

PERSONNEL BOARD MEETING
Monday, August 5, 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

1. Request to approve the minutes of the June 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 June & July 2019.

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| 1. Wilda Fuentes | Community Development Department |
| 2. George Alfaya | Construction and Maintenance Department |
| 3. Sandra Medina | Fire Department |
| 4. Christopher C. Pardo | Police Department |
| 5. Kendra Williams | Streets Department |

3. Report of **Leave without Pay** for June & July 2019.

4. Report of **Civil Service Appointments** for June & July 2019.

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| 1. Angel Alvarez | Fire Department |
| 2. Daniel Cruz | Fire Department |
| 3. Ivan Ivanov | Fire Department |
| 4. Raymond T. Malin | Fire Department |
| 5. Silvia P. Oseira | Library Department |

5. Report of **Resignations** for June & July 2019.

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| 1. Jaqueline Y. Olamendi | Community Development Department |
| 2. Jose F. Santana | Construction and Maintenance Department |
| 3. David S. Mcvea | Fire Department |
| 4. Alexis U. Barrios | Police Department |
| 5. Denise Bremer-Johnson | Police Department |
| 6. Esperanza Concepcion | Police Department |
| 7. Adrian Gonzalez | Police Department |
| 8. Jose Iriarte | Police Department |
| 9. Federico A. Medina Cairo | Police Department |
| 10. Oscar Oliveros | Police Department |
| 11. Maria Prieto | Police Department |
| 12. Hilda Reyes | Police Department |
| 13. Luis Salcedo | Police Department |
| 14. Raul A. Somarriba | Police Department |
| 15. Yileidis M. Vo | Police Department |
| 16. Madelin Webb | Police Department |
| 17. Michelle Romero | Public Safety Communications Department |
| 18. Nahima Telleria | Public Safety Communications Department |

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19. Idania Paret Public Works Department

6. Report of Maternal/Paternal Leave for June & July 2019.

1. Damian Hernandez Fire Department
2. Manuel Quinteros Police Department
3. Orlando Salvat Police Department

7. Request to approve the range change for the position of Parks Supervisor I.

Copy of revised job description is attached.
Range 53: \$1,536 - \$3,181 Bi-weekly.

8. Request to approve the new job description for School Crossing Guard P/T.

Copy of job description is attached.
Range 81: \$8.46 - \$8.53 Hourly.

9. Request to approve the revised job description for Budget Analyst.

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

10. Request to approve the revised job description for Budget Analyst Assistant.

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

11. Request to conduct a in-house, non-competitive civil service examination for the position of Parks and Recreation Supervisor I for the Parks and Recreation Department (*Lesley Beutelus*).

- 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 53: \$1,536 - \$3,181 Bi-weekly.

12. Request to conduct a in-house, non-competitive civil service examination for the position of Complaint Officer I for the Public Safety Communications Department. (*Lizandra Abreu Artolachipe, Rebecca Alvarez, Christian Martinez, Jesse Pedraja, and Michael Perez*).

- a. In-house, non-competitive
- b. 100% Written
- c. Must pass a 25-WPM typing test to sit for the Voice-Radio test.
- d. Applicants that have passed a 25-WPM or greater typing test with the Human Resources Department within one year from the date that the job announcement was posted will be exempt from the typing portion.

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- e. Must pass a Voice-Radio test to sit for the written exam.
- f. Must obtain a minimum score of 70% on the written examination for placement on the eligibility list.

Copy of job description and resumes are attached.
Range 47: \$1,099 - \$2,074 Bi-weekly.

13. Request to conduct a in-house, non-competitive civil service examination for the position of **Assistant Park Manager** with the Parks and Recreation Department. (*Daniel Lopez Alarcon, Luis A. Reyes, Jorge Heredia Jr., George H. Garcia Jr., and Daniel Alfaro Aramburo*).
- a. In-house, non-competitive
 - b. 100% Oral
 - c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description and resumes are attached.
Range 46: \$999 - \$1,930 Bi-weekly.

14. Request to conduct a in-house, non-competitive civil service examination for the position of **Budget Analyst** for the Office of Management Budget (*Sheron M. Stewart*).
- a. In-house, non-competitive
 - b. 100% Oral
 - 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.

15. Request to certify the eligibility list for **Administrative Aide – Confidential**.
16. Request to certify the eligibility list for **Public Records Coordinator**.
17. Request to certify the eligibility list for **Records Clerk**.
18. Request to certify the eligibility list for **Police Training and Accreditation Manager**.
19. Request to approve the revised job description for **Performing Arts Coordinator**.

Copy of revised job description is attached.
Range 49: \$1,161 - \$2,450 Bi-weekly.

20. Request to hear **Unfinished Business**.

20a. Request to elect new Chairperson and Vice-Chairperson for the Personnel Board.

21. Request to hear **New Business**.

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21a. Request to decide on an alternative date for the September 2019 Personnel Board meeting due to the observance of Labor Day.

NEXT PERSONNEL BOARD MEETING: TBD

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.