

PERSONNEL BOARD MEETING MINUTES

Monday, March 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; Enrique Vargas, Member; Elsa I. Jaramillo-Velez, Human Resources Director; Lorena Amable Santos, Personnel Board Secretary; Lorena Bravo, City Attorney.

ABSENT Christiane Diaz, Member.

Quorum is present.

MEETING MINUTES

- I. Request to approve the minutes of the February 2022 Personnel Board meeting.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. 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 2022.

- a. David Rodriguez Fire Department

SO NOTED.

- III. Report of **Leave without Pay** for February 2022 attached.

SO NOTED.

- IV. Report of **Civil Service Appointments** for February 2022.

- a. Juan Lauzan (*Construction Supervisor I - 02/02/2022*) Construction and Maint. Dept.
- b. Eric Johnson (*Fire Engineer - 02/08/2022*) Fire Department
- c. Christopher Martinez (*Fire Engineer - 02/09/2022*) Fire Department
- d. Daniel Cicilia (*Fire Engineer - 02/10/2022*) Fire Department
- e. Joseph Fresneda (*Fire Engineer - 02/11/2022*) Fire Department

SO NOTED.

- V. Report of **Resignations** for February 2022.

- a. Raul Renta Astacio Resigned Fire Department
- b. Alfredo Rodriguez Resigned Fleet Maintenance Department
- c. Joseph Dziedzic Retired Parks & Recreation Department
- d. Will Celestin Resigned Parks & Recreation Department
- e. Diana Artavia Resigned Public Works Department

SO NOTED.

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VI. Report of Maternal/Paternal Leave for February 2022.

- | | |
|-------------------------|-------------------|
| a. Damian Hernandez | Fire Department |
| b. Alaem Valladares | Fire Department |
| c. Orlando Baldo | Police Department |
| d. Yasel Corrales Silio | Police Department |

SO NOTED.

VII. Request to certify the following Competitive Eligibility Lists:

- a. Deputy Fire Chief

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

- b. Fire Equipment Technician

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

- c. Fire Lieutenant

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

- d. Maintenance Worker

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

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

- a. Administrative Aide Confidential

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

- b. Assistant Director of Finance Management

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

- c. Budget Analyst Assistant

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

- d. Budget Manager

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

- e. Court Reporter

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

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f. Constituent Services Coordinator

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

g. Engineer

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

h. Executive Legal Assistant

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

i. Grants Administrator

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

j. Internal Affairs Coordinator

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

k. Transit Manager

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

IX. Request to approve the following new **Job Descriptions** (*Attached*):

a. Associate Accountant

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

b. Constituent Services Coordinator

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

c. Grants Administrator

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

X. Request to approve the following revised **Job Descriptions** (*Attached*):

a. Automotive Parts Counterperson

APPROVED 3-0. Motion to rename this position and corresponding job description to Fleet Parts Counterperson. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

b. Director of Parks and Recreation

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

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XI. Notice of approved request of Reclassification for the following positions:

- a. *Existing:* Budget Aide
Changed to: Budget Analyst Assistant

SO NOTED.

- b. *Existing:* Program Manager
Changed to: Internal Auditor

SO NOTED.

- c. *Existing:* Fiscal Program Manager
Changed to: Grants Administrator

SO NOTED.

- d. *Existing:* Utilityman
Changed to: Two (2) P/t Accounting Clerk

SO NOTED.

- e. *Existing:* Field Aide I
Changed to: Constituent Services Coordinator

SO NOTED.

- f. *Existing:* Human Resources and Risk Liaison
Changed to: Associate Accountant

SO NOTED.

- g. *Existing:* Milander Center Director (*Hourly*)
Changed to: Assistant Director of Communications and Special Events (*Salary*)

SO NOTED.

- h. *Existing:* Communications and Special Events Director (*Hourly*)
Changed to: Communications and Special Events Director (*Salary*)

SO NOTED.

- i. *Existing:* Permit Technician II
Changed to: Lien Search and Records Specialist.

SO NOTED.

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- XII. Request to hear Unfinished Business.
- XIII. Request to hear New Business.
- XIV. Request to hear Comments and Questions.

Meeting Adjourned – 6:23 p.m.

NEXT PERSONNEL BOARD MEETING: MONDAY, APRIL 4, 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.