

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

PERSONNEL BOARD
REGULAR MEETING

CITY COUNCIL CHAMBERS
440 CIVIC CENTER PLAZA
RICHMOND, CA 94804

September 26, 2024
MINUTES

The meeting was called to order by Rozma Paiz at 6:15 p.m. on September 26, 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 Minutes of August 22, 2024

SPEAKERS:

None

Vice Chair Buckner made a motion to approve the Special Meeting Minutes of August 22, 2024. Chair Wirsig seconded the motion. The Special Meeting Minutes of August 22, 2024, were approved by the following vote:

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

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: Mr. Cordell Hindler stated he had two items to present to be placed on the November 20th agenda. The first item Mr. Hindler stated was to approve the revision/ retitle of Community and Economic Development Operations Specialist I and II to Economic Development Specialist I and II. The second item was to approve the revision of the job specifications of Port Administrator. The reasoning is because Mr. Hindler stated he spoke with Mr. Charles Gerard a couple of times and he seems to be interested in the positions. Mr. Hindler also looked at other cities, like Walnut Creek and they have a similar classification and believe an Economic Specialist would be perfect for

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Richmond. Mr. Hindler hoped the items would be placed on the next agenda. There was a third item Mr. Hindler spoke about and recalled at the July meeting when class and comp was being conducted there was a classification that was not mentioned, Code Enforcement Supervisor. Mr. Hindler hopes that the code enforcement Supervisor should be coming forward because code enforcement is getting stretched out.

6. CONSENT AGENDA

- None

7. NEW BUSINESS

- a. Approve the revision retitle of Electric Supervisor to Chief Electrician job description.

SPEAKERS:

- Cordell Hindler: Mr. Hindler stated he reviewed the classification and doesn't have a problem with the item and thinks it's perfect how it is. Mr. Hindler recommended the Board to approve the classification presented by staff and directed staff to work with a consultant on the recruitment timeline.

Human Resources Director, Sharrone Taylor, presented the revision retitle of the Electric Supervisor job specification to Chief Electrician. Ms. Taylor informed the board the purpose of the change is to be mindful of how our positions are titled, what the nomenclature conveys to the person that is doing the job. Ms. Taylor added that in their analysis, in the working time management positions it's very important to convey the amount of authority the person has, the amount of expertise that they have, as well as their oversight. Ms. Taylor found that putting supervisor in the job title, it tends to be looked at as a one note type position, but in fact the Chief Electrician works alongside with the electricians working out in the field. Ms. Taylor added that there is no change to the structure of the job description, the only change is in the name to convey the full responsibility and scope for the class.

Vice Chair Buckner made a motion to approve the revision retitle of Electrical Supervisor to Chief Electrician. Board Member Front seconded the motion. The revision retitle of Electrical Supervisor to Chief Electrician was approved by the following vote:

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

- b. Revise the job specification of Fire Inspector I and Fire Inspector II job specification.

SPEAKERS:

- Cordell Hindler: Mr. Hindler stated he didn't have any objections to the revision of the Fire Inspector I and II and recommended the Board to approve the classification as presented by staff and to direct staff to work with CPS, HR consulting on the recruitment because they are familiar with the classifications.

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Human Resources Director, Sharrone Taylor, presented the revision to the job specification for Fire Inspector I and II. Ms. Taylor stated the changes made were to add flexibly staffed language to the position. Historically it has been treated as a flexibility staffed position and want to make sure that it is documented within the scope of the job description that is a flexibly staffed position. Additionally, Ms. Taylor stated that the job descriptions have not been updated in many year so the qualifications have been updated so that it complies with the current language and current requirements for the classification.

Vice Buckner inquired the language in the analysis that states may add or delete flexibly staffed classes at any time after notifying the Personnel Board; of it implies that the Fire department has the flexibility to change it and why would they remove it.

Ms. Taylor clarified that the language in Personnel Rules refer to the City Manage having the authority to add the flexibility staff language and at the time she does not believe that the Fire department would want to remove it, as it has historically been treated as flexibly staffed and are in agreement that it should be documented in the job description.

Chair Wirsig inquired if it is a new position the City is recruiting for.

Ms. Taylor clarified that it is a long-standing position and currently all vacancies are filled.

Board Member Front confirmed that when stated it has been treated as a flexibly staffed position in the past that historically employees were promoted as if they were flexibly staffed position and inquired if there are other positions in the City that are treated similarly as Board Member Front believes it should be stated in the job description.

Ms. Taylor informed the Board they are preparing to do an internal audit of job descriptions for the flexibly staffed language. Ms. Taylor added typically flexibly staffed positions will have a I or II numbers associated with their job class title.

Board Member Front followed up asking what the considerations are when determining whether to make a position flexibly classified.

Ms. Taylor answered there is a clear promotion path, I, II or III, and typically a flexibly staffed promotion would mean that you've acquire a certain amount of experience or knowledge. It isn't as different between two classes where you might have to get a certification or have an extensive amount of education. It's usually a very easy progression and a smooth progression between the classes.

Board Member Front inquired is there was a timeline of when the audit would be complete. Ms. Taylor provided a target completion date of January 2025.

Board Member Front voiced concern of unequal treatment of employees if there is any kind subjectivity with the manager. An example given was sometimes they might promote

someone as if it's a flex position but sometimes maybe they don't like that person and they're just going to open it up to the wider hiring process.

Ms. Taylor clarified that there is a process in place to hopefully avoid that. She stated the civil service process is designed to create opportunities based on merit, that is why there are defined minimum qualifications, years of education, skills in order to ensure that when people meet those benchmarks theyat they have the opportunity for growth.

Board Member Front followed up if the City is potentially looking at classifying more psotions as flex, is there a plan or could there be a plan to put in place that tracks information when people are not getting promoted, if they qualify, due to poor performance.

Ms. Taylor stated that is something to look into and added currently there is an evaluation process for employees built into the Personnel Rules that state if a person who is eligible to be flexed and are not flexed in the department, the department head must meet with that person to provide feedback and ensure that they're given a pathway for growth. Ms. Taylor stated that it is the department head's decision whether or not the person has acquire the skills, knowledge and abilities in order to grow.

Board Member questioned how the City budgets for the potential of someone being flexed into a higher role.

Ms. Taylor informed the Board the City will budget at the higher classification to ensure the monies are allocated to the position at the higher, highest level of the series to allow the flexibility.

Board Member Front made a motion to approve the revision of Fire Inspector I and Fire Inspector II job description. Vice Chair Buckner seconded the motion. The revision of Fire Inspector I and Fire Inspector II job specification was approved 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 MEETING

The meeting adjourned at 6:33 p.m.

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