

PERSONNEL BOARD MEETING
Monday, February 7, 2022 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Chairperson; **Clayton Warren Angus Jr.**, Vice-chairperson; **Christiane Diaz**, Member; **Enrique Vargas**, Member.

AGENDA

1. Request to approve the minutes of the January 2022 Personnel Board meeting.
2. Report of leave with pay, because of **Death in the Immediate Family**, for the listed employees, in accordance with Rule 12, Section 5 (f) of the Civil Service Rules and Regulations, received January 2022.
 1. Javier Perez Fire Department
 2. Edwin A. Barnes Fire Department
 3. Mark C. Donley Police Department
 4. Eddie Perez Public Works Department
 5. Jesus Martin Perez Public Works Department
 6. Jose Hernandez Public Works Department
3. Report of **Leave without Pay** for January 2022 attached.
4. Report of **Civil Service Appointments** for January 2022.
 1. Elsa I. Jaramillo-Velez (*HR Director – 01/15/2022*)
(Council approval required) HR Department
 2. Miguel A. Garcia (*Police Sergeant – 01/30/2022*) Police Department
 3. Eliecer J. Chavarria (*Police Sergeant – 01/30/2022*) Police Department
 4. Daniel B. Palaez (*Police Sergeant – 01/30/2022*) Police Department
 5. Ronny Perez (*Park Manager – 01/31/2022*) Parks and Rec. Department
5. Report of **Resignations** for January 2022.
 1. Nestor Puertas Resigned Building Division
 2. Sheila Jimenez Resigned Business Tax Division
 3. Orlando Cuba Retired Const. & Maint. Department
 4. Sabrina Ocegüera Resigned ECS Department
 5. Jesus Ferreira Retired (Joined Drop Plan) Fire Department
 6. Ricardo Toste Retired (Joined Drop Plan) Fire Department
 7. Carlos Diaz Retired (Joined Drop Plan) Fire Department
 8. Gelien Perez Res-Retired Human Resources Department
 9. Alain Toledo Resigned IT Department
 10. Manuel Montalvo Jr. Retired (Joined Drop Plan) Police Department
 11. Leyanis Medina Retired Police Department
 12. Maikel Leon Marrero Resigned Police Department

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6. Report of Maternal/Paternal Leave for January 2022.
 1. Eliecer Chavarria Police Department
7. Request to certify the following Management/Confidential non-competitive Eligibility Lists:
 - 7a. Chief of Staff
 - 7b. Executive Assistant to the Mayor
 - 7c. Communications Director
 - 7d. Human Resources Director
 - 7e. Payroll Administrator
 - 7f. Recruiting and Testing Coordinator
 - 7g. Human Resources Specialist
 - 7h. Human Resources Coordinator
 - 7i. Human Resources Technician Examiner
8. Request to certify the following competitive Eligibility List:
 - 8a. Fire Engineer
9. Request to approve the following Job Descriptions:
 - 9a. License Plate Reader Analyst

Copy of the proposed job description is attached.
Range 51: \$1,421 - \$2,899 Bi-weekly.
 - 9b. Deputy Chief of Police

Copy of the proposed job description is attached.
Management
 - 9c. Director of Grants and Human Services

Copy of the proposed job description is attached.
Management
 - 9d. Assistant Director of Finance Management

Copy of the proposed job description is attached.
Management
10. Notice of approved request of Reclassification for the Fire Department attached.

Existing: 2 Lieutenant positions
Changed to: 2 Captain positions
11. Request to hear Unfinished Business.

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- 12. Request to hear New Business.
- 13. Request to hear Comments and Questions.

NEXT PERSONNEL BOARD MEETING: MONDAY, MARCH 7, 2022 – 6:00 P.M.

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, June & July 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 two (2) 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.