

**CITY OF RICHMOND, CA  
HUMAN RESOURCES MANAGEMENT DEPT.**

PERSONNEL BOARD  
REGULAR MEETING

CITY COUNCIL CHAMBERS  
440 CIVIC CENTER PLAZA  
RICHMOND, CA 94804

**APRIL 25, 2013  
MINUTES**

The meeting was called to order by Vice Chairperson Brown at 5:05 p.m.

**1. ROLL CALL:**

Present: David A. Brown, Vice Chair  
McKinley Williams  
Yvonne Nair

Absent: Elaine Merriweather, Chair; Vicki Winston

**2. APPROVAL OF MINUTES:** None

**3. PUBLIC COMMENT:**

Stan Fleury, stated a lot had been heard about Mr. Williams and the privilege of having him as part of the board. The City has struggled over the last few years with personnel issues and getting the Personnel Board off the ground, so his (Mr. Williams) participation is appreciated. When given advice; a lot of people may say about the city charter, about personnel rules, or the brown act, just make sure when someone, whoever they may be, gives advice and cites in a generic form a particular rule, Stan Fleury's recommendation is to ask to be shown the particular rule and the particular section number so it won't be based on that persons interpretation. Also, ask for some case law that has set some precedents. Stan Fleury welcomed McKinley Williams to the board and thanked him for his service.

**4. COMMUNICATIONS:**

- a. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF COMMUNITY SERVICES TECHNICIAN II AND TO REVISE/RETITLE THE EXISTING CLASSIFICATION OF COMMUNITY SERVICES TECHNICIAN

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### TO COMMUNITY SERVICES TECHNICIAN I/II – FLEXIBLY STAFFED (CITY MANAGER’S OFFICE)

Vice Chair Brown recommended deferring this item to be heard after Item b, given questions of Board Member Nair.

#### b. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF CCTV AND WIRELESS SYSTEMS SPECIALIST (POLICE DEPARTMENT)

Vice Chair Brown disclosed that he has assisted Mr. Medina in a personal and professional context.

Donna Newton, Senior HR Administrator, announced that revisions have been made to the position specification as highlighted in red. She gave the staff report and a brief overview of the request for Board approval to establish the new classification of CCTV and Wireless Systems Specialist in the Police Department. In 2007 the Police Department installed cameras around the City and since that time, the department has been using a contractor to maintain the equipment at approximately \$300,000 per year. The Chief has requested this new classification as a cost savings measure.

Regarding changes to the position specification, changes make the position more generic. The classification will not only support the CCTV and wireless system but also the REO reporting equipment used in the police interview room, the panic system at the front desk, and the security access system.

Vice Chair Brown asked if the position is highly technical which Donna Newton confirmed as yes. He asked where is the pool of applicants the City would expect to hire someone with these qualifications. Eric Tam, Public Safety Technology Supervisor, responded that typically entities like Google or Apple employ on-site technicians and they advertise through social media, job postings, and the like. Vice Chair Brown asked if the position may have specific relevance to a recent veteran who may have worked in a related field. Mr. Tam said if such an individual had the necessary qualifications, the City considers all options.

Board Member Nair indicated she liked the cost savings aspect of the request. When she reviews the job description, it is a lot of work for one individual. She questioned the department’s plans for back-up coverage if the employee is on vacation or other leave. Mr. Tam said the plan is to have a time and materials agreement with the existing company to serve as back-up coverage, who can supply a well-trained technician, and this will still provide an overall cost savings.

Board Member Nair asked that the salary range for the position is the same as the Network Systems Specialist II position, and that the City does not require applicants to live in Richmond. Donna Newton confirmed the salary and stated that applicants receive additional points as Richmond residents.

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Vice Chair Brown asked if that the classification would require the applicant to be screened or have a background check performed for what is a highly secure environment. Deputy Chief Medina confirmed that a background check is conducted.

Board Member Williams asked if the service level agreement would be comparable or exceed what the City is currently receiving through its vendor pool and asked whether that service level agreement is the industry standard. Mr. Tam said the vendor agreement guarantees a 48 hour response time whereas if they had someone on site, they could respond immediately.

Deputy Chief Medina added that their system is just over 4 years old now. Most equipment in the City is original and is aging and requires much more maintenance. This person would be available and on-site, they would get to know the system well, and make corrections as needed. Also, the City's maintenance agreement is just for this work and does not cover movement of a camera should they choose to move a camera to another hot spot, which is quite costly. It also does not cover a vehicle accident such as a light pole where they may wait weeks for public works to re-establish the pole and also for a technician to reset everything.

Vice Chair Brown added that his understanding that the CCTV, in conjunction with the Shotspotter, is a technology that is rapidly advancing and of great value to the Police Department.

Board Member Nair asked if the Board could receive an update of the cost savings once the individual is hired, and Deputy Chief Medina said he would report back to the Board.

Board Member Nair made a motion to establish the new classification of CCTV and Wireless Systems Specialist (Police Department); seconded by Board Member Williams. Item was approved by the following vote: AYES: Ms. Nair, Mr. Williams, Mr. Brown. NOES: None; ABSENT: Ms. Winston and Ms. Merriweather.

- a. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF COMMUNITY SERVICES TECHNICIAN II AND TO REVISE/RETITLE THE EXISTING CLASSIFICATION OF COMMUNITY SERVICES TECHNICIAN TO COMMUNITY SERVICES TECHNICIAN I/II – FLEXIBLY STAFFED (CITY MANAGER'S OFFICE)

Donna Newton, Senior HR Administrator, gave the staff report and brief overview of the request to establish the new classification of Community Services Technician II and review/retitle the existing classification of Community Services Technician to Community Services Technician I/II – flexibly staffed in the City Manager's Office. The original position was created in 2007. It was to be a receptionist type of position and since that time, the City Manager has determined there is room for additional administrative support duties. The department has an Executive Assistant II and no other classification within that department exists to perform additional clerical and administrative duties.

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Board Member Nair noted the budget deficit is between \$2 million and \$20 million and she questioned where the funds are coming from to support the request. Ms. Newton said the position is flexibly staffed and there is a current employee in the existing classification. The request will simply expand the ability to be upgraded to an II level and will not add another position. There will be an increase in salary which is still under review.

Bruce Soublet, Assistant City Attorney, said the incumbent is in the position and any funding would be within the City Manager's Office budget.

Lisa Stephenson, Labor Relations Manager, explained that the increase would most likely be 5% and the same budget load for benefits for that employee already exists. If approved, the request will go to the City Council and then the City Manager will have to do a position waiver which is signed off by the Finance Director, who will certify funding is in their budget. And, their budget plans for step increases and she would imagine it exists in the budget.

Vice Chair Brown said it appears that the new classification is broadening the scope of this job so that the individual can perform more functions and consistent with that, there will be an increase in pay. He confirmed with Ms. Newton that the incumbent is capable of performing these functions.

Board Member Williams clarified that the incumbent will move into the new position without any disruption to operations. Ms. Newton stated that if any employee is flexed up to a higher level if they are not performing up to that level, they can also be flexed back down. Mr. Soublet added that in this particular situation, the incumbent is performing most, if not all, tasks and the City is trying to correct the job title to fit more of what she is doing.

Vice Chair Brown said given what the Board heard recently in a hearing, he thinks this is a prudent course of action.

Board Member Nair noted this individual will be working with the public which is an important factor and she hoped that the description should identify the requirement for customer service skills. Vice Chair Brown suggested this be added to the "Ability to" bullet, to include language "...and demonstrate exceptional customer service skills." Ms. Stephenson said it is the City's expectation that all front line employees demonstrate this skill and if the supervisor is notified of any problems, they can correct it. Board Member Nair said she believes that adding this wording into the sentence would help remind the employee of the need for exceptional service.

Board Member Williams asked and received confirmation that the current employee is bilingual, and that employees with bilingual abilities are paid an additional 2%.

Vice Chair Brown asked and clarified with Board Member Nair that she would prefer carrying over the item to have the City Manager present. Vice Chair Brown confirmed that City Manager Lindsay would not be available until 6:00 P.M. Rather than carrying over the item, he suggested addressing remainder items on the agenda and return to the item. Board Members concurred.

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### **5. UNFINISHED BUSINESS:**

#### **a. PROCLAMATION FOR JOANNE SIDWELL**

Lisa Stephenson, Labor Relations Manager, reported that staff sent an email to Ms. Sidwell notifying her of the proclamation honoring her and they have not heard back. Staff has notified her of the May meeting date and will continue their efforts in contacting her. She clarified that the Mayor has been working on the proclamation and staff has clarified that it would be presented to her at the Personnel Board meeting.

This matter was continued to the May meeting.

#### **b. STATUS OF PERSONNEL BOARD APPOINTMENT**

Bruce Soublet, Assistant City Attorney, reported that McKinley Williams has been appointed to the Personnel Board and Board Members welcomed him.

### **5. UNFINISHED BUSINESS**

### **6. CONSIDERATION OF PROBLEMS AND REPORTS: None**

### **4. COMMUNICATIONS: (CONTINUED)**

#### **a. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF COMMUNITY SERVICES TECHNICIAN II AND TO REVISE/RETITLE THE EXISTING CLASSIFICATION OF COMMUNITY SERVICES TECHNICIAN TO COMMUNITY SERVICES TECHNICIAN I/II – FLEXIBLY STAFFED (CITY MANAGER’S OFFICE)**

Mr. Soublet referred to the outstanding agenda item and asked if Board Member Nair’s questions are more substantive or related to the customer service portion of the classification. Board Member Nair said she is also concerned about the budget and she would like to hear from Mr. Lindsay whether approval would impact other employees in the City. Mr. Soublet said the request does not impact other employees and the City Manager must fund it from his budget allocation. He suggested that the Board could make a motion to approve the request, subject to additional language regarding having exceptional customer service skills as “Ability to:”

Vice Chair Brown noted that it is his understanding that the Board can approve the classification but this does not necessarily staff the position. Staffing is the function of the City Council and budget process. Mr. Soublet added that the Board is not directly creating the position but making a recommendation to the Council that they create the position. Board Member Nair said this is her concern; that the Board is making decisions on positions without the understanding of budgetary impacts of other employees.

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Ms. Stephenson said requests for new classifications go to the Council twice for two readings, the City Council sets the budget, and this will be at the most a 10% increase with no additional benefit load, and the increase is about \$6,000, which will have no effect on any other employee's job. There is a waiver review process and the request also goes to the Finance Department to ensure funds are in the budget. The Board's role is very important; to establish classifications correctly and it is the City Council's role to review and approve the budget.

Vice Chair Brown said he agrees with Board Member Nair's desire that there be added language in the Abilities section. He also understands and appreciates that as a Personnel Board that they do not see the budgeted amounts which is not the job of the Board, but of the City Council.

Board Member Williams referred to the technical aptitude requirement, which states "creating and updating websites" and he asked and confirmed that this duty was part of the original classification which the incumbent is currently performing. Mr. Soublet added that the incumbent manages the City Manager's website page and make updates. The IT Department has created the ability for department staff to add/manage content. Board Member Williams then said he believes that the classification should be revised to reflect that the individual creates content under "Minimum Qualifications". Mr. Soublet suggested deleting the word "creating and" and to maintain the word "update".

Vice Chair Brown made motion to establish the new classification of Community Services Technician II and to revise/retitle the existing classification of Community Services Technician to Community Services Technician I/II – flexibly staffed (City Manager's Office), as amended to add language on page 4; "Ability to effectively render exceptional customer service to individuals contacting the City Manager's Office" as an addition to or a separate clause; and to exclude the "creating and" under "Minimum Qualifications" seconded by Board Member Nair. Item was approved by the following vote: AYES: Ms. Nair, Mr. Williams, Mr. Brown. NOES: None; ABSENT: Ms. Winston and Ms. Merriweather.

### **7. ADJOURNMENT:**

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

LESLIE T. KNIGHT  
ACM/HUMAN RESOURCES MGMT.  
DIRECTOR