

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

PERSONNEL BOARD  
REGULAR MEETING

WILDCAT CANYON CONFERENCE ROOM  
450 CIVIC CENTER PLAZA

**March 24, 2011  
MINUTES**

The Regular Meeting was called to order by Chairperson West at 4:33 p.m. Roll call was as follows:

Present: Lewis West, Chairperson  
Joanne Sidwell, Vice Chairperson  
Jodi Lines, Board Member  
Kimberly Stewart, Board Member  
(vacant position)

Absent: None

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.  
Rob Larson, Human Resources Personnel Officer, HRM  
Jessica Collins, Personnel Analyst, HRM  
Edric Kwan, City Engineer, Engineering  
Shannon Moore, Deputy City Attorney, Office of the City Attorney  
Lisa Carter, Personnel Board Secretary, HRM

Lisa Carter announced rules for the audience.

1. **APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF WASTEWATER/  
STORMWATER MANAGER (ENGINEERING DEPARTMENT)**

Jessica Collins, Personnel Analyst, provided a brief overview of the proposed item regarding the request to establish the new classification of Wastewater/Stormwater Manager (Engineering Department). She noted that Edric Kwan, City Engineer, was present to answer any technical questions relating to the position. The classification would serve as a division head of the Wastewater and Stormwater Services Division, will be placed in the General Management Employees Bargaining Unit represented by IFPTE Local 21, and they have been informed of this action and have no issues.

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Ms. Knight added this is a permanent position and will be posted as open competitive. The individual who is in the project manager position will be eligible to apply for it.

Board Member Lines questioned how the work was handled in the past, necessitating the new allocation. Mr. Kwan replied that this position will replace the contract employee who has performed the work.

Vice Chairperson Sidwell made a motion to approve the establishment of the new classification of Wastewater/Stormwater Manager (Engineering Department); seconded by Board Member Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, Ms. Sidwell, and Ms. Stewart. NOES: None. ABSENT: None.

2. PUBLIC COMMENT: None
3. GRIEVANCE APPEAL HEARING (2), LOCAL 1021 – CLOSED TO THE PUBLIC

The meeting was adjourned at 4:37 p.m.

Respectfully submitted,



Leslie T. Knight  
Assistant City Manager/Human Resources Management Director

/lmh-lyc

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