

PERSONNEL BOARD MEETING
Monday, June 3, 2019 – 6:00 p.m.

Call to Order/Roll Call of Members: **Stephen Dielmann**, Vice-Chairperson; **Jacqueline Garcia-Roves**, Member; **Oscar De La Rosa**, Member; **Angel Maestre**, Member.

AGENDA

ON THE DAIS:

ITEM #25

1. Request to approve the minutes of the May 2019 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 May 2019.
 1. Georgina R. Orta Fire Department
 2. Francisco J. Aldavert Police Department
 3. Vincente Perez Police Department
3. Report of **Leave without Pay** for May 2019.
4. Report of **Civil Service Appointments** for May 2019.
 1. Elmer Rodriguez Construction and Maintenance Department
 2. Ricardo Rondon Construction and Maintenance Department
 3. Jorge Luis Ponvert Diaz Parks and Recreation Department
 4. Francisco Corral Police Department
 5. Jose Abel Police Department
 6. Mario Morales Police Department
 7. Nicole Pulles Police Department
 8. Jose Torres Police Department
5. Report of **Resignations** for May 2019.
 1. Mayra Acosta Fire Department
 2. Henry Avila Fire Department
 3. Jacinto Calderin Fire Department
 4. Ruben Martinez Fire Department
 5. Gabino A. Perez Jr. Parks and Recreation Department
 6. Denise Bremer-Johnson Police Department
 7. Esperanza Concepcion Police Department
 8. Daniel Curbelo Police Department
 9. Eric Devendorf Police Department
 10. Harold D. Garzon Police Department
 11. Ronnie Williams Public Works Department
6. Report of **Maternal/Paternal Leave** for May 2019.

NONE.

PERSONNEL BOARD MEETING
Monday, June 3, 2019 – 6:00 p.m.

7. Request to approve the new job description for **Payroll Administrator.**

Copy of job description is attached.
Range 33: \$1,536 - \$3,181 Bi-weekly.

8. Request to approve the new job description for **Human Resources and Risk Liaison.**

Copy of job description is attached.
Range 32: \$1,446 - \$2,962 Bi-weekly.

9. Request to approve the new job description for **Recruiting and Testing Coordinator.**

Copy of job description is attached.
Range 34: \$1,704 - \$3,382 Bi-weekly.

10. Request to approve the new job description for **Security Clerk.**

Copy of job description is attached.
Range 43: \$838 - \$1,546 Bi-weekly.

11. Request to approve the new job description for **Part-Time Assistant Banquet Service Person.**

Copy of job description is attached.
Range 90: \$11.26 - \$11.80 Hourly.

12. Request to approve changes to the job description for **Human Resources Payroll Specialist.**

Copy of job description is attached.
Range 31: \$1,346 - \$2,746 Bi-weekly.

13. Request to approve changes to the job description for **Human Resources Coordinator.**

Copy of job description is attached.
Range 28: \$1,121 - \$2,257 Bi-weekly.

14. Request to approve changes to the job description for **Human Resources Specialist.**

Copy of job description is attached.
Range 28: \$1,121 - \$2,257 Bi-weekly.

15. Request to approve changes to the job description for **Mechanic II.**

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

PERSONNEL BOARD MEETING
Monday, June 3, 2019 – 6:00 p.m.

16. Request to approve changes to the job description for **Equipment Service Worker**.

Copy of job description is attached.

Range 46: \$999 - \$1,930 Bi-weekly.

17. Request to conduct a in-house, non-competitive Civil Service Examination for **Human Resources Payroll Specialist** (*Yanet Villegas & Pol Guzman*).

- a. In-house, non-competitive
- b. 60% Oral, 40% Education/Experience
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description and resumes are attached.

Range 31: \$1,346 - \$2,746 Bi-weekly.

18. Request to conduct a in-house, non-competitive Civil Service Examination for **Human Resources and Risk Liaison** (*Franklin Duharte*).

- a. In-house, non-competitive
- b. 60% Oral, 40% Education/Experience
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description and resume are attached.

Range 32: \$1,446 - \$2,962 Bi-weekly.

19. Request to conduct a in-house, non-competitive Civil Service Examination for **Human Resources Specialist** (*Luz L. Fernandez*).

- a. In-house, non-competitive
- b. 60% Oral, 40% Education/Experience
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description and resume are attached.

Range 28: \$1,121 - \$2,257 Bi-weekly.

20. Request to conduct a in-house, non-competitive Civil Service Examination for **Human Resources Coordinator** (*Monica Peraza*).

- a. In-house, non-competitive
- b. 60% Oral, 40% Education/Experience
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description and resume are attached.

Range 28: \$1,121 - \$2,257 Bi-weekly.

PERSONNEL BOARD MEETING
Monday, June 3, 2019 – 6:00 p.m.

21. Request to conduct a in-house, non-competitive Civil Service Examination for **Payroll Administrator** (*Daylin Piñeiro*).

- a. In-house, non-competitive
- b. 60% Oral, 40% Education/Experience
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description and resume are attached.
Range 33: \$1,536 - \$3,181 Bi-weekly.

22. Request to conduct a in-house, non-competitive Civil Service Examination for **Police Training and Accreditation Manager** (*Maria Lopez*).

- a. In-house, non-competitive
- b. 60% Oral, 40% Education/Experience
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description and resume are attached.
Range 55: \$1,821 - \$3,556 Bi-weekly.

23. Request to conduct a in-house, non-competitive Civil Service Examination for **Public Records Coordinator** with the City Clerk Department (*Daniella Miret*).

- a. In-house, non-competitive
- b. 60% Oral, 40% Education/Experience
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description and resume are attached.
Range 50: \$1,329 - \$2,586 Bi-weekly.

24. Request to conduct a in-house, non-competitive Civil Service Examination for **Program Specialist II** with the Grants and Human Services Department (*Andres Ruiz*).

- a. In-house, non-competitive
- b. 60% Oral, 40% Education/Experience
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description and resume are attached.
Range 48: \$1,121 - \$2,257 Bi-weekly.

PERSONNEL BOARD MEETING
Monday, June 3, 2019 – 6:00 p.m.

25. Request to conduct a in-house, non-competitive Civil Service Examination for **Records Clerk** for the City Clerk Department (*Sylvana Soler-Gonzalez*).

- a. In-house, non-competitive
- b. 60% Oral, 40% Education/Experience
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description and resume are attached.
Range 48: \$1,121 - \$2,257 Bi-weekly.

26. Request to certify the eligibility list for **Deputy Fire Chief**.

27. Request to certify the eligibility list for **Librarian II**.

28. Request to hear **Unfinished Business**.

29. Request to hear **New Business**.

Request to elect new Chairperson and Vice-Chairperson for the Personnel Board.

NEXT PERSONNEL BOARD MEETING: MONDAY, AUGUST 5, 2019 – 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 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.