



CIVIL SERVICE BOARD

**ANNUAL REPORT
FISCAL YEAR 2015-16**



CIVIL SERVICE BOARD

I. PURPOSE

- A. **MISSION STATEMENT.** The mission of the Civil Service Board is to administer and enforce the Civil Service Act and Code of Rules and Regulations for firefighters and police officers; provide examinations, maintain eligibility lists, conduct investigations and hear appeals.

II. ADMINISTRATION

- A. **STAFF.** The City provides staff support and administration for the Civil Service Board. Key staff are as follows:
1. Déonda Scott, Civil Service Board Administrator, Human Resources Employment, Assessment and Development Manager
 2. Carl Nagy, Human Resources Assessment Consultant
 3. Arlene Gonzalez, Board Secretary, Human Resources Specialist
- B. **STAFF CHANGES.**
1. Michael Flood resigned on April 1, 2016.

III. BOARD MEMBERS

- A. **NUMBER.** The Civil Service Board has five (5) members which are recommended to the Mayor for appointment by the Nominating Board, appointed by the Mayor, and confirmed by City Council.
- B. **REQUIREMENTS.** The members of the Board are appointed by the governing authority of the City of Orlando, of different vocations, who are not employed officially or otherwise by the City. No member of the Police or Fire Departments, the Mayor-Commissioner, or a Commissioner of said City shall ever be appointed as a member of said Board.
- C. **ATTENDANCE.** The annual attendance report is attached.
- D. **TERMS.** Three (3) year terms, with a maximum of two (2) full terms allowed. Terms expire at the end of the calendar year.
- E. **CHAIRPERSON.** Jeffrey Sirolly
1886 Meeting Place
Orlando, Florida 32814
p. 703.328.8514 • e. jsirolly@gmail.com
- F. **VICE CHAIRMAN.** Deborah Fuller
5539 Huber Drive
Orlando, Florida 32818
p. 213.973.8991 • e. debifuller8@gmail.com



CIVIL SERVICE BOARD

G. BOARD MEMBERS.

<u>MEMBER</u>	<u>TERM</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>STATUS</u>
Jeffrey Sirolly	2	11/16/15	12/31/18	Active
Deborah Fuller	2	01/26/15	12/31/17	Active
Peter Scott	2	11/16/15	12/31/18	Active
Nicole Higgins	1	01/26/15	12/31/16	Active
Erin Koski	1	01/26/15	12/31/16	Active

H. BOARD APPOINTMENTS. Throughout Fiscal Year 2015-16, two new members - Nicole Higgins and Erin Koski were appointed by Mayor Dyer and confirmed by City Council. Three Board members - Peter Scott, Jeffrey Sirolly and Deborah Fuller were reappointed.

I. ELECTIONS. On January 28, 2016, Jeffrey Sirolly was elected as Chairman, Deborah Fuller was elected as Vice-Chairperson, and Erin Koski was elected Chief Examiner by a unanimous vote.

IV. MEETINGS

A. DAY AND TIME. The Civil Service Board normally meets on the fourth Thursday of every other month, with the exception of their October/November/December meeting. Meetings are held during the months of January, March, May, July, September, and a meeting which would either take place in October, November or December. Meetings are held at 6:00 p.m.

B. NUMBER. The Civil Service Board scheduled six (6) meetings in Fiscal Year 2015-16 and held five (5) of those meetings dated: December 10, 2015; January 28, 2016; March 24, 2016; May 26, 2016; and September 22, 2016.

C. SPECIAL MEETINGS. The Civil Service Board held Special meetings on November 12, 2015, February 25, 2016, and June 16, 2016. Volunteer hours for the Civil Service Board for Fiscal Year 2015-16 totaled 12.35 hours.

V. WORKLOAD

A. CIVIL SERVICE BOARD.

The Civil Service Board oversaw the following business: a firefighter hiring process, which including two exams, was conducted; and promotional exams were developed and administered for the ranks of Fire Engineer and Fire District Chief. Hiring and promotional eligibility lists were created for these ranks.



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B. ORLANDO POLICE DEPARTMENT (OPD)



The Orlando Police Department appointed twenty-eight (28) temporary civilian employees and forty-one (41) probationary police officers. Nine (9) employees were promoted to the rank of probationary police sergeant, four (4) were promoted to the rank of probationary lieutenant, one (1) was promoted to the rank of probationary captain and one (1) was appointed to the deputy chief.

C. ORLANDO FIRE DEPARTMENT (OFD)

The Orlando Fire Department appointed eight (8) probationary firefighters. Twenty (20) employees were promoted to the rank of engineer, eighteen (18) were promoted to the rank of lieutenant, five (5) were promoted to rank of district chief, one (1) was promoted to the rank of assistant chief, and one (1) was appointed to the rank of deputy chief.

VI. MAJOR INITIATIVES/SPECIFIC ACCOMPLISHMENTS

- A. MAJOR INITIATIVES. Ensure the Board resolves any appeals/general appearances and Civil Service Board business. The board ruled on one general appearance and made several rule changes and decisions during fiscal year 2015-2016.


Jeffrey Sirroly
Chairman
Déonda Scott
Civil Service Board Administrator
Arlene Gonzalez
Recording Secretary
Stephanie Herdow
Board Coordinator
Amy T. Iennaco
Interim City Clerk



Civil Service Board Attendance Report



Fiscal Year: 2015-16

Target Number of Meetings: 6

Recording Secretary: Arlene Gonzalez

Name	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	# held	# miss	% miss	Date Appointed	Term Ends
Fuller, Deborah**	N	X	X	X	X	X	N	A	X	N	N	X	5	1	20%	01/23/12	12/31/16
Higgins, Nicole	N	X	A	P	X	X	N	X	X	N	N	X	5	1	20%	01/27/15	12/31/16
Koski, Erin	N	X	X	X	X	P	N	A	A	N	N	X	5	1	20%	01/27/15	12/31/16
Scott, Peter	N	A	X	X	A	X	N	X	A	N	N	A	5	1	20%	04/09/12	12/31/18
Sirolly, Jeffrey*	N	X	X	X	X	X	N	X	X	N	N	X	5	0	0%	01/14/13	12/31/18
														0	0%		
														0	0%		
														0	0%		
														0	0%		
														0	0%		
														0	0%		
														0	0%		
														0	0%		

Total Meetings Held: 5

Duration of Meeting***:	0	5	13	9	133	7	0	4	3	0	0	9	(in minutes)				
Total Members Attending:	0	4	4	5	4	5	0	3	3	0	0	4					

Volunteer Hours:	0.00	0.33	0.87	0.75	8.87	0.58	0.00	0.20	0.15	0.00	0.00	0.60	Total YTD Volunteer Hours:	12.35
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*Chairperson A=Absent *Contacted due to Attendance
**Vice Chairperson X=Attended Green/Yellow/Red=Letter Issued
Quorum = 3 N=No Meeting
NOV§ = Special Meeting TE=Term Expired §Special Meeting; not for attendance purposes
 NM=New Member
 R=Resigned
 T=Terminated

***In the 'Duration of Meeting' field, enter a whole number. (Example: if the meeting was 30 minutes long, enter '30'.)