

**PERSONNEL BOARD MEETING MINUTES**

**Monday, February 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.

**PRESENT** Stephen Dielmann, Chairperson; Clayton Warren Angus Jr., Vice-chairperson; Enrique Vargas, Member; Elsa I. Jaramillo-Velez, Human Resources Director; Luz L. Fernandez, Personnel Board Secretary.

**ABSENT**

Lorena Bravo, City Attorney.

**AGENDA**

- I. Request to approve the minutes of the December 2022 Personnel Board meeting.

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

- 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 and January 2023.

- |                        |                   |
|------------------------|-------------------|
| a. Michael Bello       | Fire Department   |
| b. Alex Gonzalez       | IT Department     |
| c. Roman O. Garcia Jr. | IT Department     |
| d. Salvatore Ercole    | Police Department |

**SO NOTED.**

- III. Report of **Leave without Pay** for December 2022 and January 2023 attached.

**SO NOTED.**

- IV. Report of **Civil Service Appointments** for December 2022 and January 2023.

- |   |                            |
|---|----------------------------|
| a. Joseph Rodriguez ( <i>Electrician Supervisor – 01/09/2023</i> )          | Construction & Mnt. Dept.  |
| b. Johanna Ramos ( <i>City Accountant – 02/06/2023</i> )                    | Finance Division           |
| c. Michael Diaz ( <i>Fire Inspector – 12/12/2022</i> )                      | Fire Department            |
| d. Boris O. Jaynes ( <i>Case Worker – 12/12/2022</i> )                      | Grants & Human Serv. Dept. |
| e. Claudia S. Pupo-Ramirez ( <i>Retirement Receptionist – 01/30/2023</i> )  | Retirement Division        |
| f. Leonor Cardoso ( <i>Systems Analyst – 01/23/2023</i> )                   | IT Department              |
| g. Emmanuel Torres ( <i>Police Officer – 12/04/2022</i> )                   | Police Department          |
| h. Robert Acosta ( <i>Police Officer – 12/04/2022</i> )                     | Police Department          |
| i. David Alcantara ( <i>Police Officer – 12/04/2022</i> )                   | Police Department          |
| j. Steven Almanzar ( <i>Police Officer – 12/04/2022</i> )                   | Police Department          |
| k. Aiden Fernandez ( <i>Police Officer – 12/04/2022</i> )                   | Police Department          |
| l. Elizabeth Grist ( <i>Police Officer – 12/04/2022</i> )                   | Police Department          |
| m. Kenneth Gutierrez ( <i>Police Officer – 12/04/2022</i> )                 | Police Department          |
| n. William Hurtado ( <i>Police Officer – 12/04/2022</i> )                   | Police Department          |
| o. Norvin Moya ( <i>Police Officer – 12/04/2022</i> )                       | Police Department          |
| p. Amaury Perez ( <i>Police Officer – 12/04/2022</i> )                      | Police Department          |
| q. Juan Rico ( <i>Police Officer – 12/04/2022</i> )                         | Police Department          |
| r. Anelys Rodriguez ( <i>Police Officer – 12/04/2022</i> )                  | Police Department          |
| s. Raymond Tellez-Ferriol ( <i>Police Officer – 12/04/2022</i> )            | Police Department          |
| t. Daniela Gomez Diaz ( <i>Purchasing Assistant – 01/29/2023</i> )          | Purchasing Division        |
| u. Melisa Lamarche ( <i>Administrative Aide Confidential – 02/06/2023</i> ) | Office of the City Clerk   |

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**SO NOTED.**

V. Report of **Resignations** for December 2022 and January 2023.

a. Jose Acosta	Resigned	Business Tax Division
b. Manuel Perez	Retired	Construction and Mnt. Dept.
c. Sheron Stewart	Resigned	Budget Division
d. Olga Marin	Resigned	Fire Department
e. Paul Abolafia	Retired (Entered DROP)	Fire Department
f. Frank Bujones	Retired	Fleet Maintenance Department
g. Lauren Gonzalez	Resigned	Office of the City Clerk
h. Gabriela Delrey Alonso	Resigned	Parks and Recreation Dept.
i. Charles Emmanuel Cruz II	Resigned	Parks and Recreation Dept.
j. Lesley Beautelus	Retired	Parks and Recreation Dept.
k. Brian Perez	Resigned	Police Department
l. Marcos Dias	Res-Retired	Police Department
m. Luis Garrido	Retired	Police Department
n. David Morales	Res-Retired	Police Department
o. Livan Palacio	Resigned	Police Department
p. Ceirra Young	Resigned	Police Department
q. Hubert Ruiz	Retired	Police Department
r. Eduardo Salazar	Retired (Entered DROP)	Police Department
s. Hai Phi Vo	Retired (Entered DROP)	Police Department
t. Barbara C. Linares	Retired	Public Safety Comm. Division
u. Kristyn Pelaez	Resigned	Public Safety Comm. Division
v. Maydelis Blanco	Resigned	Public Works Department
w. Teresa Miyares	Res-Retired	Purchasing Division
x. Esteban Saroza	Retired	Streets Department

**SO NOTED.**

VI. Report of **Maternal/Paternal Leave** for December 2022 and January 2023.

None.

**SO NOTED.**

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

- a. Administrative Aide Confidential

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

- b. Business Tax Inspector I

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

- c. City Accountant

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

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d. Electrician Supervisor

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

e. Fire Inspector

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

f. Floodplain Coordinator

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

g. Retirement Receptionist

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

h. Senior Roofing Inspector

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

i. Systems Analyst

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

j. Purchasing Assistant

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

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

a. Accounting Clerk I

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

b. Streets Engineer

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

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

a. Budget Manager

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

b. Chief Guard (Part-Time)

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

c. CJIS Agency Coordinator – Public Safety Communications Division

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

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d. Community Development Liaison – Mayor’s Office

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

e. Constituent Services Coordinator – Mayor’s Office

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

f. Construction Projects Coordinator – Construction & Maintenance Department

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

g. Property Maintenance and Operations Superintendent – Construction & Maintenance Dept.

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

h. Property Manager – Affordable Housing

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

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

a. Assistant Property Manager – Affordable Housing

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

b. HR/Retirement Assistant – Human Resources Department

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

c. Receptionist (Part-Time) – Grants and Human Services Department

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

d. Floodplain Coordinator – Building Division

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

e. Senior Roofing Inspector – Building Division

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

f. Plans Processor/Inspector II – Building Division

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

g. Master Teacher Inclusion (Part-Time) – ECS Department

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

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- h. Master Teacher Curriculum (Part-Time) – ECS Department

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

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

*(Janice Lugo)*

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

**SO NOTED.**

*(Diana Chavez)*

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

**SO NOTED.**

*(Orlando Delgado)*

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

**SO NOTED.**

*(Antonio Acosta)*

- d. Existing: Electrical Plans Processor/Inspector  
Changed to: Chief Electrical Inspector/Processor

**SO NOTED.**

*(Jorge Monserrat)*

- e. Existing: Senior Plans Processor  
Changed to: Senior Roofing Inspector

**SO NOTED.**

*(Adonis Lluch)*

- f. Existing: Code Enforcement Officer Trainee  
Changed to: Floodplain Coordinator

**SO NOTED.**

*(Kevin Gillis)*

- g. Existing: Building Inspector  
Changed to: Plans Processor

**SO NOTED.**

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*(Elizabeth Frias)*

- h. Existing: Customer Service Representative  
Changed to: Administrative Aide Confidential

**SO NOTED.**

*(Miguel Hernandez Ochoa)*

- i. Existing: Risk Management Specialist  
Changed to: HR/Retirement Assistant

**SO NOTED.**

*(Oscar Amuz)*

- j. Existing: Executive Assistant to the Mayor  
Changed to: Assistant Property Manager

**SO NOTED.**

*(Sady Acosta)*

- k. Existing: Code Enforcement Analyst  
Changed to: Community Development Liaison

**SO NOTED.**

*(Albacecilia Valdes)*

- l. Existing: PT Counselor  
Changed to: PT Camp Director

**SO NOTED.**

*(Daniela Gomez Diaz)*

- m. Existing: PT Printshop Clerk  
Changed to: Purchasing Assistant

**SO NOTED.**

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

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

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

Meeting Adjourned - 5:46 P.M.

**NEXT PERSONNEL BOARD MEETING: MONDAY, MARCH 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.