

PERSONNEL BOARD MEETING MINUTES
Monday, February 7, 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.

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

ABSENT

Quorum is present.

MEETING MINUTES

1. Request to approve the minutes of the January 2022 Personnel Board meeting.

APPROVED 4-0. Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

2. 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 January 2022.

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| 1. Javier Perez | Fire Department |
| 2. Edwin A. Barnes | Fire Department |
| 3. Mark C. Donley | Police Department |
| 4. Eddie Perez | Public Works Department |
| 5. Jesus Martin Perez | Public Works Department |
| 6. Jose Hernandez | Public Works Department |

SO NOTED.

3. Report of **Leave without Pay** for January 2022 attached.

SO NOTED.

4. Report of **Civil Service Appointments** for January 2022.

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|--|---------------------------|
| 1. Elsa I. Jaramillo-Velez (<i>HR Director – 01/15/2022</i>)
<i>(Council approval required)</i> | HR Department |
| 2. Miguel A. Garcia (<i>Police Sergeant – 01/30/2022</i>) | Police Department |
| 3. Eliecer J. Chavarria (<i>Police Sergeant – 01/30/2022</i>) | Police Department |
| 4. Daniel B. Palaez (<i>Police Sergeant – 01/30/2022</i>) | Police Department |
| 5. Ronny Perez (<i>Park Manager – 01/31/2022</i>) | Parks and Rec. Department |

SO NOTED.

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5. Report of Resignations for January 2022.

1. Nestor Puertas	Resigned	Building Division
2. Sheila Jimenez	Resigned	Business Tax Division
3. Orlando Cuba	Retired	Const. & Maint. Department
4. Sabrina Ocegüera	Resigned	ECS Department
5. Jesus Ferreira	Retired (Joined Drop Plan)	Fire Department
6. Ricardo Toste	Retired (Joined Drop Plan)	Fire Department
7. Carlos Diaz	Retired (Joined Drop Plan)	Fire Department
8. Gelien Perez	Res-Retired	Human Resources Department
9. Alain Toledo	Resigned	IT Department
10. Manuel Montalvo Jr.	Retired (Joined Drop Plan)	Police Department
11. Leyanis Medina	Retired	Police Department
12. Maikel Leon Marrero	Resigned	Police Department

SO NOTED.

6. Report of Maternal/Paternal Leave for January 2022.

1. Eliecer Chavarria	Police Department
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SO NOTED.

7. Request to certify the following Management/Confidential non-competitive Eligibility Lists:

7a. Chief of Staff

APPROVED 4-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

7b. Executive Assistant to the Mayor

APPROVED 4-0. Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

7c. Communications Director

APPROVED 4-0. Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

7d. Human Resources Director

APPROVED 4-0. Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

7e. Payroll Administrator

APPROVED 4-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

7f. Recruiting and Testing Coordinator

APPROVED 4-0. Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

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7g. Human Resources Specialist

APPROVED 4-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

7h. Human Resources Coordinator

APPROVED 4-0. Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

7i. Human Resources Technician Examiner

APPROVED 4-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

8. Request to certify the following competitive **Eligibility List**:

8a. Fire Engineer

APPROVED 4-0. Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

9. Request to approve the following **Job Descriptions**:

9a. License Plate Reader Analyst

Copy of the proposed job description is attached.
Range 51: \$1,421 - \$2,899 Bi-weekly.

APPROVED 4-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

9b. Deputy Chief of Police

Copy of the proposed job description is attached.
Management

APPROVED 4-0. Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

9c. Director of Grants and Human Services

Copy of the proposed job description is attached.
Management

APPROVED 4-0. Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

9d. Assistant Director of Finance Management

Copy of the proposed job description is attached.
Management

APPROVED 4-0. Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

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10. Notice of approved request of Reclassification for the Fire Department attached.

Existing: 2 Lieutenant positions

Changed to: 2 Captain positions

APPROVED 4-0. Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

11. Request to hear Unfinished Business.

12. Request to hear New Business.

13. Request to hear Comments and Questions.

Meeting Adjourned – 6:21 p.m.

NEXT PERSONNEL BOARD MEETING: MONDAY, MARCH 7, 2022 – 6:00 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.