

PERSONNEL BOARD MEETING MINUTES

Monday, June 4th, 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; Zoraya Pena, Member; Stephen Dielmann, Member; Luis Zubieta, Member; Gelien Perez, Human Resources Director; Luz Fernandez, Personnel Board Secretary; Lorena Bravo, City Attorney; Theron Simmons, Assistant City Attorney.

ABSENT: None

AGENDA

ON THE DAIS:

Items #8, #9, & #10.

*** Hearing:

Mr. Eric Johnson, President, I.A.F.F. Local 1102, is requesting a hearing to be brought up to the Personnel Board on behalf of members Firefighter Michael Bello & Lieutenant Arthur Fair to appeal written reprimands given to each employee.

APPROVED 5-0. Motion to entertain hearing. Motion by Ms. Pena. Second by Mr. Dielmann. Passed by unanimous vote.

APPROVED 5-0. Motion to disallow the reprimand of Firefighter Michael Bello by Mr. Alvarez. Second by Ms. Pena. Passed by unanimous vote.

APPROVED 5-0. Motion to disallow the reprimand of Lieutenant Arthur Fair by Ms. Pena. Second by Mr. Alvarez. Passed by unanimous vote.

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

APPROVED 5-0. Motion by Ms. Pena. Second by Mr. Zubieta. 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 May 2018.

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|------------------|-------------------------|
| 1. Carlos Diaz | Fire Department |
| 2. Jose Abel | Police Department |
| 3. Mariel Orozco | Public Works Department |

APPROVED 5-0. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

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

SO NOTED.

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

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|-------------------------------------|-------------------------|
| 1. Bradley K. Wall (Fire Engineer) | Fire Department |
| 2. Frank Duharte [Meter Reader (A)] | Public Works Department |

SO NOTED.

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

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|---------------------------|---------------------|
| 1. Margarita De Las Salas | Building Department |
| 2. Kevin Coney | Fire Department |
| 3. Alberto Carbajal | Fire Department |
| 4. Gerard Caldas | Fire Department |
| 5. Felix Delgado, Jr. | Police Department |
| 6. William Carter | Police Department |
| 7. Adrian Vidal | Police Department |

SO NOTED.

6. Report of **Maternal/Paternal Leave** for May 2018.

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|----------------------------|-------------------------------|
| 1. Manuel Guerrero | Parks & Recreation Department |
| 2. Hector Gutierrez | Police Department |
| 3. Jose Pico | Police Department |
| 4. Diana Sanchez | Public Works Department |
| 5. Ingrid Camino-Hernandez | Retirement Department |

SO NOTED.

7. Request to certify the eligibility list for **Fire Inspector.**

APPROVED 5-0. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

8. Request to abolish the eligibility list for **Recreation Center Director I.**

TABLED 5-0. Motion by Mr. Alvarez. Second by Ms. Pena. Passed by unanimous vote.

9. Request to revise the job description for **Recreation Facilities Supervisor.**

Copy of revised job description is attached.
Range 53, \$1,536 - \$3,181 Bi-weekly

APPROVED 5-0. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

10. Request to revise the job description for **Parks & Recreation Supervisor I.**

Copy of revised job description is attached.
Range 53, \$1,536 - \$3,181 Bi-weekly

APPROVED 5-0. Motion by Mr. Alvarez. Second by Ms. Pena. Passed by unanimous vote.

11. Request to revise the job description for **Business Tax Inspector II.**

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

APPROVED 5-0. Motion by Mr. Alvarez. Second by Mr. Zubieta. Passed by unanimous vote.

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12. Request to revise the job description for **Supervisor of Water & Sewers.**

Copy of revised job description is attached.

Range 55, \$1,821 - \$3,556 Bi-weekly

APPROVED 5-0. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

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

- 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

APPROVED 5-0. Motion by Mr. Alvarez. Second by Mr. Zubieta. Passed by unanimous vote. The Board has requested an updated resume to be presented during the next meeting to be held on August 6th, 2018.

14. Request to hear **Unfinished Business.**

14a. Ernesto Lestayo updated resume. Mr. Lestayo was approved for a non-competitive civil service examination for the position of Plumber during the May 2018 Personnel Board Meeting.

APPROVED 5-0. Motion by Ms. Pena. Second by Mr. Alvarez. Passed by unanimous vote.

15. Request to hear **New Business.**

15a. Request to choose Chair & Vice-Chair for the Personnel Board.

APPROVED 5-0. Motion to elect Pat Carnevale as Chairperson. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

APPROVED 5-0. Motion to elect Norberto Alvarez as Vice-Chairperson. Motion by Ms. Pena. Second by Mr. Zubieta. Passed by unanimous vote.

NEXT PERSONNEL BOARD MEETING: Monday, August 6th, 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.