

**CITY OF RICHMOND, CA**  
**HUMAN RESOURCES MANAGEMENT DEPARTMENT**

**PERSONNEL BOARD  
SPECIAL MEETING**

**RICHMOND ROOM  
450 CIVIC CENTER PLAZA  
RICHMOND, CA 94804**

**June 15, 2023**  
**MINUTES**

The special meeting was called to order by Rozma Paiz at 6:17 p.m. on June 15, 2023.

**1. ROLL CALL**

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

Absent: Kyra Worthy, Board Member

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

- None

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: Email received and read.

**6. CONSENT AGENDA**

- None

**7. NEW BUSINESS**

- a. Approve the revised job descriptions per the Segal classification and compensation study adopted by the city council.

Interim Human Resources Director Sharrone Taylor presented the revised job descriptions per the Segal classification and compensation study. The classification started several years ago. The meet and confer process with the Unions was completed for the job specs

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presented. Sharrone Taylor added there are two job specs that were pulled from the batch for further review: Equipment Services Superintendent and Infrastructure Administrator.

Vice Chair Buckner inquired what percentage of the 250 jobs specs were presented at this time.

Sharrone Taylor answered about a third was presented.

Board member Front inquired about the requirement of a driver's license, if the presented job specs are currently filled positions and the requirement for a polygraph test. Board member Front advised the City look at the research regarding the requirement of a polygraph specially for non-sworn employees in the police department.

Interim HR Director, Sharrone Taylor, advised the requirement of a driver's license is being reviewed to include broader language. Advised the driver's license requirement would be reviewed before the job descriptions are completely finalized, and not all the job specs presented represent filled positions. Sharrone Taylor stated the Police Department did review the job specs and felt that it was appropriate to keep the requirement of a polygraph in the job description because of the type of work that is being done and where it is being staffed which in the police department. Sharrone also stated they will look into the polygraph requirement.

**SPEAKERS:**

- Cordell Hindler: As a resident of Richmond, Cordell stated he agrees with the classifications and asked the board to approve. Also agreed that certain positions do require a driver's license.

Chair Wirsig made a motion to approve the revised job descriptions per the Segal classification and compensation study adopted by the city council. Vice Chair Buckner seconded the motion. The revised job descriptions per the Segal classification and compensation study were approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig. NAY: None.

**6. UNFINISHED BUSINESS**

- None

**7. REVIEW OF SUBPOENA(S)**

- None

**8. CONSIDERATION OF PROBLEMS AND REPORTS**

- None

**9. ADJOURNMENT OF REGULAR MEETING**

Regular meeting adjourned at 6:42 p.m.

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