



About the Civil Service Board

Roles and Responsibilities

The Civil Service Board was originally created in 1935 by the Florida Legislature. Over the years duties and the makeup of the Board have changed. Currently, the Board operates mainly as an Appeals Board having quasi-judicial powers.

Functions of the Board:

- 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 grievances of persons covered by the civil service rules or grievances of persons who may be entitled to be covered concerning any action taken which pertains to employment rights

Members

The Board consist of nine members who are residents and qualified electors of the City of Jacksonville. Mayor makes 5 appointments; JEA makes 2 appointments; Duval County School Board makes 1 appointment; Civil Service Board makes 1 appointment. All appointments are subject to confirmation by the City Council.

Their terms of office are for three years, unless appointed to fill a vacancy created when a member resigns before the end of a term. Members continue to serve in office after the expiration of their term until a new appointment is made.

Agents or persons employed by the City of Jacksonville, the JEA, the Duval County School Board, or any collective bargaining organization representing employees of the City of Jacksonville, the JEA, or the Duval County School Board are prohibited from serving on the Board.

Officers

The Board organizes annually by electing one of its members as chairperson and one as vice-chairperson.

Compensation

All Board members serve on a voluntary basis without compensation.



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Jacksonville Charter Article 17 – Civil Service

Legislation establishing the Civil Service Board and providing for a system of civil service for of the consolidated government can be found in the City of Jacksonville Charter at:

https://library.municode.com/fl/jacksonville/codes/code_of_ordinances?nodeId=CHRELA_PTACHLA_CHJAFL_ART17CISE

Civil Service and Personnel Rules and Regulations

Hearings are conducted in accordance with the City of Jacksonville, Florida Civil Service and Personnel Rules and Regulations, which can be found at:

[Civil-Service-Rules-September-2016-\(1\).pdf.aspx \(coj.net\)](#)

Meetings/Hearings

All Board meetings are open to the public. Meetings are held on the 2nd and 4th Thursday of the month at 2:00 pm in the Yates Building located at 231 E Forsyth Street, Conference Room 431, Jacksonville, FL 32202. *(Meeting times and locations are subject to change)*

Notice of the time and place for a hearing is sent to parties at least 14 days prior to the hearing date. Setting hearing dates and any subsequent postponements and rescheduling shall be approved by the Chair.

At hearings, evidence is presented by the parties and an official record is taken of each hearing. Usually, both the employee (the appellant) and the agency (the respondent) are represented before the Board by legal counsel. However, appellants are not required to have counsel and may represent themselves if they so choose.

Contacts

The physical location and mailing address of the Civil Service Board office is 231 E Forsyth Street, Suite 420, Jacksonville, FL 32202.

If you have questions, the designated Administrative Aide and Chief Administrative Officer for the Civil Service Board can be contacted by calling the office at [904-255-7980](tel:904-255-7980).