

7. Report of Leave of Absence for June and July 2016. **None.**
8. Request to certify the eligibility list for **Administrative Aide Confidential for the Construction and Maintenance Department.**
9. Request to certify the eligibility list for **Education Supervisor for the Education and Community Services Department.**
10. Request to certify the eligibility list for **Milander Center Director for the Education and Community Services Department.**
11. Request to certify the eligibility list for **Office Coordinator for the Education and Community Services Department.**
12. Request to certify the eligibility list for **Streets Truck Driver.**
13. Request to conduct a Civil Service examination for the position of **Business Tax Specialist I** 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 job description is attached. No eligibility list on file.
Range 48 - \$1,099 - \$2,213 Bi-weekly
14. Request to conduct a Civil Service examination for the position of **Business Tax Specialist II** 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 job description is attached. No eligibility list on file.
Range 49 - \$1,138 - \$2,402 Bi-weekly
15. Request to conduct a Civil Service examination for the position of **Clerk Typist I** position with the following criteria and merge names from current eligibility list:
 - a. In-house, Competitive
 - b. Pass/Fail 35-wpm Typing Test
 - c. 100% Written
 - d. Must pass the 35-wpm typing test in order to be eligible to sit for the written examination.

- e. Must type a minimum of 35-wpm as demonstrated in an examination, or applicants that have passed a 35-wpm or greater typing test with the Human Resources Department within one year from the date the job announcement is posted will be exempt from the typing portion.
- f. Must obtain a score of 70% on the written examination; as well as, pass the 35-wpm typing portion in order to be placed on the eligibility list.

Copy of job description and current eligibility list are attached.

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

16. Request to hear **Unfinished Business.**

17. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: Monday, September 12, 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.