

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

**TELECONFERENCE VIA ZOOM
450 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**October 27, 2022
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:17 p.m. on October 27, 2022.

1. ROLL CALL

Present: Larry Wirsig, Chair
Vernetta Buckner, Board Member
Kyra Worthy, Board Member

Absent: None

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- a. Regular Meeting of July 28, 2022

SPEAKERS:

- None

Vice Chair Buckner made a motion to approve the minutes of July 28, 2022. Chair Wirsig seconded the motion. Minutes were approved by the following vote: YEA: V. Buckner, L. Wirsig, K. Worthy. NAY: None. ABSENT: None. ABSTAIN: None.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: email received and read

6. CONSENT AGENDA

- None

Audio recordings of Personnel Board Meetings are available at:

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

7. NEW BUSINESS

SPEAKERS:

Cordell Hindler: Recommended scheduling the hearing as a Special Meeting since a hearing after a regular meeting makes for a lengthy meeting.

- a. **CONSIDER AND SCHEDULE** a Personnel Board Hearing on an appeal of a grievance alleging violation of a collective bargaining agreement (“Employee M”)

Employee M representative K. Mastagni and City representative C. Malone were present to discuss hearing schedule.

Representatives and Personnel Board Members agreed to meet for grievance hearing on December 8, 2022, 5:15 p.m.

Electronic and paper copy of grievance evidence due to Human Resources by November 30 for distribution to all parties including Personnel Board Members.

SPEAKERS:

Cordell Hindler: Recommends the approval of Payroll Manager.

- b. **APPROVE** the retitling of Payroll Supervisor to Payroll Manager and **APPROVE** revisions to the associated job specification

Principal Personnel Analyst Catherine Selkirk presented the Payroll Manager classification and reasoning for revisions.

Chair Wirsig made a motion to approve the retitling of Payroll Supervisor to Payroll Manager and Approve revisions to the associated job specification. Vice Chair Buckner seconded the motion. Payroll Manager job specification was approved by the following vote: YEA: V. Buckner, L Wirsig, K. Worthy. NAY: None. ABSENT: None. ABSTAIN: None.

SPEAKERS:

Cordell Hindler: Recommends approval of the GIS Administrator job specification.

- c. **APPROVE** the revisions to the GIS Administrator job specification

Principal Personnel Analyst Catherine Selkirk presented the minor revisions to the GIS Administrator job specification.

Chair Wirsig made a motion to approve the revisions to the GIS Administrator job specification. Vice Chair Buckner seconded the motion. GIS Administrator job specification was approved by the following vote: YEA: V. Buckner, L Wirsig, K. Worthy. NAY: None. ABSENT: None. ABSTAIN: None.

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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 5:42 p.m.

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, October 21, 2022 5:36 PM
To: Personnel Board
Subject: public comments

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

Good Evening Chair Wirsig, Board Members and Staff,

I have some items to be Placed for the December 21st Agenda

1. Approve the Retitling of Port Director to Director of Economic Development

And Approve revisions to the associated job specification

2. Approve revisions to The Port Administrator Specification

I am bringing these Items forward Because I have Looked at the City of Fremont and the Director Reports to the

Assistant City Manager

Sincerely
Cordell