

PERSONNEL BOARD MEETING
Monday, March 2, 2020 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Vice-Chairperson; **Angel Maestre**, Member; **John Ulloa**, Member; **Clayton Warren Angus Jr.**, Member.

ON THE DAIS:

ITEM #16.

AGENDA

1. Request to approve the minutes of the February, 2020 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, Section 5 (f) of the Civil Service Rules and Regulations, received February, 2020.
 1. Lilibet Muñiz Del Castillo Community Development Dept. – Building Div.
 2. Annette Suarez Education and Community Services Department
 3. Luis A. Fuentes Fire Department
 4. Jose L. Gafas Fire Department
 5. Crisanto Villa Fire Department
 6. Orlando Baldo Police Department
3. Report of **Leave without Pay** for February, 2020.
4. Report of **Civil Service Appointments** for February, 2020.
 1. Javier Perez (*Fire Lieutenant – 02/09/2020*) Fire Department
 2. Alexander Anchia (*Fire Engineer – 02/02/2020*) Fire Department
 3. Damian Hernandez (*Fire Engineer – 02/09/2020*) Fire Department
 4. Marcelino Moreno (*Fire Engineer – 02/01/2020*) Fire Department
 5. Joshua Perez (*Fire Engineer – 01/31/2020*) Fire Department
 6. Sharon Stewart (*Budget Analyst – 11/04/2019*) OMB Department
 7. Mariela Lugo (*Service Worker – 02/03/2020*) Parks and Recreation Dept.
5. Report of **Resignations** for February, 2020.
 1. Kayla Bulit Police Department
 2. Ernesto Clavijo Police Department
 3. Roque Goitia Police Department
 4. Jose M. Quintana Police Department
 5. David Rivas Police Department
 6. Janais Riveron Police Department
 7. Magda Lueso Public Works Department
6. Report of **Maternal/Paternal Leave** for February, 2020.
 1. Francesco Alonso Fire Department

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7. Request to certify the eligibility list for **Fire Chief**.
8. Request to certify the eligibility list for **Police Lieutenant**.
9. Request to approve the new job description for **Education Center Director I - Therapeutic/Special Populations**.

Copy of new job description is attached.
Range 48: \$1,155 - \$2,325 Bi-weekly.
10. Request to approve the new job description for **Purchasing/Special Events Technician (ECS)**.

Copy of new job description is attached.
Range 51: \$1,386 - \$2,828 Bi-weekly.
11. Request to approve the new job description for **Development Services Liaison** for the Community Development Department – Building Division.

Copy of new job description is attached.
Range 50: \$1,369 – \$2,664 Bi-weekly.
12. Request to approve the new job description for **Fiscal Program Manager of Grants and Human Services**.

Copy of new job description is attached.
Range: Management
13. Request to approve the new job description for **Program Manager – Grants and Human Services**.

Copy of new job description is attached.
Range: Management
14. Request to approve the new job description for **P/T Zoning Plans Processor**.

Copy of new job description is attached.
Range 105: \$40 Hourly.
15. Request to conduct a in-house, non-competitive civil service examination for **Purchasing Manager** (*Luis A. Suarez*).
 - a. In-house, non-competitive
 - b. 40% Oral
 - c. 60% Education/Experience
 - d. Must obtain a minimum combined score of 70% for placement on the eligibility list.

Copy of job description and resume are attached.
Range: Management

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16. Request to conduct a in-house, competitive civil service examination for **Police Media - Relations Coordinator**.
- a. In-house, competitive
 - b. 40% Oral
 - c. 60% Education/Experience
 - d. Must obtain a minimum combined score of 70% for placement on the eligibility list.

Copy of job description is attached.
Range 48: \$1,155 - \$2,325 Bi-weekly.

17. Request to hear **Unfinished Business**.
18. Request to hear **New Business**.
19. Request to hear **Comments and Questions**.

NEXT PERSONNEL BOARD MEETING: MONDAY, APRIL 6, 2020 – 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.