

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

PERSONNEL BOARD
REGULAR MEETING

WILDCAT CANYON CONFERENCE ROOM
450 CIVIC CENTER PLAZA

**January 27, 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.
Jessica Collins, Personnel Analyst I, HRM
Shannon Moore, Deputy City Attorney, Office of the City Attorney
Lisa Carter, Personnel Board Secretary, HRM

1. **APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF BUILDING OFFICIAL (PLANNING AND BUILDING REGULATIONS DEPARTMENT)**

Jessica Collins, Personnel Analyst I, provided a brief overview of the proposed item regarding the request to revise the existing classification of Building Official (Planning and Building Regulations Department), stating that the last revision for this position occurred 24 years ago. Staff is seeking to revise some of the certification requirements, of which she briefly explained, and stated that the position is represented by IFPTE Local 21 and that they agreed with this action.

Vice Chairperson Sidwell questioned and confirmed that there was no impact on the incumbent. Leslie Knight, Assistant City Manager/Human Resources Management Director added that the incumbent retired.

PERSONNEL BOARD MINUTES

January 27, 2011

Page 2

Chairperson West referred to the *Education* section of the classification specification, reading, "Any combination of education and experience equal to graduation from an accredited university/college in engineering, architecture or a related field." Ms. Knight stated that this should be removed and replaced with the same wording as in the *Education and Experience* section of the Senior Building Official classification specification, which states "An Associates of Arts Degree or a Bachelor's Degree in either architecture, engineering, construction management, building inspection technology or related fields may be substituted for the non-inspection experience on a year-for-year basis."

Board Member Lines made a motion to approve the revision of the existing classification of Building Official (Planning and Building Regulations Department), as amended; seconded by Board Member Stewart. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, Ms. Sidwell, and Ms. Stewart. NOES: None. ABSENT: None.

2. APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF SENIOR BUILDING INSPECTOR (PLANNING AND BUILDING REGULATIONS DEPARTMENT)

Jessica Collins, Personnel Analyst I, provided a brief overview of the proposed item regarding the request to revise the existing classification of Senior Building Inspector (Planning and Building Regulations Department). She stated the International Conference of Building Officials (ICBO) was re-established by the International Code Council (ICC) in 1994, thereby necessitating revision of the classification to reflect this change in certification requirement, which she briefly explained.

Board Member Stewart questioned and confirmed with Ms. Collins that this was the only change in the classification.

Chairperson West questioned and confirmed that certification will not have any impact on the existing inspector, noting that inspectors already have the appropriate certification. Ms. Knight added that any new employees must acquire the certification within one year of their employment.

Vice Chairperson Sidwell made a motion to approve the revision of the existing classification of Senior Building Inspector (Planning and Building Regulations 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.

3. PUBLIC COMMENT

Ms. Knight introduced Shannon Moore, Deputy City Attorney, who was a former city employee and now is returning to work for the city again. The Board welcomed Ms.

PERSONNEL BOARD MINUTES

January 27, 2011

Page 3

Moore back to the City of Richmond.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,



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

/lmh-lyc