

PERSONNEL BOARD

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



REGULAR MEETING Thursday, May 25, 2023

5:15 p.m.

@ 440 Civic Center Plaza – City Council Chambers
PLEASE NOTE HYBRID MEETING FORMAT



AGENDA

Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Philip Front

Kyra Worthy

1. ROLL CALL
2. AGENDA REVIEW
3. STATEMENT OF CONFLICT OF INTERESTS
4. APPROVAL OF MINUTES
 - a. Regular Meeting of October 27, 2022
5. PUBLIC COMMENT
6. CONSENT AGENDA
 - None
7. NEW BUSINESS
 - a. DISCUSS nomination of and **ELECT PERSONNEL BOARD CHAIR** and VICE CHAIR
 - APPROVE** the establishment of a Paralegal classification
 - APPROVE** revision to job specification for Payroll Manager
 - APPROVE** the revision/retitle of Public Information Officer to Community Engagement Manager job description
 - APPROVE** revision to job description for Police Administrative Manager
8. UNFINISHED/OLD BUSINESS
9. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)
10. CONSIDERATION OF PROBLEMS AND REPORTS
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.

PERSONNEL BOARD AGENDA

May 25, 2023

PAGE 2

NOTICE: SEATING IN THE CHAMBERS WILL BE LIMITED TO THE FIRST 39 PEOPLE AND MASKS ARE STRONGLY ENCOURAGED.

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

<https://us06web.zoom.us/j/85011892620?pwd=MkV5eDEzRTlOcFdJNFJxOGtaTnZ0Zz09>

Webinar ID: 850 1189 2620 Passcode: ezyKB0

Public comments may be submitted: In Person: Anyone who desires to address the Personnel Board on items appearing on the agenda, including PUBLIC COMMENT, must complete and file a yellow speaker's card with Human Resources prior to the Personnel Board's consideration of the item. Once the Human Resources has announced the item, no person shall be permitted to speak on the item other than those persons who have submitted their names to Human Resources. Each speaker will be allowed up to **TWO (2) MINUTES** to address the Personnel Board.

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, May 25, 2023, by 12:00 Noon.

Public comment for an agenda item may be submitted by: sending an email to personnel_board@ci.richmond.ca.us by 12:00 Noon on Thursday, May 25, 2023. 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 website 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.