

**PERSONNEL BOARD MEETING**  
**Tuesday, September 5, 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, Rafael Suarez-Rivas, City Attorney.

**ABSENT**

**Quorum is present.**

**AGENDA**

- I. Request to approve the minutes of the August 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 August 2023.

- a. Isander D. Lara Fire Department

**SO NOTED.**

- III. Report of **Leave without Pay** for August 2023 attached.

**SO NOTED.**

- IV. Report of **Civil Service Appointments** for August 2023.

- |   |                               |
|---|-------------------------------|
| a. Gina Romero ( <i>On-Camera Talent/Reporter – 8/21/23</i> )         | Comm. & Special Events Dept.  |
| b. Abel Alfonso ( <i>Building Inspector – 08/21/23</i> )              | Comm. & Special Events Dept.  |
| c. Maria Suarez-Ferrebus ( <i>Accountant – 2/13/23</i> )              | Finance Division              |
| d. Anthony Cuevas ( <i>Fire Lieutenant – 8/7/23</i> )                 | Fire Department               |
| e. Daniel Cecilia ( <i>Fire Lieutenant – 8/8/23</i> )                 | Fire Department               |
| f. Amanda Bonanno-Cox ( <i>Executive Legal Assistant – 8/14/23</i> )  | Law Department                |
| g. Randy Cabrera ( <i>Assistant Park Manager – 8/21/23</i> )          | Parks & Recreation Department |
| h. Kelsey Suarez ( <i>Assistant Park Manager – 6/12/23</i> )          | Parks & Recreation Department |
| i. Robert Perez ( <i>Assistant Park Manager – 6/12/23</i> )           | Parks & Recreation Department |
| j. Andrew Campbell ( <i>Assistant Park Manager – 6/12/23</i> )        | Parks & Recreation Department |
| k. Sebastian Caraballo ( <i>Assistant Park Manager – 6/12/23</i> )    | Parks & Recreation Department |
| l. Brayán Perdomo ( <i>Assistant Park Manager – 6/12/23</i> )         | Parks & Recreation Department |
| m. Nicole Espinosa ( <i>Assistant Park Manager – 6/12/23</i> )        | Parks & Recreation Department |
| n. William Rivera Jr. ( <i>Assistant Park Manager – 2/13/23</i> )     | Parks & Recreation Department |
| o. Shawn Schulman ( <i>Assistant Park Manager – 2/13/23</i> )         | Parks & Recreation Department |
| p. Liliana Arteaga ( <i>Clerk Typist I – 8/27/23</i> )                | Police Department             |
| q. Nicolas J. Fontana ( <i>Mobile Public Service Aide – 8/27/23</i> ) | Police Department             |
| r. Angel J. Escobar ( <i>Mobile Public Service Aide – 8/27/23</i> )   | Police Department             |
| s. Yoan Rama ( <i>Identification Technician I – 8/21/23</i> )         | Police Department             |
| t. Tiffany L. Pereira Da Costa ( <i>Police Officer – 8/27/23</i> )    | Police Department             |
| u. Christopher Tejada ( <i>Police Officer – 8/27/23</i> )             | Police Department             |

**PERSONNEL BOARD MEETING**  
**Tuesday, September 5, 2023 – 5:30 p.m.**

**SO NOTED.**

V. Report of Resignations for August 2023.

a. Ryan Bermudez	Resigned	Community Development Dept.
b. Lazaro A. Lima	Resigned-Retired	Fire Department
c. Joel Mego	Resigned-Retired	Fire Department
d. Orly Fernandez	Resigned-Retired	Fleet Maintenance Department
e. Ricardo A. Perez	Resigned-Retired	Parks & Recreation Department
f. Alberto A. Araluca	Resigned	Police Department
g. Patrick Pierre	Resigned	Police Department

**SO NOTED.**

VI. Report of Maternal/Paternal Leave for August 2023.

a. Shaun P. Flynn	Fire Department
-------------------	-----------------

**SO NOTED.**

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

a. On-Camera Talent/Reporter	Comm. & Special Events Dept.
------------------------------	------------------------------

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

b. Accountant	Finance Division
---------------	------------------

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

c. Executive Legal Assistant	Law Department
------------------------------	----------------

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

d. Assistant Park Manager	Park & Recreation Department
---------------------------	------------------------------

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

VIII. Request to certify the following Competitive Eligibility Lists:

a. Permit Technician I	Community Development Dept.
------------------------	-----------------------------

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

b. Code Enforcement Officer I	Community Development Dept.
-------------------------------	-----------------------------

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

**PERSONNEL BOARD MEETING**  
**Tuesday, September 5, 2023 – 5:30 p.m.**

c. Accounting Clerk I Finance Division

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

d. Assistant Chief of Operations Fire Department

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

e. District Fire Chief Fire Department

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

f. Truck Driver Public Works Department

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

g. Print Shop Clerk Purchasing Division

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

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

a. Legal Secretary Law Department

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

b. Purchasing Division Director Purchasing Division

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

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

a. On-Camera Talent / Reporter Comm. & Special Events Dept.

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

b. Public Affairs Aide Comm. & Special Events Dept.

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

c. Deputy City Attorney (*Non-Civil Service*) Law Department

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

d. Assistant City Attorney – Litigation (*Non-Civil Service*) Law Department

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

e. Office Coordinator Law Department

**PERSONNEL BOARD MEETING**  
**Tuesday, September 5, 2023 – 5:30 p.m.**

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

f. Cultural Center Supervisor Parks & Recreation Depart.

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

g. Information Operator 911 Public Safety Comm. Dept.

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

h. Assistant Purchasing Division Director Purchasing Division

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

i. Risk Management Receptionist Risk Management Department

**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:

*(Daniella Gonzalez)*

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

**SO NOTED.**

b. *(George Miller)*

Existing: Fleet Parts Counterperson  
Changed to: Automotive Parts Manager (*Fleet Maintenance*)

**SO NOTED.**

c. *(Karelin Espino)*

Existing: Clerk (*AFSCME Position*)  
Changed to: Grants Clerk (*Confidential Position*)

**SO NOTED.**

d. *(Erick Casais Amores)*

Existing: Clerk (*AFSCME Position*)  
Changed to: Grants Clerk (*Confidential Position*)

**SO NOTED.**

e. *(Izandra Torres)*

Existing: Program Specialist I  
Changed to: Case Worker (*Grants*)

**SO NOTED.**

**PERSONNEL BOARD MEETING**  
**Tuesday, September 5, 2023 – 5:30 p.m.**

- f. Existing: Program Specialist I  
Changed to: Grants Clerk

**SO NOTED.**

- g. Existing: Information Technology Coordinator  
Changed to: IT Administrative Assistant (*Marta Santiago-Tercero*) & Information Systems Technician

**SO NOTED.**

- h. (*Luis Suarez*)  
Existing: Purchasing Manager  
Changed to: Purchasing Division Director

**SO NOTED.**

- XII. Request to **Abolish** the following eligibility lists:

- a. Meter Reader Public Works Department

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

- XIII. Request to hear **Unfinished Business.**

- XIV. Request to hear **New Business.**

- a. Grievance on behalf of District Fire Chief Robert Ortega, District Fire Chief Vladimir Kanarev and Division Fire Chief Emmanuel Louis in regards to the oral portion of the promotional examination for the position of Assistant Chief of Operations administered on August 9, 2023.

**A discussion was had amongst the Board and those persons in the audience reference Agenda Items #8d & #8e. The Board motioned unanimously to table both items, #8d & #8e.**

- XV. Request to hear **Comments and Questions.**

**Meeting Adjourned at 6:12 P.M.**

**NEXT PERSONNEL BOARD MEETING: MONDAY, OCTOBER 16, 2023 AT 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.