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Tiffany Bell
Simon Canasi
Neal Carbaugh
Andrea Cichon
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Pat Frank, Clerk of Courts
Secretary Ex Officio



Kevin Beckner, Director
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June 28, 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

As a follow-up to my letter dated May 30, 2019, a copy of which is attached, I am providing you with a monthly update as promised. 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

As stated in my previous letter, I and my staff have been diligently preparing for the transition of our functions to your respective agencies to ensure business continuity, as much as possible. However, I want to encourage you to thoroughly review your Human Resource operations for the following reason.

In FY18, Civil Service Staff performed 102 recruitments, reviewed 5,953 job applications, performed 205 classification actions, 1,078 Personal Actions, conducted 10 personnel development training programs, and provided for hundreds of background checks across multiple agencies in addition to the facilitation of 10 disciplinary appeals. Further, these numbers don't reflect the professional Human Resource consulting services that we provided to our client agencies or the countless employee consultations we provided to employees of multiple agencies who ultimately decided not to appeal their discipline.

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If you haven't done so already, you should develop a plan for how your agency will assume the functions mentioned above beginning September 1, 2019.

As a reminder, the following Civil Service Board services will be discontinued after August 30, 2019:

- 1) Recruitment and Screening for job applicants: The last day to submit recruitment requisitions to us will be August 30, 2019 to 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 August 30, 2019 for approval at the final CSB meeting on September, 18, 2019.
- 3) Personnel Actions, Merit, and Performance Reviews: All personnel action, merit, and performance reviews that you would like processed by our agency for FY19 must be received by August 30, 2019.

Agency Heads who are considering or have decided on outsourcing 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.

Records Management

One of the major issues that we are working to resolve is the transfer of custodianship for our records. For more than 50 years, until 2014, the Civil Service Board has been the official Custodian of Records for the personnel records of all County agencies. We literally have tens of thousands of personnel records, both hard copy and electronic. We are trying to determine the best way to reassign these records. Given the timeframe and our current staffing levels, it would be impossible for us to parse out the hard copies housed in the Records Warehouse and transfer them to their respective agencies as these records are filed by year of termination which means multiple agency records are stored in each box. Also, the electronic records are stored in ImageNow and not all agencies have the necessary software to access them. I welcome your input and will let you know when this issue has been resolved.

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 our 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
