

Ernie Trichler, Chair  
Chandra Hosler, Vice Chair  
Simon Canasi  
Neal Carbaugh  
Andrea Cichon  
Scott Strepina

Pat Frank, Clerk of Courts  
Secretary Ex Officio



Kevin Beckner, Director  
*BecknerK@HillsboroughCounty.org*

601 East Kennedy Boulevard  
18<sup>th</sup> Floor  
Tampa, Florida 33602

Telephone: 813-272-5625  
Web Site: [www.hccsb.org](http://www.hccsb.org)

August 30, 2019

To: Arts Council – Ms. Martine Collier  
Aviation Authority - Mr. Joe W. Lopano  
Children's Board – Ms. Kelley Parris  
Clerk of the Circuit Court - Ms. Pat Frank  
County Administrator – Mr. Mike Merrill  
County Attorney – Ms. Christine Beck  
County Internal Auditor – Ms. Peggy Caskey  
Environmental Protection Comm. – Ms. Janet Dougherty  
Expressway Authority – Mr. Joe Waggoner  
Metropolitan Planning Organization – Ms. Beth Alden  
Planning Commission – Ms. Melissa Zornitta  
Port Tampa Bay – Mr. Paul Anderson  
Property Appraiser - Mr. Bob Henriquez  
Sheriff's Office - Sheriff Chad Chronister  
Soil and Water Conservation Dist. – Ms. Betty Jo Tompkins  
Supervisor of Elections – Mr. Craig Latimer  
Tampa Sports Authority - Mr. Eric Hart  
Tax Collector - Mr. Doug Belden  
Victim Assistance Program – Mr. Curtis Baughman

Subject: Transition of Civil Service Office Functions

This letter serves as the monthly update regarding the transition of Civil Service Office functions due to closure of the Civil Service Office. As a reminder, the dissolution of the Civil Service Board has been signed into law by Governor DeSantis and will take effect on October 1, 2019.

### **Human Resource Services**

If you are one of the fifteen county agencies that has relied upon the Human Resource services of the Civil Service Board for your organization, by now, you should have a plan for how your agency will assume those services beginning **September 1, 2019.**

**As a reminder, the following Civil Service Board services are discontinued effective at close of business today:**

**1) Recruitment and Screening for job applicants:** Today, August 30, 2019, is the last day to submit recruitment requisitions to us. This will allow for a 2 week minimum recruitment period. In all cases, however, current ongoing/continuous recruitments will end on September 13 and final referral lists will be sent to agencies the week of September 16.

**2) Classification Actions:** All requests for classification actions must be received no later than the close of business today, August 30, 2019, for approval at the final CSB meeting on September 18, 2019.

**3) Personnel Actions, Merit Increases, and Performance Reviews:** All personnel actions, merit increases, and performance reviews that you would like processed by our agency for FY19 must be received by close of business today, August 30, 2019. **Agency Heads who have decided to outsource their agency's Human Resource functions to the County Administrator's HR Department, may contact:**

Beverly Waldron, Director of Human Resources  
813-274-6766

[WaldronB@hillsboroughcounty.org](mailto:WaldronB@hillsboroughcounty.org)

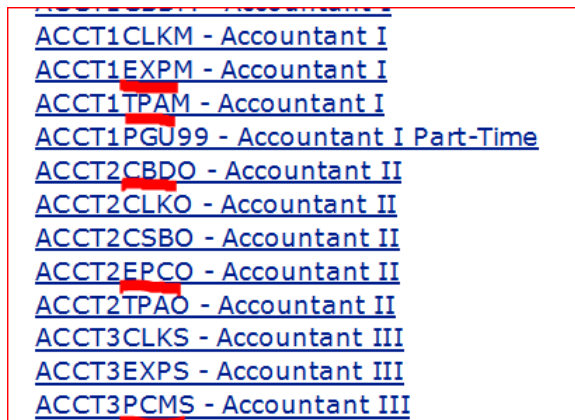
**Job Apps**

Agencies utilizing Job Apps who desire to capture their job descriptions are encouraged to do so **prior to October 1, 2019** by going to <https://www.jobapscloud.com/Hillsborough/auditor/classspecs.asp>

Agency-specific job descriptions can be found by performing a search function on the job descriptions page using the Ctrl-F combination on the keyboard or using the search box at the top of the page, then typing in the agency-specific 3 letter code.

For example, look at the screenshot below:

Agency job classification codes are as follows:



Arts Council .....CSB  
Children's Board .....CBD  
Env Protection Comm .....EPC  
Expressway Authority .....EXP  
Planning Commission.....PCM  
Port Tampa Bay.....TPA  
Soil & Water.....CSB  
Victim Assistance .....VAP

To All Appointing Authorities  
August 30, 2019  
Page Three

### **Records Management**

As I mentioned last month, beginning October 1, 2019, the Governor's Cabinet is the lawful custodian of the Civil Service Board's records, which include Appointing Authorities' personnel records created by the Civil Service Board.

The authors of HB1373 and the related legislative oversight committees failed to name a successor custodian of records when they created and passed the legislation to dissolve the Civil Service Board. Since CSB records are considered public records, when a successor custodian of records is not named in legislation that dissolves a public agency, under Florida statute 119.021 (4) the Division of Library and Information Services of the Department of State is the lawful custodian. Further, FL statute 257.36(2)b that establishes the Division of Library and Information Services names the Governor's Cabinet as the custodian of records of a dissolved agency in the absence of a successor custodian.

As of this date, the Governor's Cabinet has not appointed a successor custodian. I will keep you apprised of further developments.

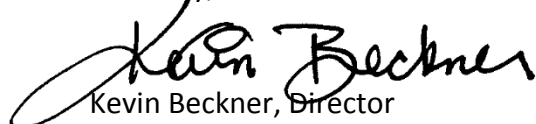
### **Employee Appeals and Grievance Process**

Finally, as a reminder, under Civil Service Rule 11.4, all agencies are still required to submit a Civil Service Form 5 to the Civil Service Office when imposing a disciplinary action on a classified employee that results in dismissal, suspension, or involuntary demotion. We will continue to exercise our statutory authority and accept appeals of discipline from employees through September 30, 2019 or until determined otherwise.

If you have any questions regarding the services we currently provide or have provided to your agency in the past, please do not hesitate to contact me via email or at 813-272-5629.

Again, it has been the Civil Service Board's pleasure to serve you for the past 68 years and we will look forward to serving and assisting your agency during this time of transition.

Sincerely,

  
Kevin Beckner, Director