

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

PERSONNEL BOARD
REGULAR MEETING

WILDCAT CANYON CONFERENCE ROOM
450 CIVIC CENTER PLAZA

**June 24, 2010
MINUTES**

The Regular Meeting was called to order by Vice Chairperson Grove at 4:34 p.m. Roll call was as follows:

Present: Kisha Grove, Vice Chairperson
Jodi Lines, Board Member
Joanne Sidwell, Board Member
Kimberly Stewart, Board Member

Absent: Lewis West, Chairperson

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.
Robert Larson, Human Resources Personnel Officer, HRM
Janet Schneider, Administrative Chief, Office of the City Manager
Edric Kwan, Interim City Engineer, Engineering
Chad Davisson, Wastewater/Stormwater Manager, Engineering
Donna Newton, Senior Personnel Analyst, HRM
Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF ENVIRONMENTAL MANAGER (OFFICE OF THE CITY MANAGER AND ENGINEERING SERVICES DEPARTMENT)

Donna Newton, Senior Personnel Analyst, provided a brief overview of the proposed item regarding the request to revise the existing classification of Environmental Manager, stating that originally the specification was written for a wastewater-type manager three years ago, and since that time, the city has embraced issues relating to preserving the environment that go beyond water quality issues. As a result, the classification requires updating and the revised classification was included in the packet, which were highlighted, relating to Item 20 under *Example of Duties*, Items 21 and 22 under *Additional Duties When Assigned to Wastewater and Stormwater Programs*, and Item 23

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under *Additional Duties When Assigned to Environmental Initiatives and Sustainability Programs*.

Ms. Newton explained that there is currently a vacancy in the Office of the City Manager for the position and upon the Board's approval, recruitment can begin.

Board Member Stewart questioned and confirmed that there is one position with two specialty areas. Ms. Knight explained further that stormwater and wastewater is under the Engineering Department, and environmental initiatives and sustainability programs are under the City Manager's Office. There is one Environmental Manager currently who is doing wastewater and stormwater in the Engineering Department. The City Manager's Office needs to hire an Environmental Manager to be responsible for the Sustainability Program. Therefore, there will be a total of two Environmental Managers; the proposed position reporting to the City Manager. Both Managers can be used for environmental initiatives and sustainability program, as well as stormwater and wastewater.

Board Member Lines made a motion to approve the revision of the existing classification of Environmental Manager (Office of the City Manager and Engineering Services Department); seconded by Board Member Sidwell. Item was approved by the following vote: AYES: Ms. Grove, Ms. Lines, and Ms. Sidwell. ABSTAIN: Ms. Stewart. NOES: None. ABSENT: Mr. West.

2. PUBLIC COMMENT: None

The meeting was adjourned at 4:42 p.m.

Respectfully submitted,



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

/lmh-lyc