




INTEROFFICE MEMORANDUM FROM THE OFFICE OF THE CITY CLERK

DATE: January 17, 2024
TO: Mayor, Vice Mayor and City Commission
FROM: Jennifer M. Johnson, City Clerk 
RE: Civil Service Board Summary

Below is a summary of all Civil Service Board applications in the City of Margate. This information is current as of January 16, 2024. All current applications are included as part of this memorandum. Per City Code, Section 2-73:

Individuals wishing to be considered for any vacancy on any board or committee shall submit an application to the Office of the City Clerk not later than **fourteen (14) days** prior to the meeting in which the City Commission shall fill said vacancy. The application shall include a request for qualifications specific to the board or committee to which the individual is applying.

Incumbents who wish to be considered for reappointment to a particular board or committee must comply with the preceding subsection. Applications shall not be considered for any board or committee applicant who submitted an application more than two (2) years prior to the date which that applicant could be appointed.

The one (1) appointment for the Civil Service Board is tentatively scheduled to be heard at the Regular City Commission meeting on January 31, 2024.

CIVIL SERVICE BOARD

Two (2) Year Term, Five (5) Member Board

Vacancies: One (1) vacancy to be appointed by City Commission

Current Board

- Pierre Basquin, Vice Chair Term expires 8/25/2024
- Kelly Kandibovich, Secretary Term expires 4/16/2024
- Jared Schwartz Term expires 3/4/2024
- Jasmin Ubillus Term expires 1/31/2024 (to be considered for re-appointment)
- One Vacancy to be filled April 2024 at next meeting by Civil Service members

Application(s) on file: Jasmin Ubillus and Stephanie Jarkow

CC: Assistant City Clerk and Clerk Coordinator

APPLICATION FOR BOARD/COMMITTEE APPOINTMENT

Profile

Jasmin _____ Ubillus _____
 First Name Middle Initial Last Name

jubilus01@yahoo.com _____
 Email Address

3340 Greenview Terrace E _____
 Street Address Suite or Apt

Margate _____ FL 33063 _____
 City State Postal Code

Mobile: (754) 367-6734 _____
 Primary Phone Alternate Phone

Which Boards would you like to apply for?

Civil Service Board: Appointed

Per Section 112.3145 Florida Statutes, members of the following Boards are required to file a Financial Disclosure Report upon appointment, and then annually: **Planning and Zoning Board & Board of Adjustment**

The following Boards have specific requirements for appointment consideration. Please contact the City Clerk's Office for more details: **Affordable Housing Advisory Committee, Unsafe Structures Board and Civil Service Board.**

All applicants must reside in Margate at least six (6) months prior to the date of appointment. *(for proof of residency for the past six (6) months, please attach to this application a copy of your valid State of Florida driver's license or other legally-issued I.D., AND either a copy of your Broward County Voter Registration card or copies of your water or electric bills for the last 6 months.)*

Question applies to multiple boards



Proof of Residency

How long have you lived in the City of Margate?

5 years

Education

Do you possess a high school diploma?

Yes

If no, do you possess an equivalent certification, such as a GED?

College Education

<u>Name of College/Univ.</u>	<u>Dates Attended</u>	<u>Major/Minor</u>	<u>Degree Earned</u>
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Florida Atlantic University - BA Accounting- Completed 5/2011.

Vocational & Technical Education

<u>Name of School/Agency</u>	<u>Dates Attended</u>	<u>Coursework</u>	<u>Certification</u> <u>Earned</u>
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Civic/Volunteer Experience/Education

Please list all civic involvement, volunteer experiences, or other ways you've provided assistance or support to the community.

1 year as civil service with the City of Margate.

Briefly describe any specific expertise and/or abilities that would pertain to your service on a City Board or Committee:

I've attended interviews with HR and Operations. Provided meaningful input.

Employment History

Beginning with your present or most recent employment, please describe ALL periods of employment including self-employment, unemployment periods, and military service. Please upload an additional sheet if necessary.

Question applies to multiple boards

[J_Ubillus.pdf](#)

Employment History - please upload if you have additional information

Name of current or most recent employer:

OneCall CM

Phone:

866-697-2680

Address (street, city, state, zip code):

841 Prudential Dr Ste 204 Jacksonville, FL 3220

Start and end dates:

1/2022 - Current

Title:

Forecast Data Analyst

Job Duties:

Manage short term Volume and AHT forecast for multiple LOB's at leading worker's compensation company. Keeping a low variance of +/-5% to ensure an adequately staffed schedule, to meet SLA's. Run a user provided, manual forecast with templates or run system model for comparison. Attend weekly department meetings and provide insightful trend analysis on volume and AHT. Support the operations and business needs by maintaining a close forecast and adhoc reporting. Collaborate with Scheduling, Queue Performance, Capacity Planning and WFM Admin team on any changes that may impact forecasting. Utilize WFM tool to make updates to forecast, i.e., trainings, new hires, shrinkage, system outages and holidays when business is closed. Maintain on top of WFM training materials and system updates performed – impacts to forecast.

Reason you left the employer:

Currently Employed

Name of Employer:

JM&A Group

Phone:

954-420-3204

Address (street, city, state, zip code):

Deerfield Beach, FL

Start and end dates:

2/2015-1/2022

Title:

Sr. WFM Analyst

Job duties:

Develop strategies utilizing WFM tool to ensure optimal skilling and shrinkage utilization to meet service level objectives for three lines of business. Manage resource allocation, schedule change approvals, impacts on volume, service levels, abandoned rates, average speed of answer and customer satisfaction KPIs. Analyze RTA of ~200 agents in eastern and central time zones, propose best practices to achieve service level objectives. Review past data and provide forecasted workload for special days, changes, assumptions, and inputs, along with solution-oriented support for lines of business. Escalate discrepancies in data to management with recommendations for action. Prepare and deliver detailed performance data to leadership on a weekly basis, as well as adhoc and dashboard reporting. Upgrade project lead for new version of system release. Develop UAT cases and document training material for enhancements and changes in new version of system.

Reason you left employer:

Remote

Name of employer:

Phone:

Address (street, city, state, zip code):

Start and end dates:

Title:

Job duties:

Reason you left the employer:

Supplemental Questions

Are you aware of any potential conflict(s) of interest that may arise from your serving on a City Board/Committee?

Yes No

If yes, please explain:

Do you have any monies owed to the City of Margate that are delinquent?

Yes No

If yes, please explain:

Do you have any pending code violations relating to property owned by you in the City of Margate?

Yes No

If yes, please explain:

Do you have any violations relating to other City Codes?

Yes No

If yes, please explain:

Have you ever been convicted of a crime, excluding minor traffic offenses?

Yes No

If yes, please provide the details for all the instances.

Have you ever run for or held public office?

Yes No

If yes, please provide the dates, and position(s):

Do you own any businesses?

Yes No

If yes, please name the business(es) and in what City they are located:

Have you attended Margate Community College?

Yes No

How many City of Margate Board/Committee meetings or City Commission meetings have you attended in the past 3 years?

1

Certification

Statement

I certify that all statements and information that I have provided in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am both willing and able to make the considerable time commitment, including personal attendance at board/committee meetings and any other applicable functions believed necessary to function as an effective member of a City Board/Committee.

I Agree *

Signature (Typing in your Full Name will serve as your signature for this document)

Jasmin Ubillus

Date

1/5/2024



CITY OF MARGATE APPLICATION FOR BOARD/COMMITTEE APPOINTMENT

Name: Stephanie Jarkow Date: 02/23/2022

Address: 6616 N Parkway Drive, Margate, FL 33068
(Number/Street/City/Zip)

Please check all Boards/Committees for which you wish to be considered.

Per Section 112.3145 Florida Statutes, members of the following Boards are required to file a Financial Disclosure Report upon appointment, and then annually:

Planning & Zoning Board

Board of Adjustment

The following Boards have specific requirements for appointment consideration. Please contact the City Clerk's Office for more details:

Affordable Housing Advisory
 Civil Service Board

Unsafe Structures Board

All applicants must reside in Margate at least six (6) months prior to the date of appointment. How long have you lived in the City of Margate? 9 years (for proof of residency for the past six (6) months, please attach to this application a copy of your valid State of Florida driver's license or other legally-issued I.D., AND either a copy of your Broward County Voter Registration card or copies of your water or electric bills for the last 6 months.)

Contact number: (Day and Evening): 954-4713978
Email address: Stephjarkow@gmail.com

Education

Do you possess a high school diploma? _____
If no, do you possess an equivalent certification, such as a GED? _____

College Education

<u>Name of College/Univ.</u>	<u>Dates Attended</u>	<u>Major/Minor</u>	<u>Degree Earned</u>
Florida Atlantic University	2009-2012	Psychology	B.A

Vocational & Technical Education

Name of School/Agency Dates Attended Coursework Certification Earned

Civic/Volunteer Experience/Education – Please list all civic involvement, volunteer experiences, or other ways you’ve provided assistance or support to the community. School Volunteer, Member of HOA no my community.

None
General concerns as a homeowner, residents, parent, and, neighbor who cares about the Community.

Employment History

Beginning with your present or most recent employment, please describe ALL periods of employment including self-employment, unemployment periods, and military service. Please use an additional sheet if necessary.
Stephanie Jarkow

Name of current or most recent employer: 02/23/2022 Phone: 9547844531

Address (street, city, state, zip code): 1827 NE 24th Street

Start and end dates: 01/03/2022 Title: District assistant

Job duties: Assistant to Florida House Representative Chip LaMarca

Reason you left the employer: Current & past position in 2020

Name of employer: unemployed Phone: _____

Address (street, city, state, zip code): _____

Start and end dates: 12/2020-12/2021 Title: _____

Job duties: _____

Reason you left the employer: _____

Name of employer: _____ Phone: _____

Address (street, city, state, zip code): _____

Start and end dates: _____ Title: _____

Job duties: _____

Reason you left the employer: _____

Supplemental Questions

Are you aware of any potential conflict(s) of interest that may arise from your serving on a City Board/Committee? Yes No

If yes, please explain:
Aside from being a current state employee, no.

Do you have any monies owed to the City of Margate that are delinquent?
Yes No

If yes, please explain:

Do you have any pending code violations relating to property owned by you in the City of Margate? Yes No

If yes, please explain:

Do you have any violations relating to other City Codes? Yes No

If yes, please explain:

Have you ever been convicted of a crime, excluding minor traffic offenses?

Yes No

If yes, please provide the details for all such instances:

Have you ever run for or held public office? Yes No

If yes, please provide the dates, and position(s):

Do you own any businesses? Yes No

If yes, please name the business(es) and in what City they are located:

Have you attended Margate Community College? Yes No

How many City of Margate Board/Committee meetings or City Commission meetings have you attended in the past 3 years? None

Briefly describe any specific expertise and/or abilities that would pertain to your service on a City Board or Committee:

General concerns as a homeowner, residents, parent, and neighbor who cares about the Community.

Certification: I certify that all statements and information that I have provided in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

I further certify that I am both willing and able to make the considerable time commitment, including personal attendance at board/committee meetings and any other applicable functions believed necessary to function as an effective member of a City Board/Committee.

Stephanie Jarkow

Signature



02/23/2022

Date