

PERSONNEL BOARD MEETING
Wednesday, January 17, 2018 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, member; Luis Zubieta, Member.

AGENDA

1. Request to approve the minutes of the December 2017 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section5 (f) of the Civil Service Rules and regulations, received December 2017.

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|-----------------------|---------------------------|
| 1. Vivian Leal | Public Works Department |
| 2. Bradley Wall | Fire Department |
| 3. Idana Paret | Public Works Department |
| 4. Julian Troncoso | Fire Department |
| 5. Andrew R. Glassmer | Communications Department |
| 6. Yasmani Diaz | Solid Waste Department |
| 7. Jamileth Quijano | Communications Department |
| 8. Yoan Perez | Fire Department |

3. Report of **Leave without Pay** for December 2017.

4. Report of **Civil Service Appointments** for December 2017.

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| 1. Josue Monier | Police Department |
| 2. Dilton Bosch | Police Department |

5. Report of **Civil Service Resignations** for December 2017.

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|------------------------|---------------------|
| 1. Gregorio R. Nunez | Building Department |
| 2. Leydi M. Montenegro | Fire Department |
| 3. Jose Albaladejo | Fire Department |
| 4. Lawrence Money III | Fire Department |
| 5. Andrew Ramsay | Fire Department |
| 6. Freddy Batista | Police Department |
| 7. Miguel De La Fuente | Police Department |

6. Report of **Maternal/Paternal Leave** for December 2017.

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|-----------------|-------------------------------|
| 1. Grisell Aedo | Retirement Department |
| 2. Helen Armas | Parks & Recreation Department |

7. Request to approve the **new** job description for **Office Coordinator of the Office of the City Clerk.**

Copy of **new** job description is attached.
Range – 30, \$1,329.00 - \$2,586.00 Bi-weekly

8. Request to approve the **new** job description for **Assistant to the Police Chief.**

Copy of **new** job description is attached.
Range – 35, \$1,821.00 - \$3,556.00 Bi-weekly

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9. Request to conduct a non-competitive Civil Service examination for **Recreation Specialist II** (*Yajaira Bustamante*).

- a. In-house, non-Competitive
- b. 100% Written
- c. Must obtain a minimum score of 70%.

Copy of job description and resume are attached.
Range – 45, \$958.00 - \$1819.00 Bi-weekly

10. Request to conduct a non-competitive Civil Service examination for **Public Information Specialist/ Journalist** (*Caridad Bernal*).

- d. In-house, non-Competitive
- e. 100% Oral
- f. Must obtain a minimum score of 70%.

Copy of job description and resume are attached.
Range – 48, \$1,121.00 - \$2,257.00 Bi-weekly

11. Request to hear **Unfinished Business**.

12. Request to hear **New Business**.

NEXT PERSONNEL BOARD MEETING: Monday, February 5th, 2018

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.