

PERSONNEL BOARD MEETING MINUTES

Monday, May 1, 2023 – 5:30 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Chairperson; **Clayton Warren Angus Jr.**, Vice-chairperson; **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.

ABSENT

Lorena Bravo, City Attorney.

Meeting started at **5:52 p.m.**

AGENDA

- I. Request to approve the minutes of the March 2023 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 March and April 2023.

- | | |
|----------------|-------------------------|
| a. Adnan Hasan | Fire Department |
| b. Jose Lopez | Fire Department |
| c. Jorge Lopez | Public Works Department |
| d. Stacy Horta | Retirement Division |

SO NOTED.

- III. Report of **Leave without Pay** for March and April 2023 attached.

SO NOTED.

- IV. Report of **Civil Service Appointments** for March and April 2023.

- | | |
|---|------------------------------|
| a. Reinaldo Carvajal (<i>Electrician – 04/03/2023</i>) | Construction & Maint. Dept. |
| b. Jennyfer Alvarez (<i>ERAP Coordinator – 05/01/2023</i>) | Grants & Human Serv. Dept. |
| c. Nathalie E. Rodriguez (<i>Human Resources Specialist – 04/10/2023</i>) | Human Resources Department |
| d. Zamira Najarro (<i>Lien Search and Records Spc. – 03/06/2023</i>) | Office of the City Clerk |
| e. Luis E. Reyes Martinez (<i>Police Officer – 03/27/2023</i>) | Police Department |
| f. Juan E. Pavon Robaina (<i>Police Officer – 03/27/2023</i>) | Police Department |
| g. Alejandro D. Marin (<i>Police Officer – 03/27/2023</i>) | Police Department |
| h. Jorge E. Brenlla (<i>Police Officer – 03/27/2023</i>) | Police Department |
| i. Gustavo Miranda (<i>Police Officer – 04/16/2023</i>) | Police Department |
| j. Jacobo A. Herrera-Aguilar (<i>Police Officer – 04/16/2023</i>) | Police Department |
| k. Matthew J. Punaes (<i>Police Officer – 04/16/2023</i>) | Police Department |
| l. Ricardo Marcial (<i>Police Officer – 04/16/2023</i>) | Police Department |
| m. Ornella Sorrentino (<i>Police Grants Coordinator – 04/11/2023</i>) | Police Department |
| n. Maria Hernandez (<i>Clerk Typist I – 03/20/2023</i>) | Police Department |
| o. Jennifer Herrera Cabrera (<i>Clerk Typist I – 03/20/2023</i>) | Police Department |
| p. Cesar Menocal (<i>Electronic Technician – 03/20/2023</i>) | Public Safety Comm. Division |

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- q. Harvy Espada (*Police Radio Dispatcher – 02/19/2023*) Public Safety Comm. Division
- r. Beatriz De Feria Gonzalez (*Police Radio Dispatcher – 01/02/2023*) Public Safety Comm. Division
- s. Karl B. Holzenberg (*Div. Dir. of Fin. & Budget in the PW Dept – 03/27/23*) Public Works Department
- t. Leonor Fernandez (*Div. Dir. of Customer Serv. in the PW Dept – 04/10/23*) Public Works Department
- u. Amanda Almeida (*Risk Management Specialist – 04/03/2023*) Risk Management Department
- v. Jose A. Gonzalez (*Service Worker – 03/20/2023*) Streets Department

SO NOTED.

V. Report of **Resignations** for March and April 2023.

- a. Alberto Leon Resigned Business Tax Division
- b. Osias Ferreira Resigned Code Compliance Division
- c. Raymond T. Malin Retired (Entered DROP) Fire Department
- d. Mario Pico Retired (Exited DROP) Fire Department
- e. Alex L. Gonzalez Res-Retired IT Department
- f. Carlos Galeano Resigned IT Department
- g. Kevin Hernandez Resigned Parks and Recreation Department
- h. Jonathan Montesino Resigned Parks and Recreation Department
- i. Horacio D. Lopez Retired Police Department
- j. Joseph Perera Resigned Police Department
- k. Richard Martin Resigned Police Department
- l. Orlando Baldo Retired Police Department
- m. Ariel Hernandez Retired Police Department
- n. Elizabeth J. Grist Resigned Police Department
- o. Rebecca V. Saroza Resigned Public Safety Comm. Division

SO NOTED.

VI. Report of **Maternal/Paternal Leave** for March and April 2023.

- a. Alan Saumell Fire Department

SO NOTED.

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

- a. Complaint Officer I

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

- b. Complaint Officer II

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

- c. ERAP Coordinator

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

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d. Police Grants Coordinator

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

e. Police Radio Dispatcher

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

f. Risk Management Specialist

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

g. Human Resources Specialist

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

h. Division Director of Finance and Budget in the Public Works Department

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

i. Division Director of Customer Service in the Public Works Department

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

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

a. Fire Engineer

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

b. Police Lieutenant

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

c. A/C Technician/General Maintenance

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

d. Accounting Clerk I – Public Works Department

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

e. Business Tax Inspector I

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

f. Assistant Aquatics Manager

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

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g. Park Manager

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

h. Permit Technician I – Building Division

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

IX. Request to approve the following **Revised Job Descriptions:**

a. Assistant City Attorney

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

b. Victim Advocate I

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

X. Request to approve the following **New Job Descriptions:**

a. Division Director of Finance and Budget in the Public Works Department

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

b. Division Director of Customer Service in the Public Works Department

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

c. Assistant to Division Director of Customer Service in the Public Works Department

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

d. ERP Systems Administrator

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

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

(Caylee Ceijas, Camila Perez Trenat)

- a. Existing: (2) PT Lifeguard
Changed to: (2) PT Chief Lifeguard

SO NOTED.

(Alyssa Perez)

- b. Existing: PT Recreation Leader
Changed to: PT Recreation Leader Instructor

SO NOTED.

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- c. Existing: Project Manager
Changed to: A/C Technician/General Maintenance

SO NOTED.

(Carmen Gaiton)

- d. Existing: P/T Library Assistant
Changed to: P/T Librarian

SO NOTED.

(Vilma Valcarcel Viton)

- e. Existing: P/T Library Assistant
Changed to: P/T Librarian

SO NOTED.

(Tomeka Johnson, Ivette Carballeira)

- f. Existing: (2) P/T Teacher
Changed to: (2) P/T Master Teacher – Curriculum

SO NOTED.

(Mel Santiesteban)

- g. Existing: CJIS Agency Coordinator (AFSCME)
Changed to: CJIS Agency Coordinator (Confidential)

SO NOTED.

(Fabian Crooks, Dakenis Tamayo)

- h. Existing: (2) Utilityman
Changed to: (2) Meter Reader

SO NOTED.

(Marco A. Velazquez)

- i. Existing: Equipment Operator
Changed to: Heavy Equipment Operator

SO NOTED.

(Divier Leal, Pavel Martinez)

- j. Existing: (2) Water and Sewer Journeyman Apprentice
Changed to: (2) Water and Sewer Journeyman

SO NOTED.

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(Marcelino Gomez)

- k. Existing: Service Worker
Changed to: Water and Sewer Journeyman

SO NOTED.

(Damian Medina)

- l. Existing: Truck Driver
Changed to: Water and Sewer Journeyman

SO NOTED.

(Orlando Gonzalez)

- m. Existing: Utilityman
Changed to: Underground Utility Locator

SO NOTED.

(Yordany Milian)

- n. Existing: Utilityman
Changed to: Water and Sewer Journeyman

SO NOTED.

(Kevin Coloma Castellanos)

- o. Existing: P/T Recreation Leader
Changed to: P/T Lifeguard

SO NOTED.

(Katherine Fernandez)

- p. Existing: P/T Tutor
Changed to: P/T Camp Director

SO NOTED.

(Angela Vargas)

- q. Existing: P/T Camp Director
Changed to: P/T Program Leader

SO NOTED.

(Odalys Flores)

- r. Existing: Business Tax Receptionist
Changed to: Business Tax Specialist I

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 – 6:10 p.m.

NEXT PERSONNEL BOARD MEETING: MONDAY, JUNE 5, 2023 – 5:30 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.