

PERSONNEL BOARD MEETING MINUTES

Monday, March 2, 2020 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Vice-Chairperson; **Clayton Warren Angus Jr.**, Member; **Angel Maestre**, Member; **John Ulloa**, Member.

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

ABSENT Angel Maestre, Member.

AGENDA

1. Request to approve the minutes of the February, 2020 Personnel Board meeting.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Ulloa. 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 February, 2020.

- | | |
|-------------------------------|---|
| 1. Lilibet Muñiz Del Castillo | Community Development Dept. – Building Div. |
| 2. Annette Suarez | Education and Community Services Department |
| 3. Luis A. Fuentes | Fire Department |
| 4. Jose L. Gafas | Fire Department |
| 5. Crisanto Villa | Fire Department |
| 6. Orlando Baldo | Police Department |

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Ulloa. Passed by unanimous vote.

3. Report of **Leave without Pay** for February, 2020.

SO NOTED.

4. Report of **Civil Service Appointments** for February, 2020.

- | | |
|---|----------------------------|
| 1. Javier Perez (<i>Fire Lieutenant – 02/09/2020</i>) | Fire Department |
| 2. Alexander Anchia (<i>Fire Engineer – 02/02/2020</i>) | Fire Department |
| 3. Damian Hernandez (<i>Fire Engineer – 02/09/2020</i>) | Fire Department |
| 4. Marcelino Moreno (<i>Fire Engineer – 02/01/2020</i>) | Fire Department |
| 5. Joshua Perez (<i>Fire Engineer – 01/31/2020</i>) | Fire Department |
| 6. Sharon Stewart (<i>Budget Analyst – 11/04/2019</i>) | OMB Department |
| 7. Mariela Lugo (<i>Service Worker – 02/03/2020</i>) | Parks and Recreation Dept. |

SO NOTED with the condition of an administration meeting to be conducted prior to the next Personnel Board meeting to discuss Mr. Eric Johnson's request to keep original appointment date for testing purposes only for those employees who have been promoted and later demoted multiple times in a short time span.

PERSONNEL BOARD MEETING MINUTES
Monday, March 2, 2020 – 6:00 p.m.

5. Report of **Resignations** for February, 2020.

- | | |
|---------------------|-------------------------|
| 1. Kayla Bulit | Police Department |
| 2. Ernesto Clavijo | Police Department |
| 3. Roque Goitia | Police Department |
| 4. Jose M. Quintana | Police Department |
| 5. David Rivas | Police Department |
| 6. Janais Riveron | Police Department |
| 7. Magda Lueso | Public Works Department |

SO NOTED.

6. Report of **Maternal/Paternal Leave** for February, 2020.

- | | |
|---------------------|-----------------|
| 1. Francesco Alonso | Fire Department |
|---------------------|-----------------|

SO NOTED.

7. Request to certify the eligibility list for **Fire Chief**.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Ulloa. Passed by unanimous vote.

8. Request to certify the eligibility list for **Police Lieutenant**.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Ulloa. Passed by unanimous vote.

9. Request to approve the new job description for **Education Center Director I - Therapeutic/Special Populations**.

Copy of new job description is attached.
Range 48: \$1,155 - \$2,325 Bi-weekly.

APPROVED 3-0. Motion by Mr. Ulloa. Second by Mr. Angus. Passed by unanimous vote.

10. Request to approve the new job description for **Purchasing/Special Events Technician (ECS)**.

Copy of new job description is attached.
Range 51: \$1,386 - \$2,828 Bi-weekly.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Ulloa. Passed by unanimous vote.

11. Request to approve the new job description for **Development Services Liaison** for the Community Development Department – Building Division.

Copy of new job description is attached.
Range 50: \$1,369 – \$2,664 Bi-weekly.

TABLED 3-0. Motion by Mr. Ulloa. Second by Mr. Angus. Passed by unanimous vote.

PERSONNEL BOARD MEETING MINUTES

Monday, March 2, 2020 – 6:00 p.m.

12. Request to approve the new job description for **Fiscal Program Manager of Grants and Human Services**.

Copy of new job description is attached.

Range: Management

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Ulloa. Passed by unanimous vote.

13. Request to approve the new job description for **Program Manager – Grants and Human Services**.

Copy of new job description is attached.

Range: Management

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Ulloa. Passed by unanimous vote.

14. Request to approve the new job description for **P/T Zoning Plans Processor**.

Copy of new job description is attached.

Range 105: \$40 Hourly.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Ulloa. Passed by unanimous vote.

15. Request to conduct a in-house, non-competitive civil service examination for **Purchasing Manager** (*Luis A. Suarez*).

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education/Experience
- d. Must obtain a minimum combined score of 70% for placement on the eligibility list.

Copy of job description and resume are attached.

Range: Management

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Ulloa. Passed by unanimous vote.

16. Request to conduct a in-house, competitive civil service examination for **Police Media - Relations Coordinator**.

- a. In-house, competitive
- b. 40% Oral
- c. 60% Education/Experience
- d. Must obtain a minimum combined score of 70% for placement on the eligibility list.

Copy of job description is attached.

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

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Ulloa. Passed by unanimous vote.

17. Request to hear **Unfinished Business**.

No unfinished business.

PERSONNEL BOARD MEETING MINUTES

Monday, March 2, 2020 – 6:00 p.m.

18. Request to hear **New Business.**

No new business.

19. Request to hear **Comments and Questions.**

Comments: *Mr. Marlon Espinoza introduced himself as the new interim president for Fraternal Order of Police Lodge No. 12 and explained that he looks forward to working with the board.*

NEXT PERSONNEL BOARD MEETING: MONDAY, APRIL 6, 2020 - 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.