

**PERSONNEL BOARD MEETING
Monday, April 02, 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 March 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, Section5 (f) of the Civil Service Rules and regulations, received March 2018.
 1. Gisela M. Garrido Police Department
 2. Kenyania Bryant Police Department
 3. Franco Giannattasio Public Works Department
3. Report of **Leave without Pay** for March 2018.
4. Report of **Civil Service Appointments** for March 2018.
 1. Humberto Fernandez (Streets Service Worker) Streets Department
 2. Yoel Marquetti (Parks Crew Journeyman) Parks & Recreation Department
5. Report of **Civil Service Resignations** for March 2018.
 1. Violeta Del Valle-Blanco Community Development
 2. Brandon Vega Communications Department
 3. Debbie Ball Fire Department
 4. Christopher Jonathan Castro Parks & Recreation Department
 5. Reina Gabriela Reyes Parks & Recreation Department
 6. David Martell Police Department
 7. Pamela L. Zorsky Police Department
 8. Miguel Risco Police Department
 9. Haydee Rodriguez Public Works Department
6. Report of **Maternal/Paternal Leave** for March 2018.
 1. Alexander Anchia Fire Department
 2. Sean Hart Parks & Recreation Department
7. Request to approve the **new** job description for **Assistant Building Official.**

Copy of new job description is attached.
Range – 55, \$1,821 - \$3,556 Bi-weekly
8. Request to approve the **new** job description for **Assistant to Building Official.**

Copy of new job description attached.
Range - 55 - \$1,821 - \$3,556 Bi-weekly
9. Request to approve the **replacement** job description for **Code Enforcement Officer I.**

Copy of replacement job description is attached.

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Range 52 - \$1,446 - \$2,962 Bi-weekly

10. Request to approve the **replacement** job description for **Code Enforcement Officer II.**

Copy of replacement job description is attached.

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

11. Request to approve the **new** job description for **Senior Code Enforcement Officer.**

Copy of new job description attached.

Range - 54 - \$1,704 - \$3,382 Bi-weekly

12. Request to hear **Unfinished Business.**

13. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: Monday, May 7th, 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.