

PERSONNEL BOARD MEETING MINUTES
Monday, May 6, 2019 – 6:00 p.m.

Call to Order/Roll Call of Members: **Stephen Dielmann**, Vice-Chairperson; **Angel Maestre**, Member; **Jacqueline Garcia-Roves**, Member; **Oscar De La Rosa**, Member.

PRESENT Stephen Dielmann, Vice-Chairperson; Jacqueline Garcia-Roves, Member; Angel Maestre, Member; Oscar De la Rosa, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Elsa I. Jaramillo-Velez, Assistant City Attorney.

ABSENT

AGENDA

1. Request to approve the minutes of the April 2019 Personnel Board meeting.

APPROVED 4-0. Motion by Ms. Garcia-Roves. Second by Mr. Maestre. Passed by unanimous vote.

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 April 2019.

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|----------------------|---|
| 1. Jesus E. Diaz | Education and Community Services Department |
| 2. Crystal J. Ferrer | Public Works Department |
| 3. Rene Rodriguez | Streets Department |

APPROVED 4-0. Motion by Mr. De La Rosa. Second by Ms. Garcia-Roves. Passed by unanimous vote.

3. Report of **Leave without Pay** for April 2019.

SO NOTED.

4. Report of **Civil Service Appointments** for April 2019.

- | | |
|---------------------|---------------------------------|
| 1. Francesco Alonso | Fire Department |
| 2. Armando Calderon | Fire Department |
| 3. Steven Morales | Fire Department |
| 4. David Rodriguez | Fire Department |
| 5. Lazaro Lopez | Parks and Recreation Department |
| 6. Reinaldo Quesada | Parks and Recreation Department |
| 7. Pablo Rodriguez | Parks and Recreation Department |
| 8. Ruth Sanchez | Parks and Recreation Department |

SO NOTED.

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5. Report of **Resignations** for April 2019.

1. Alexander Gonzalez	Fire Department
2. Theresa Bervaldi	Fire Department
3. Benny Ruiz	Fire Department
4. Juan R. Columbie	Fleet Maintenance Department
5. Mario Osés	Fleet Maintenance Department
6. Melissa M. Hernandez	Office of Management and Budget Department
7. Christopher Kendricks	Parks and Recreation Department
8. Joel A. Morales	Parks and Recreation Department
9. Pastor Rodriguez	Parks and Recreation Department
10. Thomas H. Samuels	Parks and Recreation Department
11. Taylor Duran	Police Department
12. Felipe Fernandez	Police Department
13. John A. Kraft	Police Department
14. Frank Mendieta	Police Department
15. Miguel Suarez	Police Department
16. Marcela Pozo-Ortiz	Public Safety Communications

SO NOTED.

6. Report of **Maternal/Paternal Leave** for April 2019.

NONE.

SO NOTED.

7. Request to conduct a in-house, non-competitive Civil Service Examination for **Administrative Aide-Confidential** with the Fleet Maintenance Department (*Deyanira C. Prieto*).

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

Copy of job description and resume are attached.

Range 28: \$1,121 - \$2,257 Bi-weekly.

APPROVED 4-0. Motion by Mr. De La Rosa. Second by Ms. Garcia-Roves. Passed by unanimous vote.

8. Request to certify the eligibility list for **Electrician**.

APPROVED 4-0. Motion by Ms. Garcia-Roves. Second by Mr. Maestre. Passed by unanimous vote.

9. Request to certify the eligibility list for **Small Appliance and Air Conditioning Crew Foreman**.

APPROVED 4-0. Motion by Mr. De La Rosa. Second by Ms. Garcia-Roves. Passed by unanimous vote.

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10. Request to conduct a in-house, non-competitive Civil Service Examination for Librarian II with the Library Department (*Silvia Oseira*).

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

Copy of job description and resume are attached.

Range 50: \$1,329 - \$2,586 Bi-weekly.

APPROVED 4-0. Motion by Ms. Garcia-Roves. Second by Mr. Maestre. Passed by unanimous vote.

11. Request to conduct a in-house, competitive Civil Service Examination for Deputy Fire Chief with the Fire Department.

- a. In-house, competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description is attached.

Range 02: Management

APPROVED 4-0. Motion by Ms. Garcia-Roves. Second by Mr. Maestre. Passed by unanimous vote.

12. Request to approve Civil Service status for the listed employees in accordance with Rule 8, section6 (b) of the Civil Service Rules and Regulations.

APPROVED 4-0. Motion by Ms. Garcia-Roves. Second by Mr. De La Rosa. Passed by unanimous vote.

13. Request to hear Unfinished Business.

NONE.

14. Request to hear New Business.

NONE.

NEXT PERSONNEL BOARD MEETING: Monday, JUNE 3, 2019 - 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, may 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 seven (7) 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.