

Memorandum



Date: September 9, 2011

To: Distribution

From: Carlos A. Gimenez
Mayor 

Subject: Additional 2011 Personnel Layoff Action Team Members

In order to ensure the timely processing of projected layoff actions in the event the union wage concessions are not garnered, it will be necessary to increase the number of personnel assigned to the Personnel Layoff Action Team Members (PLAT). The PLAT will be responsible for determining employees' classified service rights by reviewing personnel files, calculating layoff retention scores, preparing bumping scenarios, and providing assistance to displaced employees through counseling and job referrals.

The designated representatives will be required to attend a training session on **Monday, September 12, 2011, at 8:30 a.m., in the SPCC, 111 N.W. 1st Street, 21st floor, Conference room 21 C.** 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. This assignment is anticipated to continue through November 30, 2011.

Your cooperation is required so that the layoff is implemented timely and accurately. Should you have any further questions regarding this matter, please contact Mary Lou Rizzo, Director, Human Resources, at 305-375-1589.

Distribution

Jose Abreu, Director, Aviation Department
Esther Calas, Director, Public Works Department
Jack Kardys, Director, Park & Recreation
Marc Leferrier, Director, Planning and Zoning Department
Ysela Llort, Interim Director, Miami-Dade Transit
James Loftus, Director, Miami-Dade Police Department
Wendi Norris, Director, General Services Administration
Angel Petisco, Director, Enterprise Technology Services Department
John Renfrow, P.E., Director, Water & Sewer Department
Timothy P. Ryan, Director, Corrections and Rehabilitation
Lester Sola, Supervisor of Elections
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
Virginia Washington, Director, Recruitment, Testing and Career Development Division, Human Resources
Mari Ledesma, Manager, Recruitment, Testing and Career Development Division, Human Resources

**2011 Personnel Layoff Action Team Assignment
(Additional Members)**

| No. | Name | Department |
|------------|------------------------|-------------------|
| 1 | Alina Cabrera | AVIA |
| 2 | Marie Kenol | C&R |
| 3 | TBD* | C&R |
| 4 | Eva Quattrocchi | GSA |
| 5 | Daniel Gonzalez | ELECTIONS |
| 6 | Lylliam Arocho | ETSD |
| 7 | Sunya Jackson | HR |
| 8 | TBD* | MDPD |
| 9 | TBD* | MDPD |
| 10 | Alicia Swanson-Edwards | MDT |
| 11 | Lourdes Cabarrouy | MDT |
| 12 | Janice Harrell | MDT |
| 13 | Tineka Jones | MDT |
| 14 | Maria Saboya | MDT |
| 15 | Barbara Lucky | P&R |
| 16 | Iliana Garcia | P&Z |
| 17 | Felicia Murphy | PWD |
| 18 | Irelene King-Allen | SWM |
| 19 | Lashon Wyche | SWM |
| 20 | Giovanna Casadesus | WASD |
| 21 | TBD* | WASD |

** Departments to designate a representative*

Legend

AVIA: Miami-Dade Aviation Department
 C&R: Corrections and Rehabilitation
 GSA: General Services Administration
 ETSD: Enterprise Technology Services Department
 HR: Human Resources
 MDPD: Miami-Dade Police
 MDT: Miami-Dade Transit
 P&R: Park and Recreation
 P&Z: Planning & Zoning
 PWD: Public Works
 SWM: Solid Waste Management
 WASD: Water and Sewer