

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

**PERSONNEL BOARD  
REGULAR MEETING**

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

**September 28, 2023**  
**MINUTES**

The special meeting was called to order by Rozma Paiz at 6:16 p.m. on September 28, 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 27, 2023

**SPEAKERS:**

None

Vice Chair Buckner made a motion to approve the minutes of July 27, 2023. Board Member Front 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

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**<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:**

- Cordell Hindler: Stated he reviewed the classification and has no objections. Mr. Hindler added he would like to see a consultant working with the department on the Administrative Services Coordinator classification as well as the Human Resources Analyst. Mr. Hindler asked the board to consider the classification presented by staff to be approved so that it can be put on the City Council agenda for October.

Interim Human Resources Director Sharrone Taylor presented the seventh batch of job descriptions per the Segal classification and compensation study. Thirty-three (33) job classifications were brought to the Personnel Board. Ms. Taylor noted there were a few job descriptions presented with a star to state that there was an added entry to those job descriptions that were previously approved. The Union and the City had agreed to add additional language to these job descriptions.

Chair Wirsig request clarity on Combination Equipment Mechanic.

Ms. Taylor informed the board that a Combination Equipment Mechanic is able to work on equipment from small engines to larger apparatuses and differs from a regular mechanic because of the range of equipment that they are able to work on.

SEIU President Gregory Everetts confirmed Ms. Taylor was correct and added that a regular mechanic has specific duties and equipment they can operate on, while a combination equipment mechanic can operate on all.

Chair Wirsig noted that the combination equipment mechanic needed a class B license by end of probation, which would be airbrakes, and questioned why a class A license is not required.

Mr. Everetts stated he believes most of the mechanics do have a class A license.

Chair Wirsig stated that he noticed Maintenance Worker II needs an A License, and questioned if there is a different set of equipment that has to be driven and why the difference between the two.

Ms. Taylor offered that it is something that can be brought to the superintendent to get more information related to actual job duties.

Mr. Everetts added an explanation that the Maintenance Worker II are the ones who would tow the heavy equipment for the equipment operators, therefore they are required to have

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a class A license for the bigger equipment that would be on a trailer because of the extra axles.

Chair Wirsig questioned if that would be like the asphalt crew. Mr. Everetts confirmed it would be the street paving crew and some of the Abatement workers.

Vice Chair Buckner inquired about how one would acquire the experience to work on multiple equipment.

Ms. Taylor explained that it's a journey level classification so it would be acquired by working on the job and acquiring the skills through work experience.

Board member Front questioned and sought confirmation if the driver license requirement across all job classifications would be reviewed before posting to ensure only those jobs truly requiring a driver license is stated. Ms. Taylor confirmed the language that will be incorporated into the job descriptions and determined which job descriptions will no longer have that requirement.

Chair Wirsig inquired about the Stationary Engineer classification, specifically if it is a journeyman position or an apprenticeship since the City requires to have your EPA before starting. Ms. Taylor confirmed that one would need the certification before starting and while there are apprenticeship programs and training programs that are available in the industry, the City doesn't currently offer them. Ms. Taylor also stated the City of Richmond, however, does partner with the Employment and Training division to look into opportunities to provide training for individuals who are interested.

Chair Wirsig wanted clarification of hiring and promoting within. Mr. Everetts confirmed the City does both. Promote within and hire externally. Mr. Everetts added that currently that is what's happening with the Stationary Engineers. He believes they have someone, a Maintenance Worker II, that is working on getting them on-site job training. Ms. Taylor added that it's part of the succession plan to find avenues to help promote within whether that's creating positions that are entry level like trainee positions or junior positions and then giving them on the job training so they can transition up.

It was discussed that Stationary Engineers are part of SEIU Local 1021 and that encompasses all of general employees. If an employee wants to be part of their own union that is specific to their skill, they can do that, but the City's general employees are members of SEIU Local 1021.

Vice Chair Buckner liked and appreciated the idea of retaining good employees and training them and promoting within.

Chair Wirsig inquired about the pay scale when an employee is promoted. Interim HR Director Sharrone Taylor stated that part of the process of the Segal study was compensation. Ms. Taylor stated the Personnel Board portion is the approval of the job descriptions to ensure that they are in compliance with the personnel rules and that they

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comport with the direction of the City. The next part, the compensation portion, is taken to the council for approval via salary schedule. Ms. Taylor stated the Segal compensation study looked at all the classifications to ensure they were at market level. The study was completed two years ago and at that time recommendations were made based on the market research to set the salary ranges for the positions. Ms. Taylor also added it was negotiated to give a 4% increase across the board in consideration of the time it took between the completion of the study and the actual implementation. With the process of mapping out employees based on their current salary and in agreement with the unions, employees will be placed at a step in which they would not receive a salary decrease.

Mr. Everetts added in that the new salary schedule every classification will have five pay steps.

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

**9. ADJOURNMENT OF SPECIAL MEETING**

The meeting adjourned at 6:39 p.m.

## Rozma Paiz

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**From:** Cordell Hindler  
**Sent:** Sunday, September 24, 2023 3:37 PM  
**To:** Personnel Board  
**Subject:** Public Comments

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

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 for Placement on the Agenda for November 15th:

1. Approve the Revision/Retitle Of Chief Harbor Engineer To Deputy Port Director Job Description
2. Approve Revision to Job Description for Port Administrator

I AM Bringing the Positions Forward Is That The Port Generates Revenue into The City and Both Classifications Will Represent the Port at the Discretion of the Port Director

Sincerely  
Cordell