

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

PERSONNEL BOARD
SPECIAL MEETING

WILDCAT CANYON CONFERENCE ROOM
450 CIVIC CENTER PLAZA

**December 10, 2010
MINUTES**

The Special Meeting was called to order by Chairperson West at 4:38 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.
Robert Larson, Human Resources Personnel Officer, HRM
Jessica Collins, Personnel Analyst I, HRM
Maria Blue, Senior Personnel Analyst, HRM
Tim Jones, Richmond Housing Authority Director, Housing Auth.
Yader Bermudez, Public Works Director, Public Works
Edric Kwan, Interim City Engineer, Engineering
Chad Davisson, Wastewater/Stormwater Manager, Engineering
Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION SPECIFICATION OF
RICHMOND HOUSING AUTHORITY CONTRACT ADMINISTRATOR
(RICHMOND HOUSING AUTHORITY)

Maria Blue, Senior Personnel Analyst, provided a brief overview of the proposed item regarding the request to establish the new classification specification of Richmond Housing Authority Contract Administrator. The Housing Authority is in the process of reorganizing the department after an audit was conducted which noted deficiencies. Ms. Blue said that the position works with the Modernization Specialist Program person, who recently retired, and someone will need to come in and pick up where she left off to address the findings that the audit has shown. Local 21 has no objections to the new

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classification and the Housing Authority Director is present to answer any specific questions.

Vice Chairperson Sidwell questioned and confirmed with Mr. Jones that comparable Housing Authorities have a similar position, and the job specification was crafted from another city. He also noted that the action would incur no fiscal impact because the retired position will be removed from the department's budget and reallocated to this position.

Board Member Lines made a motion to approve the establishment of the new classification specification of Richmond Housing Authority Contract Administrator (Richmond Housing Authority); 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 BUILDING MAINTENANCE SUPERVISOR (PUBLIC WORKS DEPARTMENT)

Maria Blue, Senior Personnel Analyst, provided a brief overview of the proposed item regarding the request to revise the existing classification of Building Maintenance Supervisor, stating that as positions become open, job specifications are reviewed and updated. The last time this particular classification was updated was in 1992 and the department's roles and responsibilities have changed, as well as reorganized. She discussed the position with the previous incumbent (who retired) to determine if any changes were needed. Minor changes were made which will address the department's needs. The request has been discussed with the union and they have no objections.

Board Member Stewart asked for an explanation of the education and experience changes. Ms. Blue stated that the apprenticeship program was already included in the job specification and she added the Class B general contractors' license, and noted that this does not prohibit anyone that just has journey level experience. Ms. Blue briefly described various ways in which one would qualify for the position.

Vice Chairperson Sidwell made a motion to approve the revision of the existing classification of Building Maintenance Supervisor (Public Works 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. APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF PURCHASING ASSISTANT (FINANCE DEPARTMENT)

Jessica Collins, Personnel Analyst I, provided a brief overview of the proposed item regarding the request to revise the existing classification of Purchasing Assistant in the Finance Department. Similar to the last request, this specification had not been updated

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for about 14 years, and the department is looking to recruit for the position. Many of the duties have changed because of operations. SEIU Local 1021 bargaining unit had also been notified and indicated that they are in agreement with the request. Ms. Knight added that staff also looked at other jurisdictions to ensure there were similar education and experience requirements and that they met industry-wide standards for the position.

Vice Chairperson Sidwell referred to the second paragraph of the staff report and asked if the classification is being "re-titled." Ms. Collins apologized and responded that the term should have been "revised" and not "re-titled."

Board Member Stewart referred to the revised job description and asked and confirmed that none of the outdated duties would be required of the position. Ms. Knight stated that much of it has been computerized, and briefly provided examples involving technology advances. Board Member Stewart questioned and confirmed that the position is not currently filled and the position would be hired at entry level from within the organization, as there are eligible inside candidates.

Board Member Lines made a motion to approve the revision of the existing classification of Purchasing Assistant (Finance Department); seconded by Vice Chairperson Sidwell. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, Ms. Sidwell, and Ms. Stewart. NOES: None. ABSENT: None.

4. APPROVAL TO REVISE/RE-TITLE THE EXISTING CLASSIFICATION OF INDUSTRIAL WASTE INSPECTOR I/II/III TO SOURCE CONTROL INSPECTOR I/II/III (ENGINEERING DEPARTMENT)

Jessica Collins, Personnel Analyst I, provided a brief overview of the proposed item regarding the request to revise/re-title the existing classification of Industrial Waste Inspector I/II/III to Source Control Inspector I/II/III, stating that this time last year, staff requested and the Board approved the Industrial Waste Inspector position. However, since that time, the City Manager's Stormwater Division has transferred to the Engineering Department, and additional updates to this classification are required to reflect changes and duties. SEIU Local 1021 has reviewed the request and is in agreement.

Ms. Knight commented that when staff approved its budget in July 2010, the individual who was supervising the person who was doing source control was in the City Manager's Office. She took an early retirement and because of this, staff decided to take the source control component and put it back under stormwater. As a result, the specifications needed to be updated. She said that there are excellent opportunities for internal candidates to be promoted through the ranks for these positions.

Vice Chairperson Sidwell confirmed that Local 1021 are in agreement with the changes. She pointed out that the level III classification is more like management level duties, and

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Ms. Knight said in Local 1021, supervisors can supervise other people in the same union and also, this offers the most opportunities for promotion of internal candidates.

Vice Chairperson Sidwell clarified with Ms. Knight that there is a separate supervisor who is currently exempt, but in the mid-year budget, the position will become a permanent position. The current incumbent would have to apply for the position, and that person would be under Local 21.

Vice Chairperson Sidwell questioned impacts to the I and II level positions, and Mr. Davisson replied that this would provide promotional opportunities to the two current inspector positions; a senior inspector and an industrial waste inspector. With the adoption of this request, it will make those positions eligible for a level III, which is a salary and responsibility increase.

Board Member Stewart made a motion to approve the revision/re-title of the existing classification of Industrial Waste Inspector I/II/III to Source Control Inspector I/II/III (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.

5. PUBLIC COMMENT: None

The meeting was adjourned at 5:03 p.m.

Respectfully submitted,



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

/lmh-lyc