

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

**PERSONNEL BOARD  
SPECIAL MEETING**

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

**October 19, 2023  
MINUTES**

The meeting was called to order by Rozma Paiz at 6:15 p.m. on October 19, 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. Regular Meeting of September 28, 2023

**SPEAKERS:**

None

Chair Wirsig made a motion to approve the minutes of September 28, 2023. Board 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.

Rosanne Ryken made a public comment on the functions of a Library Assistant and Library Associate and would like to see the City fund a Library Assistant/Mobile Book Driver. Ms. Ryken stated the function of the Library Assistant is to handle the circulation desk which consists of checking books in and out and handling problems with the books.

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

The Library Associate's function is to assist the reference librarian with managing the reference desk. The Librarian Associates fill in for the Reference Librarian to help answer reference questions. Rosanne Ryken stated she has an issue with the proposed duties of the Library Associate which includes drives mobile fleet. Ms. Ryken was granted an extension after two minutes. Ms. Ryken provided background information on how the current Library Associate includes the duties of driving the bookmobile. Ms. Ryken stated the Library should be receiving a new bookmobile within the year and would like the Personnel Board to recommend that when that happens, for the City to fund a new Bookmobile Driver position that would include the 20 plus duties that are specific to that position.

Vice Chair Buckner inquired if this would be a new position because the current duties are filled by the Library Assistant.

Ms. Ryken stated that recently the person completing the duties was promoted to Library Associate, a higher paying job and is a fill in for a Librarian. Ms. Ryken added that for him to continue to be a driver would not be the best service to the public.

## 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 had no objections. Mr. Hindler added he would like to have staff to work with Koff & Associates because they have worked with them in the past. 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 batch of job descriptions per the Segal classification and compensation study.

Chair Wirsig inquired if Crime Scene Technicians are provided a vehicle.

SEIU president Gregory Everetts confirmed Crime Scene Technicians are provided access to a vehicle.

Chair Wirsig stated he would like to see language for Parking Enforcement about adding "license in good standing" and inquired about the threshold of points on their driving record.

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Interim Human Resources Director Sharrone Taylor answered that all the language regarding the driver license is being revamped. Ms. Taylor added that for those classifications where a driver license is required, it could be added but it would then have to be added to all classifications requiring a driver license.

Chair Wirsig inquired if having no required license or certificate was a common practice for Payroll Coordinator.

Ms. Taylor stated this is standard for the industry as payroll positions start at entry level and one moves up through years of service. At the payroll supervisory level, there is a certification that is desirable but found the years of service/experience is more meaningful for this classification.

Vice Chair Buckner added that we also ask candidates to be proficient in electronic data entries.

Chair Wirsig stated that Police Records Specialist is not a sworn position, and inquired if the job description duty of pat searching people is correct.

Human Resources/ Labor Manager, Catherine Selkirk, confirmed she spoke with the Police Captain and it's not very common but if there is female prisoner, they may ask for a female records specialist to perform the search if there is not a jailer available

Mr. Everetts added there are still a number of classes that they are still working on, even ones that have been approved.

Chair Wirsig requested clarification of the handling cash duty for the Associate Admin Analyst classification.

Ms. Taylor explained that the job descriptions are broad because they cross several departments. Ms. Taylor stated that a department like the Recreation Department handles cash and the Associate Admin Analyst may oversee the employees in that area. Ms. Taylor could not recall any Associate Admin Analyst that handles cash but that doesn't mean that it couldn't happen in the future.

Chair Wirsig inquired about background checks.

Ms. Taylor stated that currently, if made aware, those handling cash, oversee financial transactions or have a credit card, have credit checks completed for those positions.

Chair Wirsig inquired about the training and certification of Communications Shift Supervisor.

Ms. Taylor confirmed Communications Shift Supervisor are highly trained, POST-certified, and CPR certified.

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Chair Wirsig inquired if the Crime Prevention Manager is engaged with neighborhood residents.

Ms. Taylor stated the Crime Prevention Manager does engage with our community stakeholders and neighborhood council. The current person in the position works with the unhoused, a lot of community outreach, and a lot of the large-scale celebrations that the City currently has and is a frontline person with community engagement.

Chair Wirsig stated he was pleased to see the degree of expertise and standards of the Deputy Building Official classification.

Chair Wirsig wanted clarification on the Emergency Service Analyst.

Ms. Taylor explained that the Emergency Service Analyst reports directly to the Emergency Service Manager and those positions are in the fire department, reporting directly to the Fire Chief.

There was a discussion on the GIS Coordinator.

There was a discussion on the clarification on the driver license language in the Project Coordinator. The new language of reliable form of personal transportation was added to this classification.

Chair Wirsig inquired about the driver license requirement for Recreation Supervisor.

Ms. Taylor answered that the Recreation Supervisor oversees the youth programming and because we do have a lot of centers, there may be times where the Recreation Supervisor may have to transport participants.

Chair Wirsig inquired what are the steps for those that are working with children.

Ms. Taylor answered there is an extensive check for people that work with protected classes.

There was discussion on the Administrative Analyst series.

Board member Front inquired about the Library Associate and the duty of driving the bookmobile added to the job descriptions specifically because of the person currently in that role.

Ms. Taylor stated that is the history presented by Rosanne Ryken, but the current Library Director is choosing to keep that in the job description. Ms. Taylor stated the job descriptions are broad to be able to be flexible as the needs of the city and community changes.

Mr. Everetts added that the City and Union will come back to review the classification.

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Ms. Taylor added that the City and Union didn't want to hold the entire process for this classification and duties, and for that the Union is willing to allow us to table it for a future date, so that it can bring about a better understanding to what the needs are.

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 6:54 p.m.

## Rozma Paiz

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**From:** Cordell Hindler  
**Sent:** Wednesday, October 18, 2023 9:31 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 Placement on The January 25,2024 Agenda

1. APPROVE the Revision To Job Classification for Community & Economic Development Finance Manager
2. APPROVE Revision To Job Specification of Port Administrator

The Purpose Of these Items Is That in the City of Livermore, The Economic Development Manager Reports to the Director of Economic Development

And The Port Administrator Will Represent The Port at Special and Regular City Council Meetings

Sincerely  
Cordell