

PERSONNEL BOARD MEETING
Monday, August 3, 2020 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Vice-Chairperson; **Angel Maestre**, Member; **John Ulloa**, Member; **Christiane Diaz**, Member; **Clayton Warren Angus Jr.**, Member.

AGENDA

1. Request to approve the minutes of the July 2020 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 July 2020.
 1. Jesus Cruz Construction and Maintenance Department
 2. Francisco De Paz Fire Department
 3. Samuel Riche Fire Department
 4. Ingrid Figueredo Public Safety Communications Department
3. Report of **Leave without Pay** for July 2020.
4. Report of **Civil Service Appointments** for July 2020.

NONE.
5. Report of **Resignations** for July 2020.
 1. Carlos F. Lopez Construction and Maintenance Department
 2. Rafael Rodriguez Police Department
 3. Andy Suarez Police Department
 4. Enrique Fernandez Jr., Public Works Department
6. Report of **Maternal/Paternal Leave** for July 2020.

NONE.
7. Request to approve the eligibility list for **Assistant Chief of Operations**.
8. Request to approve the eligibility list for **Electrician Apprentice**.
9. Request to approve the **change in range** for the position of **Electrician Supervisor**.

Copy of the proposed job description is attached.

Current Range 52: \$1,489 - \$3,051 Bi-weekly.

Desired Range 54: \$1,755 - \$3,483 Bi-weekly.

PERSONNEL BOARD MEETING
Monday, August 3, 2020 – 6:00 p.m.

10. Request to approve the **NEW** job description for the position of **Executive Assistant to the Director of Construction and Maintenance.**

Copy of the proposed job description is attached.
Range 34: \$1,755 - \$3,483 Bi-weekly.

11. Request to hear **Unfinished Business.**

11a. Attendance of all Personnel Board members to date attached as per the request of Mr. Eric Johnson, Hialeah Firefighters' Local 1102.

12. Request to hear **New Business.**

12a. Request to decide on an alternative date for the September 2020 Personnel Board meeting due to the observance of Labor Day.

12b. Request to elect new Chairperson and Vice-chairperson for the Personnel Board.

13. Request to hear **Comments and Questions.**

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.