

**CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPT.**

PERSONNEL BOARD
REGULAR MEETING

WILDCAT CANYON CONFERENCE ROOM
450 CIVIC CENTER PLAZA

**September 22, 2011
MINUTES**

The Regular Meeting was called to order by Chairperson West at 4:36 p.m. Roll call was as follows:

Present: Lewis West, Chairperson
Jodi Lines, Board Member
Kimberly Stewart, Board Member
Vicki Winston, Board Member

Absent: Joanne Sidwell, Vice Chairperson

In Audience: Lisa Stephenson, Labor Relations Manager, HRM
Rob Larson, Human Resources Personnel Officer, HRM
Pamela Bilbo, Parks and Recreation Commissioner
Maria Blue, Sr. Personnel Analyst, HRM
Jessica Collins, Personnel Analyst I, HRM
Lori Reese Brown, City Planner, Office of the City Manager
Pam Christian, Deputy City Clerk, Office of the City Clerk
Donna Newton, Senior Personnel Analyst, HRM
Millie Cleveland, SEIU Local 1021 Representative
Jeff Shoji, Administrative Trainee, E&T
Stacey Wilborn, Sr. Library Assistant, Library
Lisa Carter, Personnel Board Secretary, HRM

Lisa Carter announced rules for the audience.

1. APPROVAL OF MINUTES:
 - a. Special Meeting of April 26, 2006
 - b. Regular Meeting of June 22, 2006
 - c. Special Meeting of July 12, 2006

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Chairperson West reported that because Vice Chairperson Sidwell was not present and there was not a quorum of members on the Board who were present in 2006, the minutes were tabled to the next meeting.

2. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF SENIOR HUMAN RESOURCES ADMINISTRATOR (HUMAN RESOURCES MANAGEMENT DEPARTMENT)

Rob Larson, Human Resources Personnel Officer, provided a brief overview of the proposed item regarding the request to establish the new classification of Senior Human Resources Administrator in the Human Resources Management Department. He said the position will be represented by Local 21; it is a promotional opportunity for the three Personnel Analysts. The matter has been discussed with Local 21, and their official position is one of unanimous support.

Lisa Stephenson, Labor Relations Manager, explained that the department lost a Principal Personnel Analyst a year and a half ago; they will also lose Mr. Larson's position in the next two months; and they will not be backfilling either position. She explained the request will better streamline the organization, provide backup to her position, bring labor and personnel into one career path, and all three analysts will be given the opportunity to apply for the promotion. Mr. Larson added that the organizational chart dated December 2011, provided in the packet, appropriately reflects the two positions lost/removed.

Board Member Winston questioned and clarified that all positions under the division "Labor Relations/Personnel Services" on the organizational chart report to the Labor Relations Manager, and that the new classification will serve as lead and can act in her capacity when she is absent.

Board Member Lines made a motion to approve to establish the new classification of Senior Human Resources Administrator (Human Resources Management Department); seconded by Board Member Stewart. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, Ms. Stewart, and Ms. Winston. NOES: None. ABSENT: Ms. Sidwell.

3. PUBLIC COMMENT

Pam Christian, Deputy City Clerk, suggested that descriptions on the agenda be made clear, stating the request reads, "To establish the new classification." She suggested using "promotional" wording, to which Chairperson West agreed.

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The meeting was adjourned at 5:02 p.m.

Respectfully submitted,



Leslie T. Knight

Assistant City Manager/Human Resources Management Director

/lmh-lyc

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