

PERSONNEL BOARD MEETING
Monday, April 4, 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 March 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 March 2022.
 - a. Elier Martin Building Division
 - b. Jason E. Sandora Fire Department
 - c. Jimmy L. Caraballo Police Department
 - d. Fernando J. Villa Police Department
 - e. Alexia Acosta-Bouza Public Safety Comm. Dept.

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

- IV. Report of **Civil Service Appointments** for March 2022.
 - a. Carlos Morales (*Maintenance Worker – 03/21/2022*) Construction & Maint. Dept.
 - b. Karl Odin (*Deputy Fire Chief – 03/07/2022*) Fire Department
 - c. Hermogenes Lacayo (*Assistant Chief of Ops. – 03/07/2022*) Fire Department
 - d. John Nieves (*District Fire Chief – 03/07/2022*) Fire Department
 - e. Daniel Cruz (*Fire Captain – 03/07/2022*) Fire Department
 - f. Michael Higuera (*Fire Lieutenant – 03/07/2022*) Fire Department
 - g. Stacy Munoz (*Fire Lieutenant – 03/08/2022*) Fire Department
 - h. Erwyn Bequer (*Fire Lieutenant – 03/09/2022*) Fire Department
 - i. Matthew Munoz (*Fire Lieutenant – 03/10/2022*) Fire Department
 - j. David Ribero (*Fire Lieutenant – 03/11/2022*) Fire Department
 - k. Danny Jarquin (*Fire Engineer – 03/07/2022*) Fire Department
 - l. Parvin Plasencia (*Fire Engineer – 03/08/2022*) Fire Department
 - m. Alaem Valladares (*Fire Engineer – 03/09/2022*) Fire Department
 - n. Alexander Conesa (*Fire Engineer – 03/10/2022*) Fire Department
 - o. Phillip DaSilva (*Fire Engineer – 03/11/2022*) Fire Department
 - p. Andres Garcia (*Fire Equipment Technician – 03/15/2022*) Fire Department
 - q. George E. Fuente (*Police Chief – 03/28/2022*)
(*Pending Council Approval*) Police Department
 - r. Yosvany Rodriguez (*Police Officer Recruit – 03/21/2022*) Police Department
 - s. William R. Hurtado (*Police Officer Recruit – 03/21/2022*) Police Department
 - t. Robert Acosta (*Police Officer Recruit – 03/21/2022*) Police Department
 - u. Elizabeth J. Grist (*Police Officer Recruit – 03/21/2022*) Police Department
 - v. Zaily Lorente (*Police Officer Recruit – 03/21/2022*) Police Department
 - w. David Alcantara (*Police Officer Recruit – 03/21/2022*) Police Department
 - x. Jose F. Montalvan (*Police Officer Recruit – 03/21/2022*) Police Department
 - y. Amaury Perez (*Police Officer Recruit – 03/21/2022*) Police Department

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| z. | Juan Rico (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| aa. | Alden Fernandez (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| bb. | Steven Almanzar (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| cc. | Anelys Rodriguez (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| dd. | Brian F. Perez (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| ee. | Raymond Tellez-Ferriol (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| ff. | Norvin Moya (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |

V. Report of **Resignations** for March 2022.

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| a. | Gina H. Madariaga | Resigned | Comm. & Spe. Events Dept. |
| b. | Arnulfo Olivas | Retired | Construction & Maint. Dept. |
| c. | Luis Martinez | Retired | Fire Department |
| d. | Jonathan M. Sheppard-Poulin | Resigned | Fire Department |
| e. | Quintonian Alexander | Resigned | Police Department |
| f. | Maria G. Camacho | Resigned | Police Department |
| g. | Cesar Garcia | Resigned | Police Department |
| h. | Cinthya Mendoza | Resigned | Public Safety Comm. Dept. |

VI. Report of **Maternal/Paternal Leave** for March 2022.

None.

VII. Request to certify the following **Competitive Eligibility Lists**:

- a. Business Tax Specialist I
- b. License Plate Reader Analyst

VIII. Request to certify the following **Non-competitive Eligibility Lists**:

- a. Assistant Director of Budget and Finance
- b. Police Chief
(Promotional Letter Attached)
- c. Fire Payroll Administrator
- d. Internal Auditor
- e. Junior Accountant – Retirement Department
- f. Office Coordinator – Law Department
- g. Risk Administrator
- h. Telecommunications Manager I

IX. Request to abolish the following **Competitive Eligibility Lists**:

- a. Clerk Typist II

X. Request to approve the following new **Job Descriptions** (*Attached*):

- a. Assistant Director of Budget and Finance
- b. Assistant Grants Administrator P/t
- c. Electronic Technician I

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- d. Executive Assistant (IT Department)
 - e. Fire Payroll Administrator
 - f. Human Resources Assistant P/t
 - g. Junior Lifeguard P/t
 - h. Risk Administrator
 - i. Systems Analyst
- XI. Request to approve the following revised **Job Descriptions** (*Attached*):
- a. Budget Analyst Assistant
 - b. I.D. Technician I
 - c. Information Systems Technician
- XII. Notice of approved request of **Reclassifications** for the following positions:
- a. *Existing:* Accounting Clerk I
Changed to: Accounting Clerk P/t
 - b. *Existing:* Assistant Building Official (*Hourly*)
Changed to: Assistant Building Official (*Salary*)
 - c. *Existing:* Assistant to Building Official (*Hourly*)
Changed to: Assistant to Building Official (*Salary*)
 - c. *Existing:* Program Specialist
Changed to: Assistant Grants Administrator P/t
 - d. *Existing:* IT Coordinator
Changed to: Executive Assistant
 - a. *Existing:* Systems Developer
Changed to: Systems Analyst
 - b. *Existing:* Cashier P/t
Changed to: Assistant to Community Liaison P/t
 - c. *Existing:* Vacancies in Finance
Changed to: Assistant Director of Budget and Finance
- XIII. Notice of ratified memorandum of understanding between the City of Hialeah and Hialeah Civil Services Employees Association/AFSCME Local 161 regarding the amendment of the salary ranges for I.D. Technician I and I.D. Technician Supervisor in order to attract and retain personnel.
- XIV. Notice of Inter-office memorandum dated March 10, 2022 by Mayor Esteban Bovo, Jr., to freeze all vacant positions (with the exception of life and safety positions and seasonal positions) for the current fiscal year 2021-2022. Justification memo is required to fill position.
- XV. Request to hear **Unfinished Business**.

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- XVI. Request to hear New Business.
- XVII. Request to hear Comments and Questions.

NEXT PERSONNEL BOARD MEETING: MONDAY, MAY 2, 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.