

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
SPECIAL MEETING**

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

December 13, 2023
MINUTES

The special meeting was called to order by Rozma Paiz at 6:16 p.m. on December 13, 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 October 19, 2023

SPEAKERS:

None

Vice Chair Buckner requested dates of the special meeting in October be reviewed for accuracy.

Special Meeting Minutes of October 19, 2023, were not approved and will be placed on next agenda for approval by the following vote:

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

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: Email received and read.

Audio recordings of Personnel Board Meetings are available at:

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

6. CONSENT AGENDA

- None

7. NEW BUSINESS

- a. Approve the revised job descriptions for Communications Center Manager, Housing Programs Analyst and Housing Services Supervisor.

SPEAKERS:

- Cordell Hindler: Stated he is a Richmond resident, and he has reviewed the job descriptions and has no objections. Would like the job descriptions to be approved by the Board and staff to work with the consultants on the positions.

Human Resources Director, Sharrone Taylor, presented the three (3) job descriptions. Ms. Taylor provided background on the presented job descriptions. The Communications Center Manager was reviewed by the Police department and requested to add more refined job duties. The Housing Program Analyst and Housing Services Supervisor were updated to include work that is being done in the Community Development Department surrounding the unhoused initiatives. Ms. Taylor added the City has received numerous grants, multimillion dollar grants, to address the concerns around the City's unhoused.

Vice Chair Buckner questioned if the scope of the Housing Programs Analyst and Housing Services Supervisor would be limited in any capacity. Ms. Taylor answered that the update to the job descriptions is expanding the scope.

Chair Wirsig made a motion to approve the revised job descriptions for Communications Center Manager, Housing Programs Analyst and Housing Services Supervisor. Vice Chair Buckner seconded the motion. The revised job descriptions for Communications Center Manager, Housing Programs Analyst and Housing Services Supervisor by the following vote:

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

- b. Approve the fiscal year 2022/2023 annual report of classified service.

SPEAKERS:

- Cordell Hindler: Looked at the annual report and thought it looked perfect. Mr. Hindler liked how it outlined what the HR department has done in the last 18 months and has no objections. Mr. Hindler gave direction for the Board to hear the annual report and approve the report so staff can forward it to City Council.

Human Resources Director, Sharrone Talor, presented the annual report.

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The Board thanked the staff for their work.

Board member Front inquired how the 108 recruitments were measured? The source of the data and what system was used to track recruitments. Board member Front also requested clarification on how a recruitment is defined.

Ms. Taylor informed the board that the department uses the NeoGov platform. With the green initiative the City no longer accepts paper applications and all applications are accepted through NeoGov. Ms. Taylor clarified that a recruitment involves having a vacancy and going out and opening a recruitment, opening a job announcement, accepting applications, and taking them all the way to the establishment of an employment list. Ms. Taylor further added that a recruitment is an open opportunity for people that are interested in working in that position to apply. The Human Resources department reviews the applications for minimum qualifications. The numbers reflect the hard data as to the number of actual recruitments. It was added that not all recruitments are successful and may need to be open again.

Vice Chair Buckner inquired if the recruitments and applications data captures those already employed with the City.

Ms. Taylor confirmed the data does reflect promotional recruitments.

Board member Front inquired if the departments also conduct cold outreach to people who may be qualified or if it's primarily an open recruitment that receives applications.

Ms. Taylor informed the board that staff is actively involved in recruiting such as making calls, word of mouth, following up on referrals, and using platforms such as LinkedIn, indeed, and ZipRecruiter.

Board member Front asked if the City does any kind of annual or engagement surveys to measure the satisfaction of the employees, from a data standpoint.

Ms. Taylor responded that the City has in the past and plans to start back up. This year's focus is employee engagement, morale, and wellness.

Board member Front suggested a regular cadence of employee engagement surveys would be beneficial. Board member Front asked the number of employees the City has.

Human Resources Manager Catherine Selkirk informed the board the City has about 620 full-time employees. Human Resources Director Sharrone Taylor added the City has about 150 part-time employees.

Board member Front made a motion to approve the fiscal year 2022/2023 annual report of classified service. By the following vote:

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

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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 6:44 p.m.

Rozma Paiz

From: Cordell Hindler
Sent: Saturday, December 9, 2023 11:44 AM
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 for Placement on the February 22nd 2024, Agenda

1. Approve The revision/retitle of Deputy Director of Housing to Deputy Director of Economic Development
2. Approve Revision to Job Description for Port Administrator
3. Also to Direct Staff to Work with KOFF & Associates to Assist in the Recruitment for Administrative Services Coordinator and Administrative Analyst.

I Had Looked Into the City of Emeryville and the Deputy Director Reports to the Community Development Director

Sincerely
Cordell