

PERSONNEL BOARD MEETING
Monday, August 7, 2023 – 5:30 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; Luz L. Fernandez, Personnel Board Secretary.

ABSENT

Lorena Bravo, City Attorney.

AGENDA

- I. Request to approve the minutes of the June 2023 Personnel Board meeting.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. 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 June and July 2023.

- | | |
|-----------------------|---------------------------------|
| a. Frank Castaneda | Fire Department |
| b. Emmanuel Louis | Fire Department |
| c. Miguel A. Martinez | Parks and Recreation Department |
| d. Anthony Greaves | Public Works Department |
| e. Selfa L. Urdaneta | Public Works Department |

SO NOTED.

- III. Report of **Leave without Pay** for June and July 2023 attached.

SO NOTED.

- IV. Report of **Civil Service Appointments** for June and July 2023.

- | | |
|---|------------------------------------|
| a. Karla Suarez (<i>Permit Technician I – 06/19/2023</i>) | Building Division |
| b. Omar Fernandez (<i>Business Tax Inspector – 07/10/2023</i>) | Business Tax Division |
| c. Alyssa Palenzuela (<i>Education Center Director I – 06/19/2023</i>) | Education and Comm. Services Dept. |
| d. Deliana Brown (<i>Administrative Aide Conf. – 06/12/2023</i>) | Fire Department |
| e. Eliseo Chavarria (<i>Media Specialist – 07/23/2023</i>) | Comm. & Special Events Dept. |
| f. Gian Barzaga (<i>Parks and Recreation Supervisor – 06/12/2023</i>) | Parks and Recreation Department |
| g. Crysty C. Morando (<i>Cultural Center Supervisor – 06/12/2023</i>) | Parks and Recreation Department |
| h. Julio Esplugas (<i>EPI Youth Program Coordinator – 06/12/2023</i>) | Parks and Recreation Department |
| i. Javier Capote (<i>Park Manager – 06/12/2023</i>) | Parks and Recreation Department |
| j. Frank Morejon (<i>Park Manager – 06/12/2023</i>) | Parks and Recreation Department |
| k. Juan Rebellon (<i>Park Manager – 06/12/2023</i>) | Parks and Recreation Department |
| l. Krysty Suarez (<i>Park Manager – 06/12/2023</i>) | Parks and Recreation Department |
| m. Yanira Montesano (<i>Victim Advocate – 07/17/2023</i>) | Police Department |
| n. Kevin Lynskey (<i>Public Works Director – 07/09/2023</i>)
(<i>Pending Council Approval</i>) | Public Works Department |

SO NOTED.

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V. Report of **Resignations** for June and July 2023.

a. Roberto Meneses	Resigned	Business Tax Division
b. Nery Leon	Resigned	Building Division
c. Noah Ancheta	Resigned	Fire Department
d. David Jove	Resigned	Law Department
e. Lorena Bravo	Resigned/Retired	Law Department
f. Cristina Calas	Retired	Law Department
g. Nicole Nieblas	Resigned	Parks and Recreation Department
h. Alexander Romero	Resigned/Retired	Parks and Recreation Department
i. Jonny Papa	Resigned	Police Department
j. Andres Gutierrez	Retired (Entered DROP)	Police Department
k. Anthony J. Valdes	Resigned	Police Department
l. Aura Hevia-Nunez	Resigned	Police Department
m. Hector Garcia	Resigned	Police Department
n. Yasnier Blanco	Resigned	Police Department
o. Gisela M. Garrido	Retired	Police Department
p. Francisco A. Landrian	Resigned	Police Department
q. Jorge Nunez	Resigned	Police Department
r. Marcos Cardoso	Resigned	Police Department
s. Jorge Brenlla	Resigned	Police Department
t. Alexander Thrower	Resigned	Police Department
u. Kelly Lulay	Resigned	Police Department
v. George L. Otero	Resigned/Retired	Police Department
w. Carlos Valdes	Resigned	Public Works Department
x. Jose A. Hernandez	Retired	Public Works Department
y. Wilfredo Echevarria	Resigned	Public Safety Comm. Division
z. Christian Martinez	Resigned	Public Safety Comm. Division
aa. Margarita Villalobos	Retired	Risk Management Department
bb. Lourdes Munder	Retired	Risk Management Department

SO NOTED.

VI. Report of **Maternal/Paternal Leave** for June and July 2023.

a. Scott Grondin	Fire Department
b. Tayra Chaviano	Parks and Recreation Department
c. Randy Rodriguez	Parks and Recreation Department

SO NOTED.

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

- a. Administrative Aide Confidential – Fire Department

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

- b. Cultural Center Supervisor

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

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- c. EPI Youth Program Coordinator

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

- d. Media Specialist

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

- e. Parks and Recreation Supervisor

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

- f. Public Works Director

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

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

- a. Building Inspector

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

- b. Clerk Typist I – Police Department

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

- c. Fire Lieutenant

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

- d. Public Service Aide

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

- e. Customer Service Representative – Public Works Department

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

IX. Request to approve the following **Revised Job Descriptions**:

- a. City Attorney

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

- b. Director of Emergency Management

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

- c. Executive Assistant to the Building Official

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

X. Request to approve the following **New Job Descriptions**:

- a. Accounting Clerk I Part-Time

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

- b. Facility Maintenance Supervisor

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

- c. Community Emergency Response Team Coordinator

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

- d. Media Specialist

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

- e. Program Leader Inclusion

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

- f. Permit Technician II

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

- g. Printshop Clerk Full-Time

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:

(George Cardona Menjivar)

- a. Existing: P/T Counselor
Changed to: P/T Camp Director

SO NOTED.

(Pedro Mesa)

- ~~b. Existing: Water Sampling Collector I
Changed to: Underground Utility Locator~~

ITEM WITHDRAWN FROM AGENDA.

(Oscar Delgado)

- c. Existing: P/T Recreation Leader
Changed to: P/T Lifeguard

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(Maricela Vasquez)

- d. Existing: Executive Assistant to the Building Official (AFSCME)
Changed to: Executive Assistant to the Building Official (Confidential)

SO NOTED.

(Dorka Marrero, Jazmine Massanet)

- e. Existing: P/T Program Leader
Changed to: P/T Counselor

SO NOTED.

(Amanda Amarilys Puente)

- f. Existing: P/T Cashier
Changed to: P/T Recreation Leader

SO NOTED.

(Michael A. Festa)

- g. Existing: Assistant Director of Parks and Recreation
Changed to: Deputy Director of Parks and Recreation

SO NOTED.

(Sharon Dziedzic)

- h. Existing: Education Supervisor I
Changed to: Education Division Director

SO NOTED.

(Steven J. Diaz)

- i. Existing: Recreation Facilities Supervisor (AFSCME)
Changed to: Recreation Facilities Supervisor (Management)

SO NOTED.

(Lizandra Macias)

- j. Existing: Parks Supervisor I
Changed to: Parks Operations Supervisor

SO NOTED.

(Quentin Webb)

- k. Existing: Parks Supervisor I
Changed to: Parks Project Supervisor

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SO NOTED.

- l. Existing: Clerk Typist I (*Public Works*)
Changed to: Accounting Clerk I (*Public Works*)

SO NOTED.

- m. Existing: Purchasing Assistant
Changed to: Print Shop Clerk (Full-Time)

SO NOTED.

(Andrew Bosch)

- n. Existing: Purchasing Supervisor
Changed to: Assistant Purchasing Manager

SO NOTED.

(Ruben Racet)

- o. Existing: Construction Projects Coordinator
Changed to: Facilities Maintenance Supervisor

SO NOTED.

(Isis Gonzalez)

- p. Existing: Accounting Clerk I (*Public Works*)
Changed to: Accounting Clerk II (*Public Works*)

SO NOTED.

(Mariel Perez, Gladis L. Depaz)

- q. Existing: Accounting Clerk II (*Public Works*)
Changed to: Accounting Clerk III (*Public Works*)

SO NOTED.

(Yirelis Cosculluela)

- r. Existing: Data Processing Coordinator (*Public Works*)
Changed to: Billing Supervisor (*Public Works*)

SO NOTED.

(Oscar Lopez)

- s. Existing: Senior Meter Reader (*Public Works*)
Changed to: Meter Reader Supervisor (*Public Works*)

SO NOTED.

(Mark A. Sims)

- t. Existing: Administrative Aide Confidential (*Public Works*)
Changed to: Executive Assistant to the Director of Public Works – Personnel (*Public Works*)

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SO NOTED.

(Daniel Oreda)

- u. Existing: Budget Analyst *(Public Works)*

Changed to: Executive Assistant to the Director of Public Works – Administrative, Budget and Purchasing *(Public Works)*

SO NOTED.

(Jorge Lopez)

- v. Existing: Water and Sewer Journeyman *(Public Works)*

Changed to: Foreman *(Public Works)*

SO NOTED.

(Odalis Perez Bencomo)

- w. Existing: Customer Service Representative *(Public Works)*

Changed to: Utility Billing Clerk *(Public Works)*

SO NOTED.

(Diana Chavez)

- x. Existing: Office Associate Confidential

Changed to: Legal Secretary

SO NOTED.

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

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

- a. Request to decide on an alternative date for the September 2023 Personnel Board meeting due to the observance of Labor Day.

SO NOTED.

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

Meeting Adjourned at 5:52 P.M.

NEXT PERSONNEL BOARD MEETING: TUESDAY, SEPTEMBER 5, 2023 – 5:30 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.