

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

**PERSONNEL BOARD  
REGULAR MEETING**

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

**January 25, 2024  
MINUTES**

The meeting was called to order by Rozma Paiz at 6:19 p.m. on January 25, 2024.

**1. ROLL CALL**

Present: Larry Wirsig, Chair  
Vernetta Buckner, Vice Chair  
Phillip Front, 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 made a motion to approve the Special Meeting Minutes of October 19, 2023. Board Member Front seconded the motion. The Special Meeting Minutes of October 19, 2023, were approved by the following vote:

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

- b. Special Meeting of December 13, 2023

**SPEAKERS:**

- Cordell Hindler: Stated he is a Richmond resident, and he has reviewed the previous meeting minutes and does not see a problem with them. Hopes the minutes are approved.

Board Member Front made a motion to approve the Special Meeting Minutes of December 13, 2023. Vice Chair Buckner seconded the motion. The Special Meeting Minutes of December 13, 2023, were approved by the following vote:

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

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

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

## 5. PUBLIC COMMENT

### SPEAKERS:

Cordell Hindler: Email received and read.

## 6. CONSENT AGENDA

- None

## 7. NEW BUSINESS

- a. Approve the revision of Parks Supervisor job description.

### 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 establishing a timeline for when the position is offered.

Human Resources Director, Sharrone Taylor, presented the revised job descriptions. Ms. Taylor advised the small revision is because the City Council voted several years ago to halt the application of toxic pesticides and that applicators license was still in the bulk of the job description. This revision removed the phase because it is no longer applicable to the current standards of operation. Deputy Director of Public Works, Tawfic Halaby, acting Parks Supervisor, Gregory Everetts and Human Resources Senior Analyst Jessica Somera were introduced and present to answer any questions.

Chair Wirsig asked Mr. Everetts if there were any issues. Mr. Everetts confirmed the City voted over 10 years ago to halt spraying pesticides and herbicides and does need to be removed from the job description. Mr. Everetts stated he had two questions concerning the salary compensation between a lead worker and the salary of the supervisor and the variation in pay for supervisors in Local 21. Chair Wirsig inquired if the reason some are making more is if maybe they have been working with the City for a longer time.

Human Resources Director Sharrone Taylor informed the board that she can't speak specifically to the differences between the salary ranges that Mr. Everetts was referencing but all were reviewed in accordance with what is on the market, skill set, education level, etc. Ms. Taylor added that there are provisions in the MOU for a supervisor that is supervising a 1021 General Employee to receive a differential if it's found that there's some compassion and is addressed on a case-by-case basis. Ms. Taylor informed the board that it doesn't have purview over salaries, any salary issues would need to be taken to City Council.

Board Member Front confirmed that vote on the job description has no bearing on the salary.

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Chair Wirsig inquired if this is typically a position where the City would recruit from within or recruit externally. Ms. Taylor stated that the City is looking at open promotional recruitment.

Board Member Front made a motion to approve the revision to the Parks Supervisor job description. Chair Wirsig seconded the motion. The revision to the Parks Supervisor job description was approved by the following vote:

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

b. DISCUSS nomination of and ELECT Personnel Board Chair and Vice Chair

**SPEAKERS:**

- Cordell Hindler: Mr. Hindler proposed the same Chair and Vice Chair.

Vice Chair Buckner nominated Larry Wirsig for Chair. Board Member Front seconded the motion. Larry Wirsig was elected Chair by the following vote:

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

Board Member Front nominated Vernetta Buckner for Vice Chair. Chair Wirsig seconded the motion. Vernetta Buckner was elected Vice Chair was by the following vote:

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

**8. UNFINISHED BUSINESS**

- None

**9. REVIEW OF SUBPOENA(S)**

- None

**10. CONSIDERATION OF PROBLEMS AND REPORTS**

- None

**11. ADJOURNMENT OF SPECIAL MEETING**

The meeting adjourned at 6:33 p.m.