

**PERSONNEL BOARD MEETING**  
**Monday, March 6, 2023 – 5:30 p.m.**

Call to Order/Roll Call of Members:

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

**PRESENT** Stephen Dielmann, Chairperson; Clayton Warren Angus Jr., Vice-chairperson; Enrique Vargas, Member; Elsa I. Jaramillo-Velez, Human Resources Director; Luz L. Fernandez, Personnel Board Secretary.

**ABSENT**

Lorena Bravo, City Attorney.

**AGENDA**

- I. Request to approve the minutes of the February 2023 Personnel Board meeting.

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

- 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 February 2023.

- |                       |                            |
|-----------------------|----------------------------|
| a. Christopher Borges | Police Department          |
| b. Reinaldo Alvarez   | Planning & Zoning Division |

**SO NOTED.**

- III. Report of **Leave without Pay** for February 2023 attached.

**SO NOTED.**

- IV. Report of **Civil Service Appointments** for February 2023.

- |  |                         |
|--|-------------------------|
| a. Maria Suarez ( <i>Accounting Clerk II – 02/13/2023</i> )                  | Finance Division        |
| b. Jose Carballeira ( <i>Supervisor of Water &amp; Sewers – 03/06/2023</i> ) | Public Works Department |

**SO NOTED.**

- V. Report of **Resignations** for February 2023.

- |                      |                        |                                       |
|----------------------|------------------------|---------------------------------------|
| a. Lidia Ramos       | Resigned               | Business Tax Division                 |
| b. David Caserta     | Resigned               | Communications & Special Events Dept. |
| c. Jesus C. Ferreira | Retired                | Fire Department                       |
| d. Richard Simpson   | Retired                | Fire Department                       |
| e. Brian Allen       | Retired (Entered DROP) | Fire Department                       |
| f. Todd Hyde         | Retired (Entered DROP) | Fire Department                       |
| g. Andrew J. Lopez   | Resigned               | Parks & Recreation Department         |
| h. Dilpreet Singh    | Resigned               | Police Department                     |
| i. Carolyn Tillman   | Resigned               | Police Department                     |
| j. Armando Vidal     | Retired                | Public Works Department               |
| k. Jonathan Martinez | Res-Retired            | Public Works Department               |
| l. Nelson Gonzalez   | Retired                | Public Works Department               |
| m. Henderson Gray    | Retired                | Public Works Department               |
| n. Alberto Diaz Jr.  | Retired                | Streets Department                    |

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**SO NOTED.**

- VI. Report of Maternal/Paternal Leave for February 2023.

None.

**SO NOTED.**

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

- a. Community Development Liaison

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

- b. Aquatics Manager

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

- c. Assistant Park Manager

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

- VIII. Request to certify the following Competitive Eligibility Lists:

- a. Clerk Typist I – Police Department

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

- b. I.D. Technician I – Police Department

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

- c. Public Service Aide – Police Department

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

- d. Service Worker – Streets Department

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

- e. Electrician – Construction & Maintenance

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

- f. Lien Search & Records Specialist – Office of the City Clerk

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

- g. Electronic Technician – Public Safety Communications Division

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**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

IX. Request to approve the following **Revised Job Descriptions:**

a. Parks & Recreation Supervisor

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

b. Budget Analyst

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

c. Division Director of Finance and Chief Accountant

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

d. Division Director of Budget and Finance

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously

e. Risk Management Specialist

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

f. Public Records Coordinator

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously

X. Request to approve the following **New Job Descriptions:**

a. A/C Technician/General Maintenance

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously

b. Senior Meter Reader

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

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

*(Miryam C. Tibaduisa)*

a. Existing: Librarian Aide  
Changed to: Librarian Aide II

**SO NOTED.**

b. Existing: Plans Processor/Inspector  
Changed to: Building Inspector

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**SO NOTED.**

- c. Existing: Street Engineer Technician II  
Changed to: Streets Engineer

**SO NOTED.**

- XII. Request to hear **Unfinished Business.**

No Unfinished Business.

- XIII. Request to hear **New Business.**

a. Request to elect new Chairperson and Vice-chairperson for the Personnel Board.

**APPROVED 3-0.** Motion by Mr. Angus to elect Mr. Stephen Dielmann As Chairperson. Second by Mr. Vargas. Motion carried unanimously.

**APPROVED 3-0.** Motion by Mr. Vargas to elect Mr. Clayton Warren Angus Jr. as Vice-Chairperson. Second by Mr. Angus. Motion carried unanimously

- XIV. Request to hear **Comments and Questions.**

No Comments or Questions.

**Meeting Adjourned 5:43PM**

**NEXT PERSONNEL BOARD MEETING: MONDAY, APRIL 3, 2023 – 5:30 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.