

PERSONNEL BOARD MEETING
Monday, March 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

- I. Request to approve the minutes of the February 2022 Personnel Board meeting.

- II. 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 February 2022.
 - a. David Rodriguez Fire Department

- III. Report of **Leave without Pay** for February 2022 attached.

- IV. Report of **Civil Service Appointments** for February 2022.
 - a. Juan Lauzan (*Construction Supervisor I - 02/02/2022*) Construction and Maint. Dept.
 - b. Eric Johnson (*Fire Engineer - 02/08/2022*) Fire Department
 - c. Christopher Martinez (*Fire Engineer - 02/09/2022*) Fire Department
 - d. Daniel Cicilia (*Fire Engineer - 02/10/2022*) Fire Department
 - e. Joseph Fresneda (*Fire Engineer - 02/11/2022*) Fire Department

- V. Report of **Resignations** for February 2022.
 - a. Raul Renta Astacio Resigned Fire Department
 - b. Alfredo Rodriguez Resigned Fleet Maintenance Department
 - c. Joseph Dziedzic Retired Parks & Recreation Department
 - d. Will Celestin Resigned Parks & Recreation Department
 - e. Diana Artavia Resigned Public Works Department

- VI. Report of **Maternal/Paternal Leave** for February 2022.
 - a. Damian Hernandez Fire Department
 - b. Alaem Valladares Fire Department
 - c. Orlando Baldo Police Department
 - d. Yasel Corrales Silio Police Department

- VII. Request to certify the following **Competitive Eligibility Lists**:
 - a. Deputy Fire Chief
 - b. Fire Equipment Technician
 - c. Fire Lieutenant
 - d. Maintenance Worker

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- VIII. Request to certify the following **Non-competitive Eligibility Lists**:
- a. Administrative Aide Confidential
 - b. Assistant Director of Finance Management
 - c. Budget Analyst Assistant
 - d. Budget Manager
 - e. Court Reporter
 - f. Constituent Services Coordinator
 - g. Engineer
 - h. Executive Legal Assistant
 - i. Grants Administrator
 - j. Internal Affairs Coordinator
 - k. Transit Manager
- IX. Request to approve the following new **Job Descriptions** (*Attached*):
- a. Associate Accountant
 - b. Constituent Services Coordinator
 - c. Grants Administrator
- X. Request to approve the following revised **Job Descriptions** (*Attached*):
- a. Automotive Parts Counterperson
 - b. Director of Parks and Recreation
- XI. Notice of approved request of **Reclassification** for the following positions:
- a. *Existing*: Budget Aide
Changed to: Budget Analyst Assistant
 - b. *Existing*: Program Manager
Changed to: Internal Auditor
 - c. *Existing*: Fiscal Program Manager
Changed to: Grants Administrator
 - d. *Existing*: Utilityman
Changed to: Two (2) P/t Accounting Clerk
 - e. *Existing*: Field Aide I
Changed to: Constituent Services Coordinator
 - f. *Existing*: Human Resources and Risk Liaison
Changed to: Associate Accountant
 - g. *Existing*: Milander Center Director (*Hourly*)
Changed to: Assistant Director of Communications and Special Events (*Salary*)

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- h. *Existing:* Communications and Special Events Director (*Hourly*)
Changed to: Communications and Special Events Director (*Salary*)
 - i. *Existing:* Permit Technician II
Changed to: Lien Search and Records Specialist.
- XII. Request to hear **Unfinished Business.**
- XIII. Request to hear **New Business.**
- XIV. Request to hear **Comments and Questions.**

NEXT PERSONNEL BOARD MEETING: MONDAY, APRIL 4, 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.