

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
SPECIAL MEETING**

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

**July 20, 2023
MINUTES**

The special meeting was called to order by Rozma Paiz at 6:15 p.m. on July 20, 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

- a. Special Meeting of July 13, 2023

SPEAKERS:

None

Board Member Front made a motion to approve the minutes of July 13, 2023. Vice Chair Buckner seconded the motion. Minutes were approved by the following vote:
YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: K. Worthy.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: Email received and read.

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

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.

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 put on the City Council agenda.

Interim Human Resources Director Sharrone Taylor presented the fifth batch of job descriptions per the Segal classification and compensation study. Some of the job descriptions are with the unions and are still in the meet and confer process.

Vice Chair Buckner requested a timeframe for the latter part of the job descriptions and the percentage of total job descriptions presented so far.

Ms. Taylor informed the board that the tentative timeline is to have one more batch presented in July and since the board will be going on recess in August have a special meeting in September. The goal is to have all the job descriptions done and taken to City Council on one of the two meetings in September. There have been about 70% of total job descriptions presented to the board.

Chair Wirsig inquired about Equipment Mechanic, Senior and Mechanic II exposures listed. Specifically, if the exposures checked off– “Individuals who are hostile or irate” and “Individuals with known violent backgrounds” are a typo.

Interim Human Resources Director, Sharrone Taylor, informed the board this would have to be researched.

President of SEIU Local 1021, Gregory Everetts, provided insight into why this might be in the job description. There are times when equipment breaks down in the field, and Equipment Mechanics need to leave base to work on the equipment where they might encounter the public that might be irate while they are out there working. Mr. Everetts doesn't believe it's a typo.

There will be a note to verify the accuracy of Equipment Mechanic, Senior and Equipment Mechanic II and corrected if needed.

Chair Wirsig expressed acceptance of the education and experience listed for Senior Accountant.

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SPEAKER:

- Cordell Hindler: Reiterated his comments from one of the previous meetings and suggested reaching out to Haas School of Business for candidates for finance positions.

On the Senior Accountant job description, Vice Chair Buckner, would like added verbiage to pertain to knowledge and proficiency of operating systems in Finance.

Ms. Taylor confirmed that this is a change that will be looked at and changed administratively.

Chair Wirsig made a motion to approve the revised job descriptions per the Segal classification and compensation study adopted by the city council with the administrative amendments to the Senior Accountant and Equipment Mechanic job series. Vice Chair Buckner seconded the motion. The revised job descriptions per the Segal classification and compensation study with administrative amendments to the Senior Accountant and Equipment Mechanic job series 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 SPECIAL MEETING

SPEAKERS:

- Sheila Williams: Sheila Williams has been an employee with the City of Richmond for 13 years and is currently a Payroll Coordinator. Ms. Williams expressed concern about the Payroll Manager job requiring a degree. She spoke of a study by Intelligent.com where more companies are getting rid of degrees as a requirement for positions. All the knowledge Ms. Williams gained is from working in the payroll department, co-workers and training provided by the department.

Interim Director of Human Resources, Sharrone Taylor clarified the Payroll Manager job description isn't in the batch presented.

Vice Chair Buckner thanked Ms. Williams for bringing the information to the Board. She stated they did not want to discourage those from achieving a higher education.

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They also did not want it to seem as if people are omitted based on a degree.

Counsel Pam Lee advised if there's any additional questions that the board has, then we can add the item to the agenda for another meeting.

Board Member Front questioned if the Payroll Manager would be brought again for approval.

Ms. Taylor added that they will re-present the job description with that language that gives more flexibility.

Additional background information was provided by SEIU 1021 President Gregory Everetts. He stated the Payroll Manager is not a 1021 position but at one point a 1021 member was acting in the position for a few years and believes the previous Finance Director decided not to promote because of the education. Mr. Everetts believes there should be some language that doesn't exclude those who do not have a degree.

Interim Director of Human Resources stated the Payroll Manager job description will be revisited at another meeting.

Meeting adjourned at 6:40 p.m.

Rozma Paiz

From: Cordell Hindler
Sent: Wednesday, July 19, 2023 4:59 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 Consider for the October 26th Agenda:

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

The Reason For Bringing These Items Forward Is That According To The City of Walnut Creek, Both Classifications Report to the Community & Economic Development Director

Sincerely
Cordell