

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

**MAY 25, 2017
MINUTES**

The regular meeting was called to order by Vice Chair Yvonne Nair at 5:17 p.m. on May 25, 2017.

1. ROLL CALL

Present: Yvonne Nair, Vice Chair Member
Steve Early, Board Member
McKinley Williams, Board Member

Absent: Robert Davila, Board Member
City Council Liaison Gayle McLaughlin

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- Regular Meeting of February 23, 2017

Board Member Williams made a motion to approve the minutes of February 23, 2017. Board Member Early seconded the motion. Minutes were approved by the following vote: AYES: Y. Nair, S. Early, M. Williams, NOES: None.

SPEAKERS:

- None

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: asked that the job descriptions for Neighborhood Services Liaison and Assistant City Manager be placed on a future agenda. Mr. Hindler also recommended a revision to the Administrative Manual and Position Waiver Form.

6. NEW BUSINESS

In order to accommodate staff, items were moved around as follows:

- a. **APPROVE** revision to the existing classification of Administrative Student

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Intern.

SPEAKERS:

Cordell Hindler: requested that the Personnel Board Members approve the Administrative Student Intern job description as presented.

DISCUSSION:

Human Resources Senior Management Analyst Dorothy Mandujano presented the updates to the job description Administrative Student Intern. Changes were made to eliminate antiquated language. The requirement to annually submit official transcripts showing the continued attendance in an academic institution was added to the job specification.

Board Member Williams made a motion to approve the Administrative Student Intern classification as presented. Board Member Early seconded the motion. Classification was approved by the following vote: AYES: Y. Nair, S. Early, M. Williams, NOES: None.

- b. **APPROVE** revision/re-title to the existing classification of Source Control Inspector I/II/III to Environmental Compliance Inspector and Senior Environmental Compliance Inspector

SPEAKERS:

- None

DISCUSSION:

Human Resources Personnel Officer Donna Newton introduced Water Resources Recovery Director Ryan Smith. The Water Resources Recovery Department is responsible for the Storm water and waste water for the City of Richmond. Veolia has a long-term contract with the City of Richmond for operations and maintenance but City staff inspects the systems.

The revision to the job specifications and the titles are in alignment with the industry direction. There is redundant language between the Source Control Inspector III and Source Control Superintendent which is problematic being that one is represented by SEIU 1021 and the other is IFTPE Local 21. Requiring a degree is appropriate for these types of positions. The title is also in alignment with the certificate that is required for the position.

Ms. Newton spoke on the update of the job specification. The most significant changes were the title and the minimum requirements.

Mr. Smith answered a few questions from the Personnel Board Members.

Board Member Williams made a motion to approve the revised Source Control Inspector I/II/III to Environmental Compliance Inspector and Senior Environmental Compliance Inspector as presented. Board Member Early seconded the motion. Both classifications

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were approved by the following vote: AYES: Y. Nair, S. Early, M. Williams, NOES: None.

- c. APPROVE revision/re-title to the existing classification of Source Control Superintendent to Environmental Services Manager

SPEAKERS:

- None

DISCUSSION:

Ms. Newton presented the updates to the Source Control Superintendent to Environmental Services Manager. The changes to this classification were minor. Vice Chair Nair inquired whether the position was currently filled and Mr. Smith affirmed that there is currently an employee in this position.

Board Member Williams made a motion to approve the classification Environmental Services Manager as presented. Board Member Early seconded the motion. Classification was approved by the following vote: AYES: Y. Nair, S. Early, M. Williams, NOES: None.

- d. APPROVE revision to the existing classification of Human Resources Technician I/II/III

SPEAKERS:

Cordell Hindler: explained his pleasure in the clear descriptions in the update of this job specification and asked that the Personnel Board approved the proposed Human Resources Technician I/II/III.

DISCUSSION:

Human Resources Finance Manager Sharrone Taylor presented changes to the Human Resources Technician I/II/III job specifications beginning with the removal of redundant and antiquated language and changing public agency experience to desirable versus required. The changes are a modernization of the job specification to attract job applicants without lowering standards.

Board Member Williams expressed concern about the removal of “work effectively with people from diverse, socio-economic and cultural backgrounds” from the job specification.

Ms. Taylor explained that the applicants should be able to work with all people not just a specific or isolated economic or ethnic group. The incumbent should be able to offer good customer service to everyone.

Ms. Taylor continued to answer questions posed by the Personnel Board members.

Board Member Nair requested that the language change brought up by Board Member Williams remain in the job specification.

Secretary Stephenson stated that in trying to move forward, we want people to work

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together without looking at each other as distinctly different. The removal of this is a move toward that. If the objection to the removal of this language equals not approving this job specification, then the language can remain. Secretary Stephenson expressed her support of Ms. Taylor's explanation. One must be able to work with all people in the community. Secretary Stephenson stated that the job announcements describe the City of Richmond. It would be surprising to find an applicant who was not aware of what it is to work with the City of Richmond. It does not need to be a part of the job specification.

Vice Chair Nair requested that the language remain.

Secretary Stephenson inquired whether the job specification would not be approved if the language was removed. Vice Chair Nair stated that she would abstain if the language was removed.

Board Member Williams made a motion to approve the classification Human Resources Technician I/II/III contingent on the statement "work effectively with people from diverse, socio-economic and cultural backgrounds" remain in the job specification. Board Member Early seconded the motion. Classification was approved by the following vote: AYES: Y. Nair, S. Early, M. Williams, NOES: None.

e. **APPROVE** revision to the existing classification of Principal Personnel Analyst

SPEAKERS:

Cordell Hindler: stated that the Principal Personnel Analyst revision makes a lot of sense and requested that Personnel Board approve the job classification.

DISCUSSION:

Secretary Stephenson explained that the Human Resources Management Department consists of 14 people with 14 job titles. The Principal Personnel Analyst is an attempt to streamline others into this position. Currently, the Finance Manager and Senior Management Analyst will be moving to this position. A third position will also be included in this job classification.

Secretary Stephenson answered questions from the Personnel Board members.

Vice Chair noted that the language "work effectively with people from diverse, socio-economic and cultural backgrounds" was removed from the Principal Personnel Analyst job specification and as with the Human Resources Technician I/II/III, the language should remain.

Board Member Williams made a motion to approve the classification Principal Personnel Analyst contingent on the statement "work effectively with people from diverse, socio-economic and cultural backgrounds" remain in the job specification. Board Member Early seconded the motion. Classification was approved by the following vote: AYES: Y. Nair, S. Early, M. Williams, NOES: None.

f. **DISCUSS AND APPROVE** revision to the Personnel Board Agenda to include a Consent Agenda for approval of job classification changes, retitles, and/or updates

SPEAKERS:

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Cordell Hindler: stated that in October he presented the Assistant City Manager job description that should be brought before the Personnel Board. Mr. Hindler will be meeting with the City Manager to speak with him about the Assistant City Manager job description.

DISCUSSION:

Ms. Mandujano explained that the Consent Agenda item would be similar to the City Council Consent Calendar. All classification items would be under the Consent Agenda and approved in one motion. To have an item moved from the Consent Agenda, anyone, public or Personnel Board members, must contact the Human Resources Management Department by 2:00 p.m. the day of the meeting or the Personnel Board members can request further discussion during the Agenda Review portion of the agenda.

Assistant City Attorney Bruce Soublet pointed out that the Personnel Board members, after reviewing a new or revised job classification attached to a Personnel Board meeting agenda, could contact the Human Resources Management Department before the scheduled meeting with any questions or concerns about the particular job classification.

Board Member Williams made a motion to approve the change to the Personnel Board agenda to include Agenda Consent immediately following Public Comment. Board Member Early seconded the motion. Agenda change was approved by the following vote: AYES: Y. Nair, S. Early, M. Williams, NOES: None.

- g. **DISCUSS, NOMINATE AND VOTE** to elect a Personnel Board Chair and Vice Chair.

SPEAKERS:

Cordell Hindler: stated that in the City Charter it spells out the nomination of a Chair and Vice Chair.

DISCUSSION:

An election has not been done since 2015 when Vice Chair Brown resigned. Vice Chair Nair's term expires in September. Board Member McKinley mentioned that he would not be able to commit to the responsibility of Vice Chair or Chair at this time.

Secretary Stephenson explained that the current vacant seat is to be filled by a public safety nominee. Secretary Stephenson continued to explain the process of seating another Board Member and how it will probably, at least, be a few months given that Public Safety needs to provide three names, City of Richmond Public Safety employees voting, and City Council approval. Vice Chair Nair's seat is a Mayor appointee seat and this should not take as long to fill.

After some discussion, it was decided to discuss this at the June meeting.

In discussing the election, Vice Chair Nair asked about the current policy on Board Member attendance. Since this subject was not on the agenda, it was recommended that it should be agendaized for another meeting.

- h. **DISCUSS AND APPROVE** whether, and if so, when the Personnel Board will

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recess.

SPEAKERS:

Cordell Hindler: explained that in the Personnel Board Procedures and Protocols it is stated that the Personnel Board meets every month. He stated that it is up to the Board Members whether to recess or not.

DISCUSSION:

Board Member Williams made a motion to recess in July. Board Member Early seconded the motion. Recess in July was approved by the following vote: AYES: Y. Nair, S. Early, M. Williams, NOES: None.

7. **UNFINISHED/OLD BUSINESS**

- None

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

- None

9. **CONSIDERATION OF PROBLEMS AND REPORTS**

- a. **DISCUSS AND APPROVE** scheduling of IFPTE Local 21 grievance hearing in September

SPEAKERS:

Tracey Angelo: introduced herself as a City employee who works in Finance and would like to assure the scheduling of her grievance.

DISCUSSION:

A discussion ensued on when it would be best to schedule the IFPTE Local 21 grievance hearing.

Secretary Stephenson will discuss with the City representatives for availability in June or July 12th, 2017.

10. **ADJOURNMENT OF REGULAR MEETING**

Regular meeting adjourned at 6:30 p.m.