

**PERSONNEL BOARD MEETING MINUTES**

**Monday, June 27, 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; Clayton Warren Angus Jr., Vice-chairperson; Christiane Diaz, Member; Enrique Vargas, Member; Elsa I. Jaramillo-Velez, Human Resources Director; Lorena Amable Santos Personnel Board Secretary; Lorena Bravo, City Attorney.

**ABSENT**

**Quorum is present.**

**AGENDA**

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

**APPROVED 4-0.** Motion by Mr. Vargas. Second by Mr. Angus. 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 May and June 2022.

- |                     |                         |
|---------------------|-------------------------|
| a. Janeth Quintana  | Building Department     |
| b. Elieser Flores   | Const. & Mnt. Dept.     |
| c. Mirelys Gonzalez | Police Department       |
| d. Anthony Greaves  | Public Works Department |

**SO NOTED.**

- III. Report of **Leave without Pay** for May and June 2022 attached.

**SO NOTED.**

- IV. Report of **Civil Service Appointments** for May and June 2022.

- |   |                            |
|---|----------------------------|
| a. Ricardo Castro ( <i>Purchasing Aide – 06/06/2022</i> )   | Construction & Mnt. Dept.  |
| b. Kelsen J. Salgado ( <i>Fire Engineer – 05/22/2022</i> )  | Fire Department            |
| c. Suzette M. Victores ( <i>Program Specialist I – 06/26/2022</i> )   | Grants & Human Serv. Dept. |
| d. Izandra Torres ( <i>Program Specialist I – 06/26/2022</i> )  | Grants & Human Serv. Dept. |
| e. Diana Pons ( <i>Program Specialist II – 06/26/2022</i> )   | Grants & Human Serv. Dept. |
| f. Magaly R. Jordan ( <i>ERAP Coordinator – 06/15/2022</i> )  | Grants & Human Serv. Dept. |
| g. Rachel Valdes ( <i>Human Resources Specialist – 05/02/2022</i> )   | Human Resources Dept.      |
| h. Luz Fernandez ( <i>HR Technician Examiner – 05/09/2022</i> )   | Human Resources Dept.      |
| i. Carlos San Jose ( <i>Deputy Chief of Staff – 06/12/2022</i> )  | Mayor's Office             |
| j. Lauren D. Gonzalez ( <i>Admin. Aide Confidential – 05/11/2022</i> )  | Office of the City Clerk   |
| k. Christopher Borges ( <i>Planning Technician – 06/27/2022</i> )   | Planning & Zoning Division |
| l. William Sanchez ( <i>Director of Parks &amp; Recreation – 05/02/2022</i> )<br>( <i>Council Approval Required</i> ) | Parks and Recreation Dept. |
| m. Michael A. Festa ( <i>Asst. Director of Parks &amp; Recreation – 05/02/2022</i> )                                  | Parks and Recreation Dept. |

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- n. Edward Acosta (*P&R Special Projects Manager – 05/02/2022*) Parks and Recreation Dept.
- o. Douglas Cordovi (*Aquatics Supervisor – 06/26/2022*) Parks and Recreation Dept.
- p. Ashly Deschapel (*Performing Arts Coordinator – 06/26/2022*) Parks and Recreation Dept.
- q. Marieta Sotero (*Risk Management Coordinator – 01/03/2022*) Risk Management Dept.
- r. Lyan Manresa (*Risk Management Specialist – 12/13/2021*) Risk Management Dept.

**SO NOTED.**

V. Report of **Resignations** for May and June 2022.

- a. Sofia Pozo Resigned Comm. & Spe. Evts Dept.
- b. Carlos Rojas Retired Fire Department
- c. Marco Gonzalez Retired Fire Department
- d. Vladimir D. Pierre Resigned Fire Department
- e. Silvia Oseira Resigned Library Department
- f. Stephanie Pardo DePaz Resigned Police Department
- g. Yosvany Rodriguez Perez Resigned Police Department
- h. David Luis Loriga Resigned Police Department
- i. Gamalielle Sainvil Retired Police Department
- j. Zaily Lorente Resigned Police Department
- k. Amaya Rico Resigned Public Works Department

**SO NOTED.**

VI. Report of **Maternal/Paternal Leave** for May and June 2022.

- a. Angel Oramas Fire Department
- b. Daniel Cicilia Fire Department
- c. Randy Marrero Police Department
- d. Brandon Montalvo Police Department
- e. Richard Martin Police Department
- f. Manuel Quinteros Police Department

**SO NOTED.**

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

- a. Information Systems Technician

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously

- b. Purchasing Aide – *Construction & Maintenance Dept.*

**APPROVED 4-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously

- c. Purchasing Assistant

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously

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d. Skilled Craftsman

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously

e. Systems Analyst

**APPROVED 4-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously

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

a. Administrative Aide Confidential – Office of the City Clerk

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously

b. Assistant Director of Parks and Recreation

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously

c. Deputy Chief of Staff

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously

d. Director of Parks and Recreation

**APPROVED 4-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously

e. ERAP Coordinator

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously

f. Human Resources Specialist

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously

g. Human Resources Technician Examiner

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously

h. Parks & Recreation Special Projects Manager

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously

i. Planning Technician

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously

j. Program Specialist I

**APPROVED 4-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously

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k. Program Specialist II

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously

l. Risk Management Coordinator

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously

m. Risk Management Specialist

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously

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

a. Assistant Grants Administrator

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously

b. CDBG Coordinator

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously

c. Community Liaison Assistant (Part-Time)

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously

d. Deputy Chief of Staff

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously

e. Executive Assistant/Community Liaison

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously

f. Grants ~~Comptroller~~ Controller (***Updated***)

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously

g. Internal Affairs Coordinator

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously

h. Law Receptionist

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously

i. Parks and Recreation Special Projects Manager

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously

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j. Printshop Clerk (Part-Time)

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously

k. Water Sampling Collector II

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously

l. Ship/Home Coordinator

**APPROVED 4-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously

X. Request to approve the following **Revised Job Descriptions** (*Attached*):

a. Accounting Clerk I

**APPROVED 4-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously

b. Chief of Staff

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously

c. Customer Service Representative – Public Works Department

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously

d. Purchasing Assistant

**APPROVED 4-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously

e. Sponsorship Coordinator

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously

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

a. *Existing:* Parking Attendant – Part-Time  
*Changed to:* Printshop Clerk – Part-Time

**SO NOTED.**

b. *Existing:* Park Manager  
*Changed to:* P&R Special Projects Manager

**SO NOTED.**

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- c. *Existing:* Assistant Director of Finance Management  
*Changed to:* Executive Director of Finance Management

**SO NOTED.**

- d. *Existing:* 5 Clerk Typist I  
*Changed:* 5 Clerk Typist II

**SO NOTED.**

- e. *Existing:* Clerk – Part-Time (Grants & Human Services Department)  
*Changed:* Program Specialist I

**SO NOTED.**

- f. *Existing:* Clerk (Grants & Human Services Department)  
*Changed:* Program Specialist I

**SO NOTED.**

- g. *Existing:* Program Specialist I  
*Changed:* Program Specialist II

**SO NOTED.**

- h. *Existing:* Program Specialist II  
*Changed:* Grants ~~Controller~~ Controller (**Updated**)

**SO NOTED.**

- i. *Existing:* Program Specialist III  
*Changed:* SHIP/HOME Coordinator

**SO NOTED.**

- j. *Existing:* Receptionist  
*Changed:* Law Receptionist

**SO NOTED.**

- k. *Existing:* Truck Driver  
*Change to:* Water Sampling Collector I

**SO NOTED.**

- l. *Existing:* Utilityman  
*Change to:* Water & Sewer Journeyman

**SO NOTED.**

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- m. *Existing:* 2 Truck Drivers  
*Change to:* 2 Water & Sewer Journeyman Apprentice

**SO NOTED.**

- n. *Existing:* Utilityman  
*Change to:* Water Sampling Collector I

**SO NOTED.**

- o. *Existing:* Utilityman  
*Change to:* Water Sampling Collector II

**SO NOTED.**

Notice of approved request of Reclassifications for the Parks and Recreation Department via Inter-Office Memorandum (*Attached*):

- p. *Existing:* Parks and Recreation Supervisor  
*Changed:* Aquatics Supervisor

**SO NOTED.**

- q. *Existing:* Aquatics Manager  
*Changed:* Aquatics Supervisor

**SO NOTED.**

- r. *Existing:* Assistant Park Manager  
*Changed:* Performing Arts Coordinator

**SO NOTED.**

- s. *Existing:* 2 Parks and Recreation Supervisor  
*Changed:* 2 Parks Supervisor I

**SO NOTED.**

- t. *Existing:* Parks and Recreation Supervisor  
*Changed:* Recreation Facilities Supervisor

**SO NOTED.**

- u. *Existing:* Parks and Recreation Supervisor  
*Changed:* Recreation Programs Supervisor

**SO NOTED.**

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- v. Revert of Reclassification: *Existing:* Grants Administrator  
*Changed to:* Information Technology Coordinator

*Existing:* Executive Assistant  
*Changed to:* Information Technology Coordinator

**SO NOTED.**

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

Meeting Adjourned – 6:27 p.m.

**NEXT PERSONNEL BOARD MEETING: MONDAY, AUGUST 1, 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.