

PERSONNEL BOARD MEETING MINUTES

Monday, May 7, 2018 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, Member; Luis Zubieta, Member.

PRESENT: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Stephen Dielmann, Member; Theron Simmons, Assistant City Attorney; Luz Fernandez, Personnel Board Secretary; Dayli Mesa, Human Resources Specialist.

ABSENT: Zoraya Pena, Member; Luis Zubieta, Member; Gelien Perez, Human Resources Director.

AGENDA

1. Request to approve the minutes of the April 2018 Personnel Board meeting.

APPROVED 3-0. Motion by Mr. Dielmann. Second by Mr. Alvarez. 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 2018.

1. Antonio Acosta Community Development Department
2. Kevin Coney Fire Department
3. Joshua Molina Police Department
4. Marisol Diaz Public Works Department

APPROVED 3-0. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

3. Report of **Leave without Pay** for April 2018.

SO NOTED.

4. Report of **Civil Service Appointments** for April 2018.

None. **SO NOTED.**

5. Report of **Civil Service Resignations** for April 2018.

1. Eva N. Price Gonzalez City Clerk's Office
2. Jeffrey Lagomacini Education & Community Services Department
3. Raul Garaboa Fire Department
4. Kevin Coney Fire Department
5. Robert W. Williams III Fire Department
6. Alexis Vazquez Parks & Recreation Department
7. Marcus L. Martin Parks & Recreation Department
8. Gustavo Vasquez Parks & Recreation Department
9. Rodley St. Remy Police Department
10. Ricardo Plasencia Police Department
11. Luis Quinones Police Department
12. Sergio Angel Hernandez Police Department
13. Miguel Risco Police Department
14. Marlene Peralta Public Safety Communications
15. Jennifer Diaz Public Works Department
16. Marimar Maestre Public Works Department

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SO NOTED.

6. Report of Maternal/Paternal Leave for April 2018.

- | | |
|------------------------|-------------------------|
| 1. Maibelys Gonzalez | Police Department |
| 2. Yirelis Coscolluela | Public Works Department |
| 3. Erika Puig | Fire Department |
| 4. Marbelys Fatjo | City Clerk's Office |

SO NOTED.

7. Request to revise the job description for Superintendent of Water & Sewers.

Copy of revised job description is attached.
Range 55, \$1,821 - \$3,556 Bi-weekly

ITEM TABELLED.

8. Request to conduct an In-house, Non-competitive Civil Service Examination for Superintendent of Water & Sewers (*Daniel M. Gonzalez*). **(ITEM TABELLED)**

- a. In-house, Non-competitive
- b. 80% Oral
- c. 20% Experience
- d. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description and resume is attached.
Range 55, \$1,821 - \$3,556 Bi-weekly

ITEM TABELLED.

9. Request to conduct an In-house, Competitive Civil Service Examination for Electrician.

- a. In-house, Competitive
- b. 80% Oral
- c. 20% Experience
- d. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description is attached.
Range 50, \$1,329 - \$2,586 Bi-weekly

APPROVED 3-0. Motion by Mr. Dielmann. Second by Mr. Alvarez. Passed by unanimous vote.

10. Request to conduct an In-house, Competitive Civil Service Examination for Electrician Apprentice.

- a. In-house, Competitive
- b. 80% Oral
- c. 20% Experience
- d. Must obtain a minimum score of 70% to be placed on the eligibility list.

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Copy of job description is attached.

Range 46, \$999 - \$1,930 Bi-weekly

APPROVED 3-0. Motion by Mr. Dielmann. Second by Mr. Alvarez. Passed by unanimous vote.

11. Request to conduct an In-house, Non-competitive Civil Service Examination for **Skilled Craftsman** (*Jorge Luis Acosta*).

- a. In-house, Non-Competitive
- b. 80% Oral
- c. 20% Experience
- d. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description & resume are attached.

Range 47, \$1,099 - \$2,074 Bi-weekly

APPROVED 3-0. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

12. Request to conduct an In-house, non-competitive Civil Service examination for **Plumber** (*Ernesto Lestayo, Construction & Maintenance Department*).

- a. In-house, Non-Competitive
- b. 80% Oral
- c. 20% Experience
- d. Must obtain a minimum score of 70%

Copy of job description and resume is attached.

Range 47 – \$1,099 - \$2,074 Bi-weekly

APPROVED 3-0. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

13. Request to hear **Unfinished Business**.

NONE.

14. Request to hear **New Business**.

NONE.

NEXT PERSONNEL BOARD MEETING: Monday, June 4th, 2018

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.