

Memorandum



Date: August 24, 2011
To: Distribution
From: Carlos A. Gimenez
Mayor 
Subject: 2011 Personnel Layoff Action Team Assignment

Similar to prior years, in order to prepare for workforce reductions resulting from the adoption of the FY 2011-12 Proposed Budget, the 2011 Personnel Layoff Action Team (PLAT) will be convened immediately. The PLAT will be responsible for determining employee's classified service rights by reviewing personnel files, calculating layoff retention scores and preparing bumping scenarios. In addition, PLAT members will provide assistance to displaced employees through counseling and job referrals.

The anticipated volume and complexity of these layoff related personnel actions mandate a large allocation of staff dedicated to this effort. Individuals have been identified based on their knowledge and experience with layoff processing, personnel policies, and procedures. The designated staff will be critical to the successful delivery of a completed layoff action by the required deadline. In the cases where specific individuals are not identified, departments should select members based upon the same criteria. Your cooperation is required to ensure the success of this important project.

The designated representatives, in conjunction with staff from Human Resources, will be required to attend a training session for which there will be a separate notification. The training will provide instructions concerning the calculation of retention scores and determination of employee classified service rights. All PLAT members are expected to attend. It is anticipated that some PLAT members will be engaged in this activity through November 30, 2011. Every effort will be made to release personnel as their assignments are completed.

Thank you very much for your assistance with this important effort. As in prior years, our success will be because of your cooperation. Should you have any questions regarding this matter, please contact Mary Lou Rizzo, Director, Human Resources, at 305-375-1589.

Distribution

Jose Abreu, Director, Aviation Department
William W. Bryson, Fire Chief, Miami-Dade Fire Rescue
Esther L. Calas, Director, Public Works
Charles Danger, P.E., Director, Building & Neighborhood Compliance
Julie Edwards, Community Action Agency
Bill Johnson, Director, Seaport Department
Jack Kardys, Director, Park and Recreation
Ysela Llort, Interim Director, Miami-Dade Transit
James Loftus, Director, Miami-Dade Police Department
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John Renfrow, P.E., Director, Water & Sewer Department
Timothy P. Ryan, Director, Corrections and Rehabilitation
Raymond Santiago, Director, Library
Henry Sori, Director, Government Information Center
Phyllis Tynes-Saunders, Director, Department of Human Services
Kathleen Woods-Richardson, Director, Solid Waste Management

Attachment

c: Alina T. Hudak, Deputy Mayor/County Manager
Edward Marquez, Deputy Mayor
Office of the Mayor, Senior Staff
Mary Lou Rizzo, Director, Human Resources

2011 Personnel Layoff Action Team Assignment

No.	Name	Department
1	Lisa Wilcox	AVIA
2	Tracey Murphy	BNC
3	Marie Kenol	C&R
4	Enrique Miranda	C&R
5	Gemma Berrio	C&R
6	Marcia Grubb	CAA
7	Oche Prichard	CAA
8	Cheryl Webb-Ervin	DHS
8	Randolph Hudgins	DHS
9	Eugenia Parham	GIC
10	Zenaida Pradel	GIC
11	Delores Meadows	GSA
12	Eva Quattrocchi	GSA
13	Amanda Whiteleather	HR
14	Bibiana Candame	HR
15	Carolyn West	HR
16	Erانيا Witherspoon	HR
17	Gabriela Barrios	HR
18	Gerri Flugrath	HR
19	Gloria Garcia	HR
20	Jahthaniel Griffiths	HR
21	Jose Murrillo	HR
22	Jose Pedrera	HR
23	Karla Santos	HR
24	Latonia Morris	HR
25	Lee-Ann Dizon	HR
26	Lois McGeachy	HR
27	Margarita Lopez	HR
28	Natalie Tooks	HR
29	Nere Lafortune	HR
30	Reinaldo Valdes	HR
31	Sara Vallazza	HR
32	Shirley Wright	HR
33	Tamara Smith	HR
34	Tina Dominguez	HR

No.	Name	Department
35	Lois McGeachy	HR
36	Sandra Williams	HR
37	Susana Marti-Perez	HR
38	Mari Ledesma	HR
39	Harold Livingston	LIB
40	Mercy Marrero	LIB
41	Natasha Calixte	LIB
42	Gisela Soberats	MDFR
43	Monica Sanchez	MDFR
44	Dayana Villalobos	MDPD
45	Mercedes Lopez	MDPD
46	TBD*	MDPD
47	Alicia Swanson-Edwards	MDT
48	Angela Williams	MDT
49	Lourdes Cabbarrouy	MDT
50	Janice Harrell	MDT
51	Tineka Jones	MDT
52	Letresia Wright	MDT
53	Cynthia Maurette	P&R
54	Margie Ponder	P&R
55	Johanny Nunez	PW
56	Marta Ruiz	PW
57	Michael Moody	SEA
58	Rose Timmons	SEA
59	Sabrina Diaz-Garro	SWM
60	TBD*	SWM
61	Adys Socarras	WASD
62	TBD*	WASD

* **Departments to designate a representative**

Legend

AVIA: Miami-Dade Aviation Department
 BNC: Building and Neighborhood Code Compliance
 C&R: Corrections and Rehabilitation
 CAA: Community Action Agency
 DHS: Department and Human Services
 GIC: Government Information Center
 GSA: General Services Administration
 HR: Human Resources
 LIB: Library
 MDFR: Miami-Dade Fire Rescue
 MDPD: Miami-Dade Police
 MDT: Miami-Dade Transit
 P&R: Park and Recreation
 PW: Public Works
 SEA: Seaport
 SWM: Solid Waste Management
 WASD: Water and Sewer