

PERSONNEL BOARD MEETING MINUTES
Wednesday, January 17, 2018 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, member; Luis Zubieta, Member.

PRESENT: Norberto Alvarez, Vice-Chairperson; Stephen Dielmann, member; Zoraya Pena, Member; Luis Zubieta, member; Gelien Perez, Human Resources Director; Owen Kohler, Assistant City Attorney; Luz Fernandez, Personnel Board Secretary.

ABSENT: Pat Carnevale, Chairperson;

AGENDA

1. Request to approve the minutes of the December 2017 Personnel Board meeting.

APPROVED 4-0. Motion by Mrs. Pena. Second by Mr. Dielmann. Passed by unanimous vote.

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 December 2017.

1. Vivian Leal	Public Works Department
2. Bradley Wall	Fire Department
3. Idana Paret	Public Works Department
4. Julian Troncoso	Fire Department
5. Andrew R. Glassmer	Communications Department
6. Yasmani Diaz	Solid Waste Department
7. Jamileth Quijano	Communications Department
8. Yoan Perez	Fire Department

APPROVED 4-0. Motion by Mr. Dielmann. Second by Mrs. Pena. Passed by unanimous vote.

3. Report of **Leave without Pay** for December 2017.

SO NOTED.

4. Report of **Civil Service Appointments** for December 2017.

1. Josue Monier	Sergeant - Police Department
2. Dilton Bosch	Sergeant - Police Department

SO NOTED.

5. Report of **Civil Service Resignations** for December 2017.

1. Gregorio R. Nunez	Building Department
2. Leydi M. Montenegro	Fire Department
3. Jose Albaladejo	Fire Department
4. Lawrence Money III	Fire Department
5. Andrew Ramsay	Fire Department
6. Freddy Batista	Police Department
7. Miguel De La Fuente	Police Department

SO NOTED.

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6. Report of Maternal/Paternal Leave for December 2017.

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|-----------------|-------------------------------|
| 1. Grisell Aedo | Retirement Department |
| 2. Helen Armas | Parks & Recreation Department |

SO NOTED.

7. Request to approve the **new** job description for Office Coordinator of the Office of the City Clerk (Confidential).

Copy of **new** job description is attached.
Range – 30, \$1,329.00 - \$2,586.00 Bi-weekly

APPROVED 4-0. Motion by Mr. Zubieta. Second by Mrs. Pena. Passed by unanimous vote.
COMMENT: Add the word “Confidential” to the end of the position title.

8. Request to approve the **new** job description for Executive Assistant to the Police Chief (Confidential).

Copy of **new** job description is attached.
Range – 35, \$1,821.00 - \$3,556.00 Bi-weekly

APPROVED 4-0. Motion by Mrs. Pena. Second by Mr. Dielmann. Passed by unanimous vote.
COMMENT: Change position title to “Executive Assistant to the Police Chief (Confidential)”.

9. Request to conduct a non-competitive Civil Service examination for Recreation Specialist II (Yajaira Bustamante).

- a. In-house, non-Competitive
- b. 100% Written
- c. Must obtain a minimum score of 70%.

Copy of job description and resume are attached.
Range – 45, \$958.00 - \$1,819.00 Bi-weekly

APPROVED 4-0. Motion by Mrs. Pena. Second by Mr. Dielmann. Passed by unanimous vote.

10. Request to conduct a non-competitive Civil Service examination for Public Information Specialist/ Journalist (Caridad Bernal).

- d. In-house, non-Competitive
- e. 100% Oral
- f. Must obtain a minimum score of 70%.

Copy of job description and resume are attached.
Range – 48, \$1,121.00 - \$2,257.00 Bi-weekly

APPROVED 4-0. Motion by Mr. Zubieta. Second by Mrs. Pena. Passed by unanimous vote.

11. Request to hear Unfinished Business.

NONE.

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12. Request to hear New Business.

NONE.

NEXT PERSONNEL BOARD MEETING: Monday, February 5th, 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, may 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.