

PERSONNEL BOARD MEETING MINUTES
Wednesday, December 19, 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 Stephen Dielmann, Vice-Chairperson; Zoraya Pena, Member; Oscar De la Rosa, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Theron Simmons, Assistant City Attorney.

ABSENT Norberto Alvarez, Chairperson; Luis Zubieta, Member

AGENDA

ON THE DAIS:

Item # 12.

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

APPROVED 3-0. Motion by Ms. Pena. Second by Mr. De la Rosa. 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 November 2018.

- | | |
|-----------------------------|---|
| 1. Nicia C. Garcia | Education & Community Services Department |
| 2. Julio J. Guevara | Fire Department |
| 3. Minerva E. Lopez | Library Department |
| 4. Denise A. Bremer-Johnson | Police Department |
| 5. Flor Villa | Streets Department |

APPROVED 3-0. Motion by Ms. Pena. Second by Mr. De la Rosa. Passed by unanimous vote.

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

SO NOTED.

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

- | | |
|----------------------|---------------------------------------|
| 1. Jorge L. Acosta | Construction & Maintenance Department |
| 2. Ernesto Lestayoy | Construction & Maintenance Department |
| 3. Gene Delima | Police Department |
| 4. Nelson Enriquez | Police Department |
| 5. Manuel Montalvo | Police Department |
| 6. Ibel Perez | Police Department |
| 7. Michael Ramos | Police Department |
| 8. Eduardo Salazar | Police Department |
| 9. Luis Servilla | Police Department |
| 10. Oscar Hernandez | Streets Department |
| 11. Yordanis Morales | Streets Department |

SO NOTED.

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5. Report of **Resignations** for November 2018.

- | | |
|--------------------------|---|
| 1. Orlando Rodriguez | Community Development Department – Code Comp. |
| 2. Roberto Fernandez Pla | Fire Department |
| 3. David Soler | Fire Department |
| 4. Fai Yeung | Fire Department |
| 5. Marta A. Diaz | Grants & Human Services Department |
| 6. Liliana Garcia | Library Department |

SO NOTED.

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

NONE.

SO NOTED.

7. Request to modify the job description for **Activity Coordinator Therapeutics – Education & Community Services Department.**

Copy of previous and modified job description are attached.
Range 47, \$1,099 - \$2,074 Bi-weekly.

APPROVED 3-0. Motion by Mr. De la Rosa. Second by Ms. Pena. Passed by unanimous vote.

8. Request to conduct an in-house & open to the public competitive Civil Service Examination for **Park Manager – Parks & Recreation Department.**

- a. In-house & open to the public, competitive
- b. 40% Written, 60% Oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

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

APPROVED 3-0. Motion by Ms. Pena. Second by Mr. De la Rosa. Passed by unanimous vote.

9. Request to conduct an in-house, competitive Civil Service Examination for **Parks Crew Journeyman – Parks & Recreation Department.**

- a. In-house, competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description is attached.
Range 47, \$1,099 - \$2,074 Bi-weekly.

APPROVED 3-0. Motion by Mr. De la Rosa. Second by Ms. Pena. Passed by unanimous vote.

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10. Request to conduct an in-house, competitive Civil Service Examination for **Service Worker – Parks and Recreation Department.**

- a. In-house, competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description is attached.

Range 45, \$958 - \$1,819 Bi-weekly.

APPROVED 3-0. Motion by Ms. De la Rosa. Second by Ms. Pena. Passed by unanimous vote.

11. Request to approve Civil Service status for the listed employees in accordance with Rule VIII, section 6 (b) of the Civil Service Rules and Regulations.

TABLED 3-0. Motion by Ms. Pena. Second by Mr. De la Rosa. Passed by unanimous vote.

12. Request to certify the eligibility list for **Business Tax Specialist I.**

APPROVED 3-0. Motion by Mr. De la Rosa. Second by Ms. Pena. Passed by unanimous vote.

13. Request to hear **Unfinished Business.**

NONE.

14. Request to hear **New Business.**

NONE.

NEXT PERSONNEL BOARD MEETING: Monday, January 7, 2019 - 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.