

**PERSONNEL BOARD MEETING**  
**Tuesday, September 5, 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 August 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 August 2023.
  - a. Isander D. Lara Fire Department
- III. Report of **Leave without Pay** for August 2023 attached.
- IV. Report of **Civil Service Appointments** for August 2023.
  - a. Gina Romero (*On-Camera Talent/Reporter – 8/21/23*) Comm. & Special Events Dept.
  - b. Abel Alfonso (*Building Inspector – 08/21/23*) Comm. & Special Events Dept.
  - c. Maria Suarez-Ferrebus (*Accountant – 2/13/23*) Finance Division
  - d. Anthony Cuevas (*Fire Lieutenant – 8/7/23*) Fire Department
  - e. Daniel Cicilia (*Fire Lieutenant – 8/8/23*) Fire Department
  - f. Amanda Bonanno-Cox (*Executive Legal Assistant – 8/14/23*) Law Department
  - g. Randy Cabrera (*Assistant Park Manager – 8/21/23*) Parks & Recreation Department
  - h. Kelsey Suarez (*Assistant Park Manager – 6/12/23*) Parks & Recreation Department
  - i. Robert Perez (*Assistant Park Manager – 6/12/23*) Parks & Recreation Department
  - j. Andrew Campbell (*Assistant Park Manager – 6/12/23*) Parks & Recreation Department
  - k. Sebastian Caraballo (*Assistant Park Manager – 6/12/23*) Parks & Recreation Department
  - l. Brayán Perdomo (*Assistant Park Manager – 6/12/23*) Parks & Recreation Department
  - m. Nicole Espinosa (*Assistant Park Manager – 6/12/23*) Parks & Recreation Department
  - n. William Rivera Jr. (*Assistant Park Manager – 2/13/23*) Parks & Recreation Department
  - o. Shawn Schulman (*Assistant Park Manager – 2/13/23*) Parks & Recreation Department
  - p. Liliana Arteaga (*Clerk Typist I – 8/27/23*) Police Department
  - q. Nicolas J. Fontana (*Mobile Public Service Aide – 8/27/23*) Police Department
  - r. Angel J. Escobar (*Mobile Public Service Aide – 8/27/23*) Police Department
  - s. Yoan Rama (*Identification Technician I – 8/21/23*) Police Department
  - t. Tiffany L. Pereira Da Costa (*Police Officer – 8/27/23*) Police Department
  - u. Christopher Tejeda (*Police Officer – 8/27/23*) Police Department
- V. Report of **Resignations** for August 2023.
  - a. Ryan Bermudez Resigned Community Development Dept.
  - b. Lazaro A. Lima Resigned-Retired Fire Department
  - c. Joel Mego Resigned-Retired Fire Department
  - d. Orly Fernandez Resigned-Retired Fleet Maintenance Department
  - e. Ricardo A. Perez Resigned-Retired Parks & Recreation Department
  - f. Alberto A. Araluce Resigned Police Department
  - g. Patrick Pierre Resigned Police Department

**PERSONNEL BOARD MEETING**  
**Tuesday, September 5, 2023 – 5:30 p.m.**

- VI. Report of Maternal/Paternal Leave for August 2023.
- a. Shaun P. Flynn Fire Department
- VII. Request to certify the following Non-competitive Eligibility Lists:
- a. On-Camera Talent/Reporter Comm. & Special Events Dept.  
b. Accountant Finance Division  
c. Executive Legal Assistant Law Department  
d. Assistant Park Manager Park & Recreation Department
- VIII. Request to certify the following Competitive Eligibility Lists:
- a. Permit Technician I Community Development Dept.  
b. Code Enforcement Officer I Community Development Dept.  
c. Accounting Clerk I Finance Division  
d. Assistant Chief of Operations Fire Department  
e. District Fire Chief Fire Department  
f. Truck Driver Public Works Department  
g. Print Shop Clerk Purchasing Division
- IX. Request to approve the following Revised Job Descriptions:
- a. Legal Secretary Law Department  
b. Purchasing Division Director Purchasing Division
- X. Request to approve the following New Job Descriptions:
- a. On-Camera Talent / Reporter Comm. & Special Events Dept.  
b. Public Affairs Aide Comm. & Special Events Dept.  
c. Deputy City Attorney (*Non-Civil Service*) Law Department  
d. Assistant City Attorney – Litigation (*Non-Civil Service*) Law Department  
e. Office Coordinator Law Department  
f. Cultural Center Supervisor Parks & Recreation Dept.  
g. Information Operator 911 Public Safety Comm. Dept.  
h. Assistant Purchasing Division Director Purchasing Division  
i. Risk Management Receptionist Risk Management Department
- XI. Notice of approved request of Reclassifications for the following positions:
- (Daniella Gonzalez)
- a. Existing: P/T Counselor  
Changed to: P/T Camp Director
- b. (George Miller)  
Existing: Fleet Parts Counterperson  
Changed to: Automotive Parts Manager (*Fleet Maintenance*)

**PERSONNEL BOARD MEETING**  
**Tuesday, September 5, 2023 – 5:30 p.m.**

- c. *(Karelin Espino)*  
Existing: Clerk (AFSCME Position)  
Changed to: Grants Clerk (Confidential Position)
  - d. *(Erick Casais Amores)*  
Existing: Clerk (AFSCME Position)  
Changed to: Grants Clerk (Confidential Position)
  - e. *(Izandra Torres)*  
Existing: Program Specialist I  
Changed to: Case Worker (Grants)
  - f. Existing: Program Specialist I  
Changed to: Grants Clerk
  - g. Existing: Information Technology Coordinator  
Changed to: IT Administrative Assistant (*Marta Santiago-Tercero*) & Information Systems Technician
  - h. *(Luis Suarez)*  
Existing: Purchasing Manager  
Changed to: Purchasing Division Director
- XII. Request to **Abolish** the following eligibility lists:
- a. Meter Reader Public Works Department
- XIII. Request to hear **Unfinished Business.**
- XIV. Request to hear **New Business.**
- a. Grievance on behalf of District Fire Chief Robert Ortega, District Fire Chief Vladimir Kanarev and Division Fire Chief Emmanuel Louis in regards to the oral portion of the promotional examination for the position of Assistant Chief of Operations administered on August 9, 2023.
- XV. Request to hear **Comments and Questions.**

**NEXT PERSONNEL BOARD MEETING: MONDAY, OCTOBER 2, 2023 AT 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.