

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
SPECIAL MEETING**

**CITY MANAGER'S CONFERENCE ROOM
450 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**July 13, 2023
MINUTES**

The Special Meeting started at approximately 6:19 p.m.

1. ROLL CALL

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

Absent: Vernetta Buckner, Vice Chair

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- a. Special Meeting of June 29, 2023

SPEAKERS:

None

Board Member Front made a motion to approve the minutes of June 29, 2023. Chair Wirsig seconded the motion. Minutes were approved by the following vote: YEA: P. Front, L. Wirsig, K. Worthy. NAY: None. ABSENT: V. Buckner.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: Email received and read.

Gregory Everetts: SEIU President informed the Board that the union has no opposition nor discrepancies with the job descriptions presented.

6. CONSENT AGENDA

Audio recordings of Personnel Board Meetings are available at:

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

- None

7. NEW BUSINESS

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

SPEAKERS:

- Cordell Hindler: Stated he reviewed the classification and has no objections and asked the board to consider the classification presented by staff so that it can be sent to the City Council agenda.

Interim Human Resources Director Sharrone Taylor presented the fourth batch of job descriptions per the Segal classification and compensation study. The batch of job specifications presented represents about 60% of the total job descriptions. Some of the job descriptions are with the unions and are still in the meet and confer process.

Board Member Front requested confirmation that the batch of job descriptions presented will go through a small further review for the driver's license requirement.

Ms. Taylor confirmed that the City does have legal counsel assisting to make sure that there is inclusive language that will encompass what is needed to make sure that the ones that require driving have the requirement and the ones that do not will not have it. Furthermore, there will be some language added that you have a reliable form of transportation for those that may have to go out into the field every now and then. The task should be completed by the end of the process.

Board Member Worthy inquired about the education requirement in the job descriptions referring to the last meeting she was present at and in general with all job descriptions.

Interim HR Director, Sharrone Taylor, spoke specifically about the Payroll Manager position that was presented at the last meeting Board Member Worthy attended. Payroll Manager still stands as is with the education requirement because the board did not approve the revision of the education requirement. Ms. Taylor informed the board that each position was reviewed along with the market and other city and county agencies to ensure the job descriptions come forth with what the industry standard is.

Board Member Worthy requested the job descriptions that do not have an education requirement from the batch presented.

Ms. Taylor responded that most positions are from SEIU 1021 and are entry level or may require some experience. Some are tenure based on service experience that may require a high school diploma or GED equivalent. Some may have two years of higher education as a desirable.

Chair Wirsig requested clarification on the difference between Permit Tech I and II. Chair Wirsig noted that there is no certificate required for Permit Tech I. He also noted that Permit Technicians do not determine approval of permits.

Interim HR Director, Sharrone Taylor informed the board that Permit Technicians are front line, working the front desk of the building department. They help customers and should be able to answer basic questions regarding the permitting process. Flexibility stratified position, as in this case I and II, is considered almost like journey-level progression. Permit Tech I is usually entry level coming in with minimal experience but moving to a II requires a little bit more experience, or certification may be desirable. Ms. Taylor will request from the department more of what the Permit Technician duties entail.

Chair Wirsig inquired who falls in line after Permit Technician.

Ms. Taylor took note and will get the requested information to the Board.

Board Member Worthy 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: P. Front, L. Wirsig, K. Worthy. NAY: None. ABSENT: V. Buckner.

6. UNFINISHED BUSINESS

- None

7. REVIEW OF SUBPOENA(S)

- None

8. CONSIDERATION OF PROBLEMS AND REPORTS

- None

9. ADJOURNMENT OF SPECIAL MEETING

Meeting adjourned at 6:37 p.m.

Rozma Paiz

From: Cordell Hindler
Sent: Wednesday, July 12, 2023 5:17 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 Staff,

I AM Submitting The Following Items to Be Placed on the October 26th Agenda:

1. Approve Revision To Job Description for Community & Economic Development Specialist I/II
2. Approve The Revision/Retitle Of Community Development Finance Manager to Economic Development Finance Manager

I AM Bringing The Items Forward Because I Had Look into the City Of Redwood City, And The Economic Development Specialist I/II Reports to The Housing Leadership Manager.

And Also Reports to the Deputy City Manager

Sincerely
Cordell