

**PERSONNEL BOARD MEETING**  
**Monday, June 5, 2023 – 5:30 p.m.**

Call to Order/Roll Call of Members:

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

**AGENDA**

- I. Request to approve the minutes of the May 2023 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 May 2023.  
  
None.
  
- III. Report of **Leave without Pay** for May 2023 attached.
  
- IV. Report of **Civil Service Appointments** for May 2023.
  - a. Roberto Meneses (*Business Tax Inspector I - 05/15/2023*) Business Tax Division
  - b. Acxel Perez (*Business Tax Inspector I - 05/15/2023*) Business Tax Division
  - c. Karla Campana (*Administrative Aide Confidential - 05/15/2023*) Business Tax Division
  - d. Osmel Sanchez (*AC-General Maintenance - 05/15/2023*) Construction & Maintenance Dept.
  - e. Martin Gallardo (*Fire Engineer - 05/01/2023*) Fire Department
  - f. Christian Milanes (*Fire Engineer - 05/02/2023*) Fire Department
  - g. Andre Deus (*Assistant Aquatics Manager - 05/07/2023*) Parks & Recreation Department
  - h. Nicola J. Fontana (*Assistant Aquatics Manager - 05/07/2023*) Parks & Recreation Department
  - i. Julio Horrego (*Assistant Aquatics Manager - 05/07/2023*) Parks & Recreation Department
  - j. Stephany Larrea (*Police Sergeant - 04/23/2023*) Police Department
  - k. Carlos Linares (*Police Sergeant - 04/23/2023*) Police Department
  - l. Gerardo Rodriguez (*Police Sergeant - 04/23/2023*) Police Department
  - m. Destiny Rodriguez (*Identification Technician I - 05/08/2023*) Police Department
  - n. Leydi L. Ricardo Ricardo (*Accounting Clerk I - 05/15/2023*) Public Works Department
  - o. Selfa L. Urdaneta Rincon (*Customer Service Asst. - 05/15/2023*) Public Works Department
  - p. Carmen Escalera (*Budget Analyst - 05/15/2023*) Purchasing Division
  
- V. Report of **Resignations** for May 2023.
  - a. Jorge M. Carreño Resigned Fire Department
  - b. Karl K. Odin Retired (Exited DROP) Fire Department
  - c. Robert W. Williams III Retired (Exited DROP) Fire Department
  - d. Craig S. Hardie Retired (Exited DROP) Fire Department
  - e. Kasey Rivera Resigned Parks & Recreation Department
  - f. Curtis Champion Resigned Parks & Recreation Department
  - g. Sergio Diez Resigned Police Department
  - h. Gustavo Miranda Jr. Resigned Police Department
  - i. Israel Corredera Padron Resigned Police Department
  - j. David Alonso Retired Public Works Department
  
- VI. Report of **Maternal/Paternal Leave** for May 2023.
  - a. Danay Brizuela Carmenates Building Division
  - b. Hai Phi Vo Police Department

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- VII. Request to certify the following **Non-competitive Eligibility Lists**:
- a. Budget Analyst – Budget Division
  - b. Administrative Aide (Confidential) – Business Tax Division
  - c. Customer Service Assistant – Public Works Department
- VIII. Request to certify the following **Competitive Eligibility Lists**:
- a. Victim Advocate – Police Department
  - b. Education Center Director I – Education & Community Services Department
- IX. Request to approve the following **Revised Job Descriptions**:
- a. Police Radio Dispatcher
  - b. Quality Assurance Supervisor
  - c. Public Safety Communications Supervisor
  - d. Public Safety Dispatcher I
  - e. Public Safety Dispatcher II
  - f. Heavy Equipment Operator – Public Works Department
- X. Request to approve the following **New Job Descriptions**:
- a. Customer Service Assistant - Public Works Department
- XI. Notice of approved request of **Reclassifications** for the following positions:
- a. Existing: Budget Manager  
Changed to: Budget Analyst  
  
*(Lianis Castillo)*
  - b. Existing: P/T Program Leader  
Changed to: P/T Counselor  
  
*(Roberto Menendez)*
  - c. Existing: P/T Program Leader  
Changed to: P/T Camp Director
  - d. Existing: Information Technology Coordinator  
Changed to: IT Administrative Assistant  
  
*(Mahe Cruz)*
  - e. Existing: P/T Library Assistant  
Changed to: P/T Computer Assistant  
  
*(Marilyn Gutierrez)*
  - f. Existing: Purchasing Assistant  
Changed to: Purchasing Aide

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- g. Existing: Junior Accountant  
Changed to: Purchasing Aide
  
- XII. Request to hear **Unfinished Business.**
  
- XIII. Request to hear **New Business.**
  
- XIV. Request to hear **Comments and Questions.**

**NEXT PERSONNEL BOARD MEETING: MONDAY, AUGUST 7, 2023 – 5:30 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.