

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
SPECIAL MEETING**

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

**May 25, 2023
MINUTES**

The special meeting was called to order by Rozma Paiz at 6:16 p.m. on May 25, 2023.

1. ROLL CALL

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

Deputy City Manager of Internal Services Nicolina Mastay served as secretary to the Personnel Board during this meeting.

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

SPEAKERS:

- None

- a. Regular Meeting of October 27, 2022

Vice Chair Vernetta Buckner made a motion to approve the minutes of October 27, 2022. Chair Larry Wirsig seconded the motion, Minutes were approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: Email received and read.

6. CONSENT AGENDA

- None

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

7. NEW BUSINESS

SPEAKERS:

- None

- a. Discuss nomination of and Elect Personnel Board Chair and Vice Chair

Board member Vernetta Buckner nominated Board member Larry Wirsig for Personnel Board Chair. Board member Kyra Worthy seconded the motion. Board member Larry Wirsig was elected Personnel Board Chair by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None. ABSTAIN: None

Board member Kyra Worthy nominated Board member Vernetta Buckner for Vice Chair. Chair Wirsig seconded the motion. Board member Vernetta Buckner was elected Personnel Board Vice Chair by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None. ABSTAIN: None

- b. Approve the establishment of a Paralegal classification.

Catherine Selkirk, Human Resources Manager, presented the establishment of the Paralegal classification. The position would be represented by the SEIU 1021 Union and they're in agreement with the classification.

Board member Worthy questioned if this was a new position to which Catherine answered it would be a new position. The second step would be for the department to work with finance and City Council on the budget for the position.

Vice Chair Buckner questioned if the paralegal will be already established with the understanding of laws, terminology and so forth. It's not someone we are promoting into the position.

Catherine replied correct, the specification outlines the completion of a paralegal certification program or equivalent which is 60 units of law related units.

Chair Wirsig motioned to approve. Board member Front second the motion. The item of establishment of a Paralegal classification was approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None ABSTAIN: None.

- c. Approve revision to job specification for payroll manager.

Catherine Selkirk, Human Resources Manager, presented the revision to job specification for Payroll Manager. This is an existing classification and has been vacant for some time. There has been difficulty recruiting for the position. The belief is in part due to the fact that it requires a bachelor's degree and in addition to five years of payroll experience. Through the class and comp study, the vendor has put any combination language into the specification. The revision would add any combination language into the specification to allow for greater flexibility in filling. The approval of the item would advance the any combination experience into the classification now, as opposed to waiting for it through class and comp study. Catherine Selkirk also stated they have met with the union about this, and the union is in agreement with the change.

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Board member Worthy questioned if the job spec classification would be fixed so the bachelor's degree is no longer required? How long the position has been vacant, if the candidates interviewed had a degree, salary range of the position and recruitment process.

Catherine Selkirk responded it won't be a minimum requirement if a candidate would have other type of experience or other type of education or training that's relevant that could be considered instead of a bachelor's degree. The position has been vacant for over a year, the candidates were able to move forward had to have bachelor's degree has it is currently a requirement and that very few qualified applicants have met the criteria and those who have, have fallen out for various reasons. Catherine also stated she believes the current salary is up to about \$9,000 monthly or thereabouts and will be seeing a further adjustment potentially through the class and comp study.

Nickie Mastay, Deputy City Manager of Internal Services responded to Board member Worthy's inquiry about the recruitment. Stated recruitment went well. Offers were made and turned down in the end for a variety of reasons.

Vice Chair Buckner questioned why would the qualifications lessen instead of the pay for the position increase. Catherine Selkirk responded part of the Segal class and comp study it was determined by city leadership that they wanted to include equivalent combination experience in all of the city specs, to attract a more diverse pool of candidates.

Discussion ensued between Personnel Board members, Catherine Selkirk, and Nickie Mastay. Board Member Worthy and Vice Chair Buckner both voiced concern of lowering the standard of not requiring a bachelor's degree. Board member Front voiced agreement with the city opening up to a more diverse pool of candidates that may not have obtained their bachelor's degree but have the experience that's necessary to do the job. The item was voted to be tabled until the Human Resources Department can provide the board with the following information.

1. If the two current payroll coordinators have degrees and can be considered for the position with the requirement of a bachelor's degree.
2. Number of positions the City currently has that does not require a college degree.
3. If the City has investigated using a payroll system.

Approving the revision to the job specification for Payroll Manager was tabled by the following vote: YEA: V. Buckner, L. Wirsig, K. Worthy. NOES: P. Front ABSTAIN: None.

- d. Approve revision retitle of Public Information Officer to Community Engagement Manager.

Catherine Selkirk, Human Resources Manager, presented the revision retitle of Public Information Officer to Community Engagement Manager as well as broaden the duties that the person would oversee presently. The proposed spec is what was put together as a result of the conversations between the City Manager and the Police Chief. The union, Local 21 Mid-management, are in support of the change.

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Board member Worthy asked the following questions:

1. Is this an officer or civilian position?
2. Is there a current person in this role?
3. Will there still be an officer as a PIO for the department?
4. Salary range for the position.
5. Is there anything outlined in the description about how the position will work with the current PIO?

Catherine Selkirk responded, the position is a civilian position, the position is currently vacant, and the salary range has not been finalized and is being negotiated with the Union through the class and comp and would need to go to City Council before it could be established. Catherine Selkirk stated she would need to check into how the position will work with the current PIO.

Counsel to the Board Pam Lee added the existing duty of collaboration and coordination with departmental staff is still part of the essential job duties.

Board member Worthy stated it would be nice for it to be outlined for the public.

Board member Front made a motion to approve the revision and retitle of Public Information Officer to Community Engagement Manager. Vice Chair Buckner seconded the motion. Revision and retitle of Public Information Officer to Community Engagement Manager was approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig. NOES: K. Worthy. ABSTAIN: None.

- e. Approve revision to job description for Police Administrative Manager.

Catherine Selkirk presented the revision to the job specification for Police Administrative Manager; the minor change is in the reporting structure. The addition of -or their designee, as well as add- reforms related work as required-which is consistent with the majority of the job specs and add -working conditions and physical demands - that would bring consistency with other department job descriptions.

Board member Front wanted clarification of the modification to include mobility requirements like use of a computer keyboard, being able to sit and stand and twist, accommodations to the office job mobility.

Catherine stated anybody under the ADA could ask for reasonable accommodation to any of these things and would have to engage in the interactive process regarding that.

Board member Worthy made a motion to approve. Vice Chair Buckner seconded the motion. The revision to job description for Police Administrative Manager was approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None. Abstain: None.

- f. Discuss and approve Personnel Board meeting time change.

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Board member Worthy made a motion to approve. Vice Chair Buckner seconded the motion. The Personnel Board meeting time change from 5:15 pm to 6:15 pm was approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None. Abstain: None.

8. UNFINISHED BUSINESS

- None

9. REVIEW OF SUBPOENA(S)

- None

10. CONSIDERATION OF PROBLEMS AND REPORTS

- None

11. ADJOURNMENT OF REGULAR MEETING

The special meeting adjourned at 7:02 p.m.