

PERSONNEL BOARD MEETING
Monday, November 5, 2018 – 6:00 p.m.

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

AGENDA

ON THE DAIS:

Item #21.

1. Request to approve the minutes of the September and October 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 September & October 2018.

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|--------------------------|-------------------------|
| 1. Justo J. Diaz de Arce | Fire Department |
| 2. Ahylin Mason | Police Department |
| 3. Emmanuel Rodriguez | Police Department |
| 4. Emerly Rojas | Police Department |
| 5. Maria Dominguez | Public Works Department |
| 6. Ana Salinas | Public Works Department |
| 7. Darlene Gomez | Streets Department |

3. Report of **Leave without Pay** for October 2018.

4. Report of **Civil Service Appointments** for October 2018.

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|-----------------------|-----------------|
| 1. Michael Diaz | Fire Department |
| 2. Sergio Lambo | Fire Department |
| 3. Erika Puig | Fire Department |
| 4. Miguel Ruiz | Fire Department |
| 5. Christopher Turino | Fire Department |
| 6. Fai Yeung | Fire Department |

5. Report of **Resignations** for October 2018.

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|----------------------|---|
| 1. Ayamei Milo Leon | Community Development Department – Code Comp. |
| 2. Hamiris Vargas | Public Safety Communications Department |
| 3. Rachel Revilla | Finance Department |
| 4. Albert Espinosa | Fire Department |
| 5. Andres Pamparatto | Fire Department |
| 6. Andres J Gonzalez | Fire Department |
| 7. Sergio F. Diaz | Police Department |
| 8. Juandys Llanes | Police Department |
| 9. Andres Rodriguez | Police Department |
| 10. Lellani Laffont | Police Department |
| 11. Jamry Mendieta | Public Works Department |
| 12. Katia Fuentes | Communications & Special Events Department |
| 13. Gustavo Torres | Streets Department |

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6. Report of **Maternal/Paternal Leave** for October 2018.
 1. Mark Guardia Fire Department
 2. Nilo Sierra Jr. Fire Department
 3. Lesley Beautelus Parks & Recreation Department
 4. Katherine Cabrera-Trejos Parks & Recreation Department
 5. Isis Gonzalez Public Works Department
7. Request to certify the eligibility list for **Plumber.**
8. Request to certify the eligibility list for **Skilled Craftsman** and merge the remaining names of the previous list to this updated one.
9. Request to certify the eligibility list for **Recreation Specialist II.**
10. Request to certify the eligibility list for **Construction Projects Coordinator.**
11. Request to merge the eligibility list for **Recreation Center Director I** with new future list.
12. Request to certify the eligibility list for **Police Sergeant.**
13. Request to certify the eligibility list for **Business Tax Inspector I.**
14. Request to certify the eligibility list for **Fire Lieutenant.**
15. Request to conduct an in-house, competitive Civil Service Examination for **Business Tax Specialist I.** (*Dayana Flores, Anays Guzman & Sheila Jimenez*).
 - a. In-house, competitive
 - b. 100% Written
 - c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description is attached.
Range 48, \$1,121 - \$2,257 Bi-weekly.
16. Request to conduct an in-house, non-competitive Civil Service Examination for **Public Records Coordinator** (*Francisco Corral*).
 - 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 50, \$1,329 - \$2,586 Bi-weekly.
17. Request to approve the new job description for **Executive Assistant to the Fire Chief (Confidential).**

Copy of new job description is attached.

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Range 34, \$1,704 - \$3,382 Bi-weekly.

18. Request to approve the new job description for **Finance Aide.**

Copy of new job description is attached.

Range 48, \$1,121 - \$2,257 Bi-weekly.

19. Request to rename the job description for **Recreation Center Director I** to **Park Manager.**
20. Request to rename the job description for **Recreation Leader II** to **Assistant Park Manager.**
21. Request to certify the eligibility list for **Accountant – Retirement Department.**
22. Request to hear **Unfinished Business.**
23. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: Monday, December 3, 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.