



CIVIL SERVICE BOARD MEETING
TUESDAY, OCTOBER 13, 2020
1550 RJ Henley Avenue
Riviera Beach, FL 33404
6:00 PM

- A. Roll Call
- B. Approval of the Minutes – September 15, 2020
- C. New Business
 - a. Eligibility Lists – February 25, 2020 & July 20, 2020 (Information Only)
 - b. New Hires (Information Only)
- D. Old Business
 - a. Civil Service Board Rules and Regulation
 - b. Annual Report
- E. Discussion:
 - a. Board Chair
 - b. Board Members
 - c. Attorney
- F. Adjournment
- G. Next meeting – November 10, 2020 at 6:00 PM

CIVIL SERVICE BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 15, 2020
GO TO MEETING: VIRTUAL
6:00 P.M.

CALL TO ORDER
ROLL CALL:

Present

James Shaw, Chair Pro tem
Dorothy Bullard
Deborah H McCullon
James Nubin

Absent

Glendora Williams
Willis Williams
Dr. Gloria Koon
Dr. Lydia Smith, Chairperson

Lynn Whitfield, Attorney for the Board
Eureka Young, Interim H.R. Director
Elizabeth McBride, Deputy City Manager
Sherry Brown, Recording Secretary

Chair Pro Tem James Shaw called the meeting to order at 6:20 p.m. Chair acknowledged Mr. Nubin's presence at 6:25 p.m. Mr. Shaw inquired if the board members reviewed the minutes or have any concerns for discussion. A motion to approve the minutes was made by member Deborah McCullon and seconded by Dorothy Bullard. No discussion. Motion passed.

C. New Business

Eligibility List

- a. February 25, 2020 & July 20, 2020 (Information Only)
- b. New Hires (Information Only)
No Discussion

D. Old Business

a. Civil Service Board Rules and Regulation

Attorney Whitfield informed that the Revised Rules and Regulation was forwarded to Board Members in February; the Board needs to adopt or reject the revised Rules and Regulation, as they are the final version. Attorney stated the Board previously adopted Rules and Regulations with her making the suggested changes. The Board needs to forward the adopted Rules and Regulation to City Council for approval.

Ms. Young suggested via Docu-Sign to obtain the Councils' signatures. Attorney stated the Rules and Regulation may be forwarded for the signatures.

b. Annual report

Chair Pro Tem James Shaw to get with Mrs. Young this week regarding the annual report and placement on the October agenda. Ms. Young agreed to meet with Mr. Shaw Wednesday or Thursday.

Attorney stated that she asked for the annual report to be placed on the agenda because the Board was to have a special meeting in March to discuss further the annual report and what roles the members would undertake. The attorney would provide information regarding the hearings.

Chair Pro Tem Shaw indicated that he has prepared last year's annual report. *Attorney Whitfield informed Mr. Shaw that he needs to meet with Ms. Young regarding the report in order for it to be placed on the next meeting for the Board to review.*

Ms. Young suggested the Board start the circulation for the council's signatures in order the Rules and Regulations may be ready for the next Board's agenda.

Attorney Whitfield stated she would begin circulation the Rules and regulation.

Motion was made by Mrs. Bullard and seconded by Member Nubin instructing the attorney to begin circulation of the Rules and Regulation for Council's signatures to be presented on the October's board meeting. No further discussion. Motion passed.

E. Discussion

a. Board Chair - Dorothy Bullard - Chair Smith was to meet with the City Manager relative to the status of the Board and that Councilman T. McCoy had concerns of the Board's authority being removed. Ms. Young stated that she had no follow up regarding the councilman's concerns. Attorney stated that the Chair invited Mr. Evans to join the Board's October meeting. In addition, the Board should have received copy of her email inviting the City Manager to the meeting.

Board member Nubin has concerns whether the City Manager actually received the email, and if in fact will he be joining the meeting.

Deputy City Manager McBride informed the Board that she was not sure if the Manager received the email extending the invitation to join the meeting, but will check with him in order that it may be placed on the Board's October agenda. Mrs. McBride added if any changes to the Board or removal of its authority, that the authority is codified in city charter and code of ordinances; whatever action regarding the Board will always require legislative action; it would need to go before the council for any changes. She is not aware of any legislature addressing that issue at this time

Board member Nubin thanked Deputy City Manager for her clarification and expounded on the concerns of the Board, its duties, and as an oversight committee, it keeps the City out of harm's way.

- b. Board Members - No further discussion
- c. Attorney No discussion

F. Adjournment

6:48pm Chair Pro Tem adjourned the meeting.

G. Next meeting - October 13, 2020 at 6:00 p.m.

CITY OF RIVIERA BEACH
ELIGIBILITY LIST
FOR
STAFF ASSISTANT, SENIOR
Pay Grade 10

PROMOTIONAL LIST

Written Examination held:
August 21-31, 2020

Job Summary:

The purpose of this position is to perform senior-level administrative support work, which involve coordinating the dissemination of departmental and City information, developing filing systems, and coordinating internal administrative support work. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

This class works under close to general supervision according to set procedures but determines how or when to complete tasks.

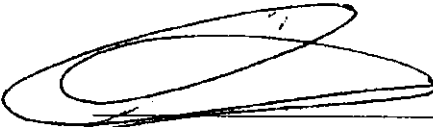
Minimum Education and Experience Requirements:

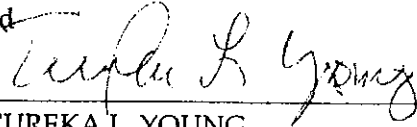
Associate's Degree from an accredited college or university; any combination of education and experience equivalent to graduation from accredited community college with a major course work in office management, secretarial science, or related field and four (4) years of experience in secretarial work. or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

All applicants must upload educational diploma/degree and a valid Driver's License to application system in the document section of the online application. Written Civil Service examinations required. This position requires successful passing of a background check and drug screening.

CANDIDATES SCORES

Mitchell, Taneria	97
Davis-Brown, Sherry	96
Neely, Leticia	90
Randle, Carla	79


DR. LYDIA SMITH, Chairperson
General Employees Civil Service Board


EUREKA L. YOUNG
Interim Director of Human Resources

9/1/2020
Certification Date

CITY OF RIVIERA BEACH
ELIGIBILITY LIST
FOR
Senior Customer Service Representative
Pay Grade 6

PROMOTIONAL LIST

Written Examination held:
July 29-31, 2020

Qualifications:

Requires High School graduation or GED equivalent, preferably with college-level training in accounting and other business practices.

Requires five years' experience in clerical accounting work, maintaining and verifying fiscal records and accounts, which included some supervisory responsibility at the lead worker level or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

All applicants must upload an educational diploma/degree and a valid Driver's License to the application system in the document section of the online application. This position requires the successful passing of a background check and drug screening.

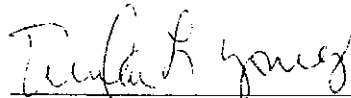
Failure to upload the required documents will result in an automatic disqualification.

CANDIDATES SCORES

1. Drummond, Jo-Ann 71%



DR. LYDIA SMITH, Chairperson
General Employees Civil Service Board



EUREKA L. YOUNG
Interim Director of Human Resources

8/10/2020
Certification Date

CITY OF RIVIERA BEACH
ELIGIBILITY LIST
FOR
CODE ENFORCEMENT OFFICER
Pay Grade 11

PROMOTIONAL LIST

Examination held:
Online - September 8, 2020

Qualifications: High school graduate with experience in work involving public contact enforcing license laws and ordinances. Must possess excellent verbal and written communication skills; case preparation and documentation, computer and typing skills, customer service, court testimony and inspection skills are required. FACE Level I Code Enforcement Certification must be obtained within one (1) year of hire as a condition of employment; weekends and evening hours are required. This position requires extensive field and administrative work. All applicants must upload educational diploma/degree and a valid State of Florida Driver's License to application system in the document section of the online application. Written Civil Service Examination required. All examinations are held during regular business hours. This position requires successful passing of a background check and drug screening.

CANDIDATES SCORES

Henry, Darlene 90

DR. LYDIA SMITH, Chairperson
General Employees Civil Service Board

EUREKA L. YOUNG
Interim Director of Human Resources

Certification Date

CITY OF RIVIERA BEACH
ELIGIBILITY LIST
FOR
CODE COMPLIANCE TECHNICIAN
Pay Grade 9

PROMOTIONAL LIST

Written Examination held:
Online - September 8, 2020

Qualifications: Graduation from high school or GED. Two (2) years' experience in code enforcement or related field, i.e., violations, investigations and code enforcement case management/ tracking. Ability to effectively work with the public to include citizens, contractors, business owners and vendors. Five (5) years' experience in the operation of desk top computers and code enforcement or permit software tracking systems. Ability to transcribe minutes of court hearings. Must possess excellent oral and written communications skills. All applicants must upload educational diploma/degree and a valid State of Florida Driver's License to application system in the document section of the online application.

Written Civil Service Examination required. This position requires successful passing of a background check and drug screening.

CANDIDATES SCORES

1. Davis-Brown, Sherry 94%

DR. LYDIA SMITH, Chairperson
General Employees Civil Service Board

EUREKA L. YOUNG
Interim Director of Human Resources

Certification Date

	As of October 6, 2020			
	CITY OF RIVIERA BEACH			
	CIVIL SERVICE BOARD			
	NEW HIRES REPORT			
	Last Name	First Name	Job Class Description	Hire Date
	FOSTER	MARCELLA	COMBINATION INSPECTOR	09/28/2020