

## PERSONNEL BOARD SUMMARIZED MINUTES

Monday, February 1, 2016 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Stephen Dielmann, Member; Luis Zubieta, Member. **ALSO PRESENT:** Gelien Perez, Acting HR Director; Owen Kohler, Assistant City Attorney; and Annette Otaño, Secretary. **ABSENT:** Zoraya Pena, Member

### ON THE DAIS:

- **New Business Item 14a - Request to certify the eligibility list for Human Resources Director.**
- **New Business Item 14b - Request to certify the eligibility list for Firefighter.**
- **New Business Item 14c - Request to approve new civil service classification and job description for Planning and Zoning Clerk I.**
- **New Business Item 14d - Request to approve new civil service classification and job description for Planning and Zoning Clerk II.**
- **New Business Item 14e - Request to approve new civil service classification and job description for Planning and Zoning Hearing Specialist.**
- **New Business Item 14f - Request to approve new civil service classification and job description for Planning and Zoning / Re-Occupancy Inspector.**
- **New Business Item 14g - Request to approve new civil service classification and job description for Zoning Plans Processor / Inspector.**
- **New Business Item 14h - Request to approve new civil service classification and job description for Floodplain Administrator / Planner.**

### AGENDA

1. Request to approve the minutes of the January 4, 2016 Personnel Board meeting.  
**APPROVED.** Motion by Mr. Alvarez. Second by Mr. Dielmann. 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 January 2016.
  1. Didier Mompont Fire Department
  2. Lawrence Money Fire Department
  3. Mark Sanchez Fire Department
  4. Frank Carlos Morejon Parks & Recreation
  5. Freddy Batista Police Department**APPROVED.** Motion by Mr. Dielmann. Second by Mr. Zubieta. Passed by unanimous vote.
3. Report of Leave without Pay for January 2016.  
**SO NOTED.**
4. Report of Civil Service Appointments for January 2016. **None.**  
**SO NOTED.**

5. Report of Civil Service Resignations for January 2016.

- |                             |                              |
|-----------------------------|------------------------------|
| 1. Lourdes T. Diaz          | Construction and Maintenance |
| 2. Margarita Umana-Gonzalez | Fire Department              |
| 3. Roderick Flowers         | Police Department            |
| 4. Alberto J. Perez         | Streets Department           |

**SO NOTED.**

6. Report of Maternal/Paternal Leave for January 2016.

1. Anderson Munoz Police Department

**SO NOTED.**

7. Report of Leave of Absence for January 2016. **None.**

**SO NOTED.**

8. Request to certify the eligibility list for **Budget Analyst.**

**APPROVED.** Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

9. Request to conduct a Civil Service examination for the **Accounting Clerk I** position with the following criteria:

- a. In- house, Competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% on the oral portion.
- d. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the job description and current eligibility list are attached.

Range 43 - \$822 - \$1,516 Bi-weekly

**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

10. Request to conduct a Civil Service examination for the **Assistant Director of Parks (Alexis Vazquez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum score 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 and resume are attached. (No eligibility list on file.)

Range – Management

**APPROVED with changes to be made on resume;** must submit an updated resume exhibiting more education and supervisory experience. Motion by Mr. Alvarez. Second by Mr. Zubieta. Passed by unanimous vote.

11. Request to conduct a Civil Service examination for the Recreation Programs Supervisor (Einar Valerdi) position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum score 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 and resume are attached. (No eligibility list on file.)

Range – Management

**APPROVED with changes to be made on resume;** must submit an updated resume exhibiting more education and supervisory experience. Motion by Mr. Dielmann. Second by Mr. Zubieta. Passed by unanimous vote.

12. Request to approve the **new** civil service classification and job description for the position of EPI Youth Program Coordinator.

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

Range 51 - \$1,320 - \$2,692 Bi-weekly

**APPROVED.** Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

13. Request to hear Unfinished Business.

14. Request to hear New Business.

**APPROVED.** Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

- 14a. Request to certify the eligibility list for Human Resources Director.

**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

- 14b. Request to certify the eligibility list for Firefighter.

**APPROVED.** Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

- 14c. Request approve the **new** civil service classification and job description for the Planning and Zoning Clerk I.

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

Range 48 - \$1,099 - \$2,099 Bi-weekly

**APPROVED with recommended revision to the job description.** Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

- 14d. Request approve the **new** civil service classification and job description for the **Planning and Zoning Clerk II.**

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

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

**APPROVED with recommended revision to the job description.** Motion by Mr. Dielmann.

Second by Mr. Alvarez. Passed by unanimous vote.

- 14e. Request approve the **new** civil service classification and job description for the **Planning and Zoning Hearing Specialist.**

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

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

**APPROVED with recommended revision to the job description.** Motion by Mr. Zubieta.

Second by Mr. Alvarez. Passed by unanimous vote.

- 14f. Request approve the **new** civil service classification and job description for the **Planning and Zoning / Re-Occupancy Inspector.**

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

Range 52 - \$1,418 - \$2,904 Bi-weekly

**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

- 14g. Request approve the **new** civil service classification and job description for the **Zoning Plans Processor / Inspector.**

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

Range 53 - \$1,506 - \$3,119 Bi-weekly

**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

- 14h. Request approve the **new** civil service classification and job description for the **Floodplain Administrator / Planner.**

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

Range 53 - \$1,506 - \$3,119 Bi-weekly

**APPROVED with recommended revision to the job description.** Motion by Mr. Alvarez.

Second by Mr. Dielmann. Passed by unanimous vote.

**NEXT PERSONNEL BOARD MEETING: Monday, March 7, 2016 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.