

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

**PERSONNEL BOARD  
SPECIAL MEETING**

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

**July 27, 2023  
MINUTES**

The special meeting was called to order by Rozma Paiz at 6:16 p.m. on July 27, 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 20, 2023

**SPEAKERS:**

None

Vice Chair Buckner made a motion to approve the minutes of July 20, 2023. Chair Wirsig 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.

**6. CONSENT AGENDA**

- None

***Audio recordings of Personnel Board Meetings are available at:***

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

## 7. NEW BUSINESS

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

### **SPEAKERS:**

- Toni Bermudez: Email received and read.
- 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. He also suggested looking for talent at the Haas School of Business.

Interim Human Resources Director Sharrone Taylor presented the sixth 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. The board has reviewed about 85% of the job descriptions.

Board member Front asked if Ms. Taylor would like to speak on the comment made by Toni Bermudez and if there is a Senior Office Assistant position.

Ms. Taylor informed the board that there were several classifications that were collapsed through the study. Segal reviewed the job description, in particular, the Office Assistant I/II, and found the standard is not having it as a flexibly staffed journey level position and pay is over market. The City of Richmond current Office Assistant II employees would not receive any reduction in pay and the job duties will stay consistent with what they are currently doing. Ms. Taylor confirmed there is no Senior Office Assistant classification.

Vice Chair Buckner thanked Ms. Taylor for the clarification.

Chair Wirsig made a motion to approve the revised job descriptions per the Segal classification and compensation study. Vice Chair Buckner seconded the motion. The revised job descriptions per the Segal classification and compensation study 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

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**9. ADJOURNMENT OF SPECIAL MEETING**

The meeting adjourned at 6:27 p.m.

## Rozma Paiz

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**From:** Cordell Hindler  
**Sent:** Wednesday, July 26, 2023 3:43 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 Forwarding The Following Items TO Be Placed on The November 15th Agenda:

1. Approve Revision To Job Description for Assistant City Manager
2. Approve The Revision/Retitle of Community Operations Specialist to Economic Development Specialist I/II

The Reason for Bringing The Items Forward Is I had Spoken with Former City Manager Laura SNIDEMAN and She Did Mentioned About Having an Assistant City Manager on Board to Attend Meetings in West County.

According to the City of Walnut Creek, The Economic Development Specialist Reports to the Community and Economic Development Director

Sincerely  
Cordell

## Rozma Paiz

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**From:** Toni Bermudez  
**Sent:** Thursday, July 27, 2023 11:59 AM  
**To:** Personnel Board  
**Subject:** Public Comment on Agenda item # 7a

Name: Toni Marie Bermudez

Phone #: (510) 620-5514

Item: 7a: Approve the new and revised job description per the Segal classification and compensation study adopted by the City Council

I strongly disagree that the Office Assistant I/II, currently a flexibly staffed position, should be changed to Office Assistant.

The Office Assistant, as stated on the proposed classification spec. is an entry-level classification of the administration support series. The old job spec. for Office Asst. I is an entry-level class, but the Office Asst. II is the journey-level class of the series. How is it that someone like me, who has been working at a journey level Office Assistant II for over 30 years, will now be retitled to simply an entry-level Office Assistant?

I believe that there were many flaws with the Segal classification and compensation study, but I hope that common sense will prevail. There currently are only three employees working as an Office Assistant II, and none working as an Office Assistant I in the City of Richmond. I honestly believe that those in the journey-level Office Assistant II should be retitled to either Office Specialist or Administrative Aide.

*Toni Marie Bermudez*

Office Assistant II  
Richmond Public Library

Text the Librarians: [510-621-7346](tel:510-621-7346)

Email the Librarians: [rpl\\_reference@ci.richmond.ca.us](mailto:rpl_reference@ci.richmond.ca.us)

