

# PERSONNEL BOARD

<http://www.ci.richmond.ca.us/1090/Personnel-Board>



**REGULAR MEETING**  
**Thursday, February 23, 2017**  
**5:15 p.m.**

@ 440 Civic Center Plaza – City Council Chambers



**AGENDA**

Vice Chair: Yvonne Nair  
**Personnel Board Members**  
Robert Davila  
Steve Early  
McKinley Williams

1. **ROLL CALL**
2. **AGENDA REVIEW**
3. **STATEMENT OF CONFLICT OF INTEREST**
4. **APPROVAL OF MINUTES**
  - a. Regular Meeting of October 27, 2016
  - b. Regular Meeting of January 26, 2017
5. **PUBLIC COMMENT**
6. **NEW BUSINESS**
  - a. **DISCUSS AND APPROVE** use of a written staff report for items placed on the Personnel Board agenda
  - b. **DISCUSS** procedures for recruitment for City of Richmond positions
  - c. **SHARE** challenges and frustrations of serving on the Personnel Board by Yvonne Nair and McKinley Williams (Vice Chair Nair)
  - d. **DISCUSS** overdue letter from Personnel Board about SEIU 1021 grievance hearing findings (Vice Chair Nair)
  - e. **DISCUSS** harassment and anti-bullying training provided by the City (Vice Chair Nair)
7. **UNFINISHED/OLD BUSINESS**
  - a. **DISCUSS** the efficiency of grievance hearings and whether proceedings can be improved in order to shorten the time required while hearing the maximum amount of testimony (Vice Chair Nair)

**NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include two (2) copies; one (1) for the Secretary to the Board and one (1) for Board Counsel.**

**COMMUNICATION ACCESS INFORMATION** This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator at (510) 620-6509 at least three business days before the meeting date.

- 8. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
  - None
- 9. CONSIDERATION OF PROBLEMS AND REPORTS**

Scheduling of RPMA grievance
- 10. ADJOURNMENT**

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**CITY OF RICHMOND, CA**  
**HUMAN RESOURCES MANAGEMENT DEPARTMENT**

**PERSONNEL BOARD  
REGULAR MEETING**

**CITY COUNCIL CHAMBERS  
440 CIVIC CENTER PLAZA  
RICHMOND, CA 94804**

**OCTOBER 27, 2016  
MINUTES**

The regular meeting was called to order by Chair Elaine Merriweather at 5:15 p.m. on Thursday, October 27, 2016.

**1. ROLL CALL**

Present: Elaine Merriweather, Chair  
Yvonne Nair, Vice Chair Member  
Steve Early, Board Member

Absent: McKinley Williams, Board Member  
Vinay Pimple, City Council Member/Personnel Board Liaison

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

**SPEAKERS:**

- None
- Regular Meeting of August 25, 2016

Vice Chair Yvonne Nair made a motion to approve the minutes of August 25, 2016. Board Member Steve Early seconded the motion. Minutes were approved by the following vote: AYES: E. Merriweather, Y. Nair, S. Early. NOES: None.

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: gave the Personnel Board members a copy of the Assistant City Manger and Public Information Officer job descriptions. Mr. Hindler stated that the positions need to be revised to be made more current.

***Audio recordings of Personnel Board Meetings are available at:***

**<http://www.ci.richmond.ca.us/index.aspx?NID=1090>**

Rod Woods: requested a copy of documents/minutes from 1999 Personnel Board meeting regarding inspector II and an agreement between the City Human Resources and the union. Mr. Woods was informed that the items were not located in Human Resources and inquired whether the Board Members would have access to these records.

Secretary Stephenson informed the Personnel Board the minutes described were not located by Human Resources staff.

Mr. Woods inquired whether the members of the Personnel Board would have access to said documents.

Assistant City Attorney Soublet cautioned that this is public comment and not the time for discussion. Mr. Woods can do a public records request for this item or it can be placed on a future agenda.

It was explained to Mr. Woods that all Personnel Board records are kept by the Human Resources Department.

## **6. NEW BUSINESS**

- a. DISCUSS the efficiency of grievance hearings and whether proceedings can be improved in order to shorten the time required while hearing the maximum amount of testimony. (Vice Chair Nair)

Vice Chair Nair inquired whether this agenda item should be discussed since Assistant City Attorney Soublet had previously recommended that she not place on the agenda.

Assistant City Attorney Soublet explained that the hearing is now closed and the City Attorney's Office advises that it would be better to delay discussion on this until after the deliberation. The deliberation/decision could be tainted by hearing other extra judicial items that was not be part of the hearing.

The original deliberation was continued in order for all members present at the hearing to participate in the decision. It was asked of the Personnel Board members if they wanted to do the deliberation tonight without the input of one of your members who was here for the hearing?

Vice Chair Nair stated she spoke with McKinley Williams and it appears he may be resigning. He will inform the Secretary in writing.

Assistant City Attorney Soublet advised that information that is said during the discussion of this item cannot be considered during the deliberation.

The Personnel Board decided to place on the November agenda.

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**DISCUSSION:**

Moved to November

**7. UNFINISHED/OLD BUSINESS**

**SPEAKERS:**

- None
- a. DISCUSS toolkit for new Personnel Board members: When new members join the Personnel Board, in order to help them do the best job possible, they would benefit from a Personnel Board Toolkit, which would help them understand past issues and current challenges. Content would include the Charter, rules, MOUs, and conflicts of interest. (Vice Chair Nair)

**DISCUSSION:**

Vice Chair Nair inquired on the toolkit and what form it was going to take. As per the Personnel Board meeting last month, if any item needs to be added, please contact Assistant City Attorney Soublet. Assistant City Attorney Soublet mentioned that an email with updated items had been sent to the Personnel Board members. If any of the Board Members are missing their initial toolkit and/or documents, Secretary Stephenson recommended that they contact her for a replacement.

**SPEAKERS:**

Cordell Hindler: spoke on the research he did online in reference to the Stacie Plummer case. If Richmond has a policy, which he is unaware, he finds it all interesting.

- b. RECEIVE an update on the whistleblower policy survey set to be presented at the October Personnel Board meeting on:
  - (1) Explore whistleblower ordinances and policies in neighboring municipalities, including Oakland (Vice Chair Nair)

**DISCUSSION:**

Secretary Stephenson spoke on the agencies surveyed and it was found that they depend on the law just as the City of Richmond does. The City of Berkeley is currently developing a policy but it is not available at this point.

Assistant City Attorney Soublet mentioned that most cities will depend on State and Federal law. Anything drafted would reiterate what State and Federal law already states.

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Vice Chair Nair inquired whether there is a place where employees can go for protection as whistleblowers.

Secretary Stephenson explained that all allegations are taken seriously. Each complaint is investigated and employees are informed that retaliation is not tolerated. Whether an employee using the language of whistleblowing or not, Human Resources staff recognizes the definition and makes every effort to protect the employee.

The whistleblower poster is part of a larger poster and is posted in every department which has a phone number for reporting if they are not comfortable going through the City of Richmond Human Resources Department. Since 2006, there has not been a separate investigation done by the state or federal government.

**SPEAKERS:**

- None

- c. UPDATE on the Library Commission response to the Richmond Library and Cultural Services Department internal audit. (Vice Chair Nair)

**DISCUSSION:**

Vice Chair Nair spoke about the seriousness of the anonymous email received and how a portion of the concerns in the email was dealt with by the Personnel Board and the remaining items turned over to the Library Commission but Vice Chair expressed her understanding that there currently was not a functioning Library Commission.

Assistant City Attorney Soublet and Secretary Stephenson clarified that there continued to be a commission but it lacked a chair.

Dorothy explained that she had sent an email to Mr. Weems in March 2016 and received a response in July 2016 but Mr. Weems term expired in June 2016. Therefore, she (Dorothy) did not wish to share the email dated July because Mr. Weems was no longer the chair. Mr. Weems had responded that the Library Commission would be looking into the items before the Personnel Board now and in the future. Since Mr. Weems did extend his term for 90-days, it would have been appropriate to share with the Personnel Board members and was done so at this point by giving a copy of the email to each board member.

**SPEAKERS:**

Cordell Hindler: stated he was confused on what the General Order number 33 is.

Secretary Stephenson explained it is the harassment policy.

- d. RECEIVE an update on language for General Order number 33 (from June meeting).

***Audio recordings of Personnel Board Meetings are available at:***  
**<http://www.ci.richmond.ca.us/index.aspx?NID=1090>**

**DISCUSSION:**

Vice Chair Nair inquired whether the language is going to change.

Secretary Stephenson explained that an attorney is working on it but it is currently in draft form and possibly may be split into two policies. It will then go to meet and confer.

AB 1825 online training is part of the policy. The link will be sent to the Personnel Board Members again.

**SPEAKERS:**

Cordell Hindler: Looking at the August minutes and the presentation by Berkowitz Civility Group proposal. This can be an opportunity to show that bullying will not be tolerated.

- e. DISCUSS Anti-bullying policy: Discussion of Berkowitz Civility Group proposal for helping to implement an anti-bullying policy for the City of Richmond. (Vice Chair Nair)

**DISCUSSION:**

Secretary Stephenson reported that the City Manager is comfortable with something being created in-house but not hiring an outside person.

Vice Chair Nair suggested an ad hoc committee that would include the city employees and/or community. Shall we try to create an ad hoc committee?

Assistant City Attorney Soublet will bring information to the Personnel Board in January on how to form a committee so that anything produced by the committee is not challenged in the future.

**8. REVIEW OF SUBPOENA(S)**

**SPEAKERS:**

- None

**9. CONSIDERATION OF PROBLEMS AND REPORTS**

**SPEAKERS:**

- None

- a. Grievance Appeal Hearing Deliberation – Local 1021 to follow immediately after adjournment of Regular Meeting

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**10. ADJOURNMENT OF REGULAR MEETING**

Regular meeting adjourned at 5:59 p.m.

**CITY OF RICHMOND, CA**  
**HUMAN RESOURCES MANAGEMENT DEPARTMENT**

**PERSONNEL BOARD  
REGULAR MEETING**

**CITY COUNCIL CHAMBERS  
440 CIVIC CENTER PLAZA  
RICHMOND, CA 94804**

**JANUARY 26, 2017  
MINUTES**

The regular meeting was called to order by Vice Chair Yvonne Nair at 5:15 p.m. on January 26, 2017.

**1. ROLL CALL**

Present: Yvonne Nair, Vice Chair Member  
Robert Davila, Board Member  
McKinley Williams, Board Member

Absent: Steve Early, Board Member

Robert Davila was introduced as a new Personnel Board Member.  
Donna Newton, Human Resources Personnel Officer, sat in for Secretary Lisa Stephenson

**2. AGENDA REVIEW**

Assistant City Attorney Bruce Soublet announces that agenda items 6a and 6b can be addressed as a single item since the presentation will answer the questions of 6b. The Personnel Board agreed.

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

- Regular Meeting of October 27, 2016

**SPEAKERS:**

- None

Only one person from the October 27<sup>th</sup> meeting is present at this meeting.

Assistant City Attorney Bruce Soublet stated that the minutes can be approved the next meeting allowing for two board members who were present on October 27 (Board Members S. Early and Y. Nair) to vote. It is permissible to have the other board members vote as it is required that the minutes be approved by a quorum.

**5. PUBLIC COMMENT**

***Audio recordings of Personnel Board Meetings are available at:***

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### **SPEAKERS:**

Cordell Hindler: presented the Administrative Student Intern and Neighborhood Services Liaison job descriptions from the City of Richmond website. Mr. Hindler expressed that these positions would be ideal for students or college graduate and he would like to see these jobs on a future agenda. He also mentioned that he sent a link for a video "Move your Board from Good to Great" to Assistant City Attorney Soublet for distribution to the Personnel Board members.

### **NEW BUSINESS**

- a. RECEIVE a presentation by Risk Manager Kim Greer on the Risk Management budget.
- b. DISCUSS how the City has settled large lawsuits, such as with Stacy Plummer for \$104,000 and with P.D. Perez for \$840,000, although it is experiencing budget deficits. How is the City able to make these large settlement payouts? Where does the money come from? How does the settlement payout system work? (Vice Chair Nair)

### **SPEAKERS:**

Cordell Hindler: expressed his hopefulness in learning more about the large payouts to Stacie Plummer and the Perez family in the presentation and discussion of 6a and 6b.

### **DISCUSSION:**

Risk Manager Kim Greer stated that it would be inappropriate for her to speak on the specifics of individual cases. The presentation was a budget presentation in June 2016 for the City Council. Risk Manager Greer is using the presentation in response to the questions raised (6b) by the Personnel Board.

Risk Manager Greer proceeded to present the Risk Department budget.

Effective January 1, 2017, implemented for the public safety departments and workers' compensation, an alternative dispute resolution for our workers' compensation program.

Risk Management Department handles workers' compensation programs, general liability claims, and overall city employee benefits. Also, responsible for the City safety program assuring that the employees work safely.

- The reserves for the Risk Department are roughly \$30 million which is set aside.
- Every year an actuary analyses statistics from the City of Richmond

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historical data along with other facts, regulation changes, political climate, etc., to project future expenses.

- Liability claims usually close within one to five years.
- Workers' Compensation claims can be open for many years.
- The revenue is acquired by a formula compiled from the actuary report, percentage of employees in a department, percentage of payroll, total number of claims and the cost incurred, etc. and using a formula, a figure per employee is calculated and the funds are charged back to the departments which becomes the revenue.
- The City of Richmond has been self-insured since 1993 with a \$750,000 per claim.
- Covered under the Workers' Compensation claims: medical, indemnity (loss wages), and permanent disability.
- City of Richmond is governed by statute and the payments must be made by law.

The presentation continued with more detailed information including questions and answers with the Personnel Board members.

- c. DISCUSS the efficiency of grievance hearings and whether proceedings can be improved in order to shorten the time required while hearing the maximum amount of testimony. (Vice Chair Nair)

#### **SPEAKERS:**

Cordell Hindler: spoke on the former grievances that went on until late in the evening and how it also affects the ability of a witness to testify.

#### **DISCUSSION:**

Vice Chair Nair asked that this item be held over to the meeting next month allowing for the input of Board Member Steve Early.

Assistant City Attorney Bruce Soublet explained the current grievance process for newest Board Member Davila.

#### **6. UNFINISHED/OLD BUSINESS**

- None

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**SPEAKERS:**

- None

**DISCUSSION:**

- None

**7. REVIEW OF SUBPOENA(S)**

- None

**8. CONSIDERATION OF PROBLEMS AND REPORTS**

Vice Chair Nair inquired about the letter of findings from the last grievance hearing.

Assistant City Attorney Bruce Soublet responded that the letter will be forwarded to the Personnel Board Members who were present during the grievance.

**9. ADJOURNMENT OF REGULAR MEETING**

Regular meeting adjourned at 6:02 p.m.



# STAFF REPORT

## PERSONNEL BOARD OR DEPARTMENT

**DATE:** February 23, 2017

**TO:** Vice Chair Nair and members of the Personnel Board

**FROM:** Lisa Stephenson, Secretary to the Personnel Board

**SUBJECT: DISCUSS AND APPROVE USE OF A WRITTEN STAFF REPORT FOR ITEMS PLACED ON THE PERSONNEL BOARD AGENDA**

### **BACKGROUND:**

At the May 2016 Personnel Board meeting, a sample written staff report, herein referred to as staff report, was distributed along with the agenda and Personnel Board Procedures and Protocols that had been updated to include agenda language. The sample was labeled as Agenda Report versus Staff Report in May. The staff report and agenda report titles are interchangeable. The sample distributed was used for City Council agenda items with some editing. The attached sample has been updated to reflect the staff report historically used for the Personnel Board.

The staff report requirement was in the Personnel Board Procedures and Protocols before the update. Since 2013, this requirement has been met only by the Human Resources staff when presenting a change in job classifications and on occasion for survey items requested by the Personnel Board Members.

### **RECOMMENDATION:**

Discuss and approve all future Personnel Board meetings have a written staff report attached for each agenda item.

### **ANALYSIS:**

The staff report for each agenda item would clarify for the public the goal of the person placing said agenda item on the Personnel Board meeting. The staff report would answer questions that would ultimately aid the public in narrowing their public comment to a meaningful comment versus making a statement that could possibly be redundant. The staff report would also allow for the other Personnel Board Members to strategize their response and/or add to the conversation with their own questions or concerns

# Personnel Board Staff Report

without being repetitive.

The use of the staff report would also allow for the Human Resources staff to prepare a response, if necessary.

**ANALYST:** Dorothy Mandujano, Senior Management Analyst

Attachments:

1. Sample Staff Report
2. Personnel Board Procedures and Protocols



# STAFF REPORT

## PERSONNEL BOARD OR DEPARTMENT

**DATE:** Date of the Personnel Board meeting

**TO:** Vice Chair Nair and members of the Personnel Board

**FROM:** Department Head, Staff Member, Personnel Board Member, Title

**SUBJECT:** IN CAPITAL LETTERS, NOT A COMPLETE SENTENCE, NOT THE STATEMENT OF THE ISSUE NOR THE RECOMMENDATION, THINK ALONG THE LINES OF A "TITLE" OR A FILE NAME

## BACKGROUND:

General topics to cover (as applicable) are as follows:

One or two paragraphs

1. Why is this on the Personnel Board agenda now?
2. Has the Personnel Board previously considered this issue?
3. If so, what actions has it taken previously on this issue?
4. What is the issue that you are addressing?
5. How did this become an issue?
6. When did it become an issue? When were you made aware that the issue needed addressing?
7. Why is it an issue?
8. Where is this occurring? Where will this be used? (if applicable)
9. Who are the parties involved (if applicable), stakeholders?

## RECOMMENDATION:

What action do you want the Personnel Board to take?

An item placed on an agenda is preceded by the recommended action with one of the following verbs:

# Personnel Board Staff Report

- ACKNOWLEDGE *\*receipt of*
- APPROVE
- CONSIDER and DIRECT *staff*
- DIRECT *staff*
- DISCUSS and APPROVE
- DISCUSS and CONSIDER
- DESIGNATE
- HEAR an appeal by (name of appellant)
- INTRODUCE
- REVIEW, COMMENT and PROVIDE DIRECTION *to staff regarding*
- RECEIVE *an update/presentation*

Note that there may be more than one verb used as an agenda item. For example:

- APPROVE the *item* and DIRECT *staff to*

*\*italicized words serve as an example only.*

## **ANALYSIS:**

The analysis topic should include a few paragraphs on:

1. What steps did you take to address the issue?
2. What meetings took place?
3. What were the results of that meeting?
4. What research was undertaken?
5. What were the results of the research? (If this is included as an attachment, provide a brief summary.)
6. What options were considered?
7. What options were rejected and why?
8. What were the evaluation processes, and what criteria were used?
9. With whom were there relevant communications on the topic?

Next group of paragraphs – Conclusion

1. What is your recommendation and why?
2. How will this address the issue?

## **DISCUSSION Tips**

1. Think about how the situation unfolded and tell the story chronologically.

## Personnel Board Staff Report

2. Give the Personnel Board and the public the benefit of your thinking on this issue.
3. Try to anticipate their questions and address them in the report.
4. Make the opposite argument to yourself and then refute it. Then, explain why that won't work.
5. Use attachments to provide further detail. The staff report should summarize the attachment and refer to it by number.

### **ATTACHMENTS:** (if applicable)

Provide all relevant documents: item descriptions, reports, relevant correspondence, audits, etc. Note that the first attachment should be the one that is most relevant to the Personnel Board action.

Additional information on attachments:

1. Provide reference material that will provide more details or clarity.
2. Include lengthy tables as attachments, rather than in the body of the report. (However, be sure to reference and summarize the information in the body of the report)
3. Always number the attachments and refer to them in the staff report.

CITY OF RICHMOND  
Procedures and Protocols for Personnel Board Meetings

I. Regular Meetings

- a. Regular meetings of the Personnel Board of the City of Richmond shall be held on the fourth Thursday of the month from January through October provided that, if the fourth Thursday falls on a legal holiday or a non-business day, the meeting shall be held third Thursday of the month. November and December meetings will be held the third Wednesday of the month. Any future regular meeting may be canceled at any time by the Chair of the Personnel Board at the Chair's discretion, or by the vote of a majority of the members of the Personnel Board during a regular meeting.
- b. Regular meetings of the Personnel Board shall begin at 5:15 p.m. and shall adjourn by 10:00 p.m. unless the time of adjournment is extended by the vote of a majority of the Board.
- c. A Personnel Board member who has three unexcused absences from regularly scheduled meetings during a 12-month period shall be deemed to have automatically resigned from appointment to the Personnel Board.
- d. No regular meeting shall be held or Personnel Board business transacted at a regular meeting unless a quorum of the Personnel Board is present.

II. Special Meetings

- a. Special meetings may be called by the Chair of the Personnel Board or by any two members of the Personnel Board.
- b. No special meeting shall be held or Personnel Board business transacted at a special meeting unless a quorum of the Personnel Board is present.

III. Placement of Agenda Items on Regular and Special Meeting Agenda

The Placement of any item on any regular or special meeting agenda shall be limited to the following: (1) any member of the Personnel Board; (2) the City Manager; (3) the City Attorney; and (4) the Secretary of the Personnel Board. To place an item on the agenda, a request must be provided in writing to the Secretary of the Personnel Board no later than 5:00 p.m. on the Thursday two weeks before the Thursday regular meeting. At least 72 hours before a regular meeting of the Personnel Board and 24 hours before a special meeting, the meeting agenda will be posted on the City's website and at such other public locations where the City currently posts agendas for meetings of the City Council and other City boards and commissions.

An item placed on an agenda must clearly be preceded by the recommended action with one of the following verbs:

- ACKNOWLEDGE *\*receipt of*

CITY OF RICHMOND  
Procedures and Protocols for Personnel Board Meetings

- APPROVE
- CONSIDER and DIRECT *staff*
- DIRECT *staff*
- DISCUSS and APPROVE
- DISCUSS and CONSIDER
- DESIGNATE
- HEAR an appeal by (name of appellant)
- INTRODUCE
- REVIEW, COMMENT and PROVIDE DIRECTION *to staff regarding*
- RECEIVE *an update/presentation*

Note that there may be more than one verb used as an agenda item. For example:

- APPROVE the *item* and DIRECT *staff to*  
*\*italicized words serve as an example only.*

#### IV. Order of Business

The business of the Personnel Board at its regular meetings shall be taken up for consideration and disposition in the order set forth below and as published by the Secretary of the Personnel Board.

##### 1. Roll Call.

Before proceeding with the business of the Personnel Board, the Secretary of the Personnel Board shall call the roll of the members of the Personnel Board and the names of those present and absent shall be entered in the minutes.

##### 2. Agenda Review

With the concurrence of a majority of the members of the Personnel Board, matters may be taken up out of order:

##### 3. Statement of Conflict of Interest.

The Chair and any member of the Personnel Board shall disclose for the record any conflict of interest that he or she may have regarding any matter of business before the Personnel Board. The failure on the part of the Chair or any member of the Personnel Board to disclose such conflict of interest under this agenda item shall not preclude that person from making such disclosure when the particular agenda item is considered by the Personnel Board.

##### 4. Approval of Minutes

Unless the reading of the minutes of the Personnel Board is requested by three (3) members of the Personnel Board, such minutes may be approved without

CITY OF RICHMOND  
Procedures and Protocols for Personnel Board Meetings

reading if the Secretary of the Personnel Board has previously furnished each member of the Personnel Board with a copy thereof.

5. Public Comment

Individuals who would like to address the Personnel Board on matters not listed on the agenda and clearly within the subject matter jurisdiction of the Personnel Board may do so under Open Forum. The Chair and Members of the Personnel Board shall not offer any opinion or engage in any discussion of matters not listed on the agenda which are presented during Open Forum. All speakers must complete and file a speaker's card with the Secretary of the Personnel Board prior to the commencement of Open Forum. The amount of time allotted to individual speakers shall be based on the number of persons requesting to speak during this item. The time allocation for each speaker will be as follows: 15 or fewer speakers, a maximum of 2 minutes; 16-24 speakers, a maximum of 1 and one-half minutes; and 25 or more speakers, a maximum of 1 minute.

6. New Business

The order of proceeding where there is a communication or item of new or unfinished business before the Personnel Board shall be as follows:

- a. Staff Report
- b. Public Comment
- c. Personnel Board questions and answers
- d. Personnel Board discussion and vote

7. Unfinished/Old Business

The order of proceeding for unfinished/old business is the same as new business:

- a. Staff Report
- b. Public Comment
- c. Personnel Board questions and answers
- d. Personnel Board discussion and vote

8. Review of Subpoena(s)

The review of subpoena(s) for all hearings, including grievance and disciplinary hearings but not excluding any other type of hearing to come before the Personnel Board, is as follows:

An offer of proof must be submitted to the Personnel Board by all parties who plan on issuing subpoena(s) for a hearing (including but not limited to grievance and/or disciplinary). An offer of proof is a disclosure of the witnesses for whom subpoenas are sought and the substance, purpose, and relevancy of evidence that

CITY OF RICHMOND  
Procedures and Protocols for Personnel Board Meetings

each such witness can offer. The Personnel Board will review the offer of proof, make any inquires necessary to understand the relevancy of each witness, and may vote to issue subpoenas to any individual upon approval by a majority of the Board. Upon approval, the Chair or Vice-Chair will sign the subpoenas for a future hearing.

The party requesting the subpoenas is responsible for serving the subpoenas and payment of witness fees and mileage in accordance with California law.

9. Consideration of Problems and Reports (grievance and disciplinary hearings)

To the extent that the State law allows for a matter to be heard in closed session, the matter will be identified as a matter that is not open to the public. Regardless of whether the matter is heard in closed session or is open to the public, when consideration of a problem and report involves an appeal of an item to the Personnel Board, the order of proceeding shall be as follows:

- a. Introduction of item by Board
- b. Appellant's opening statement
- c. Respondent's opening statement
- d. \*Presentation of evidence by Appellant
- e. \*Presentation of evidence by Respondent
- f. Presentation of rebuttal evidence, if applicable
- g. Presentation of surrebuttal evidence, if applicable
- h. Appellant's closing statement
- i. Respondent's closing statement
- j. Personnel Board discussion and vote

Any party that wishes to offer any document in evidence at a Personnel Board hearing shall deliver such document or documents to the Secretary of the Board, and to the other side, not less than five business days before the hearing. No documents offered at the hearing that were not submitted within such time shall be considered by the Board, absent a showing of good cause why such document or documents were not submitted in a timely manner consistent with this rule.

10. Adjournment

Any item not on the agenda shall not be considered unless the item can be considered by the Personnel Board pursuant to the Ralph M. Brown Act, Government Code sections 54950 *et seq.*

V. Manner of Addressing the Personnel Board – Time Limit

Anyone who desires to address the Personnel Board on items appearing on the agenda must complete and file a speaker's card with the Secretary of the Personnel Board prior to the Personnel Board's consideration of the item. Once the item has been announced

CITY OF RICHMOND  
Procedures and Protocols for Personnel Board Meetings

and discussion has commenced, no person shall be permitted to speak on the item other than persons who have submitted their names to the Secretary of the Personnel Board. Speakers will be called when the item is announced for discussion. Each speaker will be allowed two (2) minutes to address the Personnel Board on items listed on the agenda.

Unless otherwise permitted by a majority vote of the Personnel Board, once the discussion of the agenda item has commenced, no person shall be permitted to speak on the item other than those persons who have submitted their names to the Secretary of the Personnel Board.

When a speaker's name is called by the Secretary of the Personnel Board, the person shall approach the microphone, state his/her name and city of residence in an audible tone of voice for the records. All remarks shall be addressed to the Personnel Board as a body and not to any member thereof.

Unless otherwise waived by a majority of the Personnel Board, any person addressing the Personnel Board on any item on the agenda shall be limited to a maximum of two (2) minutes.

Adopted: October 25, 2012

Revised: May 26, 2016 (March 27, 2014 regular meeting: submittal of evidence/documents prior to hearing/grievance; May 28, 2015 start time change; July 24, 2014 at hearing: Review of Subpoena(s) added to regular agenda; October 23, 2014 meeting: November & December yearly calendar; agenda language May 26, 2016)



# STAFF REPORT

## PERSONNEL BOARD

**DATE:** February 23, 2017

**TO:** Vice Chair Nair and members of the Personnel Board

**FROM:** Lisa Stephenson, Secretary to the Personnel Board

**SUBJECT:** **DISCUSS** procedures for recruitment for City of Richmond positions

### **BACKGROUND:**

Cordell Hindler, Richmond resident and Library Commissioner, regularly attends the Personnel Board meetings. At the January 28, 2016 meeting, Mr. Hindler spoke during public comment and mentioned that he had been performing an online research on City of Richmond job descriptions and he noted that many of the job descriptions were outdated.

On February 6, 2017, Mr. Hindler emailed Secretary Lisa Stephenson (see attachment) on placing the Neighborhood Services Liaison on the agenda.

### **RECOMMENDATION:**

**DISCUSS** procedures for recruitment for City of Richmond positions.

### **ANALYSIS:**

The department interested in hiring a new employee or promoting within, usually begins with a conversation with the Human Resources Management Department analyst assigned to their department.

To hire for a position, the following procedures must be followed:

Beginning with the Department, the need for a position must be determined followed by consulting with the Finance Department to see if the budget allows for another employee being hired or a promotion within.

If there is a budget for hiring another person or promoting within the department, the Department Head issues a requisition form and a waiver form.

# Personnel Board

## Staff Report

The signatory process for the requisition form and the waiver form is: Originating Department Head, Finance Department Head, Director of Human Resources Management Department and City Manager.

When the requisition and waiver is completely executed, the Department Head consults with the Human Resources Management Department Analyst assigned to their department.

At this point, the process for announcing, testing, interviewing, and hiring is discussed and scheduled.

The existence of a job description does not determine whether a job is currently filled and/or needed.

The Human Resources Management Department staff is currently reviewing job descriptions to determine whether to revise or abolish. The determination is made by surveying the need for these jobs within the City of Richmond, other cities and agencies for relevance. Revised job descriptions are brought to the Personnel Board for approval. Abolished job descriptions are taken to City Council.

**ANALYST:** Dorothy Mandujano, Senior Management Analyst

### Attachments:

1. Email from Cordell Hindler
2. Requisition Form
3. Waiver Form
4. Neighborhood Services Liaison

## **Dorothy Mandujano**

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**From:** Cordell Hindler <cordellhindler@ymail.com>  
**Sent:** Monday, February 06, 2017 4:48 PM  
**To:** Lisa Stephenson

hello Lisa, at the personnel board meeting about a week and a half ago, i have provided the board with the job Descriptions for e.g, Neighborhood services liasion and student intern. and i have mentioned that some of these jobs would be perfect for either a High school student or a Recent college grad. so i have requested that the neighborhood services Liasion position should be Agendazied for the next meeting.

Sincerely  
Cordell

**PERSONNEL REQUISITION  
CITY OF RICHMOND, CA**



PREPARE IN  
TRIPPLICATE

DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

The Director of Human Resources Management is requested to supply the names of eligibles from which selection may be made to fill the following position for the City of Richmond.

TITLE OF POSITION \_\_\_\_\_ SALARY RANGE \_\_\_\_\_

IF NEW POSITION – DATE APPROVED BY PERSONNEL BOARD \_\_\_\_\_

**OR**

IF REPLACEMENT, NAME OF EMPLOYEE REPLACED \_\_\_\_\_  
(Name of permanent employee most recently filling this position.)

GENERAL DUTIES:

DATE REQUESTED EMPLOYMENT TO BEGIN: \_\_\_\_\_

\_\_\_\_\_  
DEPARTMENT HEAD

**APPROVALS**

BY THE DIRECTOR OF HUMAN RESOURCES MANAGEMENT <small>(For Compliance with Personnel Rules and Standards)</small>	BY THE FINANCE DIRECTOR <small>(For Availability of Funds)</small>	BY THE CITY MANAGER <small>(Final Approval)</small>
DATE: _____	DATE: _____	DATE: _____
SIGNED: _____	SIGNED: _____	SIGNED: _____

POSITION FILLED: \_\_\_\_\_

NAME OF EMPLOYEE: \_\_\_\_\_

After approval, the **BLUE** copy will be returned by the Human Resources Management Department to the originating department, the **WHITE** copy will be retained by the Human resources Management Department, and the **PINK** copy will be sent to the Finance Department. The action is thereupon effective as proposed, subject to corrections and conditions noted on the form by any approving officer.

CITY OF RICHMOND  
POSITION WAIVER FORM

DEPARTMENT \_\_\_\_\_

POSITION \_\_\_\_\_

REQUESTED BY (DEPARTMENT HEAD) \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

DUTIES OF POSITION (SHORT DESCRIPTION)

CRITICALITY (IMPLICATIONS OF NOT FILLING POSITION)

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

\_\_\_\_ PROMOTIONAL    \_\_\_\_ RECLASSIFICATION    \_\_\_\_ APPROVED IN FY \_\_\_\_ BUDGET

FISCAL IMPACT (SAL. & BEN.) \_\_\_\_\_ (DOLLAR AMOUNT) \_\_\_\_\_

**Account String:**

FINANCE DIRECTOR \_\_\_\_\_

DATE \_\_\_\_\_

HUMAN RESOURCES DIRECTOR \_\_\_\_\_

DATE \_\_\_\_\_

CITY MANAGER \_\_\_\_\_

DATE \_\_\_\_\_

## NEIGHBORHOOD SERVICES LIAISON

### DEFINITION

Under general direction, plans, organizes, coordinates, and serves as liaison for the City's Neighborhood Coordinating Council, its sub-committees, and individual neighborhood council organizations; and does related work as required.

### CLASS CHARACTERISTICS

This one-position class, assigned to the City Manager's Office is characterized by the responsibility of serving as the principal liaison assisting in the maintenance and operation of the Neighborhood Coordinating Council and various neighborhood council organizations. Attendance at evening meetings and occasional weekend workshops is a normal responsibility of this position.

### EXAMPLES OF DUTIES

1. Provides staff assistance to the neighborhood council organizations; interprets various regulations, policies and procedures; assembles materials required to conduct various council meetings; plans and implements training programs and workshops for neighborhood council members; and provides for or does other miscellaneous staff work as requested.
2. Attends all meetings of the Neighborhood Coordinating Council; its various sub-committees; and other community meetings as requested; and explains the goals and objectives of various City programs and services to interested persons and groups.
3. Prepare letters, memos and other correspondence; prepares planning and progress reports on outreach and efforts to organize various neighborhoods throughout the city; assist in the preparation of the City's newsletters; prepares news releases, flyers, and other informational materials.
4. Investigates problems and complaints; recommends solutions.
5. Assist in identifying new areas for installation of neighborhood council organizations.
6. Acts as liaison between the different components of the neighborhood council program, crime prevention program, drug prevention program, the community, and other City staff.

**MINIMUM QUALIFICATIONS**

**Knowledge of the general organization, procedures and systems of governmental agencies; of administrative procedures and organization; and of community programming and available social service programs.**

**Ability to plan, organize, coordinate, facilitate and administer various projects and assignments requiring moderately complex procedures; to speak and write effectively; to exercise initiative and sound judgement; and to work effectively with various public agencies, officials and with all segments of the general public regardless of the social and ethnic background.**

**Familiarity with the needs, attitudes, problems and behavioral patterns of the residents of Richmond, and be able to work effectively with persons of widely varying organizational affiliations and social and ethnic backgrounds.**

**EXPERIENCE**

**Any combination of training and experience equivalent to a four-year degree from an accredited college or university in a related field AND a minimum of three years of experience which demonstrate possession of the knowledges and abilities listed.**

**LICENSES**

**A valid California Driver License is an ongoing requirement of this position.**