

PERSONNEL BOARD MEETING MINUTES

Monday, April 5, 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; 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 Christiane Diaz, Member.

Quorum is present.

MEETING MINUTES

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

APPROVED 4-0. Motion by Mr. Vargas. Second by Mr. Ulloa. 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 March 2021.

- | | |
|-----------------------|---|
| 1. Myrna M. Hernandez | Business Tax Division |
| 2. Genesis M. Torres | Education and Community Services Department |
| 3. Anthony Robinson | Fire Department |
| 4. Silvia P. Oseira | Library Department |
| 5. Margarita Castillo | Public Works Department |
| 6. Mildred Saavedra | Public Works Department |

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

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

SO NOTED.

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

- | | |
|---|-------------------|
| 1. Jason Ramos (<i>Fire Engineer – 02/07/2021</i>) | Fire Department |
| 2. Christopher Munoz (<i>Fire Inspector – 02/01/2021</i>) | Fire Department |
| 3. Kassandra Pineda (<i>Fire Inspector – 02/01/2021</i>) | Fire Department |
| 4. Alexis Medina (<i>Police Sergeant – 03/07/2021</i>) | Police Department |

SO NOTED.

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

- | | |
|---------------------------|---|
| 1. Enmanuel A. Perez | Construction and Maintenance Department |
| 2. Annette Suarez | Education and Community Services Department |
| 3. Greg P. Bouchard | Fire Department |
| 4. William B. Godfrey | Fire Department |
| 5. Frantz E. Jean-Georges | Fire Department |

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|-------------------------|-------------------|
| 6. William E. Parrot | Fire Department |
| 7. Benny Ruiz | Fire Department |
| 8. Glen S. Stilles | Fire Department |
| 9. Richard E. Wylie | Police Department |
| 10. Javier R. Izquierdo | Police Department |
| 11. Margaret A. Daniels | Police Department |

SO NOTED.

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

- | | |
|-------------------|-------------------|
| 1. Juan Fernandez | Police Department |
| 2. Ailyn Gonzalez | Police Department |

SO NOTED.

7. Request to approve the eligibility list for **Records Clerk (Office of the City Clerk)**.

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

8. Request to abolish the eligibility list for **Firefighter**.

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

9. Request to conduct an in-house, non-competitive civil service examination for **Property Maintenance and Operations Superintendent** (*John G. Downs*).

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

Copy of the job description and resume are attached.
Range 53: \$1,582 - \$3,276 Bi-weekly.

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

10. Request to conduct an in-house, non-competitive civil service examination for **Director of Emergency Management** (*Armando J. Rojas*).

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

Copy of the job description and resume are attached.
Management.

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

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11. Request to conduct an in-house, non-competitive civil service examination for **Communications and Special Events Assistant** (*Joel A. Planchart*).

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

Copy of the job description and resume are attached.

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

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

12. Request to conduct an in-house, non-competitive civil service examination for **Occupational License Official** (*Yesenia Gruich*).

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

Copy of the job description and resume are attached.

Management.

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

13. Request to conduct an open to the public, competitive civil service examination for **Assistant Park Manager**.

- a. Open to the public, competitive
- b. 40% written, 60% oral
- c. Must obtain a minimum combined score of 70% for placement on the eligibility list.

Copy of the job description is attached.

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

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

14. Request to approve the changes to the job description for **Activities Coordinator Therapeutics**.

Copy of the revised job description is attached.

Range 47: \$1,132 - \$2,136 Bi-weekly.

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

15. Request to approve the NEW job description for **Code Compliance Assistant**.

Copy of the proposed job description is attached.

Range 52: \$1,489 - \$3,051 Bi-weekly.

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

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16. Request to approve the NEW job description for **Code Compliance Specialist II.**

Copy of the proposed job description is attached.

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

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

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

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

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

Meeting Adjourned – 6:15 p.m.

NEXT PERSONNEL BOARD MEETING: MONDAY, MAY 3, 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.