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| 18. Melanie Reid | Police Department |
| 19. Willie Jackson, Jr. | Police Department |
| 20. Gloria Nino | Public Safety Communications |
| 21. Reny R. Aguilera | Public Works |

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

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| 1. Roger Herrera | Police Department |
| 2. Estefany Garcia | Public Works |

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

8. Request to certify the eligibility list for **Purchasing Assistant.**

9. Request to conduct a Civil Service examination for the **Administrative Aide - Confidential for the Mayor's Office (Marigert Espinosa)** position with the following criteria:

- In-house, Non-competitive
- 60% Oral
- 40% Education/Experience
- Must obtain a minimum of 70% on the oral portion.
- 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 28 – \$1,099 - \$2,213 Bi-weekly

10. Request to conduct a Civil Service examination for the **Administrative Aide - Confidential for the Mayor's Office (Francys I. Vallecillo)** position with the following criteria:

- In-house, Non-competitive
- 60% Oral
- 40% Education/Experience
- Must obtain a minimum of 70% on the oral portion.
- 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 28 – \$1,099 - \$2,213 Bi-weekly

11. Request to conduct a Civil Service examination for the **Administrative Aide - Confidential for the Community and Development Department (Yiselis Rodriguez)** position with the following criteria:

- In-house, Non-competitive
- 60% Oral
- 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 and resume are attached. (No eligibility list on file.) Range 28 – \$1,099 - \$2,213 Bi-weekly

12. Request to conduct a Civil Service examination for the **Field Aide I - Confidential for the Mayor's Office (Crystal J. Ferrer)** position with the following criteria:

- a. In-house, Non-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 and resume are attached. (No eligibility list on file.) Range 23 – \$822 - \$1,516 Bi-weekly

13. Request to approve the **new** job description for the position of **Assistant Director of Public Works.**

Copy of **new** job description is attached. (No eligibility list on file.)
Range - Management

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

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

NEXT PERSONNEL BOARD MEETING: Monday, October 3, 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.