

PERSONNEL BOARD

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

REGULAR MEETING
Thursday, August 26, 2021
5:15 p.m.



ALL BOARDMEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE



AGENDA

Personnel Board Members

Chair: Steve Early
Mindy Pines
McKinley Williams
Kyra Worthy

1. ROLL CALL
2. AGENDA REVIEW
3. STATEMENT OF CONFLICT OF INTEREST
4. APPROVAL OF MINUTES
 - a. Regular Meeting of May 27, 2021
5. PUBLIC COMMENT
6. CONSENT AGENDA
None
7. NEW BUSINESS
 - a. **RECEIVE AND APPROVE** the annual report of the Classified Service for calendar year 2020 as fulfillment of the requirement for the Personnel Board to submit an annual report to the Council.
 - b. **DISCUSS AND APPROVE** procedures for annual election of Chair and Vice Chair
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 Laura Marquez, ADA Coordinator at ADACoordinator@ci.richmond.ca.us or (510) 620-6974 at least three business days before the meeting date.

CORONAVIRUS DISEASE (COVID-19) ADVISORY

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20). Both provide updated coronavirus information.

<https://www.coronavirus.cchealth.org>

and

<http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info>

DUE TO THE SHELTER IN PLACE ORDERS, attendance in the Personnel Board meeting will be by teleconference only. Public comment will be confined to items appearing on the agenda and will be limited to the method provided below. Consistent with Executive Order N-29-20, this meeting will utilize teleconferencing only. The following provides information on how the public can participate in this meeting.

How to watch the meeting from home: The meeting may be accessed by using the following Zoom meeting link:

<https://zoom.us/j/93768251808?pwd=bDVyVkpEUXZiRjZDSE9EaTVhc2VPdz09>

Public comments may be submitted: via email to personnel_board@ci.richmond.ca.us. Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, August 26, 2021 by 12:00 Noon.

Public comment for an agenda item may be submitted by: sending an email to mailto:personnel_board@ci.richmond.ca.us by 12:00 Noon on Thursday, August 26, 2021. The email must contain in the subject line **Public Comment on Agenda item #**. The request must include the following:

- (a) Your Name
- (b) Your Phone Number
- (c) The Item for which you wish to make a Public Comment

Public comment is limited to two (2) minutes.

The City cannot guarantee that its network and/or the site will be uninterrupted.

Record of all public comments: All public comments will be considered a public record, put into the official meeting record, and considered before Personnel Board action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

Accessibility for Individuals with Disabilities: Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to personnel_board@ci.richmond.ca.us or submitted by phone at 510-620-6588. Requests will be granted whenever possible and resolved in favor of accessibility.

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

PERSONNEL BOARD
REGULAR MEETING

TELECONFERENCE VIA ZOOM
450 CIVIC CENTER PLAZA
RICHMOND, CA 94804

May 27,2021
MINUTES

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on May 27, 2021.

1. ROLL CALL

Present: Steve Early, Chair
McKinley Williams, Board Member
Kyra Worthy, Board Member

Absent: Mindy Pines, Board Member

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- a. Regular Meeting of December 16, 2020

SPEAKERS:

None

Board Member Williams made a motion to approve the minutes of December 16, 2020. Chair Early seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Williams, K. Worthy. NAY: None. ABSENT: M. Pines. ABSTAIN: None.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: email received and read.

a. CONSENT AGENDA

None

7. NEW BUSINESS

SPEAKERS:

Audio recordings of Personnel Board Meetings are available at:

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

Cordell Hindler: email received and read

- a. **APPROVAL** to create the new classification of Senior Resident Housing Manager

Interim Human Resources Manager Sharrone Taylor presented the proposed new classification of Senior Resident Housing Manager. Executive Director Housing Authority Nannette Beachman and Public Works Facilities Maintenance Superintendent Jose Urquilla were present to answer questions.

Board Member Worthy made a motion to approve the creation of the new classification of Senior Resident Housing Manager. Chair Early seconded the motion. Approval for the creation of the new classification of Senior Resident Housing Manager was passed by the following vote: YEA: S. Early, M. Williams, K. Worthy. NAY: None. ABSENT: M. Pines. ABSTAIN: None

- b. **APPROVAL** to revise and retitle the existing classification of Emergency Preparedness Assistant to Emergency Services Analyst (Fire Department)

Interim Human Resources Manager Sharrone Taylor presented the proposed revision and retitle of Emergency Preparedness Assistant to Emergency Services Analyst. Interim Chief Michael Smith and Emergency Services Manager Genevieve Pastor-Cohen were present to answer questions.

Chair Early made a motion to approve the revision and retitle of the existing classification of Emergency Preparedness Assistant to Emergency Services Analyst (Fire Department). Board Member Worthy seconded the motion. Approval for the revision and retitle of the existing classification of Emergency Preparedness Assistant to Emergency Services Analyst (Fire Department) was passed by the following vote: YEA: S. Early, M. Williams, K. Worthy. NAY: None. ABSENT: M. Pines. ABSTAIN: None.

- c. **APPROVAL** to revise/retitle the classification specification for Housing Director

Interim Human Resources Manager Sharrone Taylor presented the proposed revision and retitle of Housing Director. Community Development Director Lina Velasco was present to answer questions.

Interim Human Resources Manager Sharrone Taylor noted that a few typographical errors were discovered in the proposed Housing Director job specification that was included in the agenda packet. The corrected Housing Director job classification along with a markup version reflecting the corrections will be sent first thing the next morning to the Personnel Board Members by Administrative Services Analyst Dorothy Mandujano.

Chair Early made a motion to approve the revision/retitle of the existing classification specification for Housing Director. Board Member Williams seconded the motion.

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

Approval for the revision/retitle of the existing classification specification for Housing Director was passed pending corrections of typographical errors by the following vote: YEA: S. Early, M. Williams. NAY: K. Worthy. ABSENT: M. Pines. ABSTAIN: None.

8. **UNFINISHED/OLD BUSINESS**

- None

9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**

- None

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- None

11. **ADJOURNMENT**

Meeting adjourned at approximately 5:40 p.m.

Dorothy Mandujano

From: Cordell Hindler
Sent: Tuesday, May 25, 2021 12:04 PM
To: Personnel Board
Subject: Public Comment 7.c New Business

good evening Chair Early, Board Members and city staff, I am in full support of the idea of Revising the Housing Director Classification and I hope that the board will approve it as well

Sincerely
Cordell

Dorothy Mandujano

From: Cordell Hindler
Sent: Tuesday, May 25, 2021 11:54 AM
To: Personnel Board
Subject: Public Comment

good Evening, Chair Early, Board Members and City Staff, I have a couple of Items to Place on for the June or July Agenda

1. APPROVAL to Create the new classification of CAPITAL PROJECTS MANAGER [Public WORKS Department]
2. APPROVAL to Revise the existing classification of ASSISTANT TO THE MAYOR [Mayor's Office]

I had a Conversation with MR Leach at the beginning of May, and I did explain the reasoning of having a Capital Projects Manager on board to handle the support staff.

Also I had spoken with MR Whitmore and he is in favor of the idea of having an Assistant on board to do the support work

Sincerely
Cordell



STAFF REPORT

PERSONNEL BOARD

DATE: August 26, 2021

TO: Chair Early and Members of the Personnel Board

FROM: Marc Fox, Interim Human Resources Director
Teresa Fairbanks, Human Resources Manager

SUBJECT: APPROVE THE 2020 ANNUAL REPORT OF THE CLASSIFIED SERVICE

BACKGROUND:

Article XIII Personnel Administration Sec.8 of the City of Richmond's Charter directs that the Personnel Director make annual reports to the Personnel Board for its approval and transmission to the Council on the administration and effect of this Article.

RECOMMENDATION:

RECEIVE AND APPROVE the annual report of the Classified Service for calendar year 2020 as fulfillment of the requirement for the Personnel Board to submit an annual report to the Council.

DISCUSSION:

Article XIII, Personnel Administration, Sec.8 of the City of Richmond's Charter states:

"The Director of Personnel shall make annual reports to the Personnel Board for its approval and transmission to the Council on the administration and effect of this Article, with such recommendations as he may deem desirable, and to render such special reports as the Personnel Board may request. Such reports shall be public record."

Pending approval of the Personnel Board, the Interim Human Resources Director has prepared an annual report that contains information and statistical data relating to City employment and the personnel programs and activities of the Personnel Board. The report denotes the human resources activities in calendar year 2020 in the topics of classification review, recruitments, employment activity, personnel rules, the formation or modification of collective bargaining units, and Personnel Board appeals.

Personnel Board Staff Report

Once approved, the Interim Human Resources Director will agendaize the report for the City Council's receipt on the next available meeting, which adheres to the requirement that the annual report is transmitted to the Council on an annual basis.

CONCLUSION:

The Human Resources Department recommends that the Personnel Board receives and approves the 2020 annual report of the Classified Service.

Attachments: 2020 Personnel Board Annual Report



CITY OF
Richmond CALIFORNIA

Personnel Board 2020 Annual Report

Personnel Board Members

Steve Early (Chair)

Mindy Pines

McKinley Williams

Kyra Worthy

SUBMITTED BY
Marc Fox, Secretary to the Personnel Board
Approve by the Personnel Board on date

Introduction

The Personnel Board is responsible for the adoption and modification of the Personnel Rules, the creation and modification of class specifications, and the hearing of appeals resulting from disciplinary actions or allegations of discrimination.

Article XIII Personnel Administration Sec. 8 (k) states:

The Director of Personnel shall make annual reports to the Personnel Board for its approval and transmission to the Council on the administration and effect of this Article, with such recommendations as he may deem desirable, and to render such special reports as the Personnel Board may request. Such reports shall be public record.

This is the 2020 Annual Report.

Classifications

Multiple classification reviews were conducted in 2020, resulting in recommendations of, or changes to, nine (9) classification specifications. Classifications reviewed resulted in the Personnel Board's approval of these nine (9) new or amended classification specifications.

Cable Television Manager

Deputy Building Official

Deputy City Clerk

Human Resources Manager

Industrial Building Inspector

Information Technology Manager

Network and Systems Security Officer

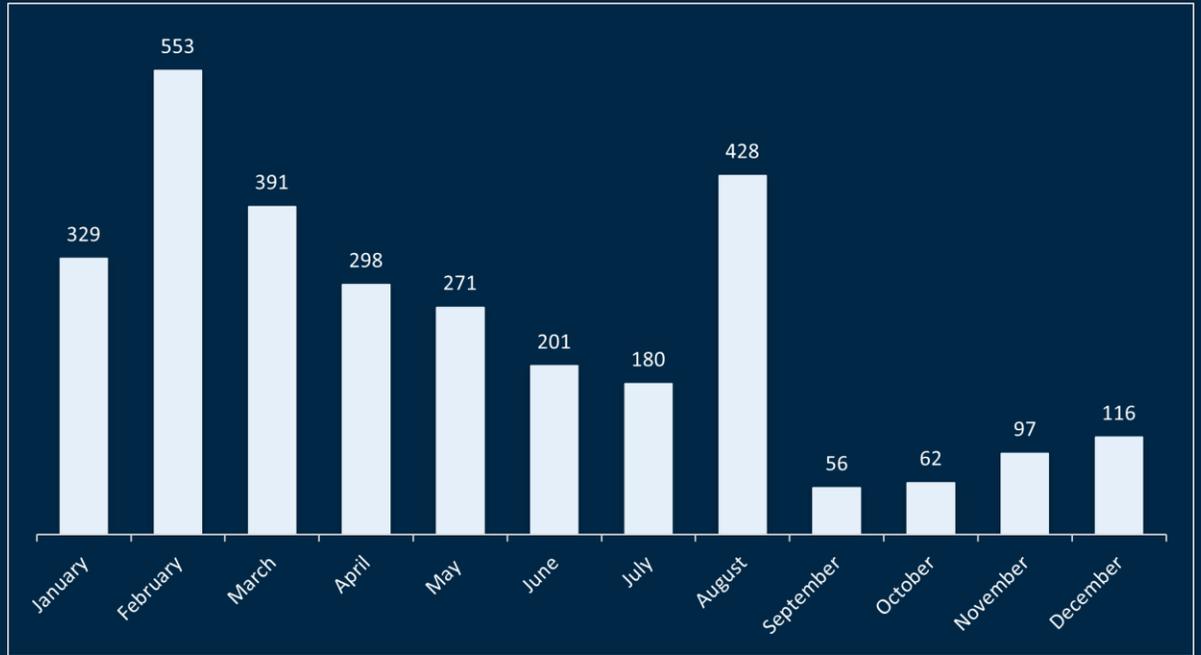
Payroll Supervisor

Telecommunications Manager

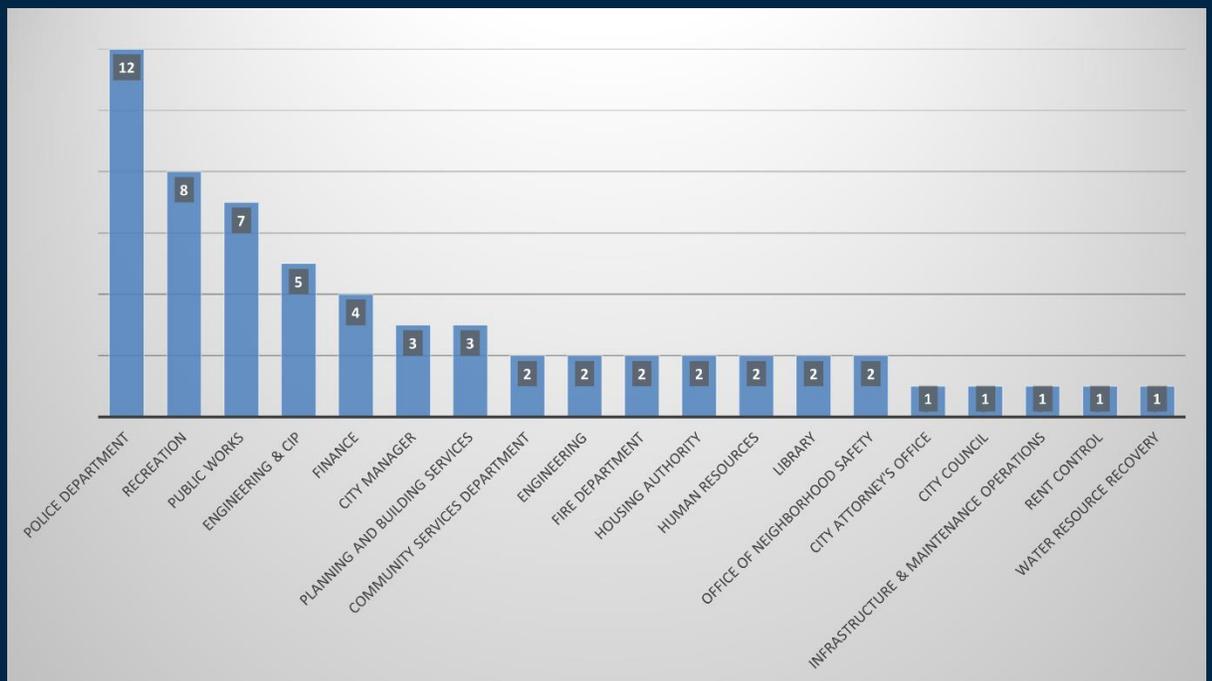
Recruitment Activity

During the 2020 calendar year, the Human Resources Management Department received 2,982 applications for 61 recruitments.

Applications received

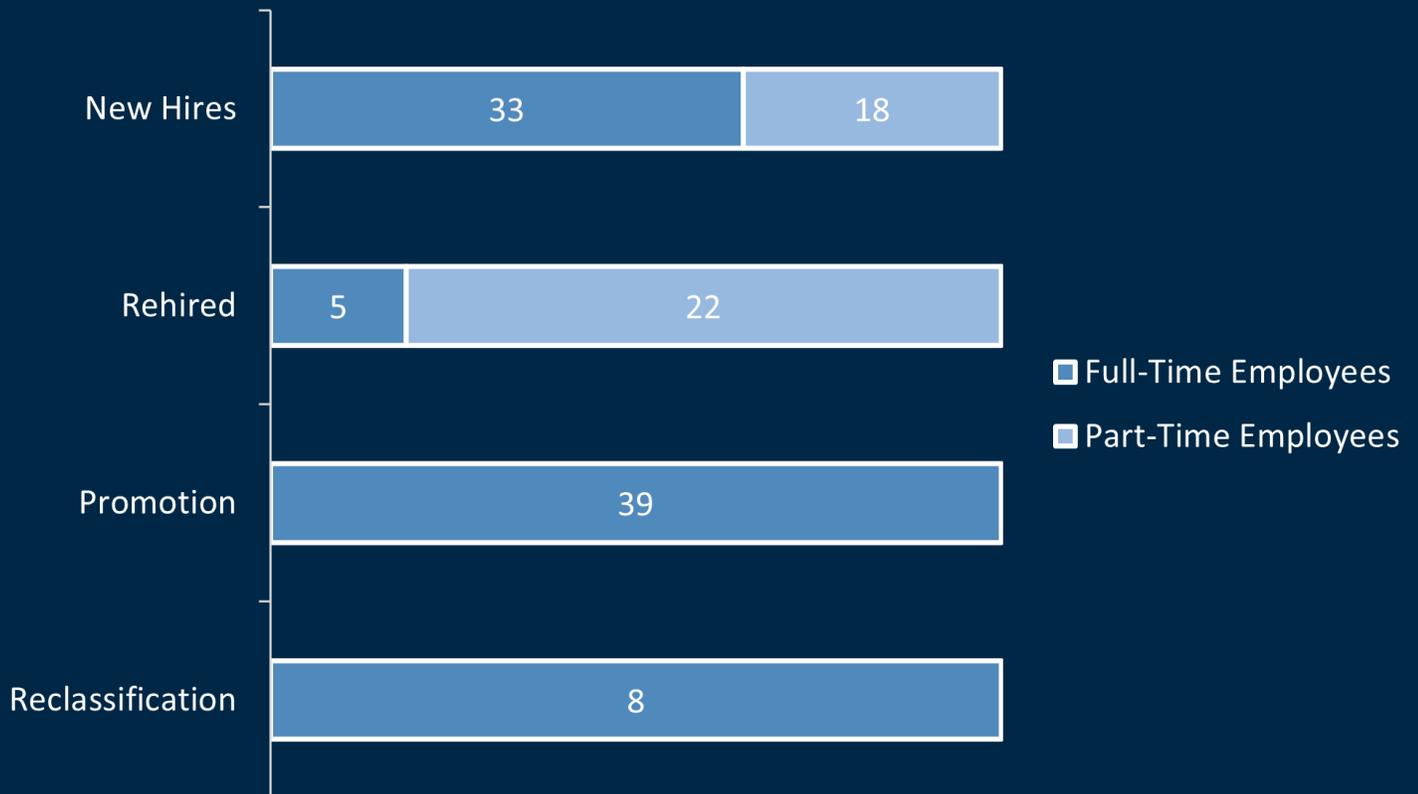


Recruitments by Department



Employment Activity

- 51 employees were hired (33 full-time) / (18 part-time)
- 27 employees were rehired (5 full-time) / (22 part-time)
- 39 full-time employees were promoted
- 8 full-time employees were reclassified



Personnel Rules Amendments

There were zero (0) Personnel Rule amendments in 2020.

Formation / Modification of Bargaining Units

There were no requests for bargaining unit formation or modification in 2020.

Personnel Board Appeal Hearings

There were zero (0) appeals requested and zero (0) hearings in 2020.



STAFF REPORT

PERSONNEL BOARD

DATE: August 26, 2021

TO: Chair Early and members of the Personnel Board

FROM: Marc Fox, Secretary to the Personnel Board

SUBJECT: DISCUSS AND APPROVE PROCEDURES FOR ANNUAL ELECTION OF CHAIR AND VICE CHAIR

BACKGROUND:

There are currently no adopted standard procedures for the election of Chair and Vice Chair of the Personnel Board.

RECOMMENDATION:

DISCUSS AND APPROVE the proposed Personnel Board Procedures for Annual Election of Chair and Vice Chair.

ANALYSIS:

There are currently no adopted standard procedures for the election of Chair and Vice Chair of the Personnel Board. As a result, elections have been held sporadically.

Adopting standard procedures for the annual election of the Chair and Vice Chair of the will provide for a consistent practice, clarity for Board Members and staff, and increased efficiency of board operations.

CONCLUSION:

The Human Resources Department is recommending adoption of election procedures. The Board could adopt the proposed procedures or could adopt a different procedure for the election of the Chair and Vice Chair and/or for selection of seats.

Analyst: Catherine Selkirk, Principal Personnel Analyst

Attachments: Proposed Procedures for Annual Election of Chair and Vice Chair

City of Richmond Personnel Board
Procedures for Annual Election of Chair and Vice Chair

The purpose of this procedure is to establish a process for the annual election of the Chair and Vice Chair of the Personnel Board.

1. At the first regular meeting of the calendar year, a Chair and Vice Chair shall be elected by the majority vote of the Board present.
2. The newly elected Chair shall preside for one year.
3. The newly elected Vice Chair shall perform all the duties of the Chair in his or her absence or inability to act.
4. In the absence of both the Chair and Vice Chair, the Board Members present shall elect a Chairperson pro tem.
5. After the Chair and Vice Chair have been seated, the remaining Board Members shall select their respective seats in the order of their relative seniorities in office and occupy them until the next regular reorganization of the Personnel Board; however, any two Board Members may change seats at any time by mutual consent.

Adopted: Pending