

PERSONNEL BOARD MEETING MINUTES
Monday, August 1, 2022 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Chairperson; **Clayton Warren Angus Jr.**, Vice-chairperson; **Enrique Vargas**, Member.

PRESENT Stephen Dielmann, Chairperson; Clayton Warren Angus Jr., Vice-chairperson; Enrique Vargas, Member; Elsa I. Jaramillo-Velez, Human Resources Director; Dayli Mesa, Assistant Human Resources Director; Luz L. Fernandez, Personnel Board Secretary.

ABSENT

Lorena Bravo, City Attorney.

Quorum is present.

AGENDA

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

APPROVED 3-0. 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 July 2022.

- a. Horacio Gomez Fire Department

SO NOTED.

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

SO NOTED.

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

- | | |
|--|----------------------------|
| a. Rafael Iriban (<i>Skilled Craftsman – 07/25/2022</i>) | Construction & Mnt. Dept. |
| b. Helen Chao (<i>Executive Asst. to the Deputy Fire Chief – 05/03/2022</i>) | Fire Department |
| c. Marta Santiago-Tercero (<i>Program Specialist I – 07/05/2022</i>) | Grants & Human Serv. Dept. |
| d. Daniela Tamayo (<i>Assistant Grants Administrator – 07/05/2022</i>) | Grants & Human Serv. Dept. |
| e. Maria L. Ruiz (<i>Acting Grants Administrator P/T – 06/12/2022</i>) | Grants & Human Serv. Dept. |
| f. Yuri Prieto (<i>Information Systems Technician – 08/01/2022</i>) | IT Department |
| g. Marilyn Gutierrez (<i>Purchasing Assistant – 07/18/2022</i>) | Purchasing Division |

SO NOTED.

- V. Report of **Resignations** for July 2022.

- | | | |
|------------------------------|----------|-----------------------------|
| a. Ana C. Maya | Resigned | Business Tax Division |
| b. Victoria Pelaez | Resigned | Comm. & Special Events Dept |
| c. Mario Valdivieso-Gonzalez | Resigned | Fire Department |
| d. Clara Riveron | Retired | Office of the City Clerk |
| e. Jose Frank Montalvan | Resigned | Police Department |
| f. Adriana Quintana | Resigned | Public Works Department |

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g. Juan Quintana Resigned Public Works Department

SO NOTED.

VI. Report of Maternal/Paternal Leave for July 2022.

a. Kristopher Cardet Fire Department
b. Jose Cabanas Fire Department

SO NOTED.

VII. Request to certify the following Competitive Eligibility Lists:

a. Clerk Typist I – Police Department

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

b. Property Clerk – Police Department

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

c. Fire Lieutenant

APPROVED 3-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

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

a. Assistant Grants Administrator

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

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

a. ERAP Coordinator

APPROVED 3-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

b. Case Worker

APPROVED 3-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

c. Milander Center Coordinator

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

d. Police Grants Coordinator

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

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

a. Lien Search and Records Specialist

APPROVED 3-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

b. Streets Engineer

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

c. Customer Service Representative – Comm. & Special Events Dept.

APPROVED 3-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

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

a. Existing: Customer Service Representative – Communications & Special Events Department
Changed to: Milander Center Coordinator

SO NOTED.

(Sofia Pozo Gonzalez)

b. Existing: Special Events Coordinator
Change to: Milander Center ~~Director~~ Coordinator

SO NOTED.

(Alex Gonzalez)

c. Existing: Systems Engineer
Changed to: Systems Administrator

SO NOTED.

(Carlos Galeano)

d. Existing: Information Systems Technician
Changed to: Systems Engineer

SO NOTED.

e. *(Alexandria Ortiz Rosado)*

Existing: Librarian I
Change to: Librarian II

SO NOTED.

f. Revert of Reclassification: Existing: Associate Accountant (Retirement Department)
Change to: Associate Accountant (HR Department)

SO NOTED.

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XII. Request to hear **Unfinished Business.**

XIII. Request to hear **New Business.**

- a. Request to decide on an alternative date for the September 2022 Personnel Board meeting due to the observance of Labor Day.

SO NOTED.

- b. Notice of resignation of Personnel Board Member Christiane Diaz.

SO NOTED.

XIV. Request to hear **Comments and Questions.**

Meeting Adjourned – 6:10 p.m.

NEXT PERSONNEL BOARD MEETING: TBD – 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.