

PERSONNEL BOARD MEETING
Monday, June 27, 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 May 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 May and June 2022.
 - a. Janeth Quintana Building Department
 - b. Elieser Flores Const. & Mnt. Dept.
 - c. Mirelys Gonzalez Police Department
 - d. Anthony Greaves Public Works Department

- III. Report of **Leave without Pay** for May and June 2022 attached.

- IV. Report of **Civil Service Appointments** for May and June 2022.
 - a. Ricardo Castro (*Purchasing Aide – 06/06/2022*) Construction & Mnt. Dept.
 - b. Kelsen J. Salgado (*Fire Engineer – 05/22/2022*) Fire Department
 - c. Suzette M. Victores (*Program Specialist I – 06/26/2022*) Grants & Human Serv. Dept.
 - d. Izandra Torres (*Program Specialist I – 06/26/2022*) Grants & Human Serv. Dept.
 - e. Diana Pons (*Program Specialist II – 06/26/2022*) Grants & Human Serv. Dept.
 - f. Magaly R. Jordan (*ERAP Coordinator – 06/15/2022*) Grants & Human Serv. Dept.
 - g. Rachel Valdes (*Human Resources Specialist – 05/02/2022*) Human Resources Dept.
 - h. Luz Fernandez (*HR Technician Examiner – 05/09/2022*) Human Resources Dept.
 - i. Carlos San Jose (*Deputy Chief of Staff – 06/12/2022*) Mayor's Office
 - j. Lauren D. Gonzalez (*Admin. Aide Confidential – 05/11/2022*) Office of the City Clerk
 - k. Christopher Borges (*Planning Technician – 06/27/2022*) Planning & Zoning Division
 - l. William Sanchez (*Director of Parks & Recreation – 05/02/2022*) Parks and Recreation Dept.
(*Council Approval Required*)
 - m. Michael A. Festa (*Asst. Director of Parks & Recreation – 05/02/2022*) Parks and Recreation Dept.
 - n. Edward Acosta (*P&R Special Projects Manager – 05/02/2022*) Parks and Recreation Dept.
 - o. Douglas Cordovi (*Aquatics Supervisor – 06/26/2022*) Parks and Recreation Dept.
 - p. Ashly Deschapell (*Performing Arts Coordinator – 06/26/2022*) Parks and Recreation Dept.
 - q. Marieta Sotero (*Risk Management Coordinator – 01/03/2022*) Risk Management Dept.
 - r. Lyan Manresa (*Risk Management Specialist – 12/13/2021*) Risk Management Dept.

PERSONNEL BOARD MEETING
Monday, June 27, 2022 – 6:00 p.m.

V. Report of **Resignations** for May and June 2022.

a. Sofia Pozo	Resigned	Comm. & Spe. Evts Dept.
b. Carlos Rojas	Retired	Fire Department
c. Marco Gonzalez	Retired	Fire Department
d. Vladimir D. Pierre	Resigned	Fire Department
e. Silvia Oseira	Resigned	Library Department
f. Stephanie Pardo DePaz	Resigned	Police Department
g. Yosvany Rodriguez Perez	Resigned	Police Department
h. David Luis Loriga	Resigned	Police Department
i. Gamalielle Sainvil	Retired	Police Department
j. Zaily Lorente	Resigned	Police Department
k. Amaya Rico	Resigned	Public Works Department

VI. Report of **Maternal/Paternal Leave** for May and June 2022.

a. Angel Oramas	Fire Department
b. Daniel Cicilia	Fire Department
c. Randy Marrero	Police Department
d. Brandon Montalvo	Police Department
e. Richard Martin	Police Department
f. Manuel Quinteros	Police Department

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

- a. Information Systems Technician
- b. Purchasing Aide – *Construction & Maintenance Dept.*
- c. Purchasing Assistant
- d. Skilled Craftsman
- e. Systems Analyst

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

- a. Administrative Aide Confidential – Office of the City Clerk
- b. Assistant Director of Parks and Recreation
- c. Deputy Chief of Staff
- d. Director of Parks and Recreation
- e. ERAP Coordinator
- f. Human Resources Specialist
- g. Human Resources Technician Examiner
- h. Parks & Recreation Special Projects Manager
- i. Planning Technician
- j. Program Specialist I
- k. Program Specialist II
- l. Risk Management Coordinator
- m. Risk Management Specialist

PERSONNEL BOARD MEETING
Monday, June 27, 2022 – 6:00 p.m.

IX. Request to approve the following **New Job Descriptions** (*Attached*):

- a. Assistant Grants Administrator
- b. CDBG Coordinator
- c. Community Liaison Assistant (Part-Time)
- d. Deputy Chief of Staff
- e. Executive Assistant/Community Liaison
- f. Grants ~~Comptroller~~ Controller (**Updated**)
- g. Internal Affairs Coordinator
- h. Law Receptionist
- i. Parks and Recreation Special Projects Manager
- j. Printshop Clerk (Part-Time)
- k. Water Sampling Collector II
- l. Ship/Home Coordinator

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

- a. Accounting Clerk I
- b. Chief of Staff
- c. Customer Service Representative – Public Works Department
- d. Purchasing Assistant
- e. Sponsorship Coordinator

XI. Notice of approved request of **Reclassifications** for the following positions:

- a. *Existing:* Parking Attendant – Part-Time
Changed to: Printshop Clerk – Part-Time
- b. *Existing:* Park Manager
Changed to: P&R Special Projects Manager
- c. *Existing:* Assistant Director of Finance Management
Changed to: Executive Director of Finance Management
- d. *Existing:* 5 Clerk Typist I
Changed: 5 Clerk Typist II
- e. *Existing:* Clerk – Part-Time (Grants & Human Services Department)
Changed: Program Specialist I
- f. *Existing:* Clerk (Grants & Human Services Department)
Changed: Program Specialist I
- g. *Existing:* Program Specialist I
Changed: Program Specialist II
- h. *Existing:* Program Specialist II
Changed: Grants ~~Comptroller~~ Controller (**Updated**)

PERSONNEL BOARD MEETING
Monday, June 27, 2022 – 6:00 p.m.

- i. *Existing:* Program Specialist III
Changed: SHIP/HOME Coordinator
- j. *Existing:* Receptionist
Changed: Law Receptionist
- k. *Existing:* Truck Driver
Change to: Water Sampling Collector I
- l. *Existing:* Utilityman
Change to: Water & Sewer Journeyman
- m. *Existing:* 2 Truck Drivers
Change to: 2 Water & Sewer Journeyman Apprentice
- n. *Existing:* Utilityman
Change to: Water Sampling Collector I
- o. *Existing:* Utilityman
Change to: Water Sampling Collector II

Notice of approved request of Reclassifications for the Parks and Recreation Department via Inter-Office Memorandum (*Attached*):

- p. *Existing:* Parks and Recreation Supervisor
Changed: Aquatics Supervisor
- q. *Existing:* Aquatics Manager
Changed: Aquatics Supervisor
- r. *Existing:* Assistant Park Manager
Changed: Performing Arts Coordinator
- s. *Existing:* 2 Parks and Recreation Supervisor
Changed: 2 Parks Supervisor I
- t. *Existing:* Parks and Recreation Supervisor
Changed: Recreation Facilities Supervisor
- u. *Existing:* Parks and Recreation Supervisor
Changed: Recreation Programs Supervisor
- v. Revert of Reclassification: *Existing:* Grants Administrator
Changed to: Information Technology Coordinator

Existing: Executive Assistant
Changed to: Information Technology Coordinator

PERSONNEL BOARD MEETING
Monday, June 27, 2022 – 6:00 p.m.

- 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 1, 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.