

PERSONNEL BOARD MEETING
Tuesday, September 4th, 2018 – 6:00 p.m.

Call to Order/Roll Call of Members: **Norberto Alvarez**, Vice-Chairperson; **Zoraya Pena**, Member; **Stephen Dielmann**, Member; **Luis Zubieta**, Member; **Oscar de la Rosa**, Member.

AGENDA

1. Request to approve the minutes of the August 2018 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 August 2018.
 1. Patrick N. Flynn Fire Department
 2. Jose L. Pastrana Fire Department
 3. Luis A. Curbelo Police Department
3. Report of **Leave without Pay** for August 2018.
4. Report of **Civil Service Appointments** for August 2018.
 1. James Brown (Fire Engineer– 07/29/2018) Fire Department
 2. Phillip Pereira (Fire Lieutenant – 07/29/2018) Fire Department
 3. Alex Maderal (Fire Engineer – 06/03/2018) Fire Department
 4. Julio Esplugas (Recreation Center Director I – 08/06/2018) Parks & Recreation Department
 5. David Cadena (Recreation Center Director I – 08/27/2018) Parks & Recreation Department
5. Report of **Resignations** for August 2018.
 1. Armando Lopez Community Development Department – Building
 2. Marlene Hernandez Education Community Department
 3. Arthur Fair Fire Department
 4. Anthony R. Hannum Fire Department
 5. Bayardo J. Montiel Parks and Recreation Department
 6. Manuel F. Guerrero Parks and Recreation Department
 7. Alian Albuerno Police Department
6. Report of **Maternal/Paternal Leave** for August 2018.
 1. Evelyn M. Hernandez Fire Department
7. Request to certify the eligibility list for **Police Radio Dispatcher**.
8. Request to certify the eligibility list for **Property Maintenance & Operations Superintendent**.
9. Request to approve the **new** job description for **Code Compliance Specialist**.

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

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10. Request to approve the **new** job description for **Code Compliance Specialist (Part-Time)**.

Copy of **new** job description is attached.
Range 100 (PT), \$16.50 – \$17.04 Hourly.

11. Request to approve the **new** job description for **Code Enforcement Officer – Trainee**

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

12. Request to approve the **new** job description for **Retirement Specialist**.

Copy of **new** job description is attached.
Range 46, \$999 - \$1,930 Bi-weekly.

13. Request to approve the **replacement** job description for **Communications and Special Events Assistant**.

Copy of both **previous** and **replaced** job description are attached.
Range 46, \$999 – \$1,930 Bi-weekly.

14. Request to conduct an in-house, competitive Civil Service Examination for **Business Tax Inspector I**.

- a. In-house, competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description is attached
Range 50, \$1,329 – \$2,586 Bi-weekly

15. Request to hear **Unfinished Business**.

16. Request to hear **New Business**.

16a. Request to elect new Chairperson for the Personnel Board.

**In the event that the current Vice-Chairperson is elected; Request to elect new Vice-Chairperson for the Personnel Board, also.*

NEXT PERSONNEL BOARD MEETING: Monday, October 1, 2018

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 seven (7) 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.