



**PERSONNEL BOARD MEETING**  
**Monday, October 5, 2020 – 6:00 p.m.**

7. Request to approve the eligibility list for **Fire Engineer**.
8. Request to approve the eligibility list for **Business Tax Inspector II**.
9. Request to abolish the eligibility list for **Business Tax Inspector I**.
10. Request to conduct an in-house, competitive civil service examination for the position of **Education Center Director II**.
  - a. In-house, competitive
  - b. 60% Oral, 40% Education/Experience
  - c. Must obtain a minimum score of 70% on the oral portion for placement on the eligibility list.

Copy of the job description is attached.  
Range 49: \$1,196 - \$2,524 Bi-weekly.

11. Request to conduct an in-house, competitive civil service examination for the position of **Education Center Director I**.
  - a. In-house, competitive
  - b. 60% Oral, 40% Education/Experience
  - c. Must obtain a minimum score of 70% on the oral portion for placement on the eligibility list.

Copy of the job description is attached.  
Range 48: \$1,155 - \$2,325 Bi-weekly.

12. Request to conduct an in-house, competitive civil service examination for the position of **Office Assistant (ECS)**.
  - a. In-house, competitive
  - b. 60% Oral, 40% Education/Experience
  - c. Must obtain a minimum score of 70% on the oral portion for placement on the eligibility list.

Copy of the job description is attached.  
Range 45: \$987 - \$1,874 Bi-weekly.

13. Request to conduct an in-house, competitive civil service examination for the position of **Purchasing/Special Events Technician (ECS)**.
  - a. In-house, competitive
  - b. 60% Oral, 40% Education/Experience
  - c. Must obtain a minimum score of 70% on the oral portion for placement on the eligibility list.

Copy of the job description is attached.  
Range 51: \$1,386 - \$2,828 Bi-weekly.

**PERSONNEL BOARD MEETING**  
**Monday, October 5, 2020 – 6:00 p.m.**

14. Request to hear Unfinished Business.
15. Request to hear New Business.
16. Request to hear Comments and Questions.

**NEXT PERSONNEL BOARD MEETING: Monday, November 2, 2020 – 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, 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.