

PERSONNEL BOARD MEETING MINUTES

Monday, February 1, 2021 – 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; **Enrique Vargas**, Member.

PRESENT Stephen Dielmann, Chairperson; John Ulloa, Vice-chairperson; Christiane Diaz, Member; Clayton Warren Angus Jr., Member; Enrique Vargas, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Elsa I. Jaramillo-Velez, Assistant City Attorney.

ABSENT

Quorum is present.

MEETING MINUTES

1. Request to approve the minutes of the January 2021 Personnel Board meeting.

APPROVED 5-0. Motion by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

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 January 2021.

- | | |
|----------------------|-------------------------|
| 1. Alfredo Espriella | Fire Department |
| 2. Jesus C. Ferreira | Fire Department |
| 3. Richard Sans | Fire Department |
| 4. Ana T. Gonzalez | Public Works Department |
| 5. Flor M. Suarez | Public Works Department |

APPROVED 5-0. Motion by Mr. Vargas. Second by Ms. Diaz. Motion carried unanimously.

3. Report of **Leave without Pay** for January 2021.

SO NOTED.

4. Report of **Civil Service Appointments** for January 2021.

NONE.

SO NOTED.

5. Report of **Resignations** for January 2021.

- | | |
|--------------------------|-------------------|
| 1. Javier A. Diaz | Police Department |
| 2. Misael Galvani Trengo | Police Department |
| 3. Bobby R. Mejia | Police Department |
| 4. Barbara Pacheco | Police Department |
| 5. Karen C. Smith | Police Department |

SO NOTED.

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6. Report of **Maternal/Paternal Leave** for January 2021.

- | | |
|-------------------|---------------------------------|
| 1. Geoffrey Baron | Fire Department |
| 2. Oscar Perez | Fire Department |
| 3. Javier Capote | Parks and Recreation Department |
| 4. Alex Ortiz | Parks and Recreation Department |
| 5. Tony Gonzalez | Police Department |

SO NOTED.

7. Request to conduct an in-house, non-competitive civil service examination for **Supervisor of Water and Sewers** (*Juan A. Quintana*).

- a. In-house, non-competitive
- b. 100% Oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Range 55: \$1,876 - \$3,663 Bi-weekly.

Copy of the job description and resume are attached.

APPROVED 5-0. Motion by Ms. Diaz. Second by Mr. Ulloa. Motion carried unanimously.

8. Request to conduct an in-house, non-competitive civil service examination for **Mechanic II** (*Alfredo Nieves and Liug H. Martinez*).

- a. In-house, non-competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Range 48: \$1,155 - \$2,325 Bi-weekly.

Copy of the job description and resumes are attached.

APPROVED 5-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

9. Request to conduct an in-house, non-competitive civil service examination for **Equipment Service Worker** (*Esteban Roque*).

- a. In-house, non-competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Range 46: \$1,029 - \$1,988 Bi-weekly.

Copy of the job description and resume are attached.

APPROVED 5-0. Motion by Mr. Angus. Second by Mr. Ulloa. Motion carried unanimously.

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10. Request to approve the NEW job description for the position of Quality Assurance Supervisor.

Range 50: \$1,369 - \$2,664 Bi-weekly.

Copy of the proposed job description is attached.

APPROVED 5-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

11. Request to approve the change in range for Public Safety Communications Supervisor.

Current Range 50: \$1,369 - \$2,664 Bi-weekly.

Desired Range 51: \$1,386 - \$2,828 Bi-weekly.

Copy of the job description is attached.

APPROVED 5-0. Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

12. Request to approve the eligibility list for Fire Inspector.

APPROVED 5-0. Motion by Mr. Angus. Second by Mr. Ulloa. Motion carried unanimously.

13. Request to approve the eligibility list for Firefighter.

APPROVED 5-0. Motion by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

14. Request to hear Unfinished Business.

15. Request to hear New Business.

16. Request to hear Comments and Questions.

Meeting Adjourned – 6:16 p.m.

NEXT PERSONNEL BOARD MEETING: MONDAY, MARCH 1, 2021 – 6:00 PM

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.