

PERSONNEL BOARD MEETING
Monday, June 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.

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.

Meeting started at **5:30 p.m.**

AGENDA

- I. Request to approve the minutes of the May 2023 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 May 2023.

None.

SO NOTED.

- III. Report of **Leave without Pay** for May 2023 attached.

SO NOTED.

- IV. Report of **Civil Service Appointments** for May 2023.

a. Roberto Meneses (<i>Business Tax Inspector I - 05/15/2023</i>)	Business Tax Division
b. Axcel Perez (<i>Business Tax Inspector I - 05/15/2023</i>)	Business Tax Division
c. Karla Campana (<i>Administrative Aide Confidential - 05/15/2023</i>)	Business Tax Division
d. Osmel Sanchez (<i>AC-General Maintenance - 05/15/2023</i>)	Construction & Maintenance Dept.
e. Martin Gallardo (<i>Fire Engineer - 05/01/2023</i>)	Fire Department
f. Christian Milanés (<i>Fire Engineer - 05/02/2023</i>)	Fire Department
g. Andre Deus (<i>Assistant Aquatics Manager - 05/07/2023</i>)	Parks & Recreation Department
h. Nicola J. Fontana (<i>Assistant Aquatics Manager - 05/07/2023</i>)	Parks & Recreation Department
i. Julio Horrego (<i>Assistant Aquatics Manager - 05/07/2023</i>)	Parks & Recreation Department
j. Stephany Larrea (<i>Police Sergeant - 04/23/2023</i>)	Police Department
k. Carlos Linares (<i>Police Sergeant - 04/23/2023</i>)	Police Department
l. Gerardo Rodriguez (<i>Police Sergeant - 04/23/2023</i>)	Police Department
m. Destiny Rodriguez (<i>Identification Technician I - 05/08/2023</i>)	Police Department
n. Leydi L. Ricardo Ricardo (<i>Accounting Clerk I - 05/15/2023</i>)	Public Works Department
o. Selfa L. Urdaneta Rincon (<i>Customer Service Asst. - 05/15/2023</i>)	Public Works Department
p. Carmen Escalera (<i>Budget Analyst - 05/15/2023</i>)	Purchasing Division

SO NOTED.

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V. Report of Resignations for May 2023.

a. Jorge M. Carreño	Resigned	Fire Department
b. Karl K. Odin	Retired (Exited DROP)	Fire Department
c. Robert W. Williams III	Retired (Exited DROP)	Fire Department
d. Craig S. Hardie	Retired (Exited DROP)	Fire Department
e. Kasey Rivera	Resigned	Parks & Recreation Department
f. Curtis Champion	Resigned	Parks & Recreation Department
g. Sergio Diez	Resigned	Police Department
h. Gustavo Miranda Jr.	Resigned	Police Department
i. Israel Corredera Padron	Resigned	Police Department
j. David Alonso	Retired	Public Works Department

SO NOTED.

VI. Report of Maternal/Paternal Leave for May 2023.

a. Danay Brizuela Carmenates	Building Division
b. Hai Phi Vo	Police Department

SO NOTED.

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

- a. Budget Analyst – Budget Division

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

- b. Administrative Aide (Confidential) – Business Tax Division

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

- c. Customer Service Assistant – Public Works Department

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

VIII. Request to certify the following Competitive Eligibility Lists:

- a. Victim Advocate – Police Department

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

- b. Education Center Director I – Education & Community Services Department

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

IX. Request to approve the following Revised Job Descriptions:

- a. Police Radio Dispatcher

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

b. Quality Assurance Supervisor

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

c. Public Safety Communications Supervisor

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

d. Public Safety Dispatcher I

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

e. Public Safety Dispatcher II

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

f. Heavy Equipment Operator – Public Works Department

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

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

a. Customer Service Assistant - Public Works Department

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

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

a. Existing: Budget Manager
Changed to: Budget Analyst

SO NOTED.

(Lianis Castillo)

b. Existing: P/T Program Leader
Changed to: P/T Counselor

SO NOTED.

(Roberto Menendez)

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

SO NOTED.

d. Existing: Information Technology Coordinator
Changed to: IT Administrative Assistant

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SO NOTED.

(Mahe Cruz)

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

SO NOTED.

(Marilyn Gutierrez)

- f. Existing: Purchasing Assistant
Changed to: Purchasing Aide

SO NOTED.

- g. Existing: Junior Accountant
Changed to: Purchasing Aide

SO NOTED.

XII. Request to hear Unfinished Business.

XIII. Request to hear New Business.

XIV. Request to hear Comments and Questions.

Meeting Adjourned at 5:38 p.m.

NEXT PERSONNEL BOARD MEETING: MONDAY, AUGUST 7, 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.