

**PERSONNEL BOARD MEETING MINUTES**  
**Monday, September 12, 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; Lorena Amable Santos, Personnel Board Secretary.

**ABSENT**

Lorena Bravo, City Attorney.

**Quorum is present.**

**AGENDA**

- I. Request to approve the minutes of the August 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 August 2022.

- |                     |                     |
|---------------------|---------------------|
| a. Juan Gomez       | Building Department |
| b. Andres R. Garcia | Fire Department     |
| c. Manuel X. Colon  | Police Department   |

**SO NOTED.**

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

**SO NOTED.**

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

- |  |                 |
|--|-----------------|
| a. Carlos Gonzalez ( <i>Fire Lieutenant – 08/01/2022</i> ) | Fire Department |
| b. James Brown ( <i>Fire Lieutenant – 08/02/2022</i> )     | Fire Department |
| c. Javier Fong ( <i>Fire Engineer – 08/01/2022</i> )       | Fire Department |
| d. Jonathan Morales ( <i>Firefighter – 09/11/2022</i> )    | Fire Department |
| e. Ryan Gallardo ( <i>Firefighter – 09/12/2022</i> )       | Fire Department |
| f. Robert J. Cruz ( <i>Firefighter – 09/12/2022</i> )      | Fire Department |
| g. Alexander Rodriguez ( <i>Firefighter – 09/12/2022</i> ) | Fire Department |
| h. Tyler B. Wall ( <i>Firefighter – 09/12/2022</i> )       | Fire Department |
| i. Alberto Leon ( <i>Firefighter – 09/12/2022</i> )        | Fire Department |
| j. Luis Velazquez ( <i>Firefighter – 09/12/2022</i> )      | Fire Department |
| k. Jose Faz ( <i>Firefighter – 09/12/2022</i> )            | Fire Department |
| l. Andy Scarys ( <i>Firefighter – 09/12/2022</i> )         | Fire Department |
| m. Kevin Abraham ( <i>Firefighter – 09/12/2022</i> )       | Fire Department |
| n. Aaron Munoz ( <i>Firefighter – 09/12/2022</i> )         | Fire Department |

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- |  |                             |
|--|-----------------------------|
| o. Andres Pineda ( <i>Firefighter – 09/12/2022</i> )                                 | Fire Department             |
| p. Noah Ancheta ( <i>Firefighter – 09/12/2022</i> )                                  | Fire Department             |
| q. Jose Nunez Mateos ( <i>Firefighter – 09/12/2022</i> )                             | Fire Department             |
| r. Jose A. Ramos ( <i>Firefighter – 09/12/2022</i> )                                 | Fire Department             |
| s. Katherine Cabrera-Trejos ( <i>CDBG Coordinator – 09/05/2022</i> )                 | Grants & Human Serv. Dept.  |
| t. Merian Sepulveda ( <i>Systems Analyst – 08/22/2022</i> )                          | IT Department               |
| u. Dashley De La Caridad Iribar ( <i>Property Clerk – 08/16/2022</i> )               | Police Department           |
| v. Alice Arrieta ( <i>Asst. Director of Com. &amp; Special Events – 08/21/2022</i> ) | Com. & Special Events Dept. |

**SO NOTED.**

V. Report of **Resignations** for August 2022.

- |                            |             |                             |
|----------------------------|-------------|-----------------------------|
| a. Anne Serrano            | Resigned    | Business Tax Division       |
| b. Vicente Rodriguez       | Retired     | Construction & Maint. Dept. |
| c. Lisbeth Montoro         | Resigned    | Finance Division            |
| d. Adriana Perez           | Resigned    | Library Department          |
| e. Sophia Galano           | Resigned    | Police Department           |
| f. Fernando Hernandez      | Resigned    | Police Department           |
| g. Giselle E. Kleiban      | Resigned    | Police Department           |
| h. Billy Zeus Lezcano      | Resigned    | Police Department           |
| i. Maria F. Dominguez      | Resigned    | Police Department           |
| j. Orlando Marrero         | Resigned    | Police Department           |
| k. Ricky A. Melchor        | Retired     | Police Department           |
| l. Kevin Garcia            | Resigned    | Police Department           |
| m. Roberto Salmeron        | Resigned    | Police Department           |
| n. Harel M. Ibanez         | Resigned    | Police Department           |
| o. Felix M. Salazar        | Resigned    | Police Department           |
| p. Johanna Hernandez       | Resigned    | Public Safety Comm.         |
| q. George R. Cho           | Resigned    | Public Works Department     |
| r. Maria D. Dominguez      | Retired     | Public Works Department     |
| s. Ingrid Camino-Hernandez | Res-Retired | Retirement Department       |

V. Updated

- |                     |                        |                   |
|---------------------|------------------------|-------------------|
| t. Michael Smith    | Retired (Entered DROP) | Fire Department   |
| u. Ramiro Del Nodal | Retired (Entered DROP) | Police Department |

**SO NOTED.**

VI. Report of **Maternal/Paternal Leave** for August 2022.

- |                   |                 |
|-------------------|-----------------|
| a. Wilky Celestin | Fire Department |
|-------------------|-----------------|

**SO NOTED.**

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

a. Firefighter

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

b. Lien Search and Records Specialist

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

c. Public Service Aide

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

d. Clerk Typist I

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

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

a. CDBG Coordinator – Grants and Human Services Department

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

b. Assistant Director of Communications and Special Events

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

c. Office Coordinator – Planning & Zoning Division

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

d. Executive Assistant – Library Department

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

e. Risk Management Specialist – Risk Management Department

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

f. Logistic Specialist – Communications and Special Events Department

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

g. Milander Center Coordinator – Communications and Special Events Department

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

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h. Marketing and Media Coordinator – Communications and Special Events Department

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

i. Media Specialist Inter-Department Liaison – Communications and Special Events Department

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

j. Quality Assurance Supervisor – Public Safety Communications Division

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

k. Police Radio Dispatcher – Public Safety Communications Division

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

l. Complaint Officer II – Public Safety Communications Division

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

m. Electronic Technician – Public Safety Communications Division

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

n. Digital Records Technician – Police Department

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

o. Public Service Aide – Police Department

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

p. I.D. Technician I – Police Department

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

q. Purchasing Aide – Parks and Recreation Department

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

r. Service Worker – Parks and Recreation Department

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

s. Roadway & Stormwater Engineering Manager – Streets Department

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

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t. Stormwater Utility Technician – Streets Department

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

u. Streets Engineer – Streets Department

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

v. Streets Journeyman – Streets Department

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

w. Truck Driver – Streets Department

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

x. Business Tax Inspector I – Business Tax Division

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

y. Business Tax Receptionist – Business Tax Division

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

z. Business Tax Specialist – Business Tax Division

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

aa. Purchasing Supervisor – Purchasing Division

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

bb. Receptionist – Purchasing Division

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

cc. Customer Service Representative – Fire Department

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

dd. Fire Code Enforcement Officer – Fire Department

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

ee. Fire Inspector – Fire Department

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

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ff. Fleet Parts Counterperson – Fleet Maintenance Department

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

gg. Equipment Service Worker – Fleet Maintenance Department

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

hh. Automotive Supervisor I – Fleet Maintenance Department

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

ii. Electrician Apprentice – Construction & Maintenance Department

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

jj. Skilled Craftsman – Construction & Maintenance Department

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

kk. Truck Driver – Construction & Maintenance Department

**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. Construction and Maintenance Manager for Home/Ship Projects and the City's Housing Program.

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

b. Purchasing Supervisor

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

c. Seasonal Clerk – Grants and Human Services Department

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

d. Communications Manager – Public Safety Communications

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

e. Seasonal Business Tax Specialist I

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

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f. Business Tax Receptionist

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

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

a. Director of Construction and Maintenance

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

b. Customer Service Representative – Public Works

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

c. Mechanic II – Construction & Maintenance Department

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

d. EPI Youth Program Coordinator – Parks & Recreation Department

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

e. Property Manager – Affordable Housing

**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: Utilityman  
Changed to: Meter Reader

**SO NOTED.**

b. Existing: Customer Service Representative (A)  
Change to: Customer Service Representative

**SO NOTED.**

c. Existing: Communication and Special Events Manager  
Change to: Assistant Director of Communications and Special Events

**SO NOTED.**

*(Christian Consuegra)*  
d. Existing: P/T Recreation Leader  
Change to: P/T Lifeguard

**SO NOTED.**

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- e. *(Lourdes Alfaro)*  
Existing: Clerk Typist I  
Change to: Clerk Typist II

**SO NOTED.**

- f. Existing: Literacy Program Director  
Change to: Education Center Director II

**SO NOTED.**

- (Fabio Nojas, Jaedon Christopher, Britany Navarro, Matthew Raul Perez, Alyssa N. Perez, Sophia Inguanzo, Melisa Rodriguez, Nicole M. Espinosa)*
- g. Existing: (8) Summer P/T Recreation Leader  
Change to: (8) Year-Round P/T Recreation Leader

**SO NOTED.**

- (Maritza Morejon, Fatima Carrillo)*
- h. Existing: (2) P/T Summer Program Leader  
Change to: (2) P/T Year-Round Program Leader

**SO NOTED.**

- (Laura Alonso)*
- i. Existing: P/T Tutor  
Change to: P/T Camp Director

**SO NOTED.**

- (Katherine Fernandez)*
- j. Existing: P/T Recreation Leader  
Change to: P/T Tutor

**SO NOTED.**

- (Iglénys Díaz)*
- k. Existing: P/T Program Leader  
Change to: P/T Tutor

**SO NOTED.**

- (Janicelys Segarra, Victoria A. Cabrera)*
- l. Existing: (2) P/T Recreation Leader  
Change to: (2) Receptionist

**SO NOTED.**



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- m. Existing: Police Radio Dispatcher  
Change to: Public Safety Communications Supervisor

**SO NOTED.**

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

Meeting Adjourned – 6:24 p.m.

**NEXT PERSONNEL BOARD MEETING: MONDAY, OCTOBER 3, 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.