

PERSONNEL BOARD MEETING
Monday, June 6, 2022 – 6:00 p.m.

Call to Order/Roll Call of Members:

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

AGENDA

- I. Request to approve the minutes of the May 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 May 2022.

None.

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

- IV. Report of **Civil Service Appointments** for May 2022.
 - a. Ricardo Castro (*Purchasing Aide – 06/06/2022*) Construction & Mnt. Dept.
 - b. Rachel Valdes (*Human Resources Specialist – 05/02/2022*) Human Resources Dept.
 - c. Luz Fernandez (*HR Technician Examiner – 05/09/2022*) Human Resources Dept.
 - d. William Sanchez (*Director of Parks & Recreation – 05/02/2022*) Parks and Recreation Dept.
(*Council Approval Required*)
 - e. Michael A. Festa (*Asst. Director of Parks & Recreation – 05/02/2022*) Parks and Recreation Dept.
 - f. Edward Acosta (*P&R Special Projects Manager – 05/02/2022*) Parks and Recreation Dept.
 - g. Lauren D. Gonzalez (*Admin. Aide Confidential – 05/11/2022*) Office of the City Clerk

- V. Report of **Resignations** for May 2022.
 - a. Carlos Rojas Retired Fire Department
 - b. Stephanie Pardo DePaz Resigned Police Department
 - c. Yosvany Rodriguez Perez Resigned Police Department

- VI. Report of **Maternal/Paternal Leave** for May 2022.
 - a. Randy Marrero Police Department
 - b. Richard Martin Police Department
 - c. Manuel Quinteros Police Department

- VII. Request to certify the following **Competitive Eligibility Lists**:
 - a. Purchasing Aide – *Construction & Maintenance Dept.*
 - b. Information Systems Technician

PERSONNEL BOARD MEETING
Monday, June 6, 2022 – 6:00 p.m.

- VIII. Request to certify the following **Non-competitive Eligibility Lists**:
- a. Human Resources Specialist
 - b. Human Resources Technician Examiner
 - c. Parks & Recreation Special Projects Manager
 - d. Administrative Aide Confidential – Office of the City Clerk
 - e. Director of Parks and Recreation
 - f. Assistant Director of Parks and Recreation
- IX. Request to approve the following New **Job Descriptions** (*Attached*):
- a. Parks and Recreation Special Project Manager – Parks and Recreation Department
 - b. Community Liaison Assistant (Part-Time)
 - c. Executive Assistant/Community Liaison
 - d. Ship/Home Coordinator
 - e. Grants Comptroller
 - f. CDBG Coordinator
- X. Request to approve the following Revised **Job Descriptions** (*Attached*):
- a. Customer Service Representative – Public Works Department
 - b. Accounting Clerk I
 - c. Purchasing Assistant
- XI. Notice of approved request of **Reclassifications** for the following positions:
- a. *Existing*: Parking Attendant - PT
Changed to: Printshop Clerk – PT
 - b. *Existing*: Park Manager
Changed to: P&R Special Projects Manager
 - c. *Existing*: Assistant Director of Finance Management
Changed to: Executive Director of Finance Management
- XII. Request to hear **Unfinished Business**.
- XIII. Request to hear **New Business**.
- Request to decide on an alternative date for the July 2022 Personnel Board meeting due to the observance of Independence Day.
- XIV. Request to hear **Comments and Questions**.

NEXT PERSONNEL BOARD MEETING: TBD.

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.