

Coral Gables Automotive Division Supervisor
Jim Pershad.

Case Number: K06-

Re: Brandy Urbine, an employee of the City of Coral Gables Automotive Division, alleges that there is mismanagement the City Automotive Garage. She advises that she is in a position to observe the day to day operation of the garage and has first hand knowledge of the mismanagement. She advised that the lack of adequate supervision at the garage creates the potential for the misuse of employee time and materials. The employee focused the allegation in two Coral Gables employees, Supervisor Jim Pershad and the Automotive Division Director. Ms. Urbine advised that she has never observed any employee theft.

The employee had seen Mr. Pershad on a number occasions coming to work late and leaving early.

Ms. Urbine was interviewed by COE Investigators. She is an administrative assistant and data clerk at the Automotive Division garage. Her job is to verify and document the use of time and materials in the repair of city vehicles. She has identified a number of problems in the documentation of the use of parts and employee time. She provided Investigators with copies of work orders and time sheets to document the allegations. After review the documents were returned to Ms. Urbine.

According to Ms. Urbine, all work on city vehicles must be documented from the time the problem is reported to the time the vehicle leaves the Automotive Division yard. The process is as follows; the Supervisor receives the work order on the vehicle. He assigns the work to a mechanic. The mechanic who works on the vehicle documents the number of hours spent on the repair and the parts used. The completed work is reviewed and approved by the supervisor.

Ms. Urbine advised that Mr. Pershad signs off on the completed work order without verifying the number of hours or the use of parts. Many times she cannot enter the data from the work order because the information is incomplete or the mechanic has not properly documented the use of parts. She is forced to double check the information with the NAPA parts store and the mechanics. She has found vehicles not worked on and work done on vehicles and not properly recorded. She also has discovered inconsistencies in the recording of parts used for the repairs.

Ms. Urbine works directly for the Director of the Automotive Division. She advised investigators that she has reported the deficiencies to the Director, who has at yet not made any changes.

The Director told Mr. Pershad about her findings and Mr. Pershad became aggressive toward Ms. Urbine. Ms. Urbine filed a grievance against Mr. Pershad. The Director dismissed the grievance.

Investigators advised Ms. Urbine that the problem areas she outlined do not fall under the COE's jurisdiction to investigate and can be attributed to poor training, mismanagement and poor accountability for time and materials. Ms. Urbine concurred with Investigators and advised Investigators that she would continue to make recommendations to her supervisors that would improve the Divisions day to day operations.

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| Name & Signature: | Sylvia Batista, Investigador, Manuel W. Diaz, Investigator | Date: Item #: |
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