

**PERSONNEL BOARD MEETING MINUTES**

**Monday, October 5, 2020 – 6:00 p.m.**

Call to Order/Roll Call of Members:

**Stephen Dielmann**, Chairperson; **John Ulloa**, Vice-chairperson; **Clayton Warren Angus Jr.**, Member; **Christiane Diaz**, Member.

**PRESENT** Stephen Dielmann, Chairperson; John Ulloa, Vice-chairperson; Clayton Warren Angus Jr., Member; Christiane Diaz, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Elsa I. Jaramillo-Velez, Assistant City Attorney.

**ABSENT**

**Quorum is present.**

**MEETING MINUTES**

1. Request to approve the minutes of the September 2020 Personnel Board meeting.

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

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 September 2020.

- |                            |                         |
|----------------------------|-------------------------|
| 1. Alexandria Ortiz Rosado | Library Department      |
| 2. Vanessa B. Najara       | Police Department       |
| 3. Margarita Castillo      | Public Works Department |

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Ulloa. Motion carried unanimously.

3. Report of **Leave without Pay** for September 2020.

**SO NOTED.**

4. Report of **Civil Service Appointments** for September 2020.

- |  |                               |
|--|-------------------------------|
| 1. Edward Altidor ( <i>District Fire Chief – 09/23/2020</i> )  | Fire Department               |
| 2. Harold Estrada ( <i>Fire Lieutenant – 09/23/2020</i> )      | Fire Department               |
| 3. Tomas Felipe ( <i>Fire Captain – 09/23/2020</i> )           | Fire Department               |
| 4. Daniel Alfaro Aramburo ( <i>Park Manager – 10/05/2020</i> ) | Parks & Recreation Department |
| 5. Daniel Lopez Alarcon ( <i>Park Manager – 10/05/2020</i> )   | Parks & Recreation Department |
| 6. Javier Barrios ( <i>Police Sergeant – 08/02/2020</i> )      | Police Department             |
| 7. Gisela Garrido ( <i>Police Sergeant – 08/02/2020</i> )      | Police Department             |
| 8. Francisco Hernandez ( <i>Police Sergeant – 08/02/2020</i> ) | Police Department             |
| 9. Damian Jordana ( <i>Police Sergeant – 08/02/2020</i> )      | Police Department             |
| 10. Anderson Munoz ( <i>Police Sergeant – 08/02/2020</i> )     | Police Department             |
| 11. Yoleido Niebla ( <i>Police Sergeant – 08/02/2020</i> )     | Police Department             |

**SO NOTED.**

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5. Report of Resignations for September 2020.

- |                        |                         |
|------------------------|-------------------------|
| 1. Amantina C. Toranzo | Building Division       |
| 2. Anays Guzman        | Business Tax Division   |
| 3. George Martinez     | Business Tax Division   |
| 4. Esteban Holland     | Police Department       |
| 5. Thomas J. Peluso    | Police Department       |
| 6. Otniel Figueroa     | Public Works Department |
| 7. Jose Soberon        | Public Works Department |

**SO NOTED.**

6. Report of Maternal/Paternal Leave for September 2020.

NONE.

**SO NOTED.**

7. Request to approve the eligibility list for Fire Engineer.

**APPROVED 4-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

8. Request to approve the eligibility list for Business Tax Inspector II.

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

9. Request to abolish the eligibility list for Business Tax Inspector I.

**APPROVED 4-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

10. Request to conduct an in-house, competitive civil service examination for the position of Education Center Director II.

- a. In-house, competitive
- b. 60% Oral, 40% Education/Experience
- c. Must obtain a minimum score of 70% on the oral portion for placement on the eligibility list.

Copy of the job description is attached.  
Range 49: \$1,196 - \$2,524 Bi-weekly.

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Ulloa. Motion carried unanimously.

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11. Request to conduct an in-house, competitive civil service examination for the position of **Education Center Director I.**

- a. In-house, competitive
- b. 60% Oral, 40% Education/Experience
- c. Must obtain a minimum score of 70% on the oral portion for placement on the eligibility list.

Copy of the job description is attached.

Range 48: \$1,155 - \$2,325 Bi-weekly.

**APPROVED 4-0.** Motion by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

12. Request to conduct an in-house, competitive civil service examination for the position of **Office Assistant (ECS).**

- a. In-house, competitive
- b. 60% Oral, 40% Education/Experience
- c. Must obtain a minimum score of 70% on the oral portion for placement on the eligibility list.

Copy of the job description is attached.

Range 45: \$987 - \$1,874 Bi-weekly.

**APPROVED 4-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

13. Request to conduct an in-house, competitive civil service examination for the position of **Purchasing/Special Events Technician (ECS).**

- a. In-house, competitive
- b. 60% Oral, 40% Education/Experience
- c. Must obtain a minimum score of 70% on the oral portion for placement on the eligibility list.

Copy of the job description is attached.

Range 51: \$1,386 - \$2,828 Bi-weekly.

**APPROVED 4-0.** Motion by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

14. Request to hear **Unfinished Business.**

15. Request to hear **New Business.**

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

Meeting Adjourned – 6:35 p.m.

**PERSONNEL BOARD MEETING MINUTES**  
**Monday, October 5, 2020 – 6:00 p.m.**

**NEXT PERSONNEL BOARD MEETING: MONDAY, NOVEMBER 2, 2020 – 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, 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.