

7. Report of Leave of Absence for October 2015. **None.**
8. Request to certify the eligibility list for **Accountant.**
9. Request to certify the eligibility list for **Administrative Aide for Central Services.**
10. Request to certify the eligibility list for **Junior Accountant.**
11. Request to certify the 2015 eligibility list for **Fire Engineer.**
12. Request to abolish the 2013 eligibility list for the position of **Fire Engineer** certified at the December 2, 2013, Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.
13. Request to conduct a Civil Service examination for the **Activity Coordinator Therapeutics** position with the following criteria:
 - a. In-house, competitive
 - b. 60% Oral
 - c. 40% Education/Experience
 - d. Must obtain a minimum of 70% on the oral portion.
 - e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.Copy of the job description is attached. (No eligibility list on file.)
Range 47 - \$1,077 - \$2,033 Bi-weekly
14. Request to conduct a Civil Service examination for the **Parks Crew Foreman** position with the following criteria:
 - a. In- house, competitive
 - b. 100% Written
 - c. Must obtain a minimum score of 70% to be placed on the eligibility list.Copy of the job description is attached. (No eligibility list on file.)
Range 48 - \$1,099 - \$2,213 Bi-weekly
15. Request to conduct a Civil Service examination for the **Program Specialist III – Education** position and merge the remaining name on the current eligibility list with the following criteria:
 - a. In-house, competitive
 - b. 60% Oral
 - c. 40% Education/Experience

- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of job description and current eligibility list are attached.

Range 51 - \$1,320.00 - \$2,692 Bi-weekly

16. Request to approve the **new** civil service classification and job description for the position of **Assistant Director of Recreation.**

Copy of **new** job description is attached.

Range 01 - Management

17. Request to approve the **new** civil service classification and job description for the position of **Executive Assistant to Community Development I.**

Copy of **new** job description is attached.

Range 49 - \$1,138 - \$2,402 Bi-weekly

18. Request to approve the **new** civil service classification and job description for the position of **Executive Assistant to Community Development II.**

Copy of **new** job description is attached.

Range 50 - \$1,303 - \$2,535 Bi-weekly

19. Request to approve the **revised** job description for the position of **Budget Analyst.**

Copy of **revised** job description is attached. (No eligibility list on file.)

Range 32 - \$1,418 - \$2,904 Bi-weekly

20. Request to hear **Unfinished Business.**

21. Request to hear **New Business.**

- 21a. Request approve the **new** civil service classification and job description for the **Planning Technician.**

Copy of **new** job description is attached.

Range 51 - \$1,320.00 - \$2,692 Bi-weekly

- 21b. Request to conduct a Civil Service examination for the **Planning Technician** position with the following criteria:

- a. In-house and Open to the Public
- b. 100% Written
- c. Must obtain a minimum combined score of 70% to be placed on the eligibility

Copy of the job description is attached. (No eligibility list on file.)
Range 51 - \$1,320.00 - \$2,692 Bi-weekly

NEXT PERSONNEL BOARD MEETING: Monday, December 7, 2015 at 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, 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) 955-8770 (VOICE), for assistance.