 2010.

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

From: HAMILTON, MICHELE [mhamilto@hcsso.tampa.fl.us]
Sent: Thursday, January 28, 2010 8:48 AM
To: Gardner, Ronald; Zeigler, Ron
Cc: DOCOBO, JOSE; DUNCAN JR, EDWARD; WILSON, PATRICIA
Subject: FW: Civil Service Rules Committee Meeting
Attachments: AA Letter_After January 26_10_Rules Committee Meeting.pdf; RULE 11.7.pdf

The Sheriff's Office agrees to the proposed revisions to Civil Service Rule 11.7 recommended by the Rules Committee allowing reduction-in-force employees the ability to be placed on closed recruitment lists. Please contact me should you have any additional questions.

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

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

From: Crawley, Leona [mailto:CrawleyL@HillsboroughCounty.ORG]
Sent: Wednesday, January 27, 2010 5:19 PM
To: Donahoe_d@SAO13th.com; Armstrong, Jeff - Plant City FL; Barnes, James; Bean, Pat; Belden, Doug; Frank, Pat; Garrity, Richard; GEE, DAVID; Hart, Eric; Hunter, Robert; Keeble, Art; Lee, Renee - CAT; Lennard, Earl; Lopez, Nancy; Miller, Louis; Padilla, Cesar; Panacek, Luanne; Turner, Rob; Waggoner, Joe; Wainio, Richard; Wise, Norma; Baker, Jeanette; Comas, Eric; DOCOBO, JOSE; Fillppone, Carolyn; Fitzhugh, Kathy; HAMILTON, MICHELE; Latimer, Craig; Meloy, Kathy; Russo-Gonzalez, Vickie; Spence, Vicki; Welch, Donald
Subject: Civil Service Rules Committee Meeting

Please see attached, re: the Civil Service Rules Committee Meeting on January 26, 2010.

THINK AT THE SINK!

During this ongoing drought, every drop of water counts.

Learn how you can cut water use at <http://www.hillsboroughcounty.org/water/conserve>

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

1. PROPOSED RULE CHANGES (Continued)

Zeigler, Ron

From: Don Welch [DWelch@TampaAirport.com]
Sent: Thursday, January 28, 2010 8:00 AM
To: Gardner, Ronald
Cc: Zeigler, Ron; Louis E. Miller
Subject: Civil Service Rule Modifications

Mr. Gardner:

The Aviation Authority concurs with the modifications to Civil Service Rule 11.7 as approved by the Rules Committee at its January 26th meeting. I would like to thank you for following-up with Veteran's Affairs in confirming that a reduction-in-force employee on a closed list does not have veteran's preference.

Don C. Welch
Director of Human Resources
Aviation Authority

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

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

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

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)**2. EXTENTION OF MEDICAL LEAVE OF ABSENCE****a. COUNTY ADMINISTRATOR / WATER RESOURCE SERVICES****(1) BASIC AGENCY REQUEST / KEVIN MYERS**

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

- Date original medical leave of absence began: March 3, 2009.
- Date current medical leave of absence expired: February 28, 2010.
- Requested extension period: March 1, 2010 through May 30, 2010.
- Justification for the requested extension is based on written certification received from the Appointing Authority as to the following:
 1. The circumstances creating the need for the leave of absence still exists.
 2. Approving the extension would benefit the department or agency.
 3. Denying the extension would have created a personal hardship on the employee.
 4. The employee's overall performance warrants such action.
 5. Approving the extension would be in the best interest of the County.

STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of Kevin Myers for a period not to exceed May 30, 2010. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 3, FY10 BUDGET SUBMISSION.

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)**2. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)****a. COUNTY ADMINISTRATOR / WATER RESOURCE SERVICES (Continued)****(1) BASIC AGENCY REQUEST / KEVIN MYERS (Continued)**

This item was presented by Mr. Dane Petersen, Civil Service Office Staff. He noted that this is a late request and that Lori Kriek of Water Resources is here to speak to the lateness of this action.

Ms. Kriek noted that Mr. Myers provided documentation that he would be able to return to work on a certain date that came and went. Unfortunately he produced additional information indicating that he was not able to return to work so obviously we are late in asking for an extension. We are asking for the extension so that we can facilitate either his coordination to return to work or to seek other options. An administrative option may be to discontinue his employment with the county.

Ms. Spencer asked Ms. Kriek about her statement that Mr. Myers was supposed to return to work on a certain date that came and went. Ms. Spencer wanted to know if Mr. Myers had notified the department prior to that date or after that date came and went.

Ms. Kriek stated that Mr. Myers had been working with them and that the department has been working with the Human Resources Department and that they had been trying to coordinate and facilitate the return. She stated it has been a difficult process given his condition and his job responsibilities. She stated he has given the department sufficient notice. It is just that the department was not able to get the paperwork in. He was supposed to return on March 1 and the department didn't make the cut-off in time to make it before the Board to extend.

To clarify, Ms. Spencer noted that it was not the employee's fault. Ms. Kriek stated it was not. It was everyone trying to work together but it just didn't work out.

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

2. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)

a. COUNTY ADMINISTRATOR / WATER RESOURCE SERVICES (Continued)

(1) BASIC AGENCY REQUEST / KEVIN MYERS (Continued)

MOTION: Ms. Swanson moved to approve the staff recommendation.

SECOND: Mr. Mitchell

VOTE: The motion was approved by a unanimous vote of the Board

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)**2. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)****b. COUNTY ADMINISTRATOR / ANIMAL SERVICES****(1) BASIC AGENCY REQUEST / ANGELA SNYDER**

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

- Date original medical leave of absence began: March 17, 2009.
- Date current medical leave of absence expires: March 17, 2010.
- Requested extension period: March 18, 2010 through September 17, 2010.
- Justification for the requested extension is based on written certification received from the Appointing Authority as to the following:
 1. The circumstances creating the need for the leave of absence still exists.
 2. Approving the extension would benefit the department or agency.
 3. Denying the extension would have created a personal hardship on the employee.
 4. The employee's overall performance warrants such action.
 5. Approving the extension would be in the best interest of the County.

STAFF RECOMMENDATION

Approve the request to extend the medical leave of absence in the case of Angela Snyder for a period not to exceed September 17, 2010. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

NOTE: THIS ACTION RELATES TO KEY OBJECTIVE NUMBER 3, FY10 BUDGET SUBMISSION.

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

2. EXTENTION OF MEDICAL LEAVE OF ABSENCE (Continued)

b. COUNTY ADMINISTRATOR / ANIMAL SERVICES (Continued)

(1) BASIC AGENCY REQUEST / ANGELA SNYDER (Continued)

This item was presented by Mr. Dane Petersen, Civil Service Office Staff. He noted this request was timely.

MOTION: Ms. Spencer moved to approve the staff recommendation.

SECOND: Ms. Swanson

VOTE: The motion was approved by a unanimous vote of the Board

V. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)**3. RULE EXCEPTION****SHERIFF'S OFFICE****BASIC AGENCY REQUEST**

Colonel Ed Duncan, Department of Operational Support, is requesting an exception to CSR 7.3c (2) in the voluntary demotion of Deputy Paul Tufano, Attachment 1.

STAFF COMMENTS

Deputy Tufano has applied for and been accepted as a Community Service Officer, pay grade WG, as a result of an in-line-of-duty injury, Attachment 2. This action results in a voluntary demotion from his current classification, Detention Deputy, pay grade SL pay at \$25.21. Based upon the demotion formula, Attachment 3, he would suffer a reduction in pay of \$8.81/hour. Colonel Duncan is seeking Board approval to set Deputy Tufano's pay at \$19.93/hour, a reduction of \$5.28/hour. The requested amount is at the maximum of the pay grade range. Colonel Duncan attests that the action would avoid a hardship for the employee; that the employee has performed in an outstanding manner; that granting the exception would benefit the Sheriff's Office; and, be in the best interest of Hillsborough County. Colonel Duncan's letter fulfills the requirements for an exception to the rule.

STAFF RECOMMENDATION

Staff recommends approval of Colonel Duncan's request to set Deputy Tufano's pay at \$19.93 upon his voluntary demotion to Community Service Officer.

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

3. RULE EXCEPTION (Continued)

SHERRIFF'S OFFICE (Continued)




David Gee, Sheriff
Jose Docobo, Chief Deputy

P.O. Box 3371
Phone (813)247-8000
www.hcso.tampa.fl.us

Hillsborough County
Tampa, Florida 33601

March 10, 2010


Ronald E. Gardner, Director
Hillsborough County Civil Service
601 E. Kennedy Boulevard, 17th Floor
P.O. Box 1110
Tampa, Florida 33601

Dear Mr. Gardner:

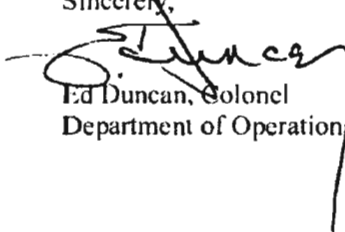
On March 8, 2010, Deputy Paul Tufano, Detention Deputy (pay grade SL), requested a voluntary demotion to the position of Community Service Officer (pay grade WG). Deputy Tufano's Voluntary Demotion Request is attached. Deputy Tufano's hourly rate of pay as a Detention Deputy was \$25.21 per hour. Based on the voluntary demotion calculation, Deputy Tufano's new hourly rate of pay would decrease to \$16.40. I am requesting that he be placed in the pay grade WG at the rate of \$19.93 per hour effective March 8, 2010.

I am seeking the exception provided for in Rule #7.3 C (2) & (4), to be presented to the Civil Service Board, supported by the following:

- a) granting the exception would avoid a hardship on the employee;
- b) the employee has performed in a successful manner;
- c) granting the exception would benefit the agency; and
- d) granting the exception would be in the best interest of Hillsborough County.

Deputy Tufano's request for a voluntary demotion was due to an in-line-of-duty injury he sustained while performing the duties of a Detention Deputy. Deputy Tufano's knowledge and experience in the role of Community Service Officer at our detention facilities will be an asset to the Sheriff's Office.

Sincerely,


Ed Duncan, Colonel
Department of Operational Support

Attachment

ED/mh

11:21 AM 03/17/2010

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

3. RULE EXCEPTION (Continued)

SHERRIFF'S OFFICE (Continued)

201002-00699

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHANGE OF EMPLOYMENT STATUS REQUEST FORM

Date: February 22, 2010

To: Sheriff David Gee via Chain of Command

From: Paul Tufano

ABN: 71129

Job Title: Detention Deputy
Major's Office

Message:

I am requesting a change of employment status to CSO which is a
 Voluntary Demotion Return to Former Class Full-time to Part-time Transfer

I qualified for the new classification at Civil Service on 02/22/10

As of this date and based on the formula provided by the Civil Service Classification and Policy Pay Plan (Section I, C, Pay Policy Summary, 6., Regrade/Demotion), the following is a reasonable approximation of the proposed hourly rate of pay that must be approved by the Director of Civil Service:

PRESENT STATUS

CHANGE OF STATUS

Civil Service #: 16876
Position #: 11298
Job Type: S2912
Job Title: Detention Deputy
Grade: SL
Hourly Rate: 25.21
Performance Review Date: 12/14/10
Benefits Continued: Yes
Effective Date: 03/08/10

16876	16876
11298	08534
S2912	W2785
Detention Deputy	Community Service Officer
SL	WG
25.21	16.40
12/14/10	12/14/10
Yes	
03/08/10	

I have read the above information and understand that the rate of pay and/or benefits I will receive, upon approval of the change of status by the chain of command. Furthermore, I understand this rate could be adjusted based on any employee status changes before the approved effective date.

Paul Tufano
Employee signature

71129
ABN

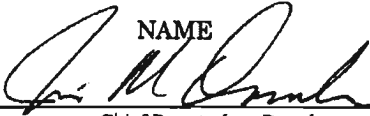

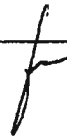
2-23-10
Date

APPROVED	DISAPPROVED	ACK	DATE	NAME	TITLE
HT	[]	[]	2/23/10	Paul Tufano	Community Center Coordinator
W	[]	[]	2/23/10	W. C.
W	[]	[]	2/24/10
M	[]	[]	2-24-10
...	[]	[]	2/1/2010

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

3. RULE EXCEPTION (Continued)

SHERIFF'S OFFICE (Continued)

APPROVED	DISAPPROVED	ACK	DATE	NAME	TITLE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3/3/10	 Chief Deputy Jose Docobo	 Chief
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		 Sheriff David Gee	

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

3. RULE EXCEPTION (Continued)

SHERRIFF'S OFFICE (Continued)

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

EMPLOYEE NAME: Paul Tufano **EE #:** 16876

OLD GRADE: SL

<i>HOURLY</i>			<i>ANNUAL</i>		
<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
\$20.30	\$23.97	\$30.59	\$44,335	\$52,350	\$66,809

OLD RATE ---> 25.21

NEW GRADE: WG

<i>HOURLY</i>			<i>ANNUAL</i>		
<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
\$13.18	\$16.56	\$19.93	\$28,785	\$36,167	\$43,527

NEW RATE ---> \$16.40

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. D. BOARD REVIEW AND FINAL ACTION - POLICY AND RULES (Continued)**3. RULE EXCEPTION (Continued)****SHERIFF'S OFFICE (Continued)**

This item was presented by Ron Zeigler, Civil Service Office Staff. Mr. Zeigler explained the demotion formula found at Attachment 3.

Mr. Agliano asked if the injury was work related. Michele Hamilton of the Sheriff's Office replied that Deputy Tufano is a Detention Deputy who was injured inside the Detention Facility. He has tried to rehabilitate himself. He wanted to return as a Detention Deputy. Unfortunately, at this point, he is not able to. This is not to say that he may not be able to come back as a Detention Deputy in the future but right now he cannot. He took a position as a Community Service Officer, also within Detention, so we are using his expertise still.

Mr. Agliano asked if there was any disability pay that goes along with that injury. Michele Hamilton replied that Deputy Tufano has a Worker's Comp case, of course, since it is a Worker's Comp injury. That will continue forward. Any medical care or those types of things that he still needs that are in line with the injury, of course he will continue to receive.

Mr. Agliano asked if he has been declared any percent disabled. Ms. Hamilton responded that he has not, not at this point.

MOTION: Ms. Spencer moved to approve the staff recommendation of Colonel Duncan's request for Deputy Tufano, stating further that she is glad he is able to stay with us.

SECOND: Ms. Swanson

Mr. Mitchell wanted to make one quick comment. He stated he is always a little bit leery of approving these at the max of the pay band and however this seems like one of those cases where it is the right thing to do and is best for everyone, including the County and the citizens.

Mr. Gardner noted he is taking a big cut, close to an \$11,000 hit.

Mr. Mitchell agreed this is a big cut and yet Deputy Tufano still desires to work for.

VOTE: The motion was approved by a unanimous vote of the Board

V.E. ADMINISTRATIVE**1. GOALS AND OBJECTIVES FOR FY 2010****INDEX OF GOALS THAT HAVE CHANGED DURING FEBRUARY 2010**

GOAL #3	COURTESY & INFORMATION MEETINGS
GOAL #6	JOB ANALYSIS & TEST VALIDATION PROJECTS
GOAL #10	BRIEFINGS TO PERSONNEL REPRESENTATIVES
GOAL #11	IMAGING & QUALITY ASSURANCE
GOAL #17	PREP, SCAN, INDEX HISTORICAL LETTERS - GOAL ACHIEVED
GOAL #18	ENSURE CURRENT JCQ'S FOR EACH CLASSIFIED POSITION
GOAL #19	SCAN & INDEX HISTORICAL CLASS DESCRIPTIONS

STAFF COMMENTS

The following item is divided into two parts. Section A is comprised of the status of the Work Measures submitted as part of the annual budget request. Section B is comprised of 19 goals established by the Board for completion during the fiscal year.

a. WORK MEASURES - FY 10

The enclosed table provides an update, through the end of last month, of the measurements the Office currently uses to evaluate progress toward established objectives.

The "prior year" column provides a positive or negative percentage or dollar amount that describes current year-to-date outcomes as a function of prior year outcomes. Since many of the measures do not represent counts, care must be taken to review each measure's definition in the left-hand column before evaluating the year-to-date data. For example, a negative dollar amount change represents a decrease in cost per outcome unit (i.e., an increase in efficiency). Alternatively, a negative percentage may indicate greater effectiveness or a reduced workload.

V.E. ADMINISTRATIVE (Continued)

1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)

a. WORK MEASURES - FY 10 (Continued)

MISSION AND KEY OBJECTIVES
AGENCY: CIVIL SERVICE BOARD
<p>I. MISSION: Provide effective human resource services and leadership to Hillsborough County citizens, agencies, and employees.</p>
<p>II. KEY OBJECTIVES:</p> <p><i>1). Applicant Recruiting and Screening:</i> Respond to agency requests for qualified job candidates (minimize cost per certified candidate). Aggressively recruit job candidates to provide hiring authorities with an average of 25 qualified candidates per recruitment. Professionally assist the public and current employees with the job application process.</p> <p><i>2). Job Classification and Compensation:</i> Respond to client requests for job classification changes (maximize number of actions per staff analyst). Review and update 160 formal descriptions. Conduct a wage and benefit analysis of the relevant labor market and provide an analysis summary and pay plan adjustment recommendation to the BOCC not later than the end of February.</p> <p><i>3). Employee Record Maintenance:</i> Maintain employment history files for all classified employees and full-time temporaries in 22 County Agencies. Process classified employee change requests (maximize actions per staff analyst). 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.</p> <p><i>4). Civil Service Board Hearings of Discipline Appeals and Grievances:</i> Respond to employee requests for Civil Service Board hearings of discipline appeals and grievances (maximize number resolved without a full hearing). Resolve 70% of hearing requests within 90 days of receipt.</p> <p><i>5). Job Performance Management Administration:</i> Provide prompt and professional job performance management training to all new supervisors of classified employees in 22 County Agencies.</p>

V.E. ADMINISTRATIVE (Continued)

1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)

a. WORK MEASURES - FY 10 (Continued)

Mr. Gardner read the following numbers into the record.

	Obj #	ACT'L '06	ACT'L '07	ACT'L '08	ACT'L '09	YR-TO- DATE '10	PRIOR YEAR COMPR'SN
III. SERVICES/MEASURES:							
Applicant Recruiting & Screening	1						
<i>Workload/demand:</i> # Applicants Assisted		58,024	59,074	76,992	77,932	34,893	+7%*
<i>Efficiency:</i> Cost per applicant assisted		\$18.73	\$20.14	\$11.33	\$12.42	\$11.45	-\$0.97
Cost per certified applicant		\$34.64	\$36.40	\$22.43	\$23.35	\$20.38	-\$2.97
<i>Effectiveness:</i> # of qualified job applicants per recruitment (Avg)			21.6	31	44	39	-5
% of customers who rated service quality above satisfactory		89%	90%	97%	97%	95%	-2%
Job Classification & Compensation							
Job Classification & Compensation	2						
<i>Workload/demand:</i> # of Job Descriptions updated		16	127	88	99	23	-44%*
<i>Efficiency:</i> # of position actions completed per staff analyst		163.9	348.8	276.75	296.75	231.5	+87%*
<i>Effectiveness:</i> # of days before last meeting in February recommendation to BOCC		158	6	-31	-27	24 days	N/A
Employee Record Maintenance							
Employee Record Maintenance	3						
<i>Workload/demand:</i> # of employee files maintained		10,335	10,702	10,643	10,330	10,064	-3%
<i>Efficiency:</i> # of employee actions processed per staff analyst		9,562	10,073	9,978	7,485	2,678	0%*
<i>Effectiveness:</i> % of on-time actions processed		100%	100%	100%	100%	100%	0%
Hearings of Discipline Appeals & Grievances							
Hearings of Discipline Appeals & Grievances	4						
<i>Workload/demand:</i> # of hearing requests processed		30	29	36	23	8	-17%*
<i>Efficiency:</i> % of requests resolved within 90 days		70%	86%	89%	85%	63%	-22%
<i>Effectiveness:</i> % of requests resolved prior to full hearing		70%	86%	92%	89%	50%	-39%
Job Performance Management							
Job Performance Management	5						
<i>Workload/demand:</i> # of new supervisors trained		195	210	263	114	44	-7%*
<i>Efficiency:</i> cost per trainee		\$5.90		\$5.03	\$4.98	\$5.68	+\$0.70
<i>Effectiveness:</i> Average training event quality rating		4.4	4.3	4.4	4.5	4.7	+4%

* Projected end of FY10 compared to actual end of FY09.

V.E. ADMINISTRATIVE (Continued)

1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)

b. GOALS FOR FY 10

(1) PERMANENT GOALS

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

DATE	DELEGATE	ATTENDEES
February 2010	No Visits to Report	
January 2010	No Visits to Report	
December 2009	No Visits to Report	
November 18, 2009	Senator Rhonda Storms	Mr. Gardner
October 1, 2009	Rep. Darryl Rousson	Mr. Gardner, David Agliano

2. Enhance relations with Board of County Commissioners. Meet with each Commissioner. (Chair & Vice Chair to accompany Director when possible.)

DATE	DELEGATE	ATTENDEES
February 2010	No Visits to Report	
January 2010	No Visits to Report	
December 2009	No Visits to Report	
November 2009	No Visits to Report	
October 2009	No Visits to Report	

V.E. ADMINISTRATIVE (Continued)

1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)

b. GOALS FOR FY 10 (Continued)

(1) PERMANENT GOALS (Continued)

3. Meet with Agency Heads at least once a year (Board Chair, Vice Chair, and/or Member at Large to accompany Director when possible.)

COURTESY/INFORMATION MEETINGS

DATE	DELEGATE/COMMISSIONER/ AGENCY OR DEPT HEAD	PRESENTERS
February 8, 2010	Cesar Padilla Public Transportation Comm.	Mr. Gardner David Agliano
January 28, 2010	Rob Turner Property Appraiser	Mr. Gardner David Agliano
January 28, 2010	Joe Waggoner Expressway Authority	Mr. Gardner Victoria Butler David Agliano
January 22, 2010	Dr. Rick Garrity Environmental Protection Comm.	Mr. Gardner David Agliano
January 14, 2010	Dr. Luanne Panacek Children's Board	Mr. Gardner Victoria Butler David Agliano
December 8, 2009	Renee Lee County Attorney's Office	Mr. Gardner Victoria Butler
December 4, 2009	Eric Hart Tampa Sports Authority	Mr. Gardner Victoria Butler
December 4, 2009	Louis Miller Aviation Authority	Mr. Gardner Victoria Butler
December 1, 2009	Dr. Earl Lennard Supervisor of Elections	Mr. Gardner Victoria Butler

Mr. Agliano joined Mr. Gardner on his visit to the Public Transportation Commission and noted that the county is well served by Mr. Padilla's service in that temporary position. He asked if Mr. Padilla's position has been made permanent. Mr. Gardner noted that it had not been.

V.E. ADMINISTRATIVE (Continued)

1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)

b. GOALS FOR FY 10 (Continued)

(1) PERMANENT GOALS (Continued)

3. Meet with Agency Heads at least once a year (Board Chair, Vice Chair, and/or Member at Large to accompany Director when possible.) (Continued)

COURTESY/INFORMATION MEETINGS (Continued)

DATE	DELEGATE/COMMISSIONER/ AGENCY OR DEPT HEAD	PRESENTERS
November 30, 2009	Jeff Armstrong Soil & Water Conservation Dist	Mr. Gardner
November 24, 2009	Art Keeble Arts Council	Mr. Gardner, David Agliano
November 16, 2009	Pat Bean County Administrator	Mr. Gardner
October 21, 2009	No Visits to Report	

VIP PRESENTATIONS

DATE	DELEGATE/COMMISSIONER/ AGENCY OR DEPT HEAD	PRESENTERS
February 2010	No Presentations	
January 2010	No Presentations	
December 1, 2009	State Attorney's Office Dick Donahoe Frank Guide Mary Ann Flanagan	Mr. Gardner & Civil Service Office Division Chiefs
November 2009	No Presentations	
October 2009	No Presentations	

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(1) PERMANENT GOALS (Continued)**

4. Conduct two workshops.

FEBRUARY UPDATE: No change since last agenda.

January Update: No change since last agenda.

December Update: No change since last agenda.

November Update: No change since last agenda.

October Update: Two workshops completed in 2009. FY10 schedule pending.

(2) DEPARTMENT GOALS**POLICY AND RULES**

5. Revise, as necessary, Rule 15.8, Pre-Hearing Conference Requirements, to require parties involved to meet prior to the pre-hearing conference in order to facilitate the pre-hearing conference.

NOVEMBER UPDATE: **Complete.** Rule was revised and approved at the November Board Meeting.

October Update: No progress to date.

RECRUITING, TESTING, AND CERTIFICATION

6. Conduct two job analysis and test validation projects.

Mr. Wilkening presented this item noting this is in reference to the Digital Communications Dispatcher and Records Data Specialist in the Senior level as well for the job analysis and test validation project. We conducted site reviews at the Sheriff's Office and Emergency Operations (911 Operations). Both of those agencies and departments were gracious enough to allow us to come in, sit down, speak with their folks, shadow them, and watch essentially what they do then ask them questions in the amount of time that we had. We did those site visits and compiled a list.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(1) DEPARTMENT GOALS (Continued)****RECRUITING, TESTING, AND CERTIFICATION (Continued)**

Mr. Wilkening intended to send out surveys in February but subsequent to completing those site visits, we had requested a job analysis report and test development project from International Personnel Management Association. They had done a job analysis on Digital Communications Dispatchers and Operators. We received that after the printing of this item. So, we are still looking at compiling a comprehensive list. We can incorporate those job duties that we received from the International Personnel Management Association. We are at the point of finalizing that list but we are essentially adding to those duties. The surveys will be done this month.

FEBRUARY UPDATE: Site visits and interviews completed. Final listing of job tasks is complete. Surveys to be sent out this month.

January Update: Comprehensive list of tasks developed; scheduling of site visits to take place this month.

December Update: No change since last agenda.

November Update: No change since last agenda.

October Update: Staff identified the Digital Communications Dispatcher, Communications Supervisor, and Records Data Specialist job classifications to include in the next job analysis and test development projects.

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

FEBRUARY UPDATE: No change since last agenda.

January Update: No change since last agenda.

December Update: No change since last agenda.

November Update: Participated in four outreach activities in November.

October Update: Participated in two outreach activities in October and scheduled four more for November.

V.E. ADMINISTRATIVE (Continued)

1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)

b. GOALS FOR FY 10 (Continued)

(2) DEPARTMENT GOALS (Continued)

RECRUITING, TESTING, AND CERTIFICATION (Continued)

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

FEBRUARY UPDATE: Maintaining.

JANUARY UPDATE: Maintaining.

December Update: Maintaining.

November Update: Maintaining.

October Update: Maintaining.

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

FEBRUARY UPDATE: Maintaining.

JANUARY UPDATE: Maintaining.

December Update: Maintaining.

November Update: Maintaining.

October Update: Maintaining.

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

Mr. Wilkening reported that one session was conducted in February in which Agency Reps were briefed on basically subclass recruiting and submitting requisitions to the Civil Service office.

FEBRUARY UPDATE: Conducted one session in February.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****RECRUITING, TESTING, AND CERTIFICATION (Continued)**

10. Present briefings to Agency/Department Personnel Representatives with subject matter covering ATIS personnel requisition submission, sub-class requirements, eligibility list revisions, and downloading applicant contact information to create timely communications. **(Continued)**

JANUARY UPDATE: Conducted one session in January.

December Update: No change since last agenda.

November Update: No change since last agenda.

October Update: No progress to date.

ADMINISTRATION

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

This item was presented by Jodi Prieto, Civil Service office Staff. Ms. Prieto reported that imaging for the Eligibility Lists for the year of 2006 is complete. Her staff is still working on the quality assurance for that year's recruitment bulletins. In that year, approximately 240 separate lists were generated that had to be imaged. Some of those lists, particularly in that year, were incredibly heavy as it was a heavy year for recruitment. Some of those lists entailed more than 300 pages per list. It took quite a bit of time to image but that is finally complete.

Imaging and quality assurance of the Pay Period Calendars are complete. Pay Period Calendars are items that were imaged for out Personnel Actions section. Those actually dated back to 1971. That history is very important for our Personnel Actions section.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****ADMINISTRATION (Continued)**

11. Image and perform quality assurance on Civil Service specific documents, to include quality assurance of personnel actions imaging.
(Continued)

The documents provide the folks in that section who do all of the work on the status forms the corresponding pay periods for every Appointing Authority that we serve. Some Appointing Authorities have their own pay periods and also their own cut-offs, depending on when their pay periods occur. So, these are important documents for that area to have at their fingertips.

The imaging and quality assurance of the legislative audit is also complete. We like to refer to that as the legislative audit of 1995 and 1998, it was a never-ending audit. That one contained about 150 files. We may be reshuffling the indexing of those files. It was a long and tedious process. Some of those files had a couple of hundred pages per file so we are talking thousands of pages there.

Quality assurance for the Personnel Actions is complete for February. These items are actually imaged by our Personnel Actions section. We provide the quality assurance for those. In the month of February we did quality assurance for roughly 1600 documents.

Lastly, we also perform quality assurance for all job content questionnaires that are received by our office through the Classification area. We performed quality assurance on approximately 35 of those documents in February.

Mr. Gardner noted that once we learned how to scan, we have really done a lot of it. We are putting everything in electronic form.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****ADMINISTRATION (Continued)**

11. Image and perform quality assurance on Civil Service specific documents, to include quality assurance of personnel actions imaging.
(Continued)

Ms. Spencer commented on the fact that the Pay Period Calendars went all the way back to 1971. Mr. Gardner noted that while 1971 may be of no importance, unless there is some law suit that goes back. This gives the Board an example of how fortunate we are to have those documents at our fingertips.

Not too long ago, fire fighters' contracts ran a year and a half beyond the expiration of the current contract. A year and a half later they decided they had reached an agreement as to what wages would be accepted. We had to go back, in every case, with every Appointing Authority, and reconstruct the pay of every individual in that bargaining unit because there were two market equity adjustment, three in some cases, plus performance evaluations. It was an absolute nightmare. If we didn't have that information available, we would have had a very, very difficult time. So they are valuable.

FEBRUARY UPDATE: Both the Imaging and the Quality Assurance of Pay Period Calendars and the Legislative Audit are complete. Imaging of Recruitment Eligibility Lists for the year 2006 is complete. Quality Assurance is complete for both the Personnel Actions and the Classification Job Content Questionnaires imaged in the month of February.

V.E. ADMINISTRATIVE (Continued)

1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)

b. GOALS FOR FY 10 (Continued)

(2) DEPARTMENT GOALS (Continued)

ADMINISTRATION (Continued)

11. Image and perform quality assurance on Civil Service specific documents, to include quality assurance of personnel actions imaging.
(Continued)

January Update: Imaging and Quality Assurance of Legislative Audit is 95% complete. Imaging and Quality Assurance of Appointing Authority Signature Authorization forms are complete. Quality Assurance of Personnel Actions imaged is complete for the month of January 2010.

December Update: Imaging and Quality Assurance of Recruitment Eligibility Lists is 20% complete. Imaging and Quality Assurance of Legislative Audit is 75% complete. Quality Assurance of Personnel Actions imaged is complete for the month of December.

November Update: Imaging of Recruitment Eligibility Lists has begun. Imaging and Quality assurance of Agency Pay Policies is complete. Quality Assurance of Personnel Actions imaged is complete for the month of November.

October Update: Imaging of the Legislative Audit for years 1995 - 1998 has begun. Completed imaging for Employee Advisory Committee Rules & By-Laws and for Appointing Authorities' Pay Policies. Quality assurance of personnel actions imaged is complete for the month of October.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****INFORMATION MANAGEMENT AND PERSONNEL ACTIONS**

12. Upgrade HRIS by June 1, 2010. HRIS (Lawson-Human Resources Management Suite) is licensed and operated by the Office of the County Administrator. The Civil Service Office uses HRIS to track County Administrator classified employees and positions and also to track all other classified employees and positions. The Civil Service Office also supports HRIS users in the area of personnel action processing and position control. The Office's involvement in the upgrade project includes process design, set-up, testing, user manual updates, user training, report modifications, and post-go-live user support and troubleshooting.

JANUARY UPDATE: **Goal Achieved.** Went live with new version of HRIS on January 26, 2010.

December Update: On schedule and on budget.

November Update: On schedule and on budget.

October Update: No progress to date.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Continued)**

13. Within forty-eight hours of receipt, review for compliance with Civil Service Law and Rules, eighty percent of the 30,000 (estimated) classified employee job and pay changes that will be received in FY '10. Historically, only thirty percent of personnel actions have been reviewed within forty-eight hours of receipt. The improvement will be achieved by redesigning the classified personnel action work flow. A direct benefit of the improvement will be more current information available to users of the HRIS system.

DECEMBER UPDATE: **Goal achieved.** By the end of December, eighty percent of employee actions were reviewed within forty-eight hours of receipt. Future efforts will focus on maintaining and even improving on this achievement.

November Update: Early in November, twenty percent of employee actions were reviewed within forty-eight hours of receipt. By the end of the month, sixty-five percent of actions were reviewed within forty-eight hours of receipt.

October Update: No progress to date.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Continued)**

14. By June 1, 2010, include the Sheriff's Human Resources Department as a user of the HRIS system and the imaged personnel file system. With the addition of the Sheriff's Office, all twenty-two agencies served by the Civil Service Office will have access to HRIS and the imaged official classified personnel files for their employees.

JANUARY UPDATE: **Goal Achieved.** The Sheriff's Office began using HRIS and the imaged personnel files in late January 2010. With the addition of the Sheriff's Office, all 22 client agencies are now able to use HRIS to view their employee information and to access Civil Service Office imaged personnel files for their employees.

December Update: Several hurdles were overcome in December. Achievement of this goal is expected next month.

November Update: No progress to date.

October Update: No progress to date.

V.E. ADMINISTRATIVE (Continued)

1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)

b. GOALS FOR FY 10 (Continued)

(2) DEPARTMENT GOALS (Continued)

INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Continued)

15. Implement eleven ATIS (applicant tracking system) enhancements by June 1, 2010. The enhancements were requested by the Office's Recruiting, Testing, and Certification Department to enhance efficiency and effectiveness.

FEBRUARY UPDATE: No tasks completed in February.

January Update: Two enhancements were successfully implemented in January. Currently working on a group of three.

December Update: One enhancement was successfully implemented in December. Currently working on a group of two.

November Update: No progress to date.

October Update: No progress to date.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****INFORMATION MANAGEMENT AND PERSONNEL ACTIONS (Continued)**

16. Continue to collaborate with the Board of County Commissioners, Clerk of the Circuit Court and the City of Tampa to select, purchase and implement a new resource management computer system, often referred to as an ERP (Enterprise Resource Planning) system. The selection and purchase phases of the project are planned for completion in FY '10. The implementation of the various program modules will occur over the following two to three years, with the Human Resources modules likely to be implemented in the final year. The Civil Service Office will contribute two to three staff on a part-time basis during the selection and purchase phases of the project. During the implementation of the human resources modules of the ERP, the Office plans to dedicate one full-time staff person and others on a part-time basis.

FEBRUARY UPDATE: No milestones achieved in February.

January Update: No further progress to date.

December Update: No further progress to date.

November Update: No further progress to date.

October Update: No further progress to date.

V.E. ADMINISTRATIVE (Continued)

1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)

b. GOALS FOR FY 10 (Continued)

(2) DEPARTMENT GOALS (Continued)

CLASSIFICATION AND COMPENSATION

17. Prep, scan and index four boxes of historical classification action letters and backup material.

This item was presented by Mr. Gardner.

FEBRUARY UPDATE: Complete.

January Update: This project is 85% complete.

December Update: This project is 75% complete.

November Update: This project is 25% complete.

October Update: This project is 16% complete.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****CLASSIFICATION AND COMPENSATION**

18. Insure we have a current Job Content Questionnaire (JCQ) for each classified position. This involves having an Excel file created comparing all classified positions in HRIS to positions in Image Now that do not have a JCQ, then searching the MGT data base to see if a JCQ was completed, printing the JCQ then scanning and indexing it. If no JCQ is found in the MGT data base, then request a new JCQ from the agency or department that owns the position.

This item was presented by Mr. Gardner who noted that, as we work our way through that, it is obvious that we will have to go back to the agencies and request updated Job Content Questionnaires to fulfill our file.

FEBRUARY UPDATE: One hundred four of the 362 positions without JCQs have been researched in the MGT database. A total of 52 JCQs have been retrieved.

January Update: Nine more JCQ's have been retrieved from the MGT database, for a total of 22.

December Update: The final count of positions with no JCQ was 375. As of December 31, 2009, 13 JCQ's have been retrieved from the MGT data base, leaving 362 positions without a JCQ.

November Update: List of potential positions without a JCQ has been reduced from approximately 2,000 to 713.

October Update: Excel file created. Different categories of positions have been sorted into separate sheets to help determine the actual number of positions without a JCQ.

V.E. ADMINISTRATIVE (Continued)**1. GOALS AND OBJECTIVES FOR FY 2010 (Continued)****b. GOALS FOR FY 10 (Continued)****(2) DEPARTMENT GOALS (Continued)****CLASSIFICATION AND COMPENSATION (Continued)****19. Scan and index historical class descriptions.**

This item was presented by Mr. Gardner who noted that this is a very time consuming comparison. We are now focusing on this as previously we were devoting time to other goals.

FEBRUARY UPDATE: Class descriptions have been prepped for scanning and indexing. We are in the process of comparing hard copy versions to electronic files to determine if hard copies are missing from electronic files to prevent duplications.

January Update: No progress to date.

December Update: No progress to date.

November Update: No progress to date.

October Update: No progress to date.

STAFF RECOMMENDATION

None. This item is for information only.

V.E. ADMINISTRATIVE (Continued)

2. NEXT EMPLOYEE ADVISORY COMMITTEE (EAC) MEETING

The next Employee Advisory Committee meeting is scheduled to be held on Thursday, April 8, 2010, at 2:30 p.m. at the Tampa Port Authority, 1st Floor, Channelside Drive. Ms. Butler is scheduled to attend. Ms. Spencer volunteered to attend on August 12 which, prior to this meeting, had been vacant. There were no volunteers for October, November, or December.

2010 EAC SCHEDULE	
SCHEDULED DATE	BOARD MEMBER ATTENDING
January 14	David Agliano
February 11	Christine Bruno
March 11	Pat Spencer
April 8	Victoria Butler
May 13	David Agliano
June 10	Heidi Swanson
July 8	Christine Bruno
August 12	Pat Spencer
September 2	Rob Mitchell
October 14	
November 4	
December 9	

STAFF RECOMMENDATION

None. Item is for information only.

V.E. ADMINISTRATIVE (Continued)**3. NEXT CIVIL SERVICE BOARD MEETING**

The April Civil Service Board Business Meeting is scheduled to be held on Wednesday, April 21, 2010, at 6:15 P.M. in the Planning Commission Boardroom, 18th Floor, 601 East Kennedy Boulevard, Tampa, Florida.

STAFF RECOMMENDATION

None. Item is for information only.

4. DIRECTOR'S COMMENTS**SUBJECT: BRIAN BLAIR E-MAIL**

Several people contacted me concerning the attached e-mail (Attachment 1-1 and Attachment 1-2) published by Mr. Brian Blair. Blair is a former County Commissioner who is seeking election to the Florida House of Representatives.

I contacted our attorney, Mr. Peter Zinober, seeking his evaluation of the e-mail and possible courses of action. I wanted to publish a response for all of Blair's assertions concerning the Civil Service Board (CSB), and that they are inaccurate. Mr. Blair knows they are inaccurate because I personally corrected him on many of his statements.

Mr. Zinober advised me to refrain from action - to not dignify Blair's remarks by publishing a response. As you know, I listen to Counsel. However, I believe it is appropriate to advise the CSB of Blair's email and take into advisement any action directed.

RECOMMENDATION: None. Item is for information only.

V.E. ADMINISTRATIVE (Continued)

4. DIRECTOR'S COMMENTS (Continued)

SUBJECT: BRIAN BLAIR E-MAIL (Continued)

Royal, John

From: [REDACTED]
Sent: Tuesday, March 09, 2010 8:34 AM
To: [REDACTED]
Subject: Fwd: Hillsborough County's Dinosaur - Civil Service

----- Forwarded message -----
From: Brian Blair <blair.brian@gmail.com>
Date: Mon, Mar 8, 2010 at 10:02 PM
Subject: Hillsborough County's Dinosaur - Civil Service
To: kmroyal@gmail.com
[REDACTED]

FOR IMMEDIATE RELEASE

March 8, 2010

Contact: Shannon Rose (813) 960-8412; (813) 389-0801; or info@mediaproductions.tv

Hillsborough County's Dinosaur: Civil Service

(Tampa, FL) - Out of 67 counties in the State of Florida, Hillsborough County stands alone as the only one remaining with a Civil Service department.

"We are amid hard economic times," said Florida House candidate (District 47), Brian Blair, "and we need to conduct an immediate, internal performance audit on our Civil Service department."

According to Blair, the county commissioners promised a small efficient budget, but he believes that such an audit would reveal wasteful spending created by the Civil Service agency.

"We already have a strong Human Resource division and Civil Service unnecessarily duplicates many of the normal HR tasks," added Blair.

"The 3.7 million dollars budgeted for Civil Service is not my biggest concern. It's squandered money created by simply having the agency at all.

It takes way too long to fill a vacant position and way too long to get rid of a poor performing employee.

V.E. ADMINISTRATIVE (Continued)

4. DIRECTOR'S COMMENTS (Continued)

SUBJECT: BRIAN BLAIR E-MAIL (Continued)

"Most recently" relayed Blair, "it came to my attention that a man was getting a nice salary to co-ordinate events. Then I found out that he gets another salary to attend the events that he's supposed to co-ordinate. I don't see that as anything but wasteful spending."

"In another instance, it took six months to terminate a man who was guilty of stealing from the department. Again, that's a waste of tax payer dollars.

"Our tax dollars are valuable, but I still hear about inflated salaries being given to entry level positions. I'm very concerned because around 80% of our budget is labor and we can't continue to just throw money away with over-compensation by Civil Service.

"I have nothing against the Civil Service but their salaries look like a payroll on steroids. In my opinion, the Civil Service in our county is costing tax payers millions and millions in unnecessary spending."

"This exemplifies one of the reasons that I want to go to Tallahassee; we need to empower governments like counties and school boards to cut deadbeats.

"Our precious tax dollars are for the needy, not for the greedy."

To learn more about Brian Blair, please visit: <http://www.brianblair.com/>

For Brian Blair interview requests, contact Shannon Rose at (813) 960-8412; (813) 389-0801, or info@mediaproductions.tv

#

Political advertisement paid for and approved by Brian Blair, Republican, for State House, District 47.

District 47 covers the majority of Northwest Hillsborough County.

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V.E. ADMINISTRATIVE (Continued)**4. DIRECTOR'S COMMENTS (Continued)****SUBJECT: BRIAN BLAIR E-MAIL (Continued)**

Mr. Gardner reiterated that he personally advised Mr. Blair of his inaccuracies at lunch just before he left office and Mr. Gardner has a witness to that effect so he knows what he said is not true. Mr. Gardner reiterated General Counsel's advice to do nothing but said he would act however the Board directed.

Mr. Mitchell stated that he had not heard of this email previously and so thought that it didn't get much publicity. He had not heard much about it other than seeing it right here.

Mr. Gardner noted that other people have read it. They got it. Other County offices received it, including the Tax Collector who jabbed me in the ribs as he walked by stating he read Blair's email. It is around. There are a lot of people that have read it. This copy came to the wife of one of our employees.

Ms. Swanson asked if we knew who this email was distributed to.

Mr. Gardner stated that he was told Blair went on Craig's list and other places.

Ms. Spencer said she thought it was good that Mr. Gardner made the Board aware of it so that they know what is going on but they also know the rest of the story.

VI. REPORT FROM GENERAL COUNSEL/DOCKET

The enclosed schedule identifies pending appeals of discipline, grievances, and civil actions that involve the Civil Service Board.

PLEASE NOTE

THE CIVIL SERVICE BOARD DOCKET IS SUBJECT TO REVISION.

REVISED DOCKETS WILL BE DISTRIBUTED AT THE BOARD MEETING.

PLEASE REFER TO THESE REVISED DOCKETS DURING THE MEETING.

This item was presented by Pete Zinober, General Counsel to the Hillsborough County Civil Service Board, who read the case docket into the record.

Mr. Zinober reiterated the new procedure being followed by the Civil Service Staff which is to notify the parties as to the deadline for filing a summary judgment motion and the dates for summary judgment hearing if a motion is filed or a pre-hearing conference if a motion is not filed. So, the fact that those dates appear at the bottom of each case does not mean that those hearings will occur. In other words, one or the other will occur but we don't know whether or not a summary judgment will be filed.

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

AS OF: 3/17/2010
Page 1 of 4

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

CASE 705		RCVD: 11/30/2009		APPEALS	
APPELLANT: AZOCAR CARMEN REPRESENTATIVE: REP PHONE:		DISCIPLINARY ACTION: SUSPENSION EFFECTIVE DATE: 11/4/2009 CS FORM 5A RECEIPT: 11/30/2009 NOTICE TO AA/DEPT: 11/30/2009		AA/DEPT: PLANNING & GROWTH MANAGEMENT AA REP: CYNTHIA OSTER REP PHONE: 272-5673 x 30150	
COMMENTS SUSPENSION: 09/28/09 THROUGH 11/04/09. MFSJ DUE 12/21/09. COB. MFSJ RECEIVED 12/21/2009. RESPONSE DUE BY NOON ON 01/14/2010. REQUEST FOR CONTINUANCE OF MFSJ HEARING APPROVED AND RESPONSE DUE DATE APPROVED TO 2/4/10 COB. NO RESPONSE RECEIVED. AA MFSJ REGARDING DISMISSAL GRANTED TO APPOINTING AUTHORITY. AA MFSJ REGARDING SUSPENSION DENIED. FINAL ORDER GRANTING IN PART AND DENYING IN PART SUMMARY JUDGMENT RECEIVED 02/26/2010. COVER LETTER AND FINAL ORDER GRANTING IN PART AND DENYING IN PART SUMMARY JUDGMENT SENT 03/11/2010. REQUEST FOR EXTENSION OF TIME BY THE APPELLANT APPROVED INDEFINITELY BY THE CS DIRECTOR.		ALLEGATIONS: VIOL CSR 11.2 (1), (2), (4), (17), (22), (26), (29), (30), (32)		OTHER ACTIONS FOR BOARD REVIEW	
SUM JUDGEMENT HEARING DATE: 2/17/2010 TIME: 7:00 PM LOCATION: 18TH FLOOR DECISION: DISUPHELD SUS/DENIED		PREHEARING 3/24/2010 10:00 AM 17TH FLOOR CONTINUED		EVIDENTIARY HEARING	
DATE: TIME: LOCATION: DECISION:		PREHEARING		OTHER ACTIONS FOR BOARD REVIEW	
DATE: TIME: LOCATION: DECISION:		PREHEARING		OTHER ACTIONS FOR BOARD REVIEW	
CASE 707		RCVD: 12/4/2009		CIVIL ACTIONS	
APPELLANT: MAIDANI EBRAHIM REPRESENTATIVE: REP PHONE:		DISCIPLINARY ACTION: N/A EFFECTIVE DATE: N/A CS FORM 5A RECEIPT: N/A NOTICE TO AA/DEPT: N/A		AA/DEPT: N/A AA REP: REP PHONE:	
COMMENTS CASE 08-CA-26890; 11/24/09, ORDER JOINING HILLSBOROUGH COUNTY CIVIL SERVICE BOARD AS AN INDISPENSIBLE PARTY, ORDER DIRECTING PETITIONER TO SERVE COPY OF AMENDED PETITION, ORDER TO SHOW CAUSE, 12/1/09, AMENDED PETITION FOR WRIT OF CERTIORARI REVIEW. 12/30/09, NOTICE OF FILING APPENDIX TO RESPONDENT, HILLSBOROUGH COUNTY'S RESPONSE TO COURT'S NOVEMBER 23, 2009 ORDER TO SHOW CAUSE. 12/30/09, RESPONDENT HILLSBOROUGH COUNTY'S RESPONSE TO COURT'S NOVEMBER 23, 2009 ORDER TO SHOW CAUSE. JANUARY 15, 2010 PETITIONER'S REPLY TO HCSB'S RESPONSE TO AMENDED PETITION FOR WRIT OF CERTIORARI. FEBRUARY 15, 2010 PETITIONER'S RESPONSE TO HCSB'S MOTION TO STRIKE PORTIONS OF MAIDANI'S AMENDED REPLY BRIEF.		ALLEGATIONS:		OTHER ACTIONS FOR BOARD REVIEW	
SUM JUDGEMENT HEARING DATE: TIME: LOCATION: DECISION:		PREHEARING		OTHER ACTIONS FOR BOARD REVIEW	
DATE: TIME: LOCATION: DECISION:		PREHEARING		OTHER ACTIONS FOR BOARD REVIEW	

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

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

CASE 709		RCVD: 1/12/2010		GRIEVANCES	
APPELLANT: EMPLOYEE GROUP REPRESENTATIVE: DANIEL GREEN REP PHONE: 813. 274.6685 ext		AA/DEPT: CODE ENFORCEMENT AA REP: DANIELLE GREEN REP PHONE: 813. 272.5673 ext 30161		ALLEGATIONS: 5.2 (B) 5.10	
COMMENTS GRIEVANCE FILED BY AN EMPLOYEE GROUP AND UNDER REVIEW BY CSB DIRECTOR. GRIEVANCE HEARING GRANTED - LETTER DATED 02/25/2010.					
SUM JUDGEMENT HEARING DATE: TIME: LOCATION: DECISION:		PREHEARING 4/9/2010 2:00 PM 17TH FLOOR		EVIDENTIARY HEARING 5/18/2010 6:00 PM 18TH FLOOR BAILIFF	
OTHER ACTIONS FOR BOARD REVIEW					
CASE 710		RCVD: 2/26/2010		APPEALS	
APPELLANT: MURTHA JEANNE REPRESENTATIVE: REP PHONE:		DISCIPLNRY ACTION: DISMISSAL EFFECTIVE DATE: 2/27/2010 CS FORM 5A RECEIPT: 2/26/2010 NOTICE TO AA/DEPT: 3/4/2010		AA/DEPT: INFORMATION & TECHNOLOGY SVCS AA REP: DANIELLE GREEN REP PHONE: 813. 272.5673 ext 30161	
ALLEGATIONS: VIOL CSR 11.2(1), (2), (4), (5), (6), (26), (30), (32). VIOL COUNTY'S ITS SECURITY STANDARDS, SECTIONS 9.1.1, 9.1.2, 11.1.1, 11.2.1, 11.2.2, 11.2.3					
COMMENTS MFSJ DUE 03/18/2010 COB.					
SUM JUDGEMENT HEARING DATE: TIME: LOCATION: DECISION:		PREHEARING 3/30/2010 2:00 PM 17TH FLOOR		EVIDENTIARY HEARING BAILIFF	
OTHER ACTIONS FOR BOARD REVIEW					

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

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

CASE 711		RCVD: 3/5/2010		APPEALS	
APPELLANT: GARCIA ANGEL REPRESENTATIVE: WENZEL FENTON CABA REP PHONE: 813. 224.0431 ext		DISCIPLNRY ACTION: DISMISSAL EFFECTIVE DATE: 3/5/2010 CS FORM 5A RECEIPT: 3/5/2010 NOTICE TO AA/DEPT: 3/11/2010		AA/DEPT: PUBLIC WORKS AA REP: DANIELLE GREEN REP PHONE: 813. 272.5673 ext 30161	
ALLEGATIONS: VIOL CSR 11.2(1), (2), (4), (5), (6), (26), (32)					
COMMENTS MFSJ DUE 03252010 COB.					
SUM JUDGEMENT HEARING DATE: 4/21/2010 TIME: 7:00 pm LOCATION: 18TH FLOOR DECISION:		PREHEARING 4/9/2010 3:00 PM 17TH FLOOR		EVIDENTIARY HEARING BAILIFF	
				OTHER ACTIONS FOR BOARD REVIEW	
CASE 712		RCVD: 3/11/2010		GRIEVANCES	
APPELLANT: PUGH FERRIS REPRESENTATIVE: REP PHONE:		AA/DEPT: SOLID WASTE MANAGEMENT AA REP: JENNIE TARR REP PHONE: 813. 272.5673 ext 30150		ALLEGATIONS: VIOL CSR 11.1(d), 11.2 (1), (26), (30), (31), (32)	
COMMENTS UNDER REVIEW BY CIVIL SERVICE DIRECTOR.					
SUM JUDGEMENT HEARING DATE: TIME: LOCATION: DECISION:		PREHEARING		EVIDENTIARY HEARING BAILIFF	
				OTHER ACTIONS FOR BOARD REVIEW	

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

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

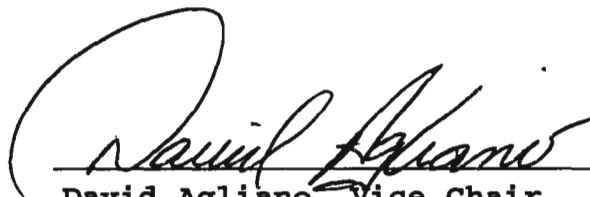
CASE	713	RCVD:	3/12/2010	GRIEVANCES	
APPELLANT:	PUGH FERRIS	AA/DEPT:	SOLID WASTE MANAGEMENT	ALLEGATIONS:	VIOL CSR 11.2(30)
REPRESENTATIVE:		AA REP:	JENNIE TARR		
REP PHONE:		REP PHONE:	813. 272.5673 ext 30150		
<u>COMMENTS</u> UNDER REVIEW BY CSB DIRECTOR					
<u>SUM JUDGEMENT HEARING</u>		<u>PREHEARING</u>		<u>OTHER ACTIONS FOR BOARD REVIEW</u>	
DATE:				<u>EVIDENTIARY HEARING</u>	
TIME:					BAILIFF
LOCATION:					
DECISION:					

VII. BOARD MEMBER COMMENTS


None.

VIII. ADJOURNMENT

The March 17, 2010, Civil Service Board Meeting adjourned at 7:25 PM.



David Agliano, Vice Chair
Hillsborough County Civil
Service Board



Victoria A. Slater
Deputy Clerk, Clerk of Circuit Court