

PERSONNEL BOARD MEETING MINUTES

Monday, April 4, 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.

AGENDA

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

APPROVED 4-0. 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 March 2022.

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|------------------------|---------------------------|
| a. Elier Martin | Building Division |
| b. Jason E. Sandora | Fire Department |
| c. Jimmy L. Caraballo | Police Department |
| d. Fernando J. Villa | Police Department |
| e. Alexia Acosta-Bouza | Public Safety Comm. Dept. |

SO NOTED.

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

SO NOTED.

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

- | | |
|--|-----------------------------|
| a. Carlos Morales (<i>Maintenance Worker – 03/21/2022</i>) | Construction & Maint. Dept. |
| b. Karl Odin (<i>Deputy Fire Chief – 03/07/2022</i>) | Fire Department |
| c. Hermogenes Lacayo (<i>Assistant Chief of Ops. – 03/07/2022</i>) | Fire Department |
| d. John Nieves (<i>District Fire Chief – 03/07/2022</i>) | Fire Department |
| e. Daniel Cruz (<i>Fire Captain – 03/07/2022</i>) | Fire Department |
| f. Michael Higuera (<i>Fire Lieutenant – 03/07/2022</i>) | Fire Department |
| g. Stacy Munoz (<i>Fire Lieutenant – 03/08/2022</i>) | Fire Department |
| h. Erwyn Bequer (<i>Fire Lieutenant – 03/09/2022</i>) | Fire Department |
| i. Matthew Munoz (<i>Fire Lieutenant – 03/10/2022</i>) | Fire Department |
| j. David Ribero (<i>Fire Lieutenant – 03/11/2022</i>) | Fire Department |
| k. Danny Jarquin (<i>Fire Engineer – 03/07/2022</i>) | Fire Department |
| l. Parvin Plasencia (<i>Fire Engineer – 03/08/2022</i>) | Fire Department |
| m. Alaem Valladares (<i>Fire Engineer – 03/09/2022</i>) | Fire Department |

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|---|-------------------|
| n. Alexander Conesa (<i>Fire Engineer – 03/10/2022</i>) | Fire Department |
| o. Phillip DaSilva (<i>Fire Engineer – 03/11/2022</i>) | Fire Department |
| p. Andres Garcia (<i>Fire Equipment Technician – 03/15/2022</i>) | Fire Department |
| q. George E. Fuente (<i>Police Chief – 03/28/2022</i>)
(<i>Pending Council Approval</i>) | Police Department |
| r. Yosvany Rodriguez (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| s. William R. Hurtado (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| t. Robert Acosta (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| u. Elizabeth J. Grist (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| v. Zaily Lorente (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| w. David Alcantara (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| x. Jose F. Montalvan (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| y. Amaury Perez (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| z. Juan Rico (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| aa. Alden Fernandez (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| bb. Steven Almanzar (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| cc. Anelys Rodriguez (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| dd. Brian F. Perez (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| ee. Raymond Tellez-Ferriol (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |
| ff. Norvin Moya (<i>Police Officer Recruit – 03/21/2022</i>) | Police Department |

SO NOTED.

V. Report of **Resignations** for March 2022.

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|--------------------------------|----------|-----------------------------|
| a. Gina H. Madariaga | Resigned | Comm. & Spe. Events Dept. |
| b. Arnulfo Olivas | Retired | Construction & Maint. Dept. |
| c. Luis Martinez | Retired | Fire Department |
| d. Jonathan M. Sheppard-Poulin | Resigned | Fire Department |
| e. Quintonian Alexander | Resigned | Police Department |
| f. Maria G. Camacho | Resigned | Police Department |
| g. Cesar Garcia | Resigned | Police Department |
| h. Cinthya Mendoza | Resigned | Public Safety Comm. Dept. |

SO NOTED.

VI. Report of **Maternal/Paternal Leave** for March 2022.

None.

SO NOTED.

VII. Request to certify the following **Competitive Eligibility Lists**:

- a. Business Tax Specialist I

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

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- b. License Plate Reader Analyst

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

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

- a. Assistant Director of Budget and Finance

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

- b. Police Chief
(Promotional Letter Attached)

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

- c. Fire Payroll Administrator

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

- d. Internal Auditor

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

- e. Junior Accountant – Retirement Department

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

- f. Office Coordinator – Law Department

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

- g. Risk Administrator

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

- h. Telecommunications Manager I

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

IX. Request to abolish the following **Competitive Eligibility Lists**:

- a. Clerk Typist II

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

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

a. Assistant Director of Budget and Finance

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

b. Assistant Grants Administrator P/t

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

c. Electronic Technician I

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

d. Executive Assistant (IT Department)

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

e. Fire Payroll Administrator

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

f. Human Resources Assistant P/t

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

g. Junior Lifeguard P/t

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

h. Risk Administrator

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

i. Systems Analyst

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

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

a. Budget Analyst Assistant

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

b. I.D. Technician I

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

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- c. Information Systems Technician

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

XII. Notice of approved request of **Reclassifications** for the following positions:

- a. *Existing:* Accounting Clerk I
Changed to: Accounting Clerk P/t
- b. *Existing:* Assistant Building Official (*Hourly*)
Changed to: Assistant Building Official (*Salary*)
- c. *Existing:* Assistant to Building Official (*Hourly*)
Changed to: Assistant to Building Official (*Salary*)
- c. *Existing:* Program Specialist
Changed to: Assistant Grants Administrator P/t
- d. *Existing:* IT Coordinator
Changed to: Executive Assistant
- a. *Existing:* Systems Developer
Changed to: Systems Analyst
- b. *Existing:* Cashier P/t
Changed to: Assistant to Community Liaison P/t
- c. *Existing:* Vacancies in Finance
Changed to: Assistant Director of Budget and Finance

SO NOTED.

- XIII. Notice of ratified memorandum of understanding between the City of Hialeah and Hialeah Civil Services Employees Association/AFSCME Local 161 regarding the amendment of the salary ranges for I.D. Technician I and I.D. Technician Supervisor in order to attract and retain personnel.

SO NOTED.

- XIV. Notice of Inter-office memorandum dated March 10, 2022 by Mayor Esteban Bovo, Jr., to freeze all vacant positions (with the exception of life and safety positions and seasonal positions) for the current fiscal year 2021-2022. Justification memo is required to fill position.

SO NOTED.

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XV. Request to hear Unfinished Business.

XVI. Request to hear New Business.

a. Motion to elect Mr. Stephen Dielmann as the Chairperson for the Personnel Board.

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

b. Motion to elect Mr. Clayton Warren Angus Jr. as the Vice-chairperson for the Personnel Board.

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

XVII. Request to hear Comments and Questions.

Meeting Adjourned – 6:32 p.m.

NEXT PERSONNEL BOARD MEETING: MONDAY, MAY 2, 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.