

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPT.

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

OCTOBER 27, 2005
MINUTES

The meeting was called to order by Chairperson Sidwell at 6:35 p.m. Roll call was as follows:

Present: Joanne Sidwell, Chair
Lewis West, Vice Chair
Jodi Lines
(vacancy)
(vacancy)

In Audience: Leslie T. Knight, City Manager/Human Resources Mgmt.
Cathy Carlin, Human Resources Mgmt.
Bill Lindsay, City Manager
Everett Jenkins, City Attorney
Nickie Mastay, Employment and Training
Craig Murray, Local 21

1. APPROVAL OF MINUTES

a. Regular Meeting of May 26, 2005

As there were no corrections or additions to the proposed minutes previously distributed, Board Member Lewis West made motion to approve the minutes; seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

b. Regular Meeting of August 25, 2005

It was noted by Chairperson Sidwell that Board Member Karen Ortega was present at the August 25, 2005, but is no longer a member of the Personnel Board. As there were no corrections or additions to the proposed minutes previously distributed, Board Member Lewis West moved to approve the minutes and was

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seconded by Board Member Joanne Sidwell. The item was approved by the following vote: AYES: Mr. Lewis West and Ms. Sidwell. ABSTAIN: Ms. Lines.

Mr. Lindsay asked that item no. 4 be moved up on the agenda.

4. **APPROVAL TO ESTABLISH NEW CLASSIFICATION SPECIFICATIONS OF (1) CITY ENGINEER; (2) INFORMATION TECHNOLOGY DIRECTOR; AND (3) PUBLIC WORKS OPERATIONS & MAINTENANCE DIRECTOR; AND (4) RETITLE/REVISE (a) LIBRARY DIRECTOR TO LIBRARY & COMMUNITY SERVICES DIRECTOR; AND (b) PLANNING DIRECTOR TO PLANNING & BUILDING SERVICES DIRECTOR**

Leslie Knight, Assistant City Manager/Human Resources Management Director, spoke before the Board on behalf of the City Manager and provided the Board with a brief overview of the item. As part of the City Manager's reorganization and assessment of City services, the City Manager determined that there was a need to create new executive director positions in order to provide streamlined delivery of services, greater efficiencies and to fully utilize the capabilities of staff. The majority of the changes that the City Manager proposed are new executive classifications for the City Engineer, the Information Technology Director and the Public Works Operations & Maintenance Director. With the exception of the Information Technology Director, all of the positions previously reported as deputy directors to an Assistant City Manager. This position no longer exists. The Information Technology position was not a director position and is being reclassified as a department director. The Library Director position is being retitled and revised as the Library & Community Services Director. That person will also be responsible for the Library, Arts & Culture and for Recreation. Recreation and Arts & Culture were previously under a former Assistant City Manager. Those functions have been assigned to Monique le Conge who will be responsible for all City community services. The Planning Director is being retitled and revised as the Planning & Building Services Director. Mr. Richard Mitchell, Interim Planning Director, will supervise both Planning and the Building Regulations Departments.

All of the positions are exempt positions and will report directly to the City Manager. Subject to the Personnel Board's approval, these establishments will be forwarded on to the City Council for their approval of the creation of the classifications. Ms. Knight reported that these establishments have been discussed with Local 21, and while they have no objections to the positions moving forward, Local 21 would like to meet and confer concerning the impact on their bargaining unit. Craig Murray, Local 21 President, confirmed Ms. Knight's statement.

Mr. Bill Lindsay, City Manager, provided additional input to Ms. Knight's report by stating that the net result for the City Engineer and Public Director is the elimination of one Assistant City Manager position. With respect to the Library & Community Services

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Director, the City Manager stated he felt very strongly that there can be a much stronger linkage between the Library programs and our Recreation programs. With respect to Planning and Building Services, once again, there is a strong linkage between the Planning Services and Building Regulations. Over the next three years, Mr. Lindsay reported that the City is planning to make a substantial investment in upgrading the City's information systems. The upgrades involve changing out the City's core enterprise system; looking at implementing specialized systems in some departments and then coordinating all those as well. The City Manager's preference is to have the Information Technology Director be a director management report – recognizing the levels of responsibilities, both financial and functional of this position.

Mr. West questioned if the positions were encumbered, of which they all are.

Ms. Lines questioned if the City would continue to main the SAP technology. Mr. Lindsay reported that it has not been decided whether or not SAP is going to remain as part of the City's core system.

Ms. Lines asked what the status of the Museum was. Mr. Lindsay stated that the Museum largely operated independently with an independent volunteer Board. The intent is for the Library & Community Services Director to also have responsibility as a liaison for the Museum and also for the Arts Commission.

Ms. Sidwell noted on page 2 of the City Manager's staff report that the last sentence of the top paragraph that states "This creation of these two positions will also eliminate the need for an Assistant City Attorney" should be revised to read, "...Assistant City Manager."

Board Member Lewis West made motion to approve the establishment of new classification specifications of (1) City Engineer; (2) Information Technology Director; and (3) Public Works Operations & Maintenance Director; and (4) retitle/revise (1) Library Director to Library & Community Services Director; and (5) (1) Planning Director to Planning & Building Services Director; Board Member Jodi Lines seconded. Item was approved by the following vote: AYES: Mr. West, Ms. Lines and Ms. Sidwell.

Mr. Jenkins asked that item no. 3 be moved up on the agenda.

3. APPROVAL OF: (1) RECLASSIFICATION OF ONE (1) ADMINISTRATIVE SECRETARY TO A LEGAL SECRETARY; (2) CREATION OF NEW CLASSIFICATION OF LAW OFFICE SUPERVISOR; (3) RECLASSIFICATION OF ONE (1) LEGAL ASSISTANT TO NEW CLASSIFICATION OF LAW OFFICE SUPERVISOR; AND (4) REVISIONS TO LEGAL ASSISTANT & LEGAL SECRETARY JOB DESCRIPTIONS

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Cathy Carlin, Principal Personnel Analyst, spoke before the Board on behalf of the City Attorney's Office. The City Attorney's Office currently has an Administrative Secretary on staff. In the recent desk audit, it was found that they needed a Legal Secretary. The Administrative Secretary classification is very broad and is used throughout the City. The title of Legal Secretary had been used previously but as people promoted or were laid off, the City Attorney's Office never hired another Legal Secretary. The audit found that the Administrative Secretary had been doing the work of a Legal Secretary for over a year. The Personnel Analyst requested a reclassification to Legal Secretary.

The Personnel Analyst also recommends creation of a new classification of Law Office Supervisor that will be in charge of the office and will perform more of the administrative work for the City Attorney's Office. Currently, the person performing those duties is a Legal Assistant. Job descriptions of the Legal Secretary and Legal Assistant have also been reviewed with minor changes proposed.

Discussion followed regarding Paralegal requirements or Legal training in regards to the Legal Secretary's job description. Mr. Jenkins, Interim City Attorney, was available to answer questions from Board Members.

Board Member Jodi Lines made motion to approve the reclassification of one Administrative Secretary to a Legal Secretary, creation of new classification of Law Office Supervisor, reclassification of one Legal Assistant to new classification of Law Office Supervisor and revisions to the Legal Assistant and Legal Secretary job descriptions; Board Member Lewis West seconded. Item was approved by the following vote: AYES: Mr. West, Ms. Lines and Ms. Sidwell.

2. APPROVAL OF THE RECLASSIFICATION OF ONE (1) EMPLOYMENT PROGRAM SPECIALIST II TO JOB DEVELOPER

Cathy Carlin, Principal Personnel Analyst, spoke before the Board on behalf of the Employment and Training Department. Pursuant to a request for a desk audit of an Employment Program Specialist II to find out if the duties performed were at the level of Employment Program Specialist as the position was the liaison to businesses in the community for the One-Stop Career Center. After all concerned were interviewed, it was found that the Job Developer class had not been filled for quite some time; however, it was still adequate for the classification and duties that the Employment Program Specialist II was performing. Since the Employment Program Specialist II has been performing those duties and functioning as the representative for the department as a liaison to the business community, the Principal Personnel Analyst recommended a reclassification to Job Developer. Since the employee has been doing the job for over year, per the Personnel Rules, Rule V, Section 4.8, the Principal Personnel Analyst proposed to reclassify him without further testing.

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Ms. Lines questioned the Job Developer's education and experience criteria in the job description as it currently states, "*Any combination of education or experience equivalent to graduation from a four-year college or university in a work related major AND two years of full-time experience which can be directly related to the knowledge and skills listed.*" Ms. Knight recommended that this item go forward and stated that her preference would be to revise the description to reflect, "Education/experience substitution." Nickie Mastay, Senior Accountant of Employment & Training was available for questions from Board Members.

Board Member Lewis West made motion to approve the reclassification of one (1) Employment Program Specialist II to Job Developer; Board Member Jodi Lines seconded. Item was approved by the following vote: AYES: Mr. West, Ms. Lines and Ms. Sidwell.

5. PUBLIC COMMENT

Ms. Knight advised that the City Manager is proposing to have a mid-year Budget Review and at the review he wants to take forward all the new classifications and all of the new positions that he proposes to create, probably sometime in January. As a result, the Personnel Board would need to meet in November or possibly December 2005. The Board Members advised that they are available on December 1 and/or December 8, 2005.

The meeting was adjourned at 7:10 p.m.

Respectfully submitted,



LESLIE T. KNIGHT
ACM/HUMAN RESOURCES MGMT. DIRECTOR

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