

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
SPECIAL MEETING**

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

June 29, 2023
MINUTES

The special meeting was called to order by Rozma Paiz at 6:15 p.m. on June 29, 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

SPEAKERS:

Cordell Hindler: Cordell reviewed the minutes from the May 25th meeting and believed Deputy City Manager name should be Nickie not Nicolina.

Rozma Paiz, staff liaison, informed the board that Nickie's full name is Nicolina.

a. Special Meeting of May 25, 2023

Board member Front made a motion to approve the minutes of Special Meeting of May 25, 2023. Chair Larry Wirsig seconded the motion, Minutes were approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, NOES: None. ABSENT: K. Worthy.

b. Special Meeting of June 15, 2023

Chair Wirsig made a motion to approve the minutes of Special Meeting of June 15, 2023. Vice Chair Buckner seconded the motion, Minutes were approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, NOES: None. ABSENT: K. Worthy.

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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 continued revised job descriptions per the Segal classification and compensation study. The classification started several years ago. The batch of job specifications presented comprised of last week's batch and this batch, totaling almost 60 job specs. Sharrone Taylor introduced SEIU president Gregory Everetts, should the board have questions. The review of the job specification has been a huge collaborative effort.

SPEAKERS:

- Cordell Hindler: Looked at the classification and liked it. Cordell Hindler stated he knows a good place to find some talent of a few jobs in Finance and has been in conversation with the Haas School of Business. The Personnel Board should motion for approval.

Board member Front inquired about the follow-up on the requirement of a driver's license on the job specs presented and requested an update on the requirement of a polygraph test for non-sworn positions in the Police department.

Interim HR Director, Sharrone Taylor, advised the requirement of a driver's license is still being reviewed. The job descriptions presented have gone through the union review, but the driver's license requirement will be rectified by the end of the process as granted by the Personnel Board. Sharrone Taylor did inform the board that she was able to speak with the Police department and Captain Eric Smith did confirm that they still use the polygraph for their background and therefore the polygraph requirement can't be taken out of the job specs at this time. The Police department is aware of the concern regarding the polygraph requirement.

Board member Front requested a follow-up with the Police department to ensure the validity of the test is researched. Interim HR Director, Sharrone Taylor committed to keeping the conversation open with the Police department but mentioned the department

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has found it to be useful in their experience, and added she would see if Captain Eric Smith would be able to speak with board member Front directly regarding the use of the polygraph in the background investigation for non-sworn jobs.

Chair Wirsig asked if there were any concerns with the union. Sharrone Taylor introduced SEIU President Gregory Everetts. He confirmed he did not have any concerns with the job descriptions presented nor with last week's job descriptions. Gregory Everetts stated that the union is aware that the driver's license requirement is under review.

Vice Chair Buckner inquired how many employees SEIU represents and if the review of the job descriptions fit the current mode of operation.

SEIU President Everetts responded that SEIU represents a little over 320 employees, this includes full time and part time employees, and most of the job descriptions do but there are some that the union set aside for further discussion that have not been released. Gregory Everetts added the positions of Parks Construction Maintenance, Parking Enforcement, and Maintenance Lead Worker have things that need to be added to show that it is a specialty position and would deserve a pay increase.

Vice Chair Buckner made a motion to approve the revised job descriptions per the Segal classification and compensation study adopted by the city council. Board member Front 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. ABSENT: K. Worthy

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 6:30 p.m.

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Rozma Paiz

From: Cordell Hindler
Sent: Wednesday, June 28, 2023 12:00 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.

Hello Chair Wirsig, Board Members and City Staff,

I AM Forwarding the Following Items To Be Placed on the September 28th Agenda

1. Approve Revision to Job Specification for Deputy Director- Housing

Community & Economic Development

2. Approve Revision to Job Description for Economic Development Finance Manager

I AM Bringing These Items Forward Because I Had Done Some Research and According to the City of Emeryville, Both Classifications Report to the Economic Development Director

Sincerely
Cordell