

PERSONNEL BOARD MEETING
Monday, May 1, 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 March 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 March and April 2023.
 - a. Adnan Hasan Fire Department
 - b. Jose Lopez Fire Department
 - c. Jorge Lopez Public Works Department
 - d. Stacy Horta Retirement Division
- III. Report of **Leave without Pay** for March and April 2023 attached.
- IV. Report of **Civil Service Appointments** for March and April 2023.
 - a. Reinaldo Carvajal (*Electrician – 04/03/2023*) Construction & Maint. Dept.
 - b. Jennyfer Alvarez (*ERAP Coordinator – 05/01/2023*) Grants & Human Serv. Dept.
 - c. Nathalie E. Rodriguez (*Human Resources Specialist – 04/10/2023*) Human Resources Department
 - d. Zamira Najarro (*Lien Search and Records Spc. – 03/06/2023*) Office of the City Clerk
 - e. Luis E. Reyes Martinez (*Police Officer – 03/27/2023*) Police Department
 - f. Juan E. Pavon Robaina (*Police Officer – 03/27/2023*) Police Department
 - g. Alejandro D. Marin (*Police Officer – 03/27/2023*) Police Department
 - h. Jorge E. Brenlla (*Police Officer – 03/27/2023*) Police Department
 - i. Gustavo Miranda (*Police Officer – 04/16/2023*) Police Department
 - j. Jacobo A. Herrera-Aguilar (*Police Officer – 04/16/2023*) Police Department
 - k. Matthew J. Punaes (*Police Officer – 04/16/2023*) Police Department
 - l. Ricardo Marcial (*Police Officer – 04/16/2023*) Police Department
 - m. Ornella Sorrentino (*Police Grants Coordinator – 04/11/2023*) Police Department
 - n. Maria Hernandez (*Clerk Typist I – 03/20/2023*) Police Department
 - o. Jennifer Herrera Cabrera (*Clerk Typist I – 03/20/2023*) Police Department
 - p. Cesar Menocal (*Electronic Technician – 03/20/2023*) Public Safety Comm. Division
 - q. Harvy Espada (*Police Radio Dispatcher – 02/19/2023*) Public Safety Comm. Division
 - r. Beatriz De Feria Gonzalez (*Police Radio Dispatcher – 01/02/2023*) Public Safety Comm. Division
 - s. Karl B. Holzenberg (*Div. Dir. of Fin. & Budget in the PW Dept – 03/27/23*) Public Works Department
 - t. Leonor Fernandez (*Div. Dir. of Customer Serv. in the PW Dept – 04/10/23*) Public Works Department
 - u. Amanda Almeida (*Risk Management Specialist – 04/03/2023*) Risk Management Department
 - v. Jose A. Gonzalez (*Service Worker – 03/20/2023*) Streets Department
- V. Report of **Resignations** for March and April 2023.
 - a. Alberto Leon Resigned Business Tax Division
 - b. Osias Ferreira Resigned Code Compliance Division
 - c. Raymond T. Malin Retired (Entered DROP) Fire Department
 - d. Mario Pico Retired (Exited DROP) Fire Department
 - e. Alex L. Gonzalez Res-Retired IT Department
 - f. Carlos Galeano Resigned IT Department

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g. Kevin Hernandez	Resigned	Parks and Recreation Department
h. Jonathan Montesino	Resigned	Parks and Recreation Department
i. Horacio D. Lopez	Retired	Police Department
j. Joseph Perera	Resigned	Police Department
k. Richard Martin	Resigned	Police Department
l. Orlando Baldo	Retired	Police Department
m. Ariel Hernandez	Retired	Police Department
n. Elizabeth J. Grist	Resigned	Police Department
o. Rebecca V. Saroza	Resigned	Public Safety Comm. Division

VI. Report of **Maternal/Paternal Leave** for March and April 2023.

- a. Alan Saumell Fire Department

VII. Request to certify the following **Non-competitive Eligibility Lists**:

- a. Complaint Officer I
- b. Complaint Officer II
- c. ERAP Coordinator
- d. Police Grants Coordinator
- e. Police Radio Dispatcher
- f. Risk Management Specialist
- g. Human Resources Specialist
- h. Division Director of Finance and Budget in the Public Works Department
- i. Division Director of Customer Service in the Public Works Department

VIII. Request to certify the following **Competitive Eligibility Lists**:

- a. Fire Engineer
- b. Police Lieutenant
- c. A/C Technician/General Maintenance
- d. Accounting Clerk I – Public Works Department
- e. Business Tax Inspector I
- f. Assistant Aquatics Manager
- g. Park Manager
- h. Permit Technician I – Building Division

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

- a. Assistant City Attorney
- b. Victim Advocate I

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

- a. Division Director of Finance and Budget in the Public Works Department
- b. Division Director of Customer Service in the Public Works Department
- c. Assistant to Division Director of Customer Service in the Public Works Department
- d. ERP Systems Administrator

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

(Caylee Ceijas, Camila Perez Trenat)

- a. Existing: (2) PT Lifeguard
Changed to: (2) PT Chief Lifeguard

(Alyssa Perez)

- b. Existing: PT Recreation Leader
Changed to: PT Recreation Leader Instructor
- c. Existing: Project Manager
Changed to: A/C Technician/General Maintenance

(Carmen Gaiton)

- d. Existing: P/T Library Assistant
Changed to: P/T Librarian

(Vilma Valcarcel Viton)

- e. Existing: P/T Library Assistant
Changed to: P/T Librarian

(Tomeka Johnson, Ivette Carballeira)

- f. Existing: (2) P/T Teacher
Changed to: (2) P/T Master Teacher – Curriculum

(Mel Santiesteban)

- g. Existing: CJIS Agency Coordinator (AFSCME)
Changed to: CJIS Agency Coordinator (Confidential)

(Fabian Crooks, Dakenis Tamayo)

- h. Existing: (2) Utilityman
Changed to: (2) Meter Reader

(Marco A. Velazquez)

- i. Existing: Equipment Operator
Changed to: Heavy Equipment Operator

(Divier Leal, Pavel Martinez)

- j. Existing: (2) Water and Sewer Journeyman Apprentice
Changed to: (2) Water and Sewer Journeyman

(Marcelino Gomez)

- k. Existing: Service Worker
Changed to: Water and Sewer Journeyman

(Damian Medina)

- l. Existing: Truck Driver
Changed to: Water and Sewer Journeyman

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(Orlando Gonzalez)

- m. Existing: Utilityman
Changed to: Underground Utility Locator

(Yordany Milian)

- n. Existing: Utilityman
Changed to: Water and Sewer Journeyman

(Kevin Coloma Castellanos)

- o. Existing: P/T Recreation Leader
Changed to: P/T Lifeguard

(Katherine Fernandez)

- p. Existing: P/T Tutor
Changed to: P/T Camp Director

(Angela Vargas)

- q. Existing: P/T Camp Director
Changed to: P/T Program Leader

(Odalis Flores)

- r. Existing: Business Tax Receptionist
Changed to: Business Tax Specialist I

- XII. Request to hear **Unfinished Business.**
- XIII. Request to hear **New Business.**
- XIV. Request to hear **Comments and Questions.**

NEXT PERSONNEL BOARD MEETING: MONDAY, JUNE 5, 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.