

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD  
JANUARY 17, 2018 MEETING AGENDA  
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All Civil Service Board meetings are open to the public and subject to the Sunshine Law. Meetings are typically scheduled for the third Wednesday of each month at 6:00 PM in the Planning Commission Boardroom.

In accordance with the Americans with Disabilities Act, persons needing special accommodations to participate in this meeting should contact the Director at 813-272-5625.

Current and historical Civil Service Board agenda and backup materials are available online at [www.hccsb.org](http://www.hccsb.org).

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **SWEARING IN OF NEW CIVIL SERVICE BOARD MEMBERS**
4. **ROLL CALL**
5. **ELECTION OF OFFICERS**
6. **MINUTES** *(PAGE 3 - [CLICK HERE](#))*  
*Approve the draft minutes of the December 6, 2017 Civil Service Board meeting*
7. **AGENDA CHANGES**
8. **SCHEDULED APPEARANCES**  
*None.*
9. **PUBLIC COMMENT**
10. **CLASSIFICATION ACTIONS FOR RATIFICATION** *(PAGE 7 - [CLICK HERE](#))*  
*Ratify actions affecting 4 positions in 3 agencies*

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD  
JANUARY 17, 2018 MEETING AGENDA  
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**11. DISCUSSION ITEMS**

**CLASSIFIED EMPLOYEE COMPENSATION** [\(PAGE 9 - CLICK HERE\)](#)

*Adopt a motion to approve the draft of the proposed changes to Civil Service Rule 8 as presented in the back-up materials, and direct staff to publish a Notice of Proposed Rule Change providing stakeholders and affected parties with the opportunity to comment and be heard on the proposed changes to Civil Service Rule 8.*

**B. SURVEY PROJECT OF CIVIL SERVICE BOARDS AROUND THE STATE** [\(PAGE 23 - CLICK HERE\)](#)

*Provide direction as to which version of the survey the Board would like to distribute to other similar Boards.*

*SURVEY VERSION 1* [\(PAGE 24 – CLICK HERE\)](#)

*SURVEY VERSION 2* [\(PAGE 28 – CLICK HERE\)](#)

*COMPILATION OF CIVIL SERVICE BOARDS IN FLORIDA* [\(PAGE 30 – CLICK HERE\)](#)

**12. STAFF REPORTS** *(These items are for information only; no action is required.)*

**A. CLASSIFICATION ACTIONS NOT REQUIRING BOARD ACTION** [\(PAGE 33 - CLICK HERE\)](#)

**B. 2018 CIVIL SERVICE BOARD CALENDAR** [\(PAGE 39 - CLICK HERE\)](#)

**C. 2018 EMPLOYEE ADVISORY COMMITTEE CALENDAR** [\(PAGE 40 - CLICK HERE\)](#)

**13. DIRECTOR'S REPORT** [\(PAGE 41 - CLICK HERE\)](#)

**14. GENERAL COUNSEL'S REPORT**

**A. DOCKET SUMMARY** [\(PAGE 42 - CLICK HERE\)](#)

*INDICES* [\(PAGE 43 – CLICK HERE\)](#)

**B. ETHICS, PUBLIC RECORDS, AND FLORIDA SUNSHINE LAW WORKSHOP**

**15. BOARD MEMBER COMMENTS**

**16. ADJOURNMENT**

DECEMBER 6, 2017 - CIVIL SERVICE BOARD - DRAFT MINUTES

The Civil Service Board (CSB), Hillsborough County, Florida, met in Regular Meeting, scheduled for Wednesday, December 6, 2017, at 6:00 p.m., in the Planning Commission Meeting Room, 18th Floor, Frederick B. Karl County Center, Tampa, Florida.

1. CALL TO ORDER

▶ Chair Canasi called the meeting to order at 6:00 p.m.

2. ▶ PLEDGE OF ALLEGIANCE

3. ▶ ROLL CALL

The following members were present:

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

The following member was absent:

Bill Tennant

4. MINUTES

A. Approve the draft minutes of the November 15, 2017, CSB meeting.

▶ **Mr. Carbaugh moved to accept, seconded by Mr. Strepina, and carried five to zero.** (Mr. Tennant was absent.)

B. Approve the inclusion of the approved minutes of the October 12, 2017, meeting of the Employee Advisory Committee (EAC) into the minutes of tonight's CSB meeting.

▶ Chair Canasi sought a motion to approve the item. **Mr. Strepina so moved, seconded by Mr. Trichler, and carried five to zero.** (Mr. Tennant was absent.)

5. AGENDA CHANGES

▶ Mr. Kevin Beckner, Civil Service Office (CSO) Director, reported no changes to the agenda.

6. SCHEDULED APPEARANCES - ▶ None.

7. PUBLIC COMMENT - ► None.

8. CLASSIFICATION ACTIONS FOR RATIFICATION - ► None.

9. DISCUSSION ITEMS

A. PROPOSED CSB AND EAC CALENDAR FOR 2018 - APPROVE THE 2018 CSB AND EAC CALENDAR.

► Mr. Beckner highlighted the item. Chair Canasi inquired about the July 2018 CSB meeting and ► solicited a motion to approve the 2018 CSB schedule. **Mr. Strepina so moved, seconded by Ms. Hosler, and carried five to zero.** (Mr. Tennant was absent.)

B. SURVEY PROJECT OF CSBs AROUND THE STATE

Discuss Implementation of a Statewide Survey of Other CSBs.

► Mr. Beckner introduced Mr. Kurt Wilkening, CSB, who expounded on the item and noted discussion should focus on whether to proceed with the survey. Dialogue ensued on municipalities to be canvassed, CSB member/staff proposed questions, ► advantages/disadvantages, other surveys/CSB reorganizations, reexamining the CSB, ► Governor's appointment time frames, metrics, and staff input and capacity to execute the survey. Mr. Wilkening felt staff could accomplish the survey and confirmed three months would be sufficient. Talks continued on the survey timeline. Chair Canasi expected the survey results in March 2018. Mr. Beckner said the survey questions would be distributed the first week of January 2018 and sought direction. ► **Mr. Carbaugh made a motion, seconded by Ms. Hosler, and carried five to zero.** (Mr. Tennant was absent.)

C. PRESENTATION OF 2018 CSB AND HRTRUST STRATEGIC PLAN

Receive the Attached Work Product Documents Related to the Strategic Planning Process and Provide Staff with Input and Future Direction.

► Mr. Beckner began a presentation. Questions occurred on the remaining agencies within the CSO, the cost effectiveness of internal human resources, ► cronyism resurgence in opted-out agencies, justifiable reasons for opting-out, and increased competition amongst agencies. Mr. Beckner resumed the

report. ► After relaying uncertainty regarding the proposed CSB vision/mission statements, Mr. Carbaugh expressed the desire to retain the core values and propositions statements. Referencing the vision/mission statement, Mr. Strepina stressed clarity and additional marketing materials. Mr. Beckner explained the statement's brevity, ► continued the report, and ► sought a motion to receive the work products submitted by Creative Community Insights Incorporated and PathFinders Group in background material. **Mr. Trichler so moved, seconded by Ms. Hosler, and carried five to zero.** (Mr. Tennant was absent.) ► Mr. Beckner asked for a motion to approve and adopt the proposed mission, vision, and value propositions statements for the Civil Service and HRTrust. **Ms. Hosler so moved, seconded by Mr. Strepina, and carried five to zero.** (Mr. Tennant was absent.)

► Mr. Beckner solicited a motion to approve the proposed organizational structure for CSB and HRTrust contingent on legal review and approval. Ms. Hosler so moved, seconded by Mr. Trichler. (The motion was not voted on.) Mr. Strepina questioned how the proposal impacted the CSB budget and what additional staff positions would be added. In response to Mr. Carbaugh's dislike of exceeding CSB purview, Chair Canasi believed the CSB should be reinvented and inquired about Ms. Alma Gonzalez's possible career opportunities. ► Discussion continued on HRTrust potential successes/failures/expectations and the ability to dissolve HRTrust. Confirming the proposal would be presented to the Board of County Commissioners (BOCC); Chair Canasi wanted to be there. Mr. Beckner encouraged all CSB members and staff to attend the BOCC meeting. ► Chair Canasi sought a motion on the third request. **Mr. Strepina so moved, seconded by Mr. Trichler, and carried four to one; Mr. Carbaugh voted no.** (Mr. Tennant was absent.)

10. STAFF REPORTS (THE ITEMS WERE FOR INFORMATION ONLY; NO ACTION WAS REQUIRED.)

A. CLASSIFICATION ACTIONS NOT REQUIRING CSB ACTION

► Mr. Beckner relayed the item. Mr. Carbaugh asked about the increased number of classifications.

B. TENTATIVE 2018 CSB CALENDAR

C. 2017 EAC CALENDAR

▶ **Addressed with Item 9.a.**

11. DIRECTOR'S REPORT

▶ Mr. Beckner gave the report and thanked CSB members/staff.

12. GENERAL COUNSEL'S REPORT

▶ CSB Counsel Peter Zinober gave the report.

13. CSB MEMBER COMMENTS

▶ Mr. Carbaugh asked if there would be a 2017 annual report and reiterated statewide CSB survey contributions to the strategic plan. Mr. Strepina wanted to see financials from the opt-out period and applauded Mr. Beckner's efforts. Remarks concluded.

14. ADJOURNMENT

▶ There being no further business, the meeting was adjourned at 7:23 p.m.

READ AND APPROVED: \_\_\_\_\_

CHAIR

ATTEST:

PAT FRANK, CLERK

By: \_\_\_\_\_  
Deputy Clerk

lm

Simon Canasi, Chair  
William Tennant, Vice Chair  
Neal Carbaugh  
Chandra Hosler  
Scott Strepina  
Ernie Trichler



Kevin Beckner, Director  
[BecknerK@HillsboroughCounty.org](mailto:BecknerK@HillsboroughCounty.org)

601 East Kennedy Boulevard  
Suite 1700  
Tampa, Florida 33602

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

Date: December 8, 2017

To: Kevin Beckner, Executive Director  
Civil Service Board

SUBJECT: Request for position/classification action dated December 7, 2017

Dear Mr. Beckner,

Based on your request for position/classification action within your agency, we have taken the following action:

Reclassified one vacant position, numbered 000483, from Sr. Human Resources Analyst (pay grade CSB.O), to Office Assistant (pay grade CSB.E), effective December 8, 2017.

We provisionally designated this position as non-exempt from FLSA. If you feel otherwise, please send a written request with any changes to [CSBClassandComp@hillsboroughcounty.org](mailto:CSBClassandComp@hillsboroughcounty.org).

Please prepare and submit a requisition to fill the vacant position whenever you deem it appropriate.

Sincerely,

  
Kurt Wilkening

Talent Acquisition | Classification & Compensation  
Civil Service Board of Hillsborough County

cc: Victoria Slater, CSB  
Terrell Mathis, CSB

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Simon Canasi, Chair  
William Tennant, Vice Chair  
Neal Carbaugh  
Chandra Hosler  
Scott Strepina  
Ernie Trichler



Kevin Beckner, Director  
*BecknerK@HillsboroughCounty.org*

601 East Kennedy Boulevard  
Suite 1700  
Tampa, Florida 33602

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

Date: December 19, 2017

To: Paul Anderson, Port Director & CEO  
Port Tampa Bay  
c/o JoeAnne Toledo, VP Human Resources  
1101 Channelside Drive  
Tampa, FL 33602

SUBJECT: Request for position/classification action dated December 12, 2017

Dear Mr. Anderson,

Based on your request for position/classification action within your agency, we have taken the following action:

Reclassified one vacant position, numbered 009753, from Senior Secretary (pay grade TPA.G), to Administrative Specialist III (pay grade TPA.N), effective December 19, 2017.

We have provisionally designated this position as exempt from FLSA. If you feel otherwise, then please contact me via phone or email at your convenience.

If we can be of further assistance in this matter, then please don't hesitate to call.

Sincerely,

  
Kurt Wilkening

Talent Acquisition | Classification & Compensation  
Civil Service Board of Hillsborough County

CC: Joanne Toledo, VP Human Resources  
Lisa Barber, PTB HR  
Juliann Alvarez, PTB HR  
Terrell Mathis, CSB



**11. DISCUSSION ITEM**

**A. CLASSIFIED EMPLOYEE COMPENSATION**

Formal recognition programs, including lump-sum bonuses, offer mechanisms to effectively motivate and retain valued employees who provide exemplary performance or meet specified targets. These programs are intended to reward employees whose achievements have resulted in a particular benefit to the organization. Organizations also use these incentives to enhance employee recruitment, engagement, retention and employer branding.

At the request of Appointing Authorities, staff has reviewed Civil Service Rule 8 relating to classified employee compensation. This review indicates that there is an opportunity to provide an appointing authority with access to the use of a lump sum bonus for the purposes of Reward, Retention, and Recruitment. In addition, it is possible to streamline the compensation rule to permit an appointing authority greater flexibility in compensation decisions, while ensuring accountability, best practices, and compliance with state and federal law.

Staff has drafted the attached preliminary amendment to Civil Service Rule 8. The proposed changes to Rule 8 would require that initial pay rates and subsequent pay rate adjustments consider the need to avoid pay compression and avoid creating internal inequity among employees in the same classification, or another classification in the same series.

In addition, the Rule would clarify current language that a bonus may be awarded for employees at the maximum of their pay range, and add language specifying that an appointing authority may award a lump sum bonus for performance; recruitment, or retention in accordance with state and federal laws.

Finally, the proposed changes would grant greater compensation discretion and flexibility to an appointing authority when an employee is promoted, returned to their former classification, or is the subject of a lateral appointment. The proposed change balances the exercise of discretion with an accountability requirement that the appointing authority provide the Director with a justification for any pay increase which places the recipient above the highest paid employee currently in the classification. Cross referenced rules are amended to conform to the re-numbering of Rule 8

11. **DISCUSSION ITEM**

A. **CLASSIFIED EMPLOYEE COMPENSATION**

Staff has held informal discussions regarding the proposed with various stakeholders. The initial response has been positive.

**STAFF RECOMMENDATION**

Adopt a motion to approve the draft of the proposed changes to Civil Service Rule 8 as presented in the back-up materials, and direct staff to publish a Notice of Proposed Rule Change providing stakeholders and affected parties with the opportunity to comment and be heard on the proposed changes to Civil Service Rule 8.

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD  
NOTICE OF PROPOSED RULE CHANGE**

RULE NO.: CSR 8

RULE TITLE: Classified Employee Compensation

**PURPOSE AND EFFECT:** The purpose and effect of the proposed rule amendment is to revise the compensation processes and procedures for classified employees, including revising definitions, codifying internal practices and procedures, and eliminating duplicative or unnecessary terms and rule language.

**SUMMARY:** The proposed rule would revise the compensation processes and procedures applicable to employees covered by the Hillsborough County, Florida Civil Service Act.

**RULEMAKING AUTHORITY:** Chapter 2014-230, and Chapter 2000-445, Laws of Florida as amended.

**LAW IMPLEMENTED:** Chapter 2014-230 and Chapter 2000-445, Laws of Florida as amended.

**TO BE CONSIDERED PRIOR TO ADOPTION, COMMENTS MUST BE RECEIVED BY:** 5:00 p.m. on Thursday, February 8, 2018 AT Suite 1700, 601 East Kennedy Boulevard, Tampa, Florida 33602 or via email to [GonzalezAR@hillsboroughcounty.org](mailto:GonzalezAR@hillsboroughcounty.org)

**IF REQUESTED IN WRITING AND NOT DEEMED UNNECESSARY BY THE AGENCY HEAD, A RULE DEVELOPMENT WORKSHOP WILL BE HELD:** At 1:00 p.m. on Monday, February 5, 2018 AT Suite 1700, 601 East Kennedy Boulevard, Tampa, Florida 33602. **PLEASE SUBMIT YOUR WRITTEN REQUEST FOR A RULE DEVELOPMENT WORKSHOP BY 5:00 P.M. FRIDAY, FEBRUARY 2, 2018 TO:** [GonzalezAR@hillsboroughcounty.org](mailto:GonzalezAR@hillsboroughcounty.org)

**A MEETING OF THE CIVIL SERVICE BOARD INCLUDING FINAL CONSIDERATION AND ADOPTION OF THE PROPOSED CHANGES WILL BE HELD:** At 6:15 PM Wednesday, February 21, 2018 in the Planning Commission Chambers 18<sup>th</sup> Floor, 601 East Kennedy Boulevard, Tampa, Florida 33602

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:** Alma Gonzalez, Chief, Employee Relations, Civil Service Board at 601 East Kennedy Boulevard, Suite 1700, Tampa, Florida 33602; (813)274-6763, [GonzalezAR@hillsboroughcounty.org](mailto:GonzalezAR@hillsboroughcounty.org)

**THE FULL TEXT OF THE PROPOSED RULE IS:** See attached proposed Civil Service Rules

**DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED:** January 17, 2018.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in a workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by contacting: The ADA Coordinator, (813)274-6749. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**Classified Employee Compensation:**

**8.1 General:**

- (1) The pay schedules and pay ranges or pay grades contained in the current edition of the Board's Classification and Pay Plan (the Pay Plan) shall be used, in conjunction with these rules to establish and adjust the rates of pay for classified employees.
- (2) Unless otherwise permitted by these rules, prior approval of the appointing authority and the Board must be obtained to establish or adjust the pay rate of a classified employee to a rate that does not fall between the applicable current pay range minimum and maximum rates, inclusive.
- (3) Prior approval of the appointing authority and the Director must be obtained to establish or adjust the pay rate of a classified employee to a rate that does not comply with all of the provisions of these rules.
- (4) Agency heads may authorize ~~such~~ incentives and benefits as lawfully permitted, provided they are available to all similarly situated classified employees of that agency.
- (5) Initial pay rates and subsequent pay rate adjustments for classified employees shall consider the need to avoid creating internal inequity among employees in the same classification, or in another classification in the same series.

**8.2 Establishing and Adjusting Rates of Pay:**

- (1) The appointing authority, or delegate, and the Director, or delegate, shall review and approve the initial pay rates and subsequent pay rate adjustments for classified employees.
- (2) Unless otherwise specified in these rules (e.g., 8.2(3)b.4(a)), initial pay rates and pay rate changes shall be effective as of the effective date of the event that results in the pay rate change (e.g., hire, promotion, etc.).
- (3) In response to the following employment events, these rules, in conjunction with the Board's current Pay Plan, shall be used to establish and adjust the rates of pay for classified employees.
  - a. Initial Appointment: At the discretion of the appointing authority, the pay rate upon the initial appointment of a person to a classified position may be established at any rate between the minimum and mid-point, inclusive, of the pay range to which the position is assigned.

**8.2 (Continued)**

b. Agency Initiated Pay Rate Adjustments:

1. Prior to the first day of each fiscal year (October 1 for most covered agencies) or as soon as practical thereafter, it shall be the responsibility of each agency head to communicate, in writing, to the Director, the agency compensation policy that will be in force during the upcoming fiscal year with regard to the following potential pay rate adjustments for classified employees:
  - (a) Performance-based or merit-based rate adjustments (in cycle), to include rate adjustments available at the completion of initial or conditional probation, if any; and
  - (b) Performance-based or merit-based rate adjustments due to extraordinary job performance (out of cycle); and
  - (c) Rate adjustments in response to changes in the cost of living (COLA); and
  - (d) Rate adjustments in response to changes in the rates paid by competing employers (market equity).
2. Agency fiscal year policies shall impact in a similar manner all similarly situated classified employees of that agency throughout the identified fiscal year.
3. Agency fiscal year policies shall specifically address the policy impact on a classified employee, whose rate is at or near the pay range minimum or maximum, in a manner that precludes the pay rate falling below the range minimum or exceeding the range maximum. For example, employees at the maximum are not eligible for an increase ~~or employees at the maximum in base pay, but may be eligible to~~ receive a lump sum equivalent in lieu of a base pay rate increase.

**8.2 (Continued)**

4. The performance-based or merit-based rate adjustment portion of Agency fiscal year policies, shall, at a minimum, include the following provisions:
  - (a) The effective date for all such pay rate changes shall be the start of the pay period in which the review period end date falls. Exceptions to this requirement ~~by~~may be granted by the Director.
  - (b) Identification of the percent increase(s) and/or dollar amount(s) that will be awarded, based on job performance ratings arrived at through the procedures defined in Rule 12, to a classified employee who completes a job performance review period of the following types during the fiscal year:
    - i. Initial Probation
    - ii. Conditional Probation
    - iii. Non-Probationary (~~recurring~~aAnnual ~~Review~~)
  - (c) The percent increase(s) and/or dollar amount(s) and eligibility criteria for an extraordinary (out of cycle) job performance-based rate adjustment.
  - ~~(d) Consideration of the need to avoid creating internal inequity among employees in the same classification, or in another classification in the same series.~~
5. Upon approval by the Director of the specific approach, agencies may also adjust the pay rates of individuals or groups of classified employees in response to documented internal inequity. Such action shall not result in a pay rate reduction for any classified employee.

c. Pay Changes for Promotion or Lateral Appointment

1. An appointing authority may exercise its discretion to adjust the pay rate of a tenured classified employee for the following appointments:
  - a. Promotion Appointment as defined by Rule 7.2(2)a; and Promotion Due to Reclassification: as defined by Rule 5.5(5)a shall be adjusted between a minimum of 5%, and up to the maximum pay rate.

**8.2 (Continued)**

~~1. This rule applies to both the promotion appointment of a person to a classified position and to the reclassification of a filled position that results in a promotion for the position incumbent.~~

~~2. In such cases, at the discretion of the appointing authority, the pay rate shall be adjusted to a rate that results in a pay increase that conforms to the following provisions:~~

~~(a) Minimum pay rate increase of 5%~~

~~(b) Maximum pay rate increase of 15% or to the corresponding pay range mid point, whichever is higher.~~

~~j. b. Lateral Appointment to a Different Classification and Lateral Classification Change Due to Reclassification: as defined in Rule 7.2(3)a~~

~~1. This rule applies to both the lateral appointment of a person to a classified position that is assigned to a different job classification than the position the employee is leaving (other class transfer) and to the reclassification of a filled position that results in an “other class transfer” for the position incumbent.~~

~~2. In such cases, at the discretion of the appointing authority, the pay rate may remain unchanged or be increased in accordance with this rule.~~

~~32. Where a Ppay rate adjustments in such cases for a promotion or lateral appointment shall not exceed 15% or the pay range maximum, whichever is less, results in a pay rate above the rate paid to the highest classified employee in the same classification, the Appointing Authority shall provide the Director with documentation regarding the need to award the increase.~~

~~k. d. Lateral Appointment within the Same Classification: In such cases, the pay rate shall remain unchanged.~~

~~l. e. Demotion Appointment (non-disciplinary) and Demotion Due to Reclassification (non-disciplinary):~~

1. This rule applies to both the voluntary demotion appointment of a person to a classified position and to the reclassification of a filled position that results in a demotion for the position incumbent.

**8.2 (Continued)**

2. In such cases, at the discretion of the appointing authority, the pay rate may remain unchanged or be reduced in accordance with the following provisions:
  - (a) The pay rate shall be no less than the result of the relative position formula defined in Rule 8.2(4) below; and
  - (b) If the employee was previously assigned to the classification to which the employee is being demoted, the pay rate shall be no less than the highest rate paid to the employee when previously assigned that classification; and
  - (c) The pay rate shall not exceed the pay range maximum.

**gf. Demotion Appointment (disciplinary) and Demotion Due to Reclassification (disciplinary):**

1. This rule applies to both the discipline-driven demotion appointment of a person to a classified position and to the discipline-driven reclassification of a filled position that results in a demotion for the position incumbent.
2. In such cases, at the discretion of the appointing authority, the pay rate shall be reduced in accordance with the following provisions:
  - (a) The pay rate that results from the application of the relative position formula defined in Rule 8.2(4) below; or
  - (b) If the employee was previously assigned to the classification to which the employee is being demoted, the pay rate shall be no less than the highest rate paid to the employee when previously assigned that classification.

**hg. Return to Former Class: In ~~such~~ cases as defined under Rule 7.3(2)e, the pay rate may remain unchanged ~~or increased~~ at the discretion of the appointing authority, or the employee may be placed in the same position of the salary range that was previously held, plus any pay adjustments that the employee would have received in accordance with the agency's current fiscal year compensation policy.**



**8.2 (Continued)**

**i.h.** Performance Improvement Program Completion: In such cases, the pay rate shall remain unchanged; including cases where PIP ends and the employee is returned to work.

**ij.** Classification Assigned to a Higher Pay Range: At the discretion of each impacted appointing authority, and with the concurrence of the Director, ~~unless an agency head certifies that funding limitations preclude this action,~~ the pay rates of employees assigned to the classification may remain unchanged or be increased in accordance with the relative position formula defined in Rule 8.2(4) below as a result of a labor market analysis. The pay rates of all employees within each appointing authority shall be adjusted in a like manner.

**kj.** Classification Assigned to a Lower Pay Range: In such cases, the pay rate shall remain unchanged.

(4) Relative Position Formula: This formula is referenced by other sections of these rules as either an optional or mandatory method to be used in calculating pay rate adjustments for classified employees in a variety of circumstances:

a. Relative Position Pay Rate = (A / B) x C where:

1. A = Current Pay Rate
2. B = Pre-Action Pay Range Mid-Point
3. C = Post-Action Pay Range Mid-Point

b. Round to nearest penny using standard rounding rules.

**8.3 Bonus Payments**

a. Bonus payments may be provided to classified employees provided they are available to all similarly situated classified employees of that agency. Such payments must be approved in accordance with federal and state laws. Bonus payments made to nonexempt employees must comply with the FLSA requirements on overtime compensation. Generally bonuses, other than lump sum discretionary, are included in the regular rate of pay when calculating the overtime rate.

If the funding source is from a sponsored or grant funded program, the award must be reviewed to ensure the bonus payment complies with sponsor/grant requirements and there are no restrictions on bonus payments.

b. A bonus is defined as a lump sum, non-cumulative cash award that may be granted to an employee in the following situations:

1. **Performance:** for a significant contribution that substantially benefits the appointing authority, project, or unit, or as a productivity bonus when certain pre-determined productivity measures are met during the performance period;

2. **Sign-On:** used as an incentive in recruiting employees with high demand skills or key talent requirements. These awards can help avoid higher, ongoing fixed compensation costs when recruiting key, hard to fill positions;

3. **Retention:** used to retain employees.

c. A sign-on or retention bonus may be awarded when such compensation is in the best interest of Hillsborough County and:

(1) market conditions in the relevant job category justify offering a bonus to obtain or retain the services of qualified personnel; or

(2) such compensation is justified in order to obtain or retain an employee with outstanding qualifications, and

(3) the employee receiving the bonus agrees to remain with the agency not less than 12 months, or forfeit and repay the bonus payment.

d. Bonus payments cannot be awarded in lieu of paying overtime wages to nonexempt employees that are required by wage and hour law.

**8.34 Overtime:**

- (1) It is the responsibility of the appointing authority to determine whether each position is covered by or is exempt from the Federal Fair Labor Standards Act [FLSA].
- (2) In accordance with the FLSA, employees who fill roles that are defined as non-exempt shall receive overtime at a rate of not less than one and one-half times the base pay rate (as defined in the FLSA) for each hour worked in a workweek which exceeds 40 hours (except in the case of public safety workers, in which case the number of weekly hours may vary). Such overtime may be paid in cash or as compensatory leave (within the parameters set forth in the FLSA and Rule 10).
- (3) Overtime work shall be authorized at the sole discretion of the appointing authority.
- (4) The opportunity for overtime work shall be extended in a similar manner to all similarly situated employees within an agency.
- (5) Employees who refuse to perform directed overtime work or perform overtime work without prior authorization may be subject to disciplinary action as provided in Rule 11.
- (6) For overtime compensation purposes, authorized holidays, vacation, and sick leave, may be considered as time actually worked. Other absences, including administrative leave, bereavement leave, civic leave, military leave, newborn leave, previously earned compensatory leave, and any other time not worked, shall be excluded from time worked in computing basic hours beyond which premium overtime rates are paid. [NOTE: For the purpose of this rule, vacation and sick leave may be counted as time worked at the end of the work week it is taken. Accordingly, the amount of vacation and sick leave charged may be adjusted to preclude the payment of overtime, provided the adjustment is made within the same work week as the overtime is performed.]

**8.45 Special Forms of Compensation:****(1) Stand-by Assignments:**

- a. An Appointing Authority may require any classified employee of that agency to accept stand by assignments.
- b. Employees on stand-by assignment are required to maintain a state of readiness to work during other than regularly scheduled hours, may be compensated at the rate of one hour's salary at the employee's regular rate of pay, for each eight hour period of such availability. Fractional periods of stand by duty shall be compensated proportionately. Any employee who performs work for the employer during the period of stand-by status (i.e. phone calls, paperwork etc.) shall be compensated for all such time actually worked.
- c. This provision shall be equally applicable to employees equipped by the appointing authority with electronic communication devices and to those who are required to otherwise promptly acknowledge and/or react to messages or telephone calls received during the stand by period.
- d. While the time spent on stand-by duty is not considered hours worked for overtime purposes, all compensation paid to an FLSA non-exempt employee for stand-by duty shall be included in calculating that employee's base pay rate for overtime purposes.
- e. Eligibility for stand by pay is not affected by a concurrent paid holiday.

**(2) Call-In from Stand-by Assignment:**

- a. If, while serving on stand-by status, an employee is required to perform work on behalf of the appointing authority (on-site or remotely), such employee shall be compensated on a portal-to-portal basis for all time actually worked.
- b. A minimum of two hours compensation shall be paid to the employee each time that he or she is required to report to a work site during the period of stand-by status, except that total paid hours shall not exceed the total hours of the corresponding stand-by period.
- c. All hours paid in accordance with this provision shall be included in the total hours worked when determining eligibility for payment of overtime at premium rates.

**8.45 (Continued)**

- d. Compensation for this purpose is separate and distinct from that authorized in Rule 8.3(1) for stand by assignment Compensation for stand-by assignment and call-in from stand-by assignment shall not be paid simultaneously for the same time period.

(3) Emergency Call-In:

- a. An off-duty employee, not on stand-by status and not otherwise scheduled to work that day, who is required to report to a physical worksite in an emergency situation shall be compensated on a portal-to-portal basis for all such time actually worked.
- b. A minimum of two hours compensation shall be paid to the employee each time that he or she is required to a physical worksite, or be compensated for the actual number of hours worked, if such time worked exceeds the two hour minimum.
- c. All hours paid shall be included in the total hours worked when determining eligibility for payment of overtime at premium rates.

- (4) Shift Differential: At the sole discretion of the appointing authority, a pay rate differential may be paid to employees who work a shift that includes hours between the hours of 6:00 p.m. to 7:00 a.m.

**8.56 Deferred Compensation:**

- (1) Appointing Authorities shall provide classified employees who, on or before February 2, 1997, elected to participate in Sick Leave Plan “B”, as legal consideration for this change, contribution to a County Deferred Compensation Program an amount equal to one percent (1%) of the employee’s wages received for working all regularly scheduled hours. This contribution shall be in addition to all other wages paid and will begin the month after an employee notifies the Agency that a deferred compensation account has been opened.
- (2) In addition to the required contribution in (1) above, the agency may provide classified employees a contribution to a County Deferred Compensation program in an amount it deems appropriate.

**RULE EIGHT**

**Rule 8**

The following Rules are amended to conform references to the changes in Rule 8:

Rule 5.5(5)b - Impact of Position Reclassification on the Position Incumbent:

Rule 5.5(5)c - Impact of Position Reclassification on the Position Incumbent:

Rule 5.7(3) - Impact of Job Classification Regrading on the Position Incumbent

Rule 5.7(4) - Impact of Job Classification Regrading on the Position Incumbent

Rule 7.2(3)e - Lateral Appointment

Rule 7.2(4)c - Demotion Appointment

Rule 7.3(2)e - Return to Former Classification:

Rule 11.7(1) - Reduction-In-Force

Rule 11.8(j) - Workers' Compensation Dismissal and Return to Work Program

**11. DISCUSSION ITEM**

**B. SURVEY PROJECT OF CIVIL SERVICE BOARDS AROUND THE STATE**

During the December business meeting, Board members asked staff to draft a survey in order to identify other similar Boards across the state and how they conduct their business. As part of the discussion process, Board members suggested staff also include “best practice” or key area metric questions to identify process improvement initiatives recently completed by the surveyed Boards that our Board may want to look at for future implementation.

Attachment 1 contains two versions of the survey. Version 1 contains 47 questions, but a key consideration for any Board member who has ever attempted to complete a survey of this type is the inverse relationship that exists between the number/format of questions to the survey’s response rate received. As the length of questions goes up, the return rate goes down. Version 2 has 14 questions but achieves the same result (identify process improvement initiatives).

Attachment 2 contains a list of similar Civil Service Boards across the state that will receive the survey.

Staff seeks direction on which version of the survey the Board would like to distribute.

## **Civil Service Boards in the State of Florida Survey (VERSION 1)**

INSTRUCTIONS: The purpose of this survey is to identify Civil Service Boards throughout the state of Florida and to identify “best practices” utilized by these boards and other Human Resources organizations in the hope of discovering innovative and efficient methods of doing business. The information gleaned from this survey will be sent automatically to all participating agencies, and to other parties upon request. It is anticipated that various individuals from your organization will be needed to answer the questions on this survey depending on their assigned functions, but only one point of contact is required for survey submission.

Survey participant’s name, organization, contact information.

### **BOARD OPERATIONS:**

1. What is the name of your board? *For example, in Hillsborough County it's called the "Hillsborough County Civil Service Board" while in Pinellas County it's called the "Pinellas County Personnel Board."*
2. What is the legislative authority for your board? *For example, in Hillsborough County it's Laws of Florida Chapter 2000-445.*
3. How many members serve on your board? *For example, in Hillsborough County there are 7 board members.*
4. How are board members selected/appointed - and are your board members compensated? *For example in Hillsborough County the board members are appointed by the Florida Governor and they serve as uncompensated volunteers.*
5. How often does your board meet? *For example, in Hillsborough County the board normally meets once per month.*
6. Not including the board members, how large is the board's office staff? *For example, in Hillsborough County there are 6 compensated staff members; the Director and five staff members.*
7. What services does your board provide and how many staff are assigned to carry out those services? *For example, in Hillsborough County, the Board provides Talent Acquisition (2), Classification & Compensation (2), Personnel Action Transaction Management (1), Training (1), and Appeals & Grievances services (1). [We have some positions that are assigned to more than one area.]*
8. Does your board have an employee advisory committee (EAC) or some other named group that reports to your board regarding employee and management issues? *For example, Hillsborough County does have an EAC.*
9. How many county agencies and total employees does your board serve? *For example, in Hillsborough County the board serves 21 different county agencies with a combined total of 10,056 employees.*



10. What is the total 2017 annual operating budget for your board? *For example, in Hillsborough County the total board budget for FY2017 was \$1,797,822.*
11. Do you see value in having an annual Florida Civil Service Board conference and would you or your representative attend if such a conference was planned? Also, what topics would you be interested in learning more about?
12. Does your board have a Mission, Vision, and Values statement? If so, please provide your agency's mission, vision and values statements:
13. Has your board implemented process improvement initiatives over the last few years, and if so, what were the problems and how did you solve them?

### **TALENT ACQUISITION:**

14. Is your talent acquisition process online (i.e., you receive requisitions to fill positions online, post recruitments online, applicants complete an online job application, and referral lists are generated online)?
15. If you do use an online applicant tracking system, what is the name of the system and what are the functions that you use? For example, we use *JobAps* which allows us to receive requisitions online from customer agencies, post online job announcements, receive and review job applications, administer online employment tests, create online eligibility lists and send email notices automatically.
16. In thinking about the previous question, if you use multiple vendors/systems to carry out various functions, then please share with us the name of those vendors and the functions performed.
17. On average, how many days does it take from the day a customer agency notifies you of a need to fill a vacancy to the time the job vacancy is posted and open for applications to be received?
18. For how long do you post job vacancies, on average?
19. How many positions did your organization recruit for last year?
20. How many job announcements did your board or organization post last year?
21. On average, how many job applications did your organization receive and review last year?
22. Do you notify all candidates of their qualification status, and if so how is this accomplished?
23. If you do notify all candidates of their qualification status, then on average, how many days does it take from the day an application is submitted for a staff member to review the application and notify the applicant of his/her qualification status?

24. How do you prepare eligibility lists for customer agencies? Do you rank order candidates by qualitative score or some other measure? If by qualitative score, what criteria do you use that contributes to a candidate's score?
25. Are Veterans Preference points added to the candidate's ranking on the eligibility list, and if so, how?
26. Do you utilize a supplemental questionnaire in your application process and is the questionnaire scored? If so, please explain how.
27. Do your client organizations hire the top (1, 2, 3, etc.) scoring candidates or are they allowed to hire from any position on a referral list?
28. Do you perform criminal and driver background checks for all new hires or just for certain job classifications? If so, what vendor do you use to conduct criminal background checks and are you happy with the service received?
29. Do you utilize background check vendor for employment and educational verification or do you utilize another vendor or do you perform those verifications internally?
30. Do you collect feedback from your client agencies (hiring managers) on the quality of candidates on eligibility lists? If so, what feedback do you seek from your client agencies (Likert type scale or other)?
31. Has your organization undertaken any bold initiatives in the past few years to streamline the talent acquisition process? If so, please explain the before and after process.

## **CLASSIFICATION AND COMPENSATION**

32. Does your organization conduct job evaluations (point factor system for evaluating the worth of a position) internally or do you use an external vendor (if external vendor, please provide the name of the vendor)?
33. In either case, what methodology is used to conduct job evaluations? For example, in Hillsborough County we use internal staff trained in the use of the Hay methodology, and the Bureau of Labor Statistics' Point Factor Leveling methods.
34. Is your job evaluation process online and if so, please explain in detail how the process is accomplished.
35. On average, how long does it take from the time a request to evaluate a position is received until the job evaluation process is complete?
36. On average, how many positions did your organization evaluate over the last year?

37. For the current fiscal year, what percentage of increase in salaries does your organization expect to provide its employees?
38. Is this increase based on a pay for performance system or is it strictly a cost of living adjustment or a combination of the two? If some other method, please explain.
39. Has your organization undertaken any bold initiatives in the past few years to streamline the classification and compensation process? If so, please explain the before and after process.

## **PERSONNEL ACTIONS**

40. What HRIS does your organization utilize to manage your personnel transaction processing? For example, in Hillsborough County we use Oracle ERP system.
41. Does your organization handle the processing of personnel action changes on behalf of your client organizations or do your client organizations initiate and process their own personnel action changes?
42. Has your organization undertaken any bold initiatives in the past few years to streamline the processing of personnel action changes process? If so, please explain the before and after process.

## **APPEALS AND GRIEVANCES**

43. What system does your organization use to record and track allegations of employee and management misconduct after they are filed?
44. How many appeals of discipline did your organization hear and rule on last year?
45. Can you briefly explain how your appeals process works (i.e., required forms, timelines, and hearings)?
46. On average, how many days does it take from the time an appeal of discipline is received by your organization to the time your board conducts an appeal hearing?
47. Has your organization undertaken any bold initiatives in the past few years to streamline the appeals process? If so, please explain the before and after process.

## **Civil Service Boards in the State of Florida Survey (VERSION 2)**

INSTRUCTIONS: The purpose of this survey is to identify Civil Service Boards throughout the state of Florida and to identify “best practices” utilized by these boards and other Human Resources organizations in the hope of discovering innovative and efficient methods of doing business. The information gleaned from this survey will be sent automatically to all participating agencies, and to other parties upon request. It is anticipated that various individuals from your organization will be needed to answer the questions on this survey depending on their assigned functions, but only one point of contact is required for survey submission.

Survey participant’s name, organization, contact information.

### **BOARD OPERATIONS:**

1. What is the name of your board? *For example, in Hillsborough County it's called the "Hillsborough County Civil Service Board" while in Pinellas County it's called the "Pinellas County Personnel Board."*
2. What is the legislative authority for your board? *For example, in Hillsborough County it's Laws of Florida Chapter 2000-445.*
3. How many members serve on your board? *For example, in Hillsborough County there are 7 board members.*
4. How are board members selected/appointed - and are your board members compensated? *For example in Hillsborough County the board members are appointed by the Florida Governor and they serve as uncompensated volunteers.*
5. How often does your board meet? *For example, in Hillsborough County the board normally meets once per month.*
6. Not including the board members, how large is the board's office staff? *For example, in Hillsborough County there are 6 compensated staff members; the Director and five staff members.*
7. What services does your board provide and how many staff are assigned to carry out those services? *For example, in Hillsborough County, the Board provides Talent Acquisition (2), Classification & Compensation (2), Personnel Action Transaction Management (1), Training (1), and Appeals & Grievances services (1). [We have some positions that are assigned to more than one area.]*
8. Does your board have an employee advisory committee (EAC) or some other named group that reports to your board regarding employee and management issues? *For example, Hillsborough County does have an EAC.*
9. How many county agencies and total employees does your board serve? *For example, in Hillsborough County the board serves 21 different county agencies with a combined total of 10,056 employees.*

10. What is the total 2017 annual operating budget for your board? *For example, in Hillsborough County the total board budget for FY2017 was \$1,797,822.*
11. Do you see value in having an annual Florida Civil Service Board conference and would you or your representative attend if such a conference was planned? Also, what topics would you be interested in learning more about?
12. Does your board have a Mission, Vision, and Values statement? If so, please provide your agency's mission, vision and values statements:
13. In thinking about the services that you identified in your response to questions 7 above, what bold initiatives has your organization undertaken in the last few years to streamline any of the services provided? Briefly describe what the problem was and the solution implemented to improve the process:
14. What technology does your organization use to carry out the services your organization provides? Please match service provided to technology vendor/hardware/software :

# A Compilation of Civil Service Boards in the State of Florida

By Hillsborough County Civil Service Board Staff

## Created by State Act

### ↻ - Hillsborough County Civil Service Board

- 7 members
- Legislative Authority: FL ST. CHAPTER 2000-445
- Talent Acquisition; Class & Comp; Appeals & Grievances; Personnel Actions; 21 agencies
- Meets third Wed of each month at 6:15p (Act indicates at least once every 60 days)

### City of Jacksonville

- 9 members
- Legislative Authority: FL ST. CHAPTER 2015-184 (Although website indicates City Charter – see below)
- Talent Acquisition; Class & Comp; Appeals & Grievances
- Meets bi-weekly on Thurs at 4:00p

### City of Lakeland

- 7 members
- Legislative Authority: FL ST. CHAPTER 2008-297 (Although website indicates City Charter)
- Oversees procedures for employment, promotion and discharge of employees under the Civil Service provisions of the City Charter
- Meets 4th Tuesday of February, April, June, August, October, December at 8:30 a.m.

### City of Orlando

- 5 members
- “The Orlando Civil Service Board was created by an Act of Florida Legislature to provide certain regulatory, personnel and administrative functions for the members of the police and fire departments. The board’s duties include: Certifying promotional lists, Approving individual advances in rank or promotion, Ruling on appeals for non-disciplinary matters.”
- Meets every other month.

### Santa Rosa County Civil Service

- 5 members
- Legislative Authority: FL ST. CHAPTER 79-561
- Duties similar to HCCSB
- Meets last Tuesday of each month at 4:00p.

### Unified Personnel Board of Pinellas County

- 7 members
- Legislative Authority: FL ST. CHAPTER 75-488 and 77-642, Laws of Florida 1975 and 1977; amended by Chapter 89-414, Laws of Florida 1989
- Duties of the Board: Adoption and amendment of rules and regulations for the administration of the Unified Personnel System in accordance with the legislative act; Appointment (and removal) of the Director of Human Resources; Approving Personnel Rules, pay plan adjustments, reclassification of positions and pay grade changes in accordance with the legislative act; Hearing and determining appeals and complaints concerning the administration of the act; Investigations concerning the enforcement of the act; Requiring observance of the provisions of the act and the resulting rules and regulations
- Meets on first Thursday of each month at 6:30p.

## Created by Local Charter

### City of St. Petersburg Civil Service Board

- 5 members
- Legislative Authority: City Charter ([Municipal Code Section 22-22](#))
- The Civil Service Board is a quasi-judicial review board created by the St. Petersburg City Charter to provide classified employees with an economical and less formal opportunity to have certain disciplinary actions reviewed by a board of lay persons. The board acts as a fact finding body that determines whether management had sufficient cause to discipline employees in cases involving termination, involuntary demotion, or suspension in excess of fifteen (15) calendar days.

### City of Jacksonville Civil Service Board (Copied here in case city charter rules)

- 9 members
- Legislative Authority: Article 17, Charter as amended
- Periodically review the operation and effect of the personnel provisions of the charter, the classification plan, and the pay plan, and report their findings to the council and the mayor. Hears and determine appeals initiated by employees who are charged with personnel violations. Hears and determine complaints by employees and prospective employees concerning alleged violations of civil service rules or regulations with respect to hiring and promotion. Hears and determine the grievance of persons covered by the civil service rules or the grievance of persons who may be entitled to be covered concerning any action taken which pertains to employment rights
- Meets bi-weekly on Thursday at 4:00

### City of Oakland Park Civil Service Board

- 5 members
- Legislative Authority: City Ordinance Section 2-91 ([https://library.municode.com/fl/oakland\\_park/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTVICISER\\_URE\\_RULE\\_IIIORHUREAD\\_S2-91.2SAUTFUBO](https://library.municode.com/fl/oakland_park/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVICISER_URE_RULE_IIIORHUREAD_S2-91.2SAUTFUBO))
- Meets Monthly on 2<sup>nd</sup> Tuesday at 6:30

### City of Miami Civil Service Board (All except class/comp/testing)

- 5 members
- Legislative Authority: Ordinance No. 8977, Effective August 24, 1979
- Mission Statement: "To ensure that City employees in the classified service are hired, promoted, and retained based upon merit, efficiency, character, and industry and not political patronage, the Civil Service Board will enforce the principles of a merit based system of employment. We are the "Watchdog" for the fair and consistent application of Civil Service Rules and Regulations for the benefit of City of Miami employees, administration, and residents."
- Meets twice a month at 10:00a.

### City of Winter Park

- 7 members (5 city residents; 1 member of Police Dept and 1 member of Fire Dept)
- Legislative Authority: City Charter – Code of Ordinances, Chapter 74, Personnel, Article III, for Fire and Police.
- In general, the board is responsible for the adoption and/or amendments to the Civil Service Code and enforcement of the provisions of the code.
- Meets first Tuesday of each month.

### City of Miramar

- 7 members (4 city residents; 3 city employees)
- The purpose of the Civil Service Board is to provide for the systematic description and review of positions in the Civil Service.

#### City of Milton

- 5 members
- Legislative Authority: City Ordinance
- The Civil Service Board (CSB) is established to encourage and promote a proper personnel system for employees of the City of Milton. The Board has authority to write and adopt rules that shall cover subject areas such as disciplinary hearings, code and/or standards of conduct for members of classified service, probationary periods, employment eligibility criteria and applicant register procedures. All rules shall be approved by the City Council.
- Once a month at 5:00p.

#### City of Key West

- 5 members
- Legislative Authority: City Charter
- Meets once per quarter

#### City of Hialeah Personnel Board

- [http://www.hialeahfl.gov/index.php?option=com\\_content&view=article&id=31&Itemid=238&lang=en](http://www.hialeahfl.gov/index.php?option=com_content&view=article&id=31&Itemid=238&lang=en)



Simon Canasi, Chair  
William Tennant, Vice Chair  
Neal Carbaugh  
Chandra Hosler  
Scott Strepina  
Ernie Trichler

Pat Frank, Clerk of Courts  
Secretary Ex Officio



Kevin Beckner, Director  
*BecknerK@HillsboroughCounty.org*

601 East Kennedy Boulevard  
Suite 1700  
Tampa, Florida 33602

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

Date: December 1, 2017

To: Eric Hart, President/CEO  
Tampa Sports Authority

SUBJECT: Request for position/classification action dated November 15, 2017

Dear Mr. Hart,

Based on your request for position/classification action within your agency, we have taken the following action:

Established fifty part-time unclassified positions, numbered 016108 through 016157, as Ticket Taker (pay grade General Unclassified), effective December 1, 2017.

Please contact us if we can be of further assistance in this matter.

Sincerely,

  
Kurt Wilkening

Talent Acquisition | Classification & Compensation  
Civil Service Board of Hillsborough County

cc: Sue Maciejewski, TSA  
Terrell Mathis, CSB

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Simon Canasi, Chair  
William Tennant, Vice Chair  
Neal Carbaugh  
Chandra Hosler  
Scott Strepina  
Ernie Trichler



Kevin Beckner, Director  
[BecknerK@HillsboroughCounty.org](mailto:BecknerK@HillsboroughCounty.org)

601 East Kennedy Boulevard  
Suite 1700  
Tampa, Florida 33602

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

Date: December 6, 2017

To: Janet Dougherty, Executive Director  
Environmental Protection Commission

SUBJECT: Request for position/classification action dated December 4, 2017

Dear Ms. Dougherty,

Based on your request for position/classification action within your agency, we have taken the following action:

Reclassified one encumbered position, numbered 012554 (Jessica Lopez), from Project Manager I (pay grade EPC.Q), to General Manager I (pay grade EPC.Q), effective December 6, 2017.

We provisionally designated this position as exempt from FLSA. If you feel otherwise, please send a written request with any changes to [CSBClassandComp@hillsboroughcounty.org](mailto:CSBClassandComp@hillsboroughcounty.org).

The incumbent qualifies for the new job classification. Please prepare and submit an appropriate personnel action/status form for the position incumbent at your earliest convenience.

Please contact us if we can be of further assistance in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Kurt Wilkening".

Kurt Wilkening  
Talent Acquisition | Classification & Compensation  
Civil Service Board of Hillsborough County

cc: Leslie Campbell, Gen Mgr Adm  
Terrell Mathis, CSB

---

Simon Canasi, Chair  
William Tennant, Vice Chair  
Neal Carbaugh  
Chandra Hosler  
Scott Strepina  
Ernie Trichler



Kevin Beckner, Director  
[BecknerK@HillsboroughCounty.org](mailto:BecknerK@HillsboroughCounty.org)

601 East Kennedy Boulevard  
Suite 1700  
Tampa, Florida 33602

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

Date: December 20, 2017

To: Janet Dougherty, Executive Director  
Environmental Protection Commission

SUBJECT: Request for position/classification action dated December 19, 2017

Dear Ms. Dougherty,

Based on your request for position/classification action within your agency, we have taken the following action:

Reclassified one vacant position, numbered 006394, from Senior Software Specialist (pay grade EPC.U), to Systems Administrator (pay grade EPC.S), effective December 20, 2017.

We provisionally designated this position as exempt from FLSA. If you feel otherwise, please send a written request with any changes to [CSBClassandComp@hillsboroughcounty.org](mailto:CSBClassandComp@hillsboroughcounty.org).

Please contact us if we can be of further assistance in this matter.

Sincerely,

Kurt Wilkening

Talent Acquisition | Classification & Compensation  
Civil Service Board of Hillsborough County

cc: Leslie Campbell, Gen Mgr Adm  
Terrell Mathis, CSB

---

Simon Canasi, Chair  
Neal Carbaugh  
Chandra Hosler  
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Pat Frank, Clerk of Courts  
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[BecknerK@HillsboroughCounty.org](mailto:BecknerK@HillsboroughCounty.org)

601 East Kennedy Boulevard  
Suite 1700  
Tampa, Florida 33602

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

Date: January 5, 2018

To: Kevin Beckner, Executive Director  
Civil Service Board of Hillsborough County

SUBJECT: Request for position/classification action dated December 29, 2017

Dear Mr. Beckner,

Based on your request for position evaluation within your agency, we have taken the following action:

Updated one encumbered (Ms. Meghan Deveau) position, numbered 000491, from unclassified Manager Special Projects (pay grade Gen.Unclassified.99) to unclassified Senior VP (pay grade Gen.Unclassified.99), effective January 5, 2018.

Please prepare and submit an appropriate personnel action/status form for the position incumbents at your earliest convenience.

If I can be of further assistance in this matter, then please contact me.

Sincerely,



Kurt Wilkening  
Civil Service Board of Hillsborough County

## POINT FACTOR LEVELING ANALYSIS

### Job Title: Senior VP-HRTrust

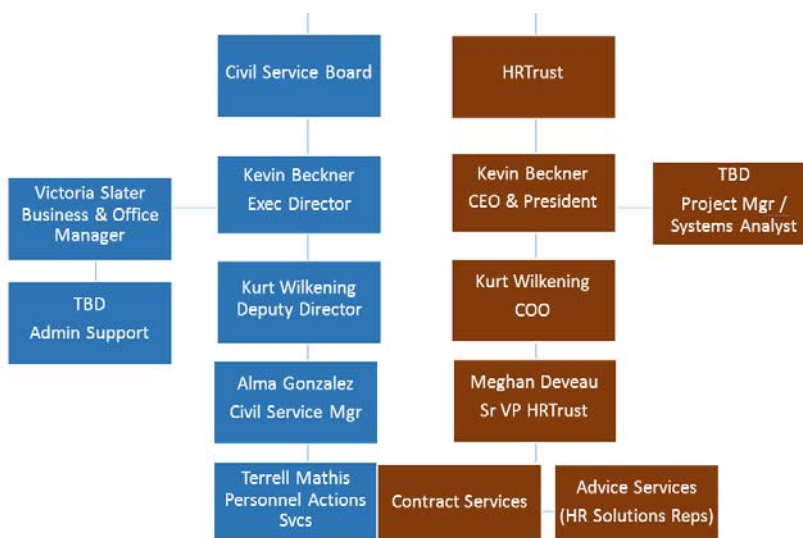
**Job Overview:** Comprehensive knowledge of the principles and methods used in public sector Human Resources, and or establishing, maintaining, and growing client accounts. Experience in sales, marketing and ability to demonstrate strong communication skills. Ability to multi-task and manage multiple complex projects simultaneously. Must be an active listener, have a compelling personality, and a hunger to chase and close new business.

- Knowledge of the principles and practices of human resource disciplines/functions
- Knowledge of Federal, State, and local laws and regulations, and agency policies affecting human resource management
- Knowledge of process flows and project management
- Ability to manage multiple tasks and solve problems involving several variables or unique situations
- Ability to manage the details of projects , track activities and meet deadlines
- Ability to manage and lead teams of HR Solution Representatives and contract providers
- Ability to collect, organize and analyze data and make logical decisions
- Ability to communicate effectively both orally and in writing
- Ability and willingness to speak in front of large groups of employees representing all levels within the organization
- Ability to work independently as well as in a team environment
- Ability to interpret and apply human resource rules, regulations, and laws

Identifies and develops solutions to business needs and implements core HR deliverables including talent acquisition, employee relations, benefits, and organizational development, training and compensation systems. Contacts potential clients to establish rapport and arrange meetings. Plans and oversees new marketing initiatives. Researches organizations and individuals to find new opportunities. Increases the value of current customers while attracting new ones. Finds and develops new clientele and expands client base. Attends conferences, meetings, and industry events. Develops quotes and proposals for clients. Develops goals for the development team and business growth and ensures goals are realistic and on-target.

Develops contractual partnerships with local HR professionals and organizations to include analyzing RFP/RFOs, supporting proposal / fact-findings, and assisting with the negotiation of contracts. Responds to RFP's and develops/expands client-base in new industries and locations. Manages Contract Services as well as Advice Services Departments and their corresponding personnel. Meets frequently with staff to discuss goals and performance metrics and provides continuous feedback for process and performance improvements.

### ORG CHART



## ANALYSIS AND FINDINGS

Factor	Points	Description
Knowledge (Business Admin)	1550	Mastery of the concepts, principles, and methods of human resources, budgeting, contracting, logistics management, realty appraisal, or other administrative field. Knowledge permits the employee to solve difficult or unusual systemic problems characterized by their breadth and importance, and to give authoritative advice to managers.
Job Controls and Complexity	850	Employee both (a) carries out work with minimal supervisory direction (i.e., the supervisor sets only goals, priorities, and deadlines), and (b) modifies or extends written guidelines that do not cover all situations and problems. The supervisor provides direction on methods only for unprecedented work. AND Level of complexity is the same as the next lower level. AND Work affects the overall efficiency and image of the organization served.
Contacts	180	Contacts are somewhat unstructured and primarily with influential individuals inside and outside the employing establishment such as: elected officials, managers, media representatives, judges, or attorneys AND Contacts are to influence, interrogate, or control others through debate, persuasion, or authoritative recognition; contacts are often in situations subject to divergent views, skepticism, resistance, and/or uncooperative attitudes and behavior.
Physical Environment	25	Moderately Strenuous with Low Risk
<b>TOTAL SCORE</b>	<b>2605</b>	<b>GS-11 – Min 2355 – Max 2750 – CSB Pay Grade U</b>

COVERED OCCUPATIONAL JOBS: General and Operations Managers, Sales Managers, Human Resources Managers, Training and Development Managers, Management Consultants, Compensation, Benefits, and Job Analysis Specialists.

**Summary:** The point factor total on the position under study totaled 2,605 based on the four criteria shown above, or Level 11 in the BLS evaluation system. Level 11 in the BLS system has a range from 2,355 to 2,750 points. Level 11 jobs in the Civil Service system are generally located in pay grade U (Min \$64,147 – Max \$104,915). Thus, when determining the pay equivalent to a job scored at 2,605, we first need to determine how far 2,605 has penetrated the range between 2,355 and 2,750.

The formula for Range Penetration ("RP") is:

$$RP = \frac{\text{Score} - \text{Range Minimum}}{\text{Range Maximum} - \text{Range Minimum}} \quad \text{OR} \quad \frac{2605 - 2355}{2750 - 2355} \quad \text{OR} \quad \frac{250}{395} = 0.6329 \text{ (or 63.29\%)}$$

Therefore, 2,605 penetrates the range (2,355 – 2,750) by 63.29%.

Accordingly, the pay equivalent would be [(range maximum – pay range minimum) \*.6329] and then added back to the minimum of the range; or

$$\$104,915 - \$64,147 = 40,768 * .6329 = 25,802$$

$$\$64,147 + \$25,802 = \underline{\$89,949}$$

**Conclusion:** The position holder's new rate of pay should be established at \$89,939.20, or \$43.24/hour (\$89,949 cannot be divided into an hourly rate of pay). The current hourly rate of pay of the position holder is \$36.06, but with the added duties and responsibilities of the position post reorganization, an increase of \$7.18/hour is reasonable and warranted.

12. STAFF REPORTS

B. CIVIL SERVICE BOARD CALENDAR

The Civil Service Board (Board) meets every month for a regular business meeting. The monthly business meetings are typically scheduled for the third Wednesday of every month. When required, the Board meets to hear appeals of discipline and grievance matters. These meetings are scheduled periodically throughout the year, primarily on the same night as the Board's business meetings. Meetings are noticed in accordance with the provisions of the Government in the Sunshine Law.

The next Board meeting is scheduled for Wednesday, February 21, 2018, at 6:00 PM in the Planning Commission Boardroom, 18<sup>th</sup> Floor, 601 East Kennedy Boulevard, Tampa, Florida.

<b>2018 CSB SCHEDULE</b>
<b>January 17</b>
<b>February 21</b>
<b>March 21</b>
<b>April 18</b>
<b>May 9</b>
<b>June 20</b>
<b>*July 18 – Tentative*</b>
<b>August 15</b>
<b>September 12</b>
<b>October 17</b>
<b>November 14</b>
<b>December 12</b>

**12. STAFF REPORTS**

**C. EMPLOYEE ADVISORY COMMITTEE CALENDAR**

The Employee Advisory Committee (EAC) is scheduled to meet on the second Thursday of every month at the Port Tampa Bay's Joseph Garcia International Headquarters, 1101 Channelside Drive in downtown Tampa, at 2:30 pm. Meetings are noticed in accordance with the provisions of the Government in the Sunshine Law.

The next EAC meeting is scheduled to be held on Thursday, February 8, 2018.

<b>2018 EAC SCHEDULE</b>
<b>January 11</b>
<b>February 8</b>
<b>March 8</b>
<b>April 12</b>
<b>May 10</b>
<b>June 14</b>
<b>July 12</b>
<b>August 9</b>
<b>September 13</b>
<b>October 11</b>
<b>November 8</b>
<b>December 13</b>



**DIRECTOR'S MONTHLY MEETING REPORT  
DECEMBER 7 THROUGH JANUARY 17**

12.07.2017	Christmas Bar-B-Que at Port Tampa Bay
12.11.2017	Meeting with APG Technology / AV Needs on the 18th Floor
12.12.2017	Boys & Girls Club Annual Breakfast
12.19.2017	One-on-One with Alma Gonzalez
12.19.2017	Review of Staff JCQ's
12.19.2017	OnBase Workshop with Civil Service Staff & Clerk's Staff
12.20.2017	John Foster / Balanced Scorecard
12.21.2017	Weekly Staff Meeting
01.02.2018	Strategic Planning: Charter Workshop with Civil Service Staff
01.03.2018	New Board Member Orientation with Andrea Cichon
01.04.2018	Weekly Staff Meeting
01.05.2018	Strategic Planning: Charter Workshop with Civil Service Staff
01.08.2018	Meet Up with Alma Gonzalez
01.08.2018	Meet Up with Kurt Wilkening
01.09.2018	Meet Up with Meghan Deveau
01.09.2018	New Board Member Orientation with Tiffany Bell
01.10.2018	Meet up with Terrell Mathis
01.10.2018	Meet up with Victoria Slater
01.11.2018	Telephone Conference with General Counsel & Civil Service Staff re Business Struct
01.11.2018	Weekly Staff Meeting
01.12.2018	Mike Merrill RE 2018 Strategic Plan for Civil Service
01.12.2018	Strategic Planning: Charter Workshop with Civil Service Staff
01.16.2018	Lunch with Commissioner Sandra Murman

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD

DOCKET SUMMARY–JANURAY 2018

See indices for additional details for each matter.

**APPEALS**

**CASE 831**

**DISCIPLINARY ACTION:** SUSPENSION

**DISCIPLINE EFFECTIVE DATE:** 10/27/2017

**APPELLANT REP:** ROBERT L. SIMMONS, ESQ.

**ALLEGATIONS:** VIOL CSR Rule 11.2(1); (4); (6); (7); (10); (26); (32); County Administrative Policies 1.4, 1.6, and 7.6 Sections (1), (2), (4), (6), (7), (10), (26), and (32)

**STATUS.** Pre-hearing Conference scheduled for January 29, 2018.

**APPELLANT: DONNELL, ROBERT**

**EMPLOYER:** CADRP

**CS FORM 5A RECEIPT:** 11/06/2017

**EMPLOYER REP:** JENNIE TARR, ESQ

**GRIEVANCES -** No grievances pending.

**CIVIL ACTIONS -** No civil actions pending.

**EEOC CASES -** No EEOC complaints pending.

**CLOSED CASES**

**CASE 828**

**DISCIPLINARY ACTION:** DISMISSAL

**DISCIPLINE EFFECTIVE DATE:** 06/07/2017

**APPELLANT REP:** PRO SE

**ALLEGATIONS:** VIOL CSR Rule 11.2(1); (2); (4); (6); (12); (13); (26); (32); HR Policy 7.6 (1); (2); (4); (5); (6);(12); (13); (18); (26); (32)

**STATUS:** Executed Waiver and Release, Appellant’s Notice of Voluntary Withdrawal received December 15, 2017. Order Closing File issued December 15, 2017.

**APPELLANT: WHITLATCH, JOHN**

**EMPLOYER:** CAD

**CS FORM 5A RECEIPT:** 06/15/2017

**EMPLOYER REP:** DANIELLE GREEN, ESQ

**CASE 830**

**DISCIPLINARY ACTION:** SUSPENSION, DISMISSAL

**DISCIPLINE EFFECTIVE DATE:** 08/07/2017

**APPELLANT REP:** PRO SE

**ALLEGATIONS:** VIOL CSR Rule 11.2(1); (11); (26); 11.3; ER Code of Ethics 1.4(4); HR-6.5

**STATUS.** Appellant’s Notice of Voluntary Withdrawal received November 28, 2017. Order Closing File issued December 11, 2017.

**APPELLANT: COWLING, DEBRA**

**EMPLOYER:** CCC

**CS FORM 5A RECEIPT:** 08/09/2017

**EMPLOYER REP:** DALE BOHNER, ESQ

**CASE: DONNELL, ROBERT S. (EMPLOYEE) v. PARKS & RECREATION**

**DOCKET NUMBER: 17-831**

TYPE: GRIEVANCE \_\_\_\_\_ APPEAL X ACTION: DISCIPLINE \_\_\_\_\_ SUSPENSION X DISMISSAL \_\_\_\_\_

DATE	TITLE OF DOCUMENT	FROM			CORRESPONDENCE
		APPELLANT	APPOINTING AUTHORITY	CSB	
01.05.2018	AA EXECUTED EXHIBIT LIST & WITNESS LIST		X		
12.18.2017	RESPONSE TO NOTICE OF AVAILABILITY	X			
12.13.2017	RESPONSE TO AMENDED ORDER DIRECTING RESPONSE		X		
12.12.2017	AMENDED ORDER DIRECTING RESPONSE			X	
12.11.2017	ORDER DIRECTING RESPONSE			X	
12.05.2017	NOTICE OF APPEARANCE		X		
12.05.2017	ORDER GRANTING CONTINUANCE			X	
11.29.2017	JOINT MOTION FOR CONTINUANCE	X	X		
11.07.2017	NOTICE OF APPEAL & CONSENT TO E-FILE			X	
11.06.2017	CS FORM 5A RECEIVED	X			