

**PERSONNEL BOARD MEETING MINUTES**

**Monday, May 2, 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; Christiane Diaz, Member; Enrique Vargas, Member; Elsa I. Jaramillo-Velez, Human Resources Director; Lorena Amable Santos Personnel Board Secretary.

**ABSENT** Clayton Warren Angus Jr., Vice-chairperson; Lorena Bravo, City Attorney.

**Quorum is present.**

**AGENDA**

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

**APPROVED 3-0.** Motion by Ms. Diaz. 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 April 2022.

- |                     |                    |
|---------------------|--------------------|
| a. Todd C. Hyde     | Fire Department    |
| b. Alexandria Ortiz | Library Department |

**SO NOTED.**

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

**SO NOTED.**

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

- |  |                           |
|--|---------------------------|
| a. Anne J. Serrano ( <i>Business Tax Specialist I – 04/18/2022</i> )                     | Business Tax Division     |
| b. Ruth Rubi ( <i>Executive Director of Finance Management – 04/26/2022</i> )            | Finance Management        |
| c. Jorge L. Blanco ( <i>Assistant Director of Finance and Chief Acct. – 04/11/2022</i> ) | Finance Management        |
| d. Dayli Mesa ( <i>Assistant Director of HR – 04/03/2022</i> )                           | Human Resources Dept.     |
| e. Beatriz Gonzalez ( <i>License Plate Reader Analyst – 04/07/2022</i> )                 | Office of Emergency Mgmt. |
| f. Rodolfo Bello ( <i>Police Major – 04/10/22</i> )                                      | Police Department         |
| g. Jose Proveyer ( <i>Police Commander – 04/10/2022</i> )                                | Police Department         |
| h. Orlando Salvat ( <i>Police Commander – 04/10/2022</i> )                               | Police Department         |
| i. Patricia Salgado ( <i>Police Lieutenant – 04/10/2022</i> )                            | Police Department         |
| j. Marlon Espinoza ( <i>Police Lieutenant – 04/10/2022</i> )                             | Police Department         |
| k. Manuel Montalvo Jr. ( <i>Police Sergeant – 04/10/2022</i> )                           | Police Department         |
| l. Hubert Ruiz ( <i>Police Sergeant – 04/10/2022</i> )                                   | Police Department         |
| m. Anthony Valdez ( <i>Police Officer – 04/12/2022</i> )                                 | Police Department         |
| n. Fernando Hernandez ( <i>Police Officer – 04/12/2022</i> )                             | Police Department         |
| o. Kenneth Arzola ( <i>Police Officer – 04/12/2022</i> )                                 | Police Department         |
| p. Emmanuel Carrero ( <i>Police Officer – 04/12/2022</i> )                               | Police Department         |
| q. Carlos Rios ( <i>Police Officer – 04/12/2022</i> )                                    | Police Department         |

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- |  |                   |
|--|-------------------|
| r. Marcos Cardoso ( <i>Police Officer – 04/12/2022</i> )     | Police Department |
| s. Hilda Nubia Reyes ( <i>Police Officer – 04/25/2022</i> )  | Police Department |
| t. Yony Ferrer ( <i>Police Officer – 04/25/2022</i> )        | Police Department |
| u. Jonatan Guifarro ( <i>Police Officer – 04/25/2022</i> )   | Police Department |
| v. Jose Carlos Perez ( <i>Police Officer – 04/25/2022</i> )  | Police Department |
| w. Edgar Restrepo Jr. ( <i>Police Officer – 04/25/2022</i> ) | Police Department |

**SO NOTED.**

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

- |                          |             |                               |
|--------------------------|-------------|-------------------------------|
| a. Oscar Garcia          | Retired     | Const. & Maint. Dept.         |
| b. Rene Santana          | Resigned    | Education & Comm. Serv. Dept. |
| c. Sergio J. Paz         | Retired     | Parks and Recreation Dept.    |
| d. Jorge L. Miranda      | Resigned    | Police Department             |
| e. Celia Perez Hernandez | Resigned    | Police Department             |
| f. Susel Gutierrez       | Resigned    | Public Safety Comm. Dept.     |
| g. Ines Beecher          | Res-Retired | Office of Mgmt. & Budget      |

**SO NOTED.**

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

- |                       |                   |
|-----------------------|-------------------|
| a. Laurent Salazar    | Police Department |
| b. Hiran J. Fernandez | Police Department |

**SO NOTED.**

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

- a. Executive Director of Finance Management

**APPROVED 3-0.** Motion by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously

- b. Assistant Director of Finance and Chief Accountant

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Ms. Diaz. Motion carried unanimously

- c. Assistant Director of Human Resources

**APPROVED 3-0.** Motion by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously

- d. Executive Assistant to the Deputy Fire Chief

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Ms. Diaz. Motion carried unanimously

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

a. Executive Director of Finance Management

**APPROVED 3-0.** Motion by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously

b. Assistant Director of Finance and Chief Accountant

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Ms. Diaz. Motion carried unanimously

c. Assistant Director of Human Resources

**APPROVED 3-0.** Motion by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously

d. Executive Assistant to the Deputy Fire Chief

**APPROVED 3-0.** Motion by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously

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

a. Director of Human Resources

**APPROVED 3-0.** Motion by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously

b. Camp Director Part Time – ECS

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Ms. Diaz. Motion carried unanimously

X. Notice of approved request of Reclassifications for the following positions:

a. *Existing:* Records Clerk  
*Changed to:* Administrative Aide Confidential

**SO NOTED.**

b. *Existing:* Recruiting and Testing Coordinator  
*Changed to:* Assistant Director of Human Resources

**SO NOTED.**

c. *Existing:* Finance Director  
*Changed to:* Assistant Director of Finance and Chief Accountant

**SO NOTED.**

d. *Existing:* Information Systems Technician  
*Changed to:* Systems Administrator

**SO NOTED.**

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- e. ~~Existing: Payroll Administrator (Police)~~  
~~Changed to: Payroll Administrator (HR)~~

**ITEM WITHDRAWN FROM AGENDA**

- f. Existing: Payroll Administrator (1)  
Changed to: HR Technician Examiner & HR Specialist

**SO NOTED.**

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

Meeting Adjourned – 6:12 p.m.

**NEXT PERSONNEL BOARD MEETING: MONDAY, JUNE 6, 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.