

PERSONNEL BOARD MEETING
Monday, September 12, 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 August 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 August 2022.
 - a. Juan Gomez Building Department
 - b. Andres R. Garcia Fire Department
 - c. Manuel X. Colon Police Department

- III. Report of **Leave without Pay** for August 2022 attached.

- IV. Report of **Civil Service Appointments** for August 2022.
 - a. Carlos Gonzalez (*Fire Lieutenant – 08/01/2022*) Fire Department
 - b. James Brown (*Fire Lieutenant – 08/02/2022*) Fire Department
 - c. Javier Fong (*Fire Engineer – 08/01/2022*) Fire Department
 - d. Jonathan Morales (*Firefighter – 09/11/2022*) Fire Department
 - e. Ryan Gallardo (*Firefighter – 09/12/2022*) Fire Department
 - f. Robert J. Cruz (*Firefighter – 09/12/2022*) Fire Department
 - g. Alexander Rodriguez (*Firefighter – 09/12/2022*) Fire Department
 - h. Tyler B. Wall (*Firefighter – 09/12/2022*) Fire Department
 - i. Alberto Leon (*Firefighter – 09/12/2022*) Fire Department
 - j. Luis Velazquez (*Firefighter – 09/12/2022*) Fire Department
 - k. Jose Faz (*Firefighter – 09/12/2022*) Fire Department
 - l. Andy Scarys (*Firefighter – 09/12/2022*) Fire Department
 - m. Kevin Abraham (*Firefighter – 09/12/2022*) Fire Department
 - n. Aaron Munoz (*Firefighter – 09/12/2022*) Fire Department
 - o. Andres Pineda (*Firefighter – 09/12/2022*) Fire Department
 - p. Noah Ancheta (*Firefighter – 09/12/2022*) Fire Department
 - q. Jose Nunez Mateos (*Firefighter – 09/12/2022*) Fire Department
 - r. Jose A. Ramos (*Firefighter – 09/12/2022*) Fire Department
 - s. Katherine Cabrera-Trejos (*CDBG Coordinator – 09/05/2022*) Grants & Human Serv. Dept.
 - t. Merian Sepulveda (*Systems Analyst – 08/22/2022*) IT Department
 - u. Dashley De La Caridad Iribar (*Property Clerk – 08/16/2022*) Police Department
 - v. Alice Arrieta (*Asst. Director of Com. & Special Events – 08/21/2022*) Com. & Special Events Dept.

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V. Report of **Resignations** for August 2022.

a. Anne Serrano	Resigned	Business Tax Division
b. Vicente Rodriguez	Retired	Construction & Maint. Dept.
c. Lisbeth Montoro	Resigned	Finance Division
d. Adriana Perez	Resigned	Library Department
e. Sophia Galano	Resigned	Police Department
f. Fernando Hernandez	Resigned	Police Department
g. Giselle E. Kleiban	Resigned	Police Department
h. Billy Zeus Lezcano	Resigned	Police Department
i. Maria F. Dominguez	Resigned	Police Department
j. Orlando Marrero	Resigned	Police Department
k. Ricky A. Melchor	Retired	Police Department
l. Kevin Garcia	Resigned	Police Department
m. Roberto Salmeron	Resigned	Police Department
n. Harel M. Ibanez	Resigned	Police Department
o. Felix M. Salazar	Resigned	Police Department
p. Johanna Hernandez	Resigned	Public Safety Comm.
q. George R. Cho	Resigned	Public Works Department
r. Maria D. Dominguez	Retired	Public Works Department
s. Ingrid Camino-Hernandez	Res-Retired	Retirement Department

V. Updated

t. Michael Smith	Retired (Entered DROP)	Fire Department
u. Ramiro Del Nodal	Retired (Entered DROP)	Police Department

VI. Report of **Maternal/Paternal Leave** for August 2022.

a. Wilky Celestin	Fire Department
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VII. Request to certify the following **Competitive Eligibility Lists**:

- a. Firefighter
- b. Lien Search and Records Specialist
- c. Public Service Aide
- d. Clerk Typist I

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

- a. CDBG Coordinator – Grants and Human Services Department
- b. Assistant Director of Communications and Special Events
- c. Office Coordinator – Planning & Zoning Division
- d. Executive Assistant – Library Department
- e. Risk Management Specialist – Risk Management Department
- f. Logistic Specialist – Communications and Special Events Department
- g. Milander Center Coordinator – Communications and Special Events Department
- h. Marketing and Media Coordinator – Communications and Special Events Department

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- i. Media Specialist Inter-Department Liaison – Communications and Special Events Department
 - j. Quality Assurance Supervisor – Public Safety Communications Division
 - k. Police Radio Dispatcher – Public Safety Communications Division
 - l. Complaint Officer II – Public Safety Communications Division
 - m. Electronic Technician – Public Safety Communications Division
 - n. Digital Records Technician – Police Department
 - o. Public Service Aide – Police Department
 - p. I.D. Technician I – Police Department
 - q. Purchasing Aide – Parks and Recreation Department
 - r. Service Worker – Parks and Recreation Department
 - s. Roadway & Stormwater Engineering Manager – Streets Department
 - t. Stormwater Utility Technician – Streets Department
 - u. Streets Engineer – Streets Department
 - v. Streets Journeyman – Streets Department
 - w. Truck Driver – Streets Department
 - x. Business Tax Inspector I – Business Tax Division
 - y. Business Tax Receptionist – Business Tax Division
 - z. Business Tax Specialist – Business Tax Division
 - aa. Purchasing Supervisor – Purchasing Division
 - bb. Receptionist – Purchasing Division
 - cc. Customer Service Representative – Fire Department
 - dd. Fire Code Enforcement Officer – Fire Department
 - ee. Fire Inspector – Fire Department
 - ff. Fleet Parts Counterperson – Fleet Maintenance Department
 - gg. Equipment Service Worker – Fleet Maintenance Department
 - hh. Automotive Supervisor I – Fleet Maintenance Department
 - ii. Electrician Apprentice – Construction & Maintenance Department
 - jj. Skilled Craftsman – Construction & Maintenance Department
 - kk. Truck Driver – Construction & Maintenance Department
- IX. Request to approve the following **New Job Descriptions** (*Attached*):
- a. Construction and Maintenance Manager for Home/Ship Projects and the City’s Housing Program.
 - b. Purchasing Supervisor
 - c. Seasonal Clerk – Grants and Human Services Department
 - d. Communications Manager – Public Safety Communications
 - e. Seasonal Business Tax Specialist I
 - f. Business Tax Receptionist
- X. Request to approve the following **Revised Job Descriptions** (*Attached*):
- a. Director of Construction and Maintenance
 - b. Customer Service Representative – Public Works
 - c. Mechanic II – Construction & Maintenance Department
 - d. EPI Youth Program Coordinator – Parks & Recreation Department
 - e. Property Manager – Affordable Housing

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XI. Notice of approved request of Reclassifications for the following positions:

- a. Existing: Utilityman
Changed to: Meter Reader
- b. Existing: Customer Service Representative (A)
Change to: Customer Service Representative
- c. Existing: Communication and Special Events Manager
Change to: Assistant Director of Communications and Special Events

(Christian Consuegra)

- d. Existing: P/T Recreation Leader
Change to: P/T Lifeguard

- e. *(Lourdes Alfaro)*
Existing: Clerk Typist I
Change to: Clerk Typist II

- f. Existing: Literacy Program Director
Change to: Education Center Director II

(Fabio Nojas, Jaedon Christopher, Britany Navarro, Matthew Raul Perez, Alyssa N. Perez, Sophia Inguanzo, Melisa Rodriguez, Nicole M. Espinosa)

- g. Existing: (8) Summer P/T Recreation Leader
Change to: (8) Year-Round P/T Recreation Leader

(Maritza Morejon, Fatima Carrillo)

- h. Existing: (2) P/T Summer Program Leader
Change to: (2) P/T Year-Round Program Leader

(Laura Alonso)

- i. Existing: P/T Tutor
Change to: P/T Camp Director

(Katherine Fernandez)

- j. Existing: P/T Recreation Leader
Change to: P/T Tutor

(Iglennys Diaz)

- k. Existing: P/T Program Leader
Change to: P/T Tutor

(Janicelys Segarra, Victoria A. Cabrera)

- l. Existing: (2) P/T Recreation Leader
Change to: (2) Receptionist

- m. Existing: Police Radio Dispatcher
Change to: Public Safety Communications Supervisor

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- XII. Request to hear Unfinished Business.
- XIII. Request to hear New Business.
- XIV. Request to hear Comments and Questions.

NEXT PERSONNEL BOARD MEETING: MONDAY, OCTOBER 3, 2022 – 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.