

PERSONNEL BOARD MEETING
Monday, August 7, 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 June 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 June and July 2023.
 - a. Frank Castaneda Fire Department
 - b. Emmanuel Louis Fire Department
 - c. Miguel A. Martinez Parks and Recreation Department
 - d. Anthony Greaves Public Works Department
 - e. Selfa L. Urdaneta Public Works Department

- III. Report of **Leave without Pay** for June and July 2023 attached.

- IV. Report of **Civil Service Appointments** for June and July 2023.
 - a. Karla Suarez (*Permit Technician I – 06/19/2023*) Building Division
 - b. Omar Fernandez (*Business Tax Inspector – 07/10/2023*) Business Tax Division
 - c. Alyssa Palenzuela (*Education Center Director I – 06/19/2023*) Education and Comm. Services Dept.
 - d. Deliana Brown (*Administrative Aide Conf. – 06/12/2023*) Fire Department
 - e. Eliseo Chavarria (*Media Specialist – 07/23/2023*) Comm. & Special Events Dept.
 - f. Gian Barzaga (*Parks and Recreation Supervisor – 06/12/2023*) Parks and Recreation Department
 - g. Crysty C. Morando (*Cultural Center Supervisor – 06/12/2023*) Parks and Recreation Department
 - h. Julio Esplugas (*EPI Youth Program Coordinator – 06/12/2023*) Parks and Recreation Department
 - i. Javier Capote (*Park Manager – 06/12/2023*) Parks and Recreation Department
 - j. Frank Morejon (*Park Manager – 06/12/2023*) Parks and Recreation Department
 - k. Juan Rebellon (*Park Manager – 06/12/2023*) Parks and Recreation Department
 - l. Krysty Suarez (*Park Manager – 06/12/2023*) Parks and Recreation Department
 - m. Yanira Montesano (*Victim Advocate – 07/17/2023*) Police Department
 - n. Kevin Lynskey (*Public Works Director – 07/09/2023*)
(*Pending Council Approval*) Public Works Department

- V. Report of **Resignations** for June and July 2023.
 - a. Roberto Meneses Resigned Business Tax Division
 - b. Nery Leon Resigned Building Division
 - c. Noah Ancheta Resigned Fire Department
 - d. David Jove Resigned Law Department
 - e. Lorena Bravo Resigned/Retired Law Department
 - f. Cristina Calas Retired Law Department
 - g. Nicole Nieblas Resigned Parks and Recreation Department
 - h. Alexander Romero Resigned/Retired Parks and Recreation Department
 - i. Jonny Papa Resigned Police Department
 - j. Andres Gutierrez Retired (Entered DROP) Police Department
 - k. Anthony J. Valdes Resigned Police Department
 - l. Aura Hevia-Nunez Resigned Police Department

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m. Hector Garcia	Resigned	Police Department
n. Yasnier Blanco	Resigned	Police Department
o. Gisela M. Garrido	Retired	Police Department
p. Francisco A. Landrian	Resigned	Police Department
q. Jorge Nunez	Resigned	Police Department
r. Marcos Cardoso	Resigned	Police Department
s. Jorge Brenlla	Resigned	Police Department
t. Alexander Thrower	Resigned	Police Department
u. Kelly Lulay	Resigned	Police Department
v. George L. Otero	Resigned/Retired	Police Department
w. Carlos Valdes	Resigned	Public Works Department
x. Jose A. Hernandez	Retired	Public Works Department
y. Wilfredo Echevarria	Resigned	Public Safety Comm. Division
z. Christian Martinez	Resigned	Public Safety Comm. Division
aa. Margarita Villalobos	Retired	Risk Management Department
bb. Lourdes Munder	Retired	Risk Management Department

VI. Report of **Maternal/Paternal Leave** for June and July 2023.

a. Scott Grondin	Fire Department
b. Tayra Chaviano	Parks and Recreation Department
c. Randy Rodriguez	Parks and Recreation Department

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

- a. Administrative Aide Confidential – Fire Department
- b. Cultural Center Supervisor
- c. EPI Youth Program Coordinator
- d. Media Specialist
- e. Parks and Recreation Supervisor
- f. Public Works Director

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

- a. Building Inspector
- b. Clerk Typist I – Police Department
- c. Fire Lieutenant
- d. Public Service Aide
- e. Customer Service Representative – Public Works Department

IX. Request to approve the following **Revised Job Descriptions**:

- a. City Attorney
- b. Director of Emergency Management
- c. Executive Assistant to the Building Official

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- X. Request to approve the following **New Job Descriptions**:
- a. Accounting Clerk I Part-Time
 - b. Facility Maintenance Supervisor
 - c. Community Emergency Response Team Coordinator
 - d. Media Specialist
 - e. Program Leader Inclusion
 - f. Permit Technician II
 - g. Printshop Clerk Full-Time
- XI. Notice of approved request of **Reclassifications** for the following positions:
- (George Cardona Menjivar)*
- a. Existing: P/T Counselor
Changed to: P/T Camp Director
- (Pedro Mesa)*
- b. Existing: Water Sampling Collector I
Changed to: Underground Utility Locator
- (Oscar Delgado)*
- c. Existing: P/T Recreation Leader
Changed to: P/T Lifeguard
- (Maricela Vaquez)*
- d. Existing: Executive Assistant to the Building Official (AFSCME)
Changed to: Executive Assistant to the Building Official (Confidential)
- (Dorka Marrero, Jazmine Massanet)*
- e. Existing: P/T Program Leader
Changed to: P/T Counselor
- (Amanda Amarilys Puente)*
- f. Existing: P/T Cashier
Changed to: P/T Recreation Leader
- (Michael A. Festa)*
- g. Existing: Assistant Director of Parks and Recreation
Changed to: Deputy Director of Parks and Recreation
- (Sharon Dziedzic)*
- h. Existing: Education Supervisor I
Changed to: Education Division Director
- (Steven J. Diaz)*
- i. Existing: Recreation Facilities Supervisor (AFSCME)
Changed to: Recreation Facilities Supervisor (Management)

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(Lizandra Macias)

- j. Existing: Parks Supervisor I
Changed to: Parks Operations Supervisor

(Quentin Webb)

- k. Existing: Parks Supervisor I
Changed to: Parks Project Supervisor

- l. Existing: Clerk Typist I *(Public Works)*
Changed to: Accounting Clerk I *(Public Works)*

- m. Existing: Purchasing Assistant
Changed to: Print Shop Clerk (Full-Time)

(Andrew Bosch)

- n. Existing: Purchasing Supervisor
Changed to: Assistant Purchasing Manager

(Ruben Racet)

- o. Existing: Construction Projects Coordinator
Changed to: Facilities Maintenance Supervisor

(Isis Gonzalez)

- p. Existing: Accounting Clerk I *(Public Works)*
Changed to: Accounting Clerk II *(Public Works)*

(Mariel Perez, Gladis L. Depaz)

- q. Existing: Accounting Clerk II *(Public Works)*
Changed to: Accounting Clerk III *(Public Works)*

(Yirelis Cosculluela)

- r. Existing: Data Processing Coordinator *(Public Works)*
Changed to: Billing Supervisor *(Public Works)*

(Oscar Lopez)

- s. Existing: Senior Meter Reader *(Public Works)*
Changed to: Meter Reader Supervisor *(Public Works)*

(Mark A. Sims)

- t. Existing: Administrative Aide Confidential *(Public Works)*
Changed to: Executive Assistant to the Director of Public Works – Personnel *(Public Works)*

(Daniel Oreda)

- u. Existing: Budget Analyst *(Public Works)*
Changed to: Executive Assistant to the Director of Public Works – Administrative, Budget and Purchasing *(Public Works)*

(Jorge Lopez)

- v. Existing: Water and Sewer Journeyman *(Public Works)*
Changed to: Foreman *(Public Works)*

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(Odalis Perez Bencomo)

- w. Existing: Customer Service Representative *(Public Works)*
Changed to: Utility Billing Clerk *(Public Works)*

(Diana Chavez)

- x. Existing: Office Associate Confidential
Changed to: Legal Secretary

XII. Request to hear **Unfinished Business.**

XIII. Request to hear **New Business.**

- a. Request to decide on an alternative date for the September 2023 Personnel Board meeting due to the observance of Labor Day.

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

NEXT PERSONNEL BOARD MEETING: TBD (LABOR DAY)

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.