

PERSONNEL BOARD MEETING
Monday, January 9, 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 December 2022 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 December 2022.
 - a. Alex Gonzalez IT Department
 - b. Roman O. Garcia Jr. IT Department
 - c. Salvatore Ercole Police Department
- III. Report of **Leave without Pay** for December 2022 attached.
- IV. Report of **Civil Service Appointments** for December 2022.
 - a. Michael Diaz (*Fire Inspector – 12/12/2022*) Fire Department
 - b. Boris O. Jaynes (*Case Worker – 12/12/2022*) Grants & Human Serv. Dept.
 - c. Emmanuel Torres (*Police Officer – 12/04/2022*) Police Department
 - d. Robert Acosta (*Police Officer – 12/04/2022*) Police Department
 - e. David Alcantara (*Police Officer – 12/04/2022*) Police Department
 - f. Steven Almanzar (*Police Officer – 12/04/2022*) Police Department
 - g. Aiden Fernandez (*Police Officer – 12/04/2022*) Police Department
 - h. Elizabeth Grist (*Police Officer – 12/04/2022*) Police Department
 - i. Kenneth Gutierrez (*Police Officer – 12/04/2022*) Police Department
 - j. William Hurtado (*Police Officer – 12/04/2022*) Police Department
 - k. Norvin Moya (*Police Officer – 12/04/2022*) Police Department
 - l. Amaury Perez (*Police Officer – 12/04/2022*) Police Department
 - m. Juan Rico (*Police Officer – 12/04/2022*) Police Department
 - n. Anelys Rodriguez (*Police Officer – 12/04/2022*) Police Department
 - o. Raymond Tellez-Ferriol (*Police Officer – 12/04/2022*) Police Department
- V. Report of **Resignations** for December 2022.
 - a. Jose Acosta Resigned Business Tax Division
 - b. Manuel Perez Retired Construction and Mnt. Dept.
 - c. Olga Marin Resigned Fire Department
 - d. Gabriela Delrey Alonso Resigned Parks and Recreation Dept.
 - e. Brian Perez Resigned Police Department
 - f. Marcos Dias Res-Retired Police Department
 - g. Luis Garrido Retired Police Department
 - h. David Morales Res-Retired Police Department
 - i. Livan Palacio Resigned Police Department
 - j. Eduardo Salazar Retired (Entered DROP) Police Department
 - k. Maydelis Blanco Resigned Public Works Department
 - l. Teresa Miyares Res-Retired Purchasing Division

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VI. Report of Maternal/Paternal Leave for December 2022.

None.

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

- a. Business Tax Inspector I
- b. Fire Inspector
- c. Recreation Programs Supervisor

VIII. Request to certify the following Competitive Eligibility Lists:

- a. Accounting Clerk I
- b. Streets Engineer

IX. Request to approve the following Revised Job Descriptions:

- a. Chief Guard (Part-Time)
- b. CJIS Agency Coordinator – Public Safety Communications Division
- c. Community Development Liaison – Mayor’s Office
- d. Constituent Services Coordinator – Mayor’s Office
- e. Construction Projects Coordinator – Construction & Maintenance Department
- f. Property Maintenance and Operations Superintendent – Construction & Maintenance Dept.
- g. Property Manager – Affordable Housing

X. Request to approve the following New Job Descriptions:

- a. Assistant Property Manager – Affordable Housing
- b. Receptionist (Part-Time) – Grants and Human Services Department
- c. Floodplain Coordinator – Building Division
- d. Senior Roofing Inspector – Building Division
- e. Master Teacher Inclusion (Part-Time) – ECS Department
- f. Master Teacher Curriculum (Part-Time) – ECS Department

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

(Orlando Delgado)

- a. Existing: Small Appliance Air Conditioning Mechanic Apprentice
Changed to: Small Appliance Air Conditioning Assistant Mechanic

(Janice Lugo)

- b. Existing: Clerk Typist I
Changed to: Clerk Typist II

(Diana Chavez)

- c. Existing: Law Receptionist
Change to: Office Associate Confidential

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

NEXT PERSONNEL BOARD MEETING: MONDAY, FEBRUARY 6, 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.