

PERSONNEL BOARD

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



REGULAR MEETING

Thursday, May 24, 2018

5:15 p.m.

@ 440 Civic Center Plaza – City Council Chambers



AGENDA

Chair: Steve Early

Personnel Board Members

Mindy Pines

McKinley Williams

1. ROLL CALL
2. AGENDA REVIEW
3. STATEMENT OF CONFLICT OF INTEREST
4. APPROVAL OF MINUTES
 - a. Regular Meeting of April 26, 2018
5. PUBLIC COMMENT
6. CONSENT AGENDA
 - a. **APPROVAL** to revise/re-title the existing classification of Paratransit Driver to Richmond R-Transit Driver (City Manager's Office)
7. NEW BUSINESS
8. UNFINISHED/OLD BUSINESS
 - None
9. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)
 - None
10. CONSIDERATION OF PROBLEMS AND REPORTS
 - None
11. ADJOURNMENT

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 Souplet, ADA Coordinator at (510) 620-6509 at least three business days before the meeting date.

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

**APRIL 26, 2018
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on April 26, 2018.

1. ROLL CALL

Present: Steve Early, Chair
McKinley Williams, Board Member
Mindy Pines, Board Member

Absent: Ada Recinos, City Council Liaison

Some of the Personnel Board Members statements/questions were inaudible during this meeting.

2. AGENDA REVIEW

- No changes

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

SPEAKERS:

Cordell Hindler: noted that the address on the minutes as incorrect. Mr. Hindler also shared his desire to change his comment in reference to the language of the Assistant City Manager job description from "serves" to may serve.

a. Regular Meeting of March 22, 2018

Board Member Williams made a motion to approve the minutes of March 22, 2018.

Chair Early seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, M. Williams, NAY: None.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: suggested future agenda items: discuss key stakeholders in the recruitment for City Manager; consider community meetings to get input on expectations for the new City Manager; review the Deputy City Manager job description

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Sam Casas: asked the Board Members to consider City policies that affect employees with many (policies) being antiquated – the City has general orders and administrative policies that contradict general orders that are still in place. It is stated that administrative policies replace/supersede general orders but general orders are still in use such as General Order #28 – Due Process. Mr. Casas stated he had received two disciplinary memos but was unable to review according to General Order #28. A much needed policy is workplace bullying. The city has had classes on bullying but bullying still exists up to executive management level. Mr. Casas stated he has been a victim of workplace bullying. Recourses are limited if victim (of bullying) is not in a protected class. Mr. Casas requested that the Personnel Board look at the policies, update, especially General Order #28. Also, look into workplace bullying and how the city has handled it and the inability of the City to stop workplace bullying. As someone in a protected class, stated Mr. Casas, the City did not protect him from workplace bullying.

6. **CONSENT AGENDA**

- a. **APPROVAL** to revise/re-title the existing classification of Communications Manager to Communications Center Manager (Police Department)

Board Member Williams questioned whether it was just a title change.

HR Personnel Officer Donna Newton responded that there are also changes to duties and revised minimum qualifications. The packet has the original along with the revised.

Board Member Pines inquired about the salary and HR Personnel Officer Newton stated that it is currently being evaluated.

Board Member Williams made a motion to approve the revised/re-titled Communications Manager to Communications Center Manager. Chair Early seconded the motion.

Approved by the following vote: YEA: S. Early, M. Pines, M. Williams, NAY: None.

Senior Assistant Attorney Bruce Soublet reminded the Personnel Board Members that items under Consent Agenda cannot be discussed. Only a vote is allowed. In the future, if there are any questions or comments, the item must be moved during Agenda Review.

7. **NEW BUSINESS**

SPEAKERS:

Sam Casas: Began by thanking the Personnel Board for having this placed on the agenda. Mr. Casas stated that this should be a case study of an example of a city program being privatized. City run programs should not be outsourced – this is happening to the Paratransit program now. City Council approved an option to keep and retain staff and outsource the ambulatory only to ride sharing programs. The City refused to hire any budgeted driver position and this is what sabotaged the program. On February 27, 2018,

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by choosing this option the City was choosing layoffs. Mr. Casas stated he was laid off on March 29, 2018. Mr. Casas stated that his layoff is an illegal termination disguised as a layoff. Mr. Casas again thanked the Personnel Board Members for listening.

- a. **RECEIVE AND DISCUSS** an informational report on city layoff policy, as applied to Paratransit Program down-sizing so Personnel Board Members have better understanding of layoff policies and procedures and what is appealable and what is not appealable.

Secretary Stephenson began speaking on the Paratransit Program. There have been financial problems with the Paratransit Program for years with the general fund subsidizing the program and this subsidy cannot continue. Layoffs have been discussed off and on for the past few years with both unions – SEIU and Local 21. Ultimately, the Paratransit Program was here to provide a service to the public but services were not being offered in an effective manner. There were multiple meetings and multiple options were discussed. Ultimately, Lyft was contacted to provide service to the ambulatory citizens who need rides. City drivers will drive for nonambulatory and occasional recreation excursions. Ultimately the City will phase this program out. The City does not want to outsource either but the service was not satisfactory. The City is trying to provide the best service that can be offered within the budgetary confinements. The layoff was discussed at multiple meetings with both unions. Originally it was thought there would be more layoffs. There was a meet and confer with Local 21 to discuss the impact of the layoff, which is required, proper notice of the layoff was given and Mr. Casas is on a reemployment list, so if the program returns and/or the position, Mr. Casas will be contacted and offered the position.

Board Member Pines inquired about the statement that services were not being provided in a satisfactory manner – why was that?

On a continual basis, rides would be scheduled and then cancelled when drivers were unavailable.

Board Member Pines inquired about Lyft and its relationship with the City. Will it be Lyft or the City to face liability? Are the drivers vetted? How would a complaint of harassment be handled?

They have their own insurance for any liability. If there are any accusations of harassment, the City would investigate. In terms of financial liability, Lyft carries their own insurance.

Senior Assistant Attorney Soublet stated that the City would assure that the City is protected through the contract process.

Secretary Stephenson assured Board Member Pines that the contract between City of Richmond and Lyft would cover the requirements to be met by the Lyft drivers which would be similar to City of Richmond employees.

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Secretary Stephenson spoke to inquiry of the budget and the projection that the Lyft service is more viable. The Program was never meant to be funded by the general fund. The goal is to provide better service to the seniors that need services and by making it more viable, having drivers that can provide service, the program will grow to service more people.

Senior Assistant Attorney Soublet noted that the City has been subsidizing this program for \$600,000 per year for the last several years.

Board Member Pines inquired about the decrease in drivers. Secretary Stephenson emphasized that there was not a decrease in drivers. There was one driver who resigned recently. The issue has been the unavailability of those drivers due to a variety of reasons. Employee injuries and unable to report to work or able to report to work but have limited ability in what they can perform. To hire more drivers would increase the expense of the program.

Chair Early inquired about the layoff process and the employee being offered temporary work – was that part of the discussion in Mr. Casas situation.

During the meet and confer, Secretary Stephenson noted that options were explored but they were unable to find a comparable position for him.

SPEAKERS:

Cordell Hindler: proposed June 16 from 10:00 – 2:00 in the City Council Chambers. Recommended the consulting group – The Bush Group – to do the training.

- b. **DISCUSS** a date, time, and location for a Personnel Board retreat along with preferred training topics

Secretary Stephenson explained that we will look into the group Mr. Hindler recommends along with internal staff. One of the concerns raised by the City Attorney is the fact that we are down to three Board Members and whether it would be best to wait for a fourth member, have a retreat now, do a few trainings, or maybe a refresher with a more complete training later would work. The decision is up to the Personnel Board Members and to let her know what works for you (Board Members).

Secretary Stephenson pointed out that the seat recently vacated is a general seat and general seats tend to be filled more quickly than the safety. The City Clerk is aware and she will send out an email requesting nominations. Hopefully, public safety will also have some nominations. It would be good to see five members.

8. **UNFINISHED/OLD BUSINESS**
9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
10. **CONSIDERATION OF PROBLEMS AND REPORTS**

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11. **ADJOURNMENT**

Meeting adjourned at 5:47 p.m.



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: May 24, 2018

TO: Chair Early and Members of the Personnel Board

FROM: Lisa Stephenson, Secretary to the Personnel Board

SUBJECT: **APPROVAL TO REVISE/RE-TITLE THE EXISTING CLASSIFICATION OF PARATRANSIT DRIVER TO RICHMOND R -TRANSIT DRIVER (CITY MANAGER'S OFFICE)**

BACKGROUND

The original goal of the Paratransit Unit in the City Manager's Office was to provide transportation services to the senior and disabled (ambulatory and non-ambulatory) passengers in the community. The goals of this section has expanded to not only provide transportation services for members of this particular community, but to also service the transportation and transit needs for all Richmond residents. As a result, this unit is now more accurately described as the Transportation and Transit Services Unit. This unit will focus on paratransit services for non-ambulatory passengers; transportation and delivery services for other City departments, managing City-owned parking garages and lots; and encouraging the use of more sustainable forms of transportation within the City such as biking and electrical vehicles.

City Manager Bill Lindsay has requested that the current job specification for Paratransit Driver be updated to accurately reflect the changes in the unit's function and the current essential duties and minimum qualifications of the classification.

This classification is assigned to the Service Employees International Union (SEIU) Local 1021.

RECOMMENDATION

APPROVE revisions and title change to the existing classification of Paratransit Driver to create the R-Transit Driver classification.

ANALYSIS

The Paratransit Driver Classification was originally established fifty-six years ago and

Personnel Board

Staff Report

was last revised thirty-four years ago in 1984.

The requested revisions consist of modifying the title from “Paratransit Driver” to “R-Transit Driver”; updating the essential duties, and changing the minimum qualification to require more relevant job experience. These changes accurately reflect the current responsibilities and required experience, knowledge, skills and abilities for this classification.

Staff recommends that the title for this classification be changed to “R-Transit Driver”. This change will accurately reflect that the Richmond transit driver will provide paratransit services, in addition to other forms of transport services.

In addition to updating the duties and responsibilities for this classification, staff also recommends that the minimum qualifications be updated and amended. Currently, this classification requires a valid Class “B” California Driver’s License. This license was required when the City owned vehicles that had a gross vehicle weight rating (GVWR) of 26,000 or heavier. The R-Transit drivers will not drive vehicles which require a Class “B” license, therefore, a Class “B” license is no longer a minimum requirement.

The recommended changes will update the classification to accurately reflect the current duties and responsibilities.

ANALYST: Donna Newton, Human Resources Personnel Officer

Attachments: Paratransit Driver Job Specification (Original)
Proposed R-Transit Driver Job Specification
Proposed R-Transit Driver Job Specification (with track changes).

ORIGINAL

PARATRANSIT DRIVER

DEFINITION

Under general supervision of the Paratransit Coordinator, drives a City van to designated locations in the West Contra Costa County areas; provides passenger assistance and delivery service; maintains program records; and does related work as required.

CLASS CHARACTERISTICS

The work of an incumbent combines clerical, manual and driving skills. Positions in this class are responsible for safe operation of a motor vehicle and delivery of passengers to destinations. Loading and unloading of wheelchairs requires manual strength. Clerical skill is required in keeping mileage and other related records.

EXAMPLES OF DUTIES

1. Drives a Paratransit van to scheduled destinations in a safe and efficient manner.
2. Assists passengers as they enter and exit vehicle; ensures that seat belts are fastened and passengers are seated safely and comfortably. Assists disabled and elderly passengers in getting from door-to-door.
3. Loads and unloads wheelchairs; pushes wheelchairs up and down ramps, or a maximum of one stair.
4. Maintains a daily trip log and other required records.
5. Inspects the general vehicle condition and reports maintenance needs. Keeps the interior of vehicle orderly and clean.
6. May be required to administer basic first aid.

MINIMUM QUALIFICATIONS

**CITY OF RICHMOND
PARATRANSIT DRIVER
PAGE 2**

Knowledge of: the California Motor Vehicle Code; West Contra Costa County geography.

Skill in: the Operation of a van or similar large passenger vehicle.

Ability to: keep accurate records; deal effectively with the public, including special groups, such as the elderly and disabled; understand and follow oral and written directions; work along with a minimum of direct supervision; read a map and locate addresses; do manual work required to push wheelchairs and load and unload passengers; perform first aid or resuscitation procedures.

EDUCATION/EXPERIENCE

Equivalent to graduation from high school AND a minimum of six (6) months of driving experience involving the transport of passengers and public contact.

Experience with disabled and/or elderly clients is preferred.

LICENSE/CERTIFICATION

Possession of a valid Class "B" California Driver's License AND a satisfactory driving record are ongoing requirements for this position.

Achievement of C.P.R. Certification within six (6) months of date of hire.

CITY OF RICHMOND, CA

Class Code: PP-502

Established: 7/1/62

Revision: ~~10/24/84~~

5/24/2018

Bargaining Unit: SEIU Local 1021

FLSA: Non-exempt

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PROPOSED

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R-TRANSIT PARATRANSIT DRIVER

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DEFINITION

Under general supervision ~~of the Paratransit Coordinator~~, drives a City ~~van~~ vehicle to designated locations; ~~in the West Contra Costa County areas~~; provides passenger assistance and delivery services; maintains program records; ~~and does performs duties in support of the Transportation and Transit Unit and performs~~ related work as required.

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CLASS CHARACTERISTICS

The work of ~~an~~the incumbent ~~requires combines~~ clerical, ~~customer service and~~ manual and driving skills. Positions in this class are responsible for safe operation of a motor vehicle and delivery of passengers to destinations. Loading and unloading of wheelchairs requires manual strength. Clerical skills ~~is are~~ required ~~in for~~ keeping mileage and other related records.

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EXAMPLES OF DUTIES (Illustrative Only)

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Essential duties may include, but are not limited to, the following:

1. Drives a ~~city vehicle~~ ~~Paratransit van~~ to scheduled destinations in a safe, timely and efficient manner.
2. Assists passengers as they enter and exit vehicle; ensures that seat belts are fastened and passengers are seated safely and comfortably.
- ~~2.3.~~ Assists disabled and elderly passengers in getting from door-to-door.
- ~~3.4.~~ Loads and unloads wheelchairs; pushes wheelchairs up and down ramps, or a maximum of one stair.
5. Prepares and maintains a daily trip log and other required records. Provides documentation of changes or updates to driver's license and records, and First Aid/CPR/AED certification.
- ~~4.~~
- ~~5.6.~~ Conducts routine pre-trip and post-trip inspections and submits required documentation ~~inspects the general vehicle condition and~~

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CITY OF RICHMOND
R-TRANSIT PARATRANSIT DRIVER
PAGE 2

- ~~reports maintenance needs to the appropriate personnel; and keeps~~
the interior of vehicle orderly and clean.
6. ~~7.~~ May be required to perform community outreach regarding City services, schedule rides, and perform basic clerical duties such as filing and answering phones.
- ~~7. Provides professional and courteous service to passengers at all times; promotes good public relations.~~
- ~~8. May be required to provide transportation and delivery services for other City departments and assists staff and provides customer service when necessary.~~
- ~~8.9. May be required to Administer~~ basic first aid, ~~when required.~~

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MINIMUM QUALIFICATIONS

Knowledge of: ~~the~~ California Motor Vehicle Code; ~~West Contra Costa County~~
~~and local~~ geography; ~~and basic automobile maintenance procedures .~~

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Skill in: ~~the~~ ~~The Operation~~ operation of ~~a van or similar large passenger~~
~~automotive vehicles in a safe manner, observing safe driving rules and~~
~~regulations, establishing and maintaining, effective and courteous relationships~~
~~with individuals from diverse backgrounds. .~~

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Ability to: ~~keep~~ ~~Prepare~~ accurate records; deal effectively with the public,
including special groups, such as the elderly and disabled; understand and follow
oral and written directions; work ~~along alone~~ with ~~a~~ minimum ~~of direct~~
supervision; read a map ~~or navigation system,~~ ~~and~~ locate addresses; ~~learn~~
~~routes; arrive and depart trips on time to maintain time schedules;~~ do manual
work required to push wheelchairs and load and unload passengers; ~~obey safe~~
~~driving procedures; make sound judgments within established~~ ~~perform~~
~~guidelines; perform~~ first aid or resuscitation procedures, ~~and communicate~~
~~effectively using a two-way radio.~~

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EDUCATION/EXPERIENCE

Equivalent to graduation from high school **AND** a minimum of six (6) months of
driving experience involving the transport of passengers and public contact.

Experience with disabled and/or elderly clients is preferred.

LICENSE/CERTIFICATION

Possession of a valid ~~Class "B"~~ California Driver's License in the class that is appropriate for the assignment AND a satisfactory driving record are ongoing requirements for this position.

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Achievement of C.P.R. Certification within six (6) months of date of hire.

ADDITIONAL REQUIREMENTS

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Must successfully pass a background investigation.

PROPOSED

R-TRANSIT DRIVER

DEFINITION

Under general supervision, drives a City vehicle to designated locations; provides passenger assistance and delivery services; maintains program records; performs duties in support of the Transportation and Transit Unit and performs related work as required.

CLASS CHARACTERISTICS

The work of the incumbent requires clerical, customer service and manual and driving skills. Positions in this class are responsible for safe operation of a motor vehicle and delivery of passengers to destinations. Loading and unloading of wheelchairs requires manual strength. Clerical skills are required for keeping mileage and other related records.

EXAMPLES OF DUTIES (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Drives a city vehicle to scheduled destinations in a safe, timely and efficient manner.
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5. Prepares and maintains a daily trip log and other required records. Provides documentation of changes or updates to driver's license and records, and First Aid/CPR/AED certification.
6. Conducts routine pre-trip and post-trip inspections and submits required documentation to the appropriate personnel; and keeps the interior of vehicle orderly and clean

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R-TRANSIT DRIVER
PAGE 2**

7. May be required to perform community outreach regarding City services, schedule rides, and perform basic clerical duties such as filing and answering phones.
8. Provides professional and courteous service to passengers at all times; promotes good public relations.
9. May be required to provide transportation and delivery services for other City departments and assists staff and provides customer service when necessary.
10. Administers basic first aid, when required

MINIMUM QUALIFICATIONS

Knowledge of: The California Motor Vehicle Code; West Contra Costa County and local geography; and basic automobile maintenance procedures.

Skill in: The operation of automotive vehicles in a safe manner, observing safe driving rules and regulations, establishing and maintaining, effective and courteous relationships with individuals from diverse backgrounds. .

Ability to: Prepare accurate records; deal effectively with the public, including special groups, such as the elderly and disabled; understand and follow oral and written directions; work alone with minimum supervision; read a map or navigation system, locate addresses; learn routes; arrive and depart trips on time to maintain time schedules; do manual work required to push wheelchairs and load and unload passengers; obey safe driving procedures; make sound judgments within established guidelines; perform first aid or resuscitation procedures, and communicate effectively using a two-way radio.

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Equivalent to graduation from high school AND a minimum of six (6) months of driving experience involving the transport of passengers and public contact.

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Must successfully pass a background investigation.