

PERSONNEL BOARD MEETING
Wednesday, March 14, 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 February 2018 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 2018.
 1. Roberto Fernandez Fire Department
 2. Georgina Orta Fire Department
 3. Jerry Yoham Fire Department
 4. Debora Storch Planning & Zoning Department
3. Report of **Leave without Pay** for February 2018.
4. Report of **Civil Service Appointments** for February 2018.
 1. Jorge Duranona (Skilled Craftsman) Construction & Maintenance
 2. Rolando Diaz (Skilled Craftsman) Construction & Maintenance
 3. Bienvenido Barrios (Skilled Craftsman) Construction & Maintenance
 4. Paul Garcia (Lieutenant) Fire Department
 5. Yuri Lopetegui (Engineer) Fire Department
 6. Edward Rodriguez (Lieutenant) Police Department
 7. Benny Merino (Lieutenant) Police Department
 8. Daniel Perez (Lieutenant) Police Department
 9. Rolando D. Rios (Sergeant) Police Department
 10. Felix Delgado (Sergeant) Police Department
 11. Diego A. Torres (Sergeant) Police Department
5. Report of **Civil Service Resignations** for February 2018.
 1. Meghan Martinez Leiva Education & Community Development
 2. Samer Hammad Fire Department
 3. Eduardo Porben JFK Public Library
 4. Jesenia Reyes Office of the City Clerk
 5. Jose A. Garcia Police Department
 6. John P. Sabatier Police Department
 7. Tiffany L. Robinson Police Department
6. Report of **Maternal/Paternal Leave** for February 2018.
 1. Josepht Loor Police Department
7. Request to approve the **new** job description for **Records Clerk (Office of the City Clerk)**.

Copy of new job description is attached.
Range – 48, \$1,121 - \$2,257 Bi-weekly

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8. Request to approve the **replacement** of *Domestic Violence Victim Advocate* with **Victim Advocate I (Police Department)**.

Copy of replacement job description attached.
Range 51 - \$1,346 - \$2,746 Bi-weekly

9. Request to approve the **new** job description for **Victim Advocate II (Police Department)**.

Copy of new job description is attached.
Range 52 - \$1,446 - \$2,962 Bi-weekly

10. Request to conduct an In-house, non-competitive Civil Service examination for **Complaint Officer I** (Deni Alicia Amores; Jennifer Barahona; Monica Corrales; Evelyn Maria Hernandez; Ashley Esther Lopez; David De Jesus Miret; Mayrelis Pena; Jose Armando Perera; Joseph Perera; Carol Irene Portillo; Marcela Valeria Pozo; Yisell Rojas; Michelle Alejandra Romero; Ashley Desiree Symonds Mendizabal ; Nahima Eunice Telleria; Brandon Marsalis Vega).

- a. In-house, Non-competitive
- b. 100% Written
- c. Pass/Fail 25-wpm Typing Test
- d. Pass/Fail Voice-Radio Test
- e. Must obtain a score of 70% on the written examination in order to be eligible to sit for the typing portion.
- f. Must type a minimum of 25-wpm. Applicants that have passed a 25-wpm or greater typing test with the Human Resources Department within one year from the date the job announcement is posted will be exempt from the typing portion.
- g. Must pass a voice-radio test.
- h. Must obtain a score of 70% on the written examination; pass the 30-wpm typing, as well as the voice-radio portion in order to be placed on the eligibility list.

Copy of the job description & resumes are attached.
Range 47 - \$1,099 - \$2,074 Bi-weekly

11. Request to conduct an In-house, non-competitive Civil Service examination for **Complaint Officer II** (Marisela Soley Duarte; Lionaris Fernandez; Andrew Robert Glassmer; Maigualida Lauret; Marlene Annette Peralta; Massiel Pino).

- a. In-house, Non-competitive
- b. 100% Written
- c. Pass/Fail 25-wpm Typing Test
- d. Pass/Fail Voice-Radio Test
- e. Must obtain a score of 70% on the written examination in order to be eligible to sit for the typing portion.
- f. Must type a minimum of 25-wpm. Applicants that have passed a 25-wpm or greater typing test with the Human Resources Department within one year from the date the job announcement is posted will be exempt from the typing portion.
- g. Must pass a voice-radio test.
- h. Must obtain a score of 70% on the written examination; pass the 30-wpm typing, as well as the voice-radio portion in order to be placed on the eligibility list.

Copy of the job description & resumes are attached.
Range 48 - \$1,121 - \$2,257 Bi-weekly

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12. Request to conduct an In-house, non-competitive Civil Service Examination for **Construction Project Coordinator** (*John Downs, Construction & Maintenance Department*).

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

Copy of job description & resume is attached.
Range 51 - \$1,346 - \$2,746 Bi-weekly

13. Request to conduct an In-house, non-competitive Civil Service examination for **Electrician** (*Elmer Rodriguez, Construction & Maintenance Department*).

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

Copy of job description & resume is attached.
Range 50 - \$1,329 - \$2,586 Bi-weekly

14. Request to conduct an In-house, non-competitive Civil Service examination for **Electrician Apprentice** (*Jesus Cruz, Construction & Maintenance Department*).

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

Copy of job description & resume is attached.
Range 46 - \$999 - \$1,930 Bi-weekly

15. Request to conduct an In-house, competitive Civil Service examination for **Fire Inspector**.

- a. In-house, Competitive
- b. 80% Written
- c. 20% Oral
- d. Must obtain a minimum score of 70% in the written exam to continue onto the Oral portion.
- e. Must obtain a minimum score of 70% in the oral exam to be combined with the written score.
- f. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of job description is attached.
Range 52 – \$1,446 - \$2,962 Bi-weekly

16. Request to conduct an In-house, non-competitive Civil Service examination for **Plumber** (*Ernesto Lestay, Construction & Maintenance Department*).

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

Copy of job description and resume is attached.

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Range 47 – \$1,099 - \$2,074 Bi-weekly

17. Request to conduct an In-house, non-competitive Civil Service examination for **Police Radio Dispatcher** (Ingrid Annet Figueredo Hernandez; Joel Rodriguez).
- a. In-house, Non-competitive
 - b. 100% Written
 - c. Pass/Fail 25-wpm Typing Test
 - d. Pass/Fail Voice-Radio Test
 - e. Must obtain a score of 70% on the written examination in order to be eligible to sit for the typing portion.
 - f. Must type a minimum of 25-wpm. Applicants that have passed a 25-wpm or greater typing test with the Human Resources Department within one year from the date the job announcement is posted will be exempt from the typing portion.
 - g. Must pass a voice-radio test.
 - h. Must obtain a score of 70% on the written examination; pass the 30-wpm typing, as well as the voice-radio portion in order to be placed on the eligibility list.

Copy of the job description & resumes are attached.

Range 49 - \$1094 - \$2309 Bi-weekly

18. Request to conduct an In-house, non-competitive Civil Service Examination for **Property Maintenance & Operations Superintendent** (*Carlos Lopez, Construction & Maintenance Department*).
- a. In-house, Non-Competitive
 - b. 100% Oral
 - c. Must obtain a minimum score of 70%

Copy of job description & resume is attached.

Range 53 - \$1,536 - \$3,181 Bi-weekly

19. Request to conduct an In-house, competitive Civil Service examination for **Service Worker**.
- a. In-house, Competitive
 - b. 100% Performance
 - c. Must obtain a minimum score of 70%

Copy of job description is attached.

Range 45 – \$958 - \$1,819 Bi-weekly

20. Request to conduct an In-house, non-competitive Civil Service Examination for **Small Appliance & Air Conditioning Crew Foreman** (*Ricardo Rondon, Construction & Maintenance Department*).
- a. In-house, Non-Competitive
 - b. 100% Oral
 - c. Must obtain a minimum score of 70%

Copy of job description & resume is attached.

Range 49 - \$1,161 - \$2,450 Bi-weekly

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21. Request to conduct an In-house, competitive Civil Service examination for **Utility Billing Clerk (Water & Sewer Department)**.

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

Copy of job description is attached.
Range 45 – \$958 - \$1,819 Bi-weekly

22. Request to conduct an In-house, competitive Civil Service examination for **Utilityman**.

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

Copy of job description is attached.
Range 45 – \$958 - \$1,819 Bi-weekly

23. Request to hear **Unfinished Business**.

24. Request to hear **New Business**.

NEXT PERSONNEL BOARD MEETING: Monday, April 2nd, 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.