

**PERSONNEL BOARD MEETING MINUTES**  
**Tuesday, September 4, 2018 – 6:00 p.m.**

Call to Order/Roll Call of Members: **Norberto Alvarez**, Chairperson; **Stephen Dielmann**, Vice-Chairperson; **Zoraya Pena**, Member; **Luis Zubieta**, Member; **Oscar de la Rosa**, Member.

**PRESENT** Norberto Alvarez, Chairperson; Stephen Dielmann, Vice-Chairperson; Luis Zubieta, Member; Oscar de la Rosa, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Theron Simmons, Assistant City Attorney.

**ABSENT** Zoraya Pena, Member

**AGENDA**

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

**APPROVED 3-0.** Motion by Mr. Zubieta. Second by Mr. Dielmann. 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 August 2018.

- |                     |                   |
|---------------------|-------------------|
| 1. Patrick N. Flynn | Fire Department   |
| 2. Jose L. Pastrana | Fire Department   |
| 3. Luis A. Curbelo  | Police Department |

**APPROVED 3-0.** Motion by Mr. Dielmann. Second by Mr. Zubieta. Passed by unanimous vote.  
*Comment: After this item was approved, Mr. Oscar de la Rosa arrived.*

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

**SO NOTED.**

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

- |   |                               |
|---|-------------------------------|
| 1. James Brown (Fire Engineer– 07/29/2018)                    | Fire Department               |
| 2. Phillip Pereira (Fire Lieutenant – 07/29/2018)             | Fire Department               |
| 3. Alex Maderal (Fire Engineer – 06/03/2018)                  | Fire Department               |
| 4. Julio Esplugas (Recreation Center Director I – 08/06/2018) | Parks & Recreation Department |
| 5. David Cadena (Recreation Center Director I – 08/27/2018)   | Parks & Recreation Department |

**SO NOTED.**

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

- |                       |   |
|-----------------------|---|
| 1. Armando Lopez      | Community Development Department – Building |
| 2. Marlene Hernandez  | Education Community Department              |
| 3. Arthur Fair        | Fire Department                             |
| 4. Anthony R. Hannum  | Fire Department                             |
| 5. Bayardo J. Montiel | Parks and Recreation Department             |
| 6. Manuel F. Guerrero | Parks and Recreation Department             |
| 7. Alian Albuerne     | Police Department                           |

**SO NOTED.**

**PERSONNEL BOARD MEETING MINUTES**  
**Tuesday, September 4, 2018 – 6:00 p.m.**

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

1. Evelyn M. Hernandez                      Fire Department

**SO NOTED.**

7. Request to certify the eligibility list for **Police Radio Dispatcher.**

**APPROVED 4-0.** Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

8. Request to certify the eligibility list for **Property Maintenance & Operations Superintendent.**

**APPROVED 4-0.** Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

9. Request to approve the **new** job description for **Code Compliance Specialist.**

Copy of **new** job description is attached.  
Range 49, \$1,161 - \$2,450 Bi-weekly.

**APPROVED 4-0.** Motion by Mr. Zubieta. Second by Mr. De la Rosa. Passed by unanimous vote.

10. Request to approve the **new** job description for **Code Compliance Specialist (Part-Time).**

Copy of **new** job description is attached.  
Range 100 (PT), \$16.50 – \$17.04 Hourly.

**APPROVED 4-0.** Motion by Mr. Dielmann. Second by Mr. De la Rosa. Passed by unanimous vote.

11. Request to approve the **new** job description for **Code Enforcement Officer – Trainee.**

Copy of **new** job description is attached.  
Range 48, \$1,121 - \$2,257 Bi-weekly.

**APPROVED 4-0.** Motion by Mr. Dielmann. Second by Mr. Zubieta. Passed by unanimous vote.  
*Comment: This job description was approved with range 48.*

12. Request to approve the **new** job description for **Retirement Specialist.**

Copy of **new** job description is attached.  
Range 46, \$999 - \$1,930 Bi-weekly.

**APPROVED 4-0.** Motion by Mr. Zubieta. Second by Mr. De la Rosa. Passed by unanimous vote.

13. Request to approve the **replacement** job description for **Communications and Special Events Assistant.**

Copy of both **previous** and **replaced** job description are attached.  
Range 46, \$999 – \$1,930 Bi-weekly.

**APPROVED 4-0.** Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

**PERSONNEL BOARD MEETING MINUTES**  
**Tuesday, September 4, 2018 – 6:00 p.m.**

14. Request to conduct an in-house, competitive Civil Service Examination for **Business Tax Inspector I.**

- a. In-house, competitive
- b. 100% Written
- c. 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 4-0.** Motion by Mr. Zubieta. Second by Mr. De la Rosa. Passed by unanimous vote.  
*Comment: The last item on the Minimum Training and Experience section of the job description for Business Tax Inspector I: "Must be certified as Fire Inspector," will be removed going forward.*

15. Request to hear **Unfinished Business.**

NONE.

16. Request to hear **New Business.**

16a. Request to elect new Chairperson for the Personnel Board.

*\*In the event that the current Vice-Chairperson is elected; Request to elect new Vice-Chairperson for the Personnel Board, also.*

Norberto Alvarez was nominated for Chairperson.

**APPROVED 4-0.** Motion by Mr. Dielmann. Passed by unanimous vote.

Stephen Dielmann was nominated for Vice-Chairperson.

**APPROVED 4-0.** Motion by Mr. Alvarez. Passed by unanimous vote.

**NEXT PERSONNEL BOARD MEETING: Monday, October 1<sup>st</sup>, 2018 - 6:00 PM**

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.