

PERSONNEL BOARD MEETING
Monday, August 1, 2022 – 6:00 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 June 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 July 2022.
 - a. Horacio Gomez Fire Department
- III. Report of **Leave without Pay** for July 2022 attached.
- IV. Report of **Civil Service Appointments** for July 2022.
 - a. Rafael Iriban (*Skilled Craftsman – 07/25/2022*) Construction & Mnt. Dept.
 - b. Helen Chao (*Executive Asst. to the Deputy Fire Chief – 05/03/2022*) Fire Department
 - c. Marta Santiago-Tercero (*Program Specialist I – 07/05/2022*) Grants & Human Serv. Dept.
 - d. Daniela Tamayo (*Assistant Grants Administrator – 07/05/2022*) Grants & Human Serv. Dept.
 - e. Maria L. Ruiz (*Acting Grants Administrator P/T – 06/12/2022*) Grants & Human Serv. Dept.
 - f. Yuri Prieto (*Information Systems Technician – 08/01/2022*) IT Department
 - g. Marilyn Gutierrez (*Purchasing Assistant – 07/18/2022*) Purchasing Division
- V. Report of **Resignations** for July 2022.
 - a. Ana C. Maya Resigned Business Tax Division
 - b. Victoria Pelaez Resigned Comm. & Special Events Dept
 - c. Mario Valdivieso-Gonzalez Resigned Fire Department
 - d. Clara Riveron Retired Office of the City Clerk
 - e. Jose Frank Montalvan Resigned Police Department
 - f. Adriana Quintana Resigned Public Works Department
 - g. Juan Quintana Resigned Public Works Department
- VI. Report of **Maternal/Paternal Leave** for July 2022.
 - a. Kristopher Cardet Fire Department
 - b. Jose Cabanas Fire Department
- VII. Request to certify the following **Competitive Eligibility Lists**:
 - a. Clerk Typist I – Police Department
 - b. Property Clerk – Police Department
 - c. Fire Lieutenant
- VIII. Request to certify the following **Non-competitive Eligibility Lists**:
 - a. Assistant Grants Administrator

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- IX. Request to approve the following **New Job Descriptions** (*Attached*):
- a. ERAP Coordinator
 - b. Case Worker
 - c. Milander Center Coordinator
 - d. Police Grants Coordinator
- X. Request to approve the following **Revised Job Descriptions** (*Attached*):
- a. Lien Search and Records Specialist
 - b. Streets Engineer
 - c. Customer Service Representative – Comm. & Special Events Dept.
- XI. Notice of approved request of **Reclassifications** for the following positions:
- a. Existing: Customer Service Representative – Communications & Special Events Department
Changed to: Milander Center Coordinator

(Sofia Pozo Gonzalez)
 - b. Existing: Special Events Coordinator
Change to: Milander Center Director

(Alex Gonzalez)
 - c. Existing: Systems Engineer
Changed to: Systems Administrator

(Carlos Galeano)
 - d. Existing: Information Systems Technician
Changed to: Systems Engineer
 - e. *(Alexandria Ortiz Rosado)*
Existing: Librarian I
Change to: Librarian II
 - f. Revert of Reclassification: Existing: Associate Accountant (Retirement Department)
Change to: Associate Accountant (HR Department)
- XII. Request to hear **Unfinished Business**.
- XIII. Request to hear **New Business**.
- a. Request to decide on an alternative date for the September 2022 Personnel Board meeting due to the observance of Labor Day.
 - b. Notice of resignation of Personnel Board Member Christiane Diaz.
- XIV. Request to hear **Comments and Questions**.

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NEXT PERSONNEL BOARD MEETING: TBD – 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.