

PERSONNEL BOARD MEETING
Monday, March 6, 2023 – 5:30 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Chairperson; **Clayton Warren Angus Jr.**, Vice-chairperson; **Enrique Vargas**, Member.

AGENDA

- I. Request to approve the minutes of the February 2023 Personnel Board meeting.
- II. Report of leave with pay, because of **Death in the Immediate Family**, for the listed employees, in accordance with Rule 12, Section 5 (f) of the Civil Service Rules and Regulations, received February 2023.
 - a. Christopher Borges Police Department
 - b. Reinaldo Alvarez Planning & Zoning Division
- III. Report of **Leave without Pay** for February 2023 attached.
- IV. Report of **Civil Service Appointments** for February 2023.
 - a. Maria Suarez (*Accounting Clerk II – 02/13/2023*) Finance Division
 - b. Jose Carballeira (*Supervisor of Water & Sewers – 03/06/2023*) Public Works Department
- V. Report of **Resignations** for February 2023.
 - a. Lidia Ramos Resigned Business Tax Division
 - b. David Caserta Resigned Communications & Special Events Dept.
 - c. Jesus C. Ferreira Retired Fire Department
 - d. Richard Simpson Retired Fire Department
 - e. Brian Allen Retired (Entered DROP) Fire Department
 - f. Todd Hyde Retired (Entered DROP) Fire Department
 - g. Andrew J. Lopez Resigned Parks & Recreation Department
 - h. Dilpreet Singh Resigned Police Department
 - i. Carolyn Tillman Resigned Police Department
 - j. Armando Vidal Retired Public Works Department
 - k. Jonathan Martinez Res-Retired Public Works Department
 - l. Nelson Gonzalez Retired Public Works Department
 - m. Henderson Gray Retired Public Works Department
 - n. Alberto Diaz Jr. Retired Streets Department
- VI. Report of **Maternal/Paternal Leave** for February 2023.

None.
- VII. Request to certify the following **Non-competitive Eligibility Lists**:
 - a. Community Development Liaison
 - b. Aquatics Manager
 - c. Assistant Park Manager
- VIII. Request to certify the following **Competitive Eligibility Lists**:
 - a. Clerk Typist I – Police Department
 - b. I.D. Technician I – Police Department

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- c. Public Service Aide – Police Department
- d. Service Worker – Streets Department
- e. Electrician – Construction & Maintenance
- f. Lien Search & Records Specialist – Office of the City Clerk
- g. Electronic Technician – Public Safety Communications Division

IX. Request to approve the following **Revised Job Descriptions**:

- a. Parks & Recreation Supervisor
- b. Budget Analyst
- c. Division Director of Finance and Chief Accountant
- d. Division Director of Budget and Finance
- e. Risk Management Specialist
- f. Public Records Coordinator

X. Request to approve the following **New Job Descriptions**:

- a. A/C Technician/General Maintenance
- b. Senior Meter Reader

XI. Notice of approved request of **Reclassifications** for the following positions:

(Miryam C. Tibaduisa)

- a. Existing: Librarian Aide
Changed to: Librarian Aide II
- b. Existing: Plans Processor/Inspector
Changed to: Building Inspector
- c. Existing: Street Engineer Technician II
Changed to: Streets Engineer

XII. Request to hear **Unfinished Business**.

XIII. Request to hear **New Business**.

- a. Request to elect new Chairperson and Vice-chairperson for the Personnel Board.

XIV. Request to hear **Comments and Questions**.

NEXT PERSONNEL BOARD MEETING: MONDAY, APRIL 3, 2023 – 5:30 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, June & July 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 two (2) 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.