

PERSONNEL BOARD MEETING
Monday, November 2, 2020 – 6:00 p.m.

Call to Order/Roll Call of Members:

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

AGENDA

1. Request to approve the minutes of the October 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 October 2020.
 1. Francisco J. Abreu Fire Department
 2. Michael J. Mata Fire Department
 3. Rolando Medina Fire Department
 4. Sandra Medina Fire Department
 5. Jean Paul Di Pietro Police Department
 6. Marlon F. Espinoza Police Department
 7. Jose E. Carballeira Public Works Department
3. Report of **Leave without Pay** for October 2020.
4. Report of **Civil Service Appointments** for October 2020.
 1. Michael Higuera (*Fire Engineer – 10/19/2020*) Fire Department
 2. Erwyn Bequer (*Fire Engineer – 10/20/2020*) Fire Department
 3. David Ribero (*Fire Engineer – 10/21/2020*) Fire Department
 4. Timothy Knigge (*Fire Engineer – 10/22/2020*) Fire Department
5. Report of **Resignations** for October 2020.
 1. Segundo A. Benitez Business Tax Division
 2. Caridad Diaz-Rodriguez Business Tax Division
 3. Edith Guzman Business Tax Division
 4. Maria A. Orozco Public Works Department
 5. Julio B. Hurtado Streets Department
6. Report of **Maternal/Paternal Leave** for October 2020.
 1. Angel Oramas Solanich Fire Department
 2. Yainiel Perez Rodriguez Police Department
 3. Marcos O. Dias Police Department
7. Request to approve the eligibility list for **Business Tax Inspector I**.

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8. Request to conduct an in-house, non-competitive civil service examination for the position of **Records Clerk (Office of the City Clerk)**.
 - a. In-house, non-competitive
 - b. 60% Oral, 40% Education/Experience
 - c. Must obtain a minimum score of 70% on the oral portion for placement on the eligibility list.

Copy of the job description and resume are attached.
Range 48: \$1,155 - \$2,325 Bi-weekly.

9. Request to hear **Unfinished Business**.
10. Request to hear **New Business**.
11. Request to hear **Comments and Questions**.

NEXT PERSONNEL BOARD MEETING: Monday, December 7, 2020 – 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.