

PERSONNEL BOARD MEETING
Monday, April 5, 2021 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Chairperson; **John Ulloa**, Vice-chairperson; **Christiane Diaz**, Member; **Clayton Warren Angus Jr.**, Member; **Enrique Vargas**, Member.

AGENDA

1. Request to approve the minutes of the March 2021 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 March 2021.
 1. Myrna M. Hernandez Business Tax Division
 2. Genesis M. Torres Education and Community Services Department
 3. Anthony Robinson Fire Department
 4. Silvia P. Oseira Library Department
 5. Margarita Castillo Public Works Department
 6. Mildred Saavedra Public Works Department
3. Report of **Leave without Pay** for March 2021.
4. Report of **Civil Service Appointments** for March 2021.
 1. Jason Ramos (*Fire Engineer – 02/07/2021*) Fire Department
 2. Christopher Munoz (*Fire Inspector – 02/01/2021*) Fire Department
 3. Kassandra Pineda (*Fire Inspector – 02/01/2021*) Fire Department
 4. Alexis Medina (*Police Sergeant – 03/07/2021*) Police Department
5. Report of **Resignations** for March 2021.
 1. Enmanuel A. Perez Construction and Maintenance Department
 2. Annette Suarez Education and Community Services Department
 3. Greg P. Bouchard Fire Department
 4. William B. Godfrey Fire Department
 5. Frantz E. Jean-Georges Fire Department
 6. William E. Parrot Fire Department
 7. Benny Ruiz Fire Department
 8. Glen S. Stilles Fire Department
 9. Richard E. Wylie Police Department
 10. Javier R. Izquierdo Police Department
 11. Margaret A. Daniels Police Department
6. Report of **Maternal/Paternal Leave** for March 2021.
 1. Juan Fernandez Police Department
 2. Ailyn Gonzalez Police Department
7. Request to approve the eligibility list for **Records Clerk (Office of the City Clerk)**.

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8. Request to abolish the eligibility list for **Firefighter**.
9. Request to conduct an in-house, non-competitive civil service examination for **Property Maintenance and Operations Superintendent** (*John G. Downs*).
 - a. In-house, non-competitive
 - b. 100% Oral
 - c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.
Range 53: \$1,582 - \$3,276 Bi-weekly.

10. Request to conduct an in-house, non-competitive civil service examination for **Director of Emergency Management** (*Armando J. Rojas*).
 - a. In-house, non-competitive
 - b. 100% Oral
 - c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.
Management.

11. Request to conduct an in-house, non-competitive civil service examination for **Communications and Special Events Aide** (*Joel A. Planchart*).
 - a. In-house, non-competitive
 - b. 100% Oral
 - c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.
Range 46: \$1,029 - \$1,988 Bi-weekly.

12. Request to conduct an in-house, non-competitive civil service examination for **Occupational License Official** (*Yesenia Gruich*).
 - a. In-house, non-competitive
 - b. 100% Oral
 - c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.
Management.

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13. Request to conduct an open to the public, competitive civil service examination for **Assistant Park Manager**.

- a. Open to the public, competitive
- b. 40% written, 60% oral
- c. Must obtain a minimum combined score of 70% for placement on the eligibility list.

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

14. Request to approve the changes to the job description for **Activities Coordinator Therapeutics**.

Copy of the revised job description is attached.
Range 47: \$1,132 - \$2,136 Bi-weekly.

15. Request to approve the NEW job description for **Code Compliance Assistant**.

Copy of the proposed job description is attached.
Range 52: \$1,489 - \$3,051 Bi-weekly.

16. Request to approve the NEW job description for **Code Compliance Specialist II**.

Copy of the proposed job description is attached.
Range 51: \$1,386 - \$2,828 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, MAY 3, 2021 – 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.