

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

The Hillsborough County Civil Service Board (CSB) met in Regular Meeting, scheduled for Wednesday, December 14, 2011, at 11:00 a.m., in the CSB Testing Room, 17th Floor, Frederick B. Karl County Center, Tampa, Florida.

I. MEETING CALLED TO ORDER

The December 14, 2011, CSB Meeting was called to order by Ms. Butler at 11:04 a.m.

A. FLAG SALUTE

Everyone stood and recited the Pledge to the Flag.

B. ROLL CALL

The following members were present:

Victoria Butler, Chair
Christine Bruno
Robert Mitchell
Patricia Spencer

The following member was absent:

Christopher Kavouklis

The following Deputy Officers were present:

Michele Hamilton, Hillsborough County Sheriff's Office
Vicki Spence, Clerk of the Circuit Court (Clerk)
Sally Sun, Hillsborough County Aviation Authority
Mathew Veghese, Human Resources Employee Services

II. AUDIENCE PARTICIPATION OPPORTUNITY

Ms. Butler called for audience participation; there was no response.

III. OLD BUSINESS

A. Approval of Minutes: November 16, 2011, Business Meeting.

Mr. Dane Petersen, CSB Director, stated the November 16, 2011, and December 14, 2011, minutes would be approved in January 2012 and touched on working through details.

IV. APPEARANCES AND REPORTS

Report from the Employee Advisory Committee
None.

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V. NEW BUSINESS

A. JOB CLASSIFICATION

1. RATIFICATION AGENDA

Ms. Yolande Wolmarans, CSB, outlined the item.

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

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

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				FROM	
11/3/11	County Administrator Fire Rescue	02769	Vacant	Fire Medic IV	D2528/DU
				TO	
				Fire Medic III	D2527/DT
				FROM	
11/7/11	Tampa Sports Authority	09937	N Dickman	Accounting Clerk III	A0916/AJ
				TO	
				Accountant I	A0902/AM
				FROM	
11/8/11	County Administrator Fire Rescue	02394 02397 02413 02415 02427 02453 02476 02481 02531 02823 02827 02829 02837 02842 02847 02848 02868 02869 10649	Vacant	Fire Medic I	D2525/DR
				TO	
				Fire Fighter	D2513/DK

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V. NEW BUSINESS

A. JOB CLASSIFICATION

1. RATIFICATION AGENDA (Continued)

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

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V. NEW BUSINESS

A. JOB CLASSIFICATION

1. RATIFICATION AGENDA (Continued)

RECLASSIFIED (continued)					
				FROM	
11/15/11	Sheriff's Office	07019	Vacant	General Manager II	W1367/WS
				TO	
				General Manager I	W1366/WQ
				FROM	
11/15/11	County Administrator Fire Rescue	04591 04594	Vacant	Community Service Program Coordinator II	A2072/AO
				TO	
				Sr. Program Coordinator	A1363/AO
				FROM	
11/17/11	County Administrator Fire Rescue	04604	H Wade	Manager	A1362/AO
				TO	
				General Manager I	A1366/AQ
				FROM	
11/17/11	Sheriff's Office	08401	J Bermudez	Project Manager I	W1380/WQ
				TO	
				General Manager II	W1367/WS

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V. NEW BUSINESS

A. JOB CLASSIFICATION

1. RATIFICATION AGENDA (Continued)

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

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V. NEW BUSINESS

A. JOB CLASSIFICATION

1. RATIFICATION AGENDA (Continued)

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

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V. NEW BUSINESS

A. JOB CLASSIFICATION

1. RATIFICATION AGENDA (Continued)

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

STAFF RECOMMENDATION

Staff recommends Board ratify the listed position re-assignments to the classified service.

Ms. Wolmarans recommended ratification of the actions. **Mr. Mitchell moved to ratify the actions, seconded by Ms. Bruno, and carried four to zero.** (Mr. Kavouklis was absent.)

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V. NEW BUSINESS

A. JOB CLASSIFICATION

2. BOARD ACTIONS

a. ESTABLISH NEW CLASSIFICATIONS

No new business.

b. INACTIVATE EXISTING CLASSIFICATIONS

Ms. Wolmarans highlighted the item.

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

TITLE	CLASS CODE	PAY GRADE
Equal Opportunity Specialist	A1348	AK

STAFF RECOMMENDATION

Approve the inactivation of the listed classification.

Ms. Wolmarans recommended inactivation of the Equal Opportunity Specialist classification. **Ms. Bruno moved to approve the inactivation of the listed classification, seconded by Mr. Mitchell, and carried four to zero.** (Mr. Kavouklis was absent.)

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V. NEW BUSINESS

A. JOB CLASSIFICATION

2. BOARD ACTIONS

c. INACTIVATE EXISTING POSITIONS

Ms. Wolmarans reviewed the item.

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

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

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9/30/11	County Administrator Development Services	04382	Vacant	Cmnty Planner II	A2022/AN
9/30/11	County Administrator Development Services	04424	Vacant	Engineering Specialist II	A1751/AQ
9/30/11	County Administrator Development Services	04425	Vacant	Prof Engineer II	A1761/AU
9/30/11	County Administrator Development Services	04433	Vacant	Sr. Engineering Tech	A1743/AN
9/30/11	County Administrator Development Services	04511	Vacant	Executive Secretary	A0114/AJ
9/30/11	County Administrator Facilities Management Services	04258	Vacant	Project Manager I	A1380/AQ
9/30/11	County Administrator Facilities Management Services	05513	Vacant	Electrician III	C4716/CM
9/30/11	County Administrator Facilities Management Services	05536	Vacant	Custodian	C4114/CB
9/30/11	County Administrator Public Works	05098	Vacant	Advanced Transportation Worker	C4766/CG
9/30/11	County Administrator Public Works	04726 05059 05083 05099 05131 05133 05136 05166 05196 05199	Vacant	Asset Coordinator	A1842/AK

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9/30/11	County Administrator Public Works	05268	Vacant	Chief Aircraft Pilot	A4923/AP
9/30/11	County Administrator Public Works	05028	Vacant	Engineering Tech III	C1742/CK
9/30/11	County Administrator Public Works	04906 04975 05130	Vacant	General Crew Leader	A4554/AM
9/30/11	County Administrator Public Works	05336	Vacant	General Manager I	A1366/AQ
9/30/11	County Administrator Public Works	05278	Vacant	Inspector/Spray Equip Operator	C1895/CF
9/30/11	County Administrator Public Works	04791 11985	Vacant	Manager	A1362/AO
9/30/11	County Administrator Public Works	04954 05024	Vacant	Office Assistant II	A0106/AG
9/30/11	County Administrator Public Works	04949	Vacant	Principal Business Analyst	A1314/AS
9/30/11	County Administrator Public Works	04778	Vacant	Prof Engineer II	A1761/AU
9/30/11	County Administrator Public Works	04976 05074 05218	Vacant	Sr. Asset Coordinator	A1840/AM
9/30/11	County Administrator Public Works	10798	Vacant	Sr. Engineering Technician	A1743/AN
9/30/11	County Administrator Public Works	04750	Vacant	Sr. Professional Engineer	A1763/AX
9/30/11	County Administrator Public Works	05124	Vacant	Sr. Supervisor	A1361/AM
9/30/11	County Administrator Public Works	04918 05222	Vacant	Storekeeper III	C0724/CG
9/30/11	County Administrator Public Works	04923 05047 05181	Vacant	Transportation Worker	C4765/CE

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9/30/11	County Administrator Real Estate Services	12390	Vacant	Sr. Supervisor	A1361/AM
9/30/11	County Administrator Real Estate Services	05489	Vacant	Engineering Technician II	C1741/CH
9/30/11	County Administrator Real Estate	05422 05423	Vacant	Land Agent II	A1645/AO
9/30/11	County Administrator Real Estate Services	05416	Vacant	Land Technician	A1641/AK
9/30/11	County Administrator Real Estate Services	05534	Vacant	Multi-Trades Worker I	C4749/CG
9/30/11	County Administrator Real Estate Services	05462	Vacant	Sr. Engineering Technician	A1743/AN
10/1/11	County Administrator Facilities Management Services	04007	Vacant	Engineering Specialist I	A1750/AO
10/1/11	County Administrator Public Works	05047	Vacant	Transportation Worker	C4765/CE
10/1/11	County Administrator Facilities Management Services	01981	Vacant	Project Manager I	A1380/AQ
11/18/11	Clerk of the Circuit Court	00826	Vacant	Info Systems Project Mgr	A0588/AV

STAFF RECOMMENDATION

Approve the inactivation of the listed positions.

Ms. Wolmarans recommended approval of inactivation of the listed positions. **Ms. Spencer moved to approve since all the positions were vacant, seconded by Mr. Mitchell, and carried four to zero.** (Mr. Kavouklis was absent.)

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V. NEW BUSINESS

C. POLICY AND RULES

1. EXTENSIONS OF TEMPORARY EMPLOYMENT

Mr. Ron Ziegler, CSB, outlined the item.

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

a. Environmental Protection Commission/Heidi Swanson

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

b. Environmental Protection Commission/Lukasz Talalaj

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

STAFF COMMENTS

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

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STAFF RECOMMENDATION

Approve the above requests for extension of temporary employment.

Mr. Ziegler recommended approval the request for extension of temporary employment. **Ms. Spencer moved approval for the extensions of the two employees, seconded by Ms. Bruno, and carried four to zero.** (Mr. Kavouklis was absent.)

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V. NEW BUSINESS

C. POLICY & RULES

2. EXTENSIONS OF MEDICAL LEAVE

a. Public Utilities/Eileen Cianciatto

Mr. Ziegler summarized the item.

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

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

Justification for the requested extension is based on written certification received from the Appointing Authority as to the following:

1. The circumstances creating the need for the leave of absence still exist.
2. Approving the extension would benefit the department or agency.
3. Denying the extension would create a personal hardship on the employee.
4. The employee's overall performance warrants such action.
5. Approving the extension would be in the best interest of the County.

STAFF COMMENTS

Staff supports the request and recommends that, for administrative reasons, the Board approve a leave expiration date of April 19, 2012, rather than the requested date of April 2, 2012. The revised date will

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allow the appointing authority to request a further extension as late as the April 18, 2012 Board meeting and still be timely.

STAFF RECOMMENDATION

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

Mr. Ziegler recommended approval to extend the medical leave of absence to not exceed April 19, 2012.

Mr. Mitchell recommended to approve the request to extend the medical leave in the absence of the case of Eileen Cianciatto and the recommendation of staff not to exceed April 19, 2012, seconded by Ms. Spencer, and carried four to zero. (Mr. Kavouklis was absent.)

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V. NEW BUSINESS

C. POLICY AND RULES

3. APPOINTMENTS ABOVE MID-POINT

a. Family and Aging Services/Raymond Davis, Jr.

BACKGROUND

Mr. Ziegler summarized the item.

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

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

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

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STAFF ANALYSIS

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

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

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

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

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

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

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

STAFF RECOMMENDATION

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

Mr. Ziegler noted staff recommendation. **Mr. Mitchell moved approval according to staff recommendation, seconded by Ms. Bruno.** Mr. Mitchell commented on the maximum already being met, employee capabilities, and a pay decrease. Responding to Ms. Spencer, Mr. Ziegler explicated mid-point pay range and retroactive pay process. Discussion ensued on the potential consequences of nonapproval, to include appeals to other authorities. CSB Counsel Peter Zinober advised final agency action could be reviewed by circuit court and inquired about going back to the previous budget year for retroactive pay. Mr. Petersen said the charges would be incurred in the current budget year. **The motion carried four to zero.** (Mr. Kavouklis was absent.)

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V. NEW BUSINESS

C. POLICY AND RULES

3. APPOINTMENTS ABOVE MID-POINT

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

BOARD OF COUNTY COMMISSIONERS

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



Office of the County Administrator
Michael S. Merrill

CHIEF ADMINISTRATIVE OFFICER
Helene Marks

CHIEF FINANCIAL ADMINISTRATOR
Bonnie M. Wise

DEPUTY COUNTY ADMINISTRATORS
Lucia E. Carsys
Sharon D. Subadan

October 27, 2011

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

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

Dear Mr. Petersen:

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

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

Your favorable consideration of this request is appreciated.

Sincerely,

Bart Banks
Bart Banks, Interim Director
Family and Aging Services Department

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

10-27-11 11:00 AM

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ATTACHMENT 1

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

V. NEW BUSINESS

C. POLICY AND RULES

3. APPOINTMENTS ABOVE MID-POINT

b. Real Estate Services/Joe Sanchez, III

BACKGROUND

Mr. Ziegler detailed the item.

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

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

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

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STAFF ANALYSIS

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

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

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

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

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

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

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

STAFF RECOMMENDATION

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

Mr. Ziegler advised of staff recommendation. **Mr. Mitchell moved approval according to staff recommendation, seconded by Ms. Spencer.** In reply to Ms. Spencer, Ms. Wolmarans stated the date for reclassification of the position encumbered was November 16, 2011. Mr. Mitchell remarked on the salary being below the maximum. **The motion carried four to zero.** (Mr. Kavouklis was absent.)

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V. NEW BUSINESS

C. POLICY AND RULES

3. APPOINTMENTS ABOVE MID-POINT



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

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

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

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

Re: Request to Hire Above the Midpoint

Dear Mr. Petersen:

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

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

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

Your favorable consideration of this request is appreciated.

Sincerely,

[Signature]
Anthony Haynes, Director
Real Estate Services Department

AH/dc

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NOV 11 12 11 PM '11

ATTACHMENT 1-1

V. NEW BUSINESS

C. POLICY & RULES

4. RULE EXCEPTION REQUESTS

a. Aviation Authority/Manuel Quiles

BACKGROUND

Mr. Ziegler outlined the item.

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

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

STAFF ANALYSIS

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

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

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

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

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

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

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

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

STAFF RECOMMENDATION

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

Mr. Ziegler presented staff recommendation. **Ms. Bruno moved to approve staff recommendation, seconded by Mr. Mitchell, and carried four to zero.** (Mr. Kavouklis was absent.)

DECEMBER 14, 2011 – CIVIL SERVICE BOARD



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

November 22, 2011

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

RE: Rule Exception

Dear Mr. Petersen:

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

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

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

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

Thank you for your understanding and cooperation in this manner.

Joseph W. Lopano Chief Executive Officer

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




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ATTACHMENT 1-1

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

Sincerely,


George A. Williams, SPHR
Director of Human Resources

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

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

VI. INFORMATION

A. UNCLASSIFIED JOB CHANGES

Mr. Petersen noted a typographical error on Page 30, under job code/pay grade, which should state U8054/XE and stated the items were for information.

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

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

RE-TITLED/JOB CODE/PAY GRADE CHANGED					
EFF DATE	AGENCY/DEPT	POS #	FILLED /VACANT	JOB TITLE	JOB CODE/PAY GRADE
				FROM	
9/1/11	County Administrator Infrastructure and Development Services	04737	T Fass	Manager, Projects Management	U8117/XD
				TO	
				Director, Facilities Management Services	U8117/XC
				FROM	
9/1/11	County Administrator Infrastructure and Development Services	05413	M Smith	Manager, Technical Services	U8198/XE
				TO	
				Director, Center for Development Technical Services	U8198/XC

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

				FROM	
10/15/11	County Administrator Fiscal & Support Services- (PS & CS)	14566	D Jessup	Division Manager, Administrative Services	U8398/XE
				TO	
				Manager, Fiscal Support & Services	U8398/XE
				FROM	
11/7/11	Clerk of the Circuit Court	00807	I Alfonso	Director, Systems- CCC	U8585/YX
				TO	
				Manager, IT Operations- CCC	U8585/YW
				FROM	
11/7/11	Clerk of the Circuit Court	14500	J Stanford	Director, Systems- CCC	U8585/YX
				TO	
				Manager, IT Project Management Office- CCC	U8628/YX
				FROM	
11/30/11	County Administrator Real Estate Services	05404	A Haynes	Director, Real Estate	U8055/XB
				TO	
				Director, Real Estate Services	U8055/XC

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

VI. INFORMATION

A. UNCLASSIFIED JOB CHANGES (Continued)

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

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

VI. INFORMATION

A. UNCLASSIFIED JOB CHANGES (Continued)

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

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

VI. INFORMATION
A. UNCLASSIFIED JOB CHANGES (Continued)

INACTIVATED POSITIONS					
EFFECTIVE DATE	AGENCY/DEPT	POS #	FILLED /VACANT	JOB TITLE	JOB CODE/ PAY GRADE
09/30/11	County Administrator Fiscal and Support Services (IDS)	04348	Vacant	Dir Planning & Growth Management	U8054/AN
09/30/11	County Administrator Parks and Recreation	14740	Vacant	Recreation Leader I- P/T	U9927/99
09/30/11	County Administrator Parks and Recreation	14741	Vacant	Recreation Leader I- P/T	U9927/99
09/30/2011	County Administrator Parks and Recreation	14742	Vacant	Recreation Leader I- P/T	U9927/99
09/30/11	County Administrator Parks and Recreation	14743	Vacant	Recreation Leader I- P/T	U9927/99
09/30/11	County Administrator Parks and Recreation	14744	Vacant	Recreation Leader I- P/T	U9927/99
09/30/11	County Administrator Parks and Recreation	14745	Vacant	Recreation Leader I- P/T	U9927/99
09/30/11	County Administrator Parks and Recreation	14747	Vacant	Recreation Leader I- P/T	U9927/99
09/30/11	County Administrator Parks and Recreation	14748	Vacant	Recreation Leader I- P/T	U9927/99
09/30/11	County Administrator Parks and Recreation	14749	Vacant	Recreation Leader I- P/T	U9927/99
09/30/11	County Administrator Parks and Recreation	14750	Vacant	Recreation Leader I- P/T	U9927/99

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

09/30/11	County Administrator Parks and Recreation	14751	Vacant	Recreation Leader I- P/T	U9927/99
09/30/2011	County Administrator Parks and Recreation	14752	Vacant	Recreation Leader I- P/T	U9927/99
09/30/11	County Administrator Parks and Recreation	14753	Vacant	Recreation Leader I- P/T	U9927/99
09/30/11	County Administrator Parks and Recreation	14754	Vacant	Recreation Leader I- P/T	U9927/99
09/30/11	County Administrator Parks and Recreation	14755	Vacant	Recreation Leader I- P/T	U9927/99
09/30/11	County Administrator Parks and Recreation	14756	Vacant	Recreation Leader I- P/T	U9927/99
09/30/11	County Administrator Parks and Recreation	14691	Vacant	Recreation Coordinator	U8149/XG
11/2/11	Children's Board	00455	Vacant	IT Specialist- CB	U8523/99
11/18/11	Clerk of the Circuit Court	00810	Vacant	IT Development Project Mgr- CCC	U8064/YV

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

**VI. INFORMATION
RECRUITMENT REPORT**

Mr. Kurt Wilkening, CSB, summarized the item.

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

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

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

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

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

VI. INFORMATION
 B. RECRUITMENT REPORT (Continued)

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

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

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

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

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

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

TESTS ADMINISTERED	MONTH TOTAL	QUARTER TOTAL	YEAR TOTAL
FY '11	1,244	2,596	13,227
FY '12 *	633	2,780	11,118
Actual or Estimated Percentage Change	-49%	7%	-16%

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

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

VI. INFORMATION
B. RECRUITMENT REPORT (Continued)

TALENT ACQUISITION DIVISION CURRENT & HISTORICAL APPLICANT ACTIVITY

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

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	Year										Yr End
	To Date										Proj.
Requisitions Rcvd	598	1,956	2,040	2,850	2,327	1,440	1,094	1,624	1,919	366	2,196
Bulletins Issued	969	1,120	1,081	1,307	1,092	803	598	861	1,038	195	1,170
Applications Rcvd	53,161	57,422	53,520	58,024	59,074	76,992	77,932	85,464	95,459	17,727	106,362
Tests Administered	16,144	21,755	22,033	22,381	25,322	13,107	13,663	12,313	13,227	1,853	11,118

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

VI. INFORMATION (Continued)
B. RECRUITMENT REPORT (Continued)

CLOSED (INTERNAL ONLY) RECRUITMENTS

Number of Recruitments: 48

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

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

VI. INFORMATION

B. RECRUITMENT REPORT (Continued)

CLOSED (INTERNAL ONLY) RECRUITMENTS (Continued)

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

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

VI. INFORMATION
B. RECRUITMENT REPORT (Continued)

OPEN RECRUITMENTS – ENDED AFTER TWO WEEKS

Number of Recruitments: 39

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

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

VI. INFORMATION

B. RECRUITMENT REPORT (Continued)

OPEN RECRUITMENTS – EXTENDED BEYOND TWO WEEKS

Number of Recruitments: 24

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

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

VI. INFORMATION

B. RECRUITMENT REPORT (Continued)

PART-TIME RECRUITMENTS

Number of Recruitments: 1

Num Aps Started	Num Aps/Rec	Num Online Aps/Rec	Num Paper Aps/Rec	Job Title	Job Closing Date	Qual	% Qual
237	200	200	0	CUSTODIAN (PART TIME)	11/18/11	200	100
237	200	200	0			200	100%
Dropoff Rate: 15.6%			0.0%				

UNCLASSIFIED RECRUITMENTS

Number of Recruitments: 6

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

Mr. Wilkening responded to Ms. Butler regarding the decrease in tests.

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

VI. INFORMATION (Continued)

C. MISCELLANEOUS REPORTS

None.

AMENDED PAGE

V.B. INFORMATION ITEMS

3. ADMINISTRATIVE UPDATES

a. CSB SCHEDULE

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

<u>2012 CSB SCHEDULE</u>
<u>January 18</u>
<u>February 15</u>
<u>March 21</u>
<u>April 18</u>
<u>May 16</u>
<u>June 20</u>
<u>July 18</u>
<u>August 15</u>
<u>September 19</u>
<u>October 17</u>
<u>November 15</u>
<u>December 11</u>

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

STAFF RECOMMENDATION

None. Item is for information only.

Ms. Bruno moved to approve the 2012 CSB regular meeting schedule, seconded by Ms. Spencer, and carried four to zero. (Mr. Kavouklis was absent.)

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

AMENDED PAGE

V.B. INFORMATION ITEMS (Continued)

3. ADMINISTRATIVE UPDATES (Continued)

b. EAC SCHEDULE

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

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

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

STAFF RECOMMENDATION

None. Item is for information only.

VI. INFORMATION

E. DIRECTOR'S REPORT

Mr. Petersen said he had reported on the item and stated the CSB would have a holiday party after the meeting.

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

F. GENERAL COUNSEL'S REPORT

Refer to the current case docket distributed at the meeting.

Mr. Ziegler distributed the report. Attorney Zinober outlined pending actions and appeals, as provided in background material.

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

Page 1 of 1

CASE 728		RCVD: 11/15/2010		CIVIL ACTIONS	
APPELLANT: VIK NORMAN REPRESENTATIVE: REP PHONE:		AADEPT: WALTER RESOURCE SERVICES AA REP: RUDY HAIDERMOTA REP PHONE: 813.272.5673 ext		ALLEGATIONS:	
COMMENTS: NOTICE OF ADMINISTRATIVE (CERTIORARI) APPEAL TO THE 13TH JUDICIAL CIRCUIT RECEIVED 11/15/2010					
DATE: TIME: LOCATION: DECISION:		PREHEARING		EVIDENTIARY HEARING	
SUM JUDGEMENT HEARING		PREHEARING		EVIDENTIARY HEARING	
DATE: 01/18/2012 TIME: 7:00 PM LOCATION: 8TH FLOOR DECISION:		PREHEARING 11/28/2011 10 AM 17TH FLOOR CONTINUED		EVIDENTIARY HEARING BALUFF	
OTHER ACTIONS FOR BOARD REVIEW		OTHER ACTIONS FOR BOARD REVIEW		OTHER ACTIONS FOR BOARD REVIEW	
APPEALS					
CASE 747 RCVD: 10/28/2011		DISCIPLINARY ACTION: DISMISSAL EFFECTIVE DATE: 10/19/2011		AADEPT: SHERIFFS OFFICE AA REP: REP PHONE:	
APPELLANT: Romero John REPRESENTATIVE: REP PHONE:		CS FORM SA RECEIPT: 10/28/2011 NOTICE TO AADEPT: 10/31/2011		ALLEGATIONS:	
COMMENTS: CS FORM SA RECEIVED 10/28/2011; MFSJ DUE 11/17/2011; MFSJ FILED BY APPELLANT 11/16/2011; APPOINTING AUTHORITY'S UNOPPOSED EXTENSION OF DEADLINE FOR FILING ITS OPPOSITION TO APPELLANT'S MFSJ FOR FILING ITS OWN MFSJ AND FOR CONTINUANCE RECEIVED ON 11/08/2011; REQUEST FOR EXTENSION OF TIME TO FILE MFSJA RESPONSE TO APPELLANT'S MFSJ APPROVED TO NOON, 12/08/2011; MFSJ RECEIVED FROM AA 12/08/2011; RESPONSE TO AA'S MFSJ DUE BY NOON ON 01/12/2012					

DECEMBER 14, 2011 – CIVIL SERVICE BOARD

VII. BOARD MEMBER COMMENTS

Mr. Petersen inquired if there would be a quorum at the January 18, 2012, CSB meeting. CSB members reported tentative attendance. Ms. Butler wished everyone happy holidays. Ms. Spencer requested staff send Ms. Jodi Prieto, Civil Service Office, a holiday note on behalf of the CSB.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:40 a.m.

READ AND APPROVED: Victoria Butler
CHAIRMAN

ATTEST:

PAT FRANK, CLERK

By: J. Coates
Deputy Clerk

ssg