

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

PERSONNEL BOARD  
SPECIAL MEETING

WILDCAT CANYON CONFERENCE ROOM  
450 CIVIC CENTER PLAZA

**December 2, 2009  
MINUTES**

The Special Meeting was called to order by Vice Chairperson Grove at 4:37 p.m. Roll call was as follows:

Present: Lewis West, Chairperson  
Kisha Grove, Vice Chairperson  
Jodi Lines, Board Member  
Joanne Sidwell, Board Member

Absent: Kimberly Stewart, Board Member

In Audience: Andy Russo, Principal Personnel Analyst, HRM  
Jessica Collins, Personnel Analyst I, HRM  
Chad Davisson, Wastewater/Stormwater Manager, Engineering  
Rich Davidson, City Engineer, Engineering  
Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL TO REVISE/RETITLE THE EXISTING CLASSIFICATIONS OF INDUSTRIAL WASTE INSPECTOR, AND SENIOR INDUSTRIAL WASTE INSPECTOR TO INDUSTRIAL WASTE INSPECTOR I/II/III (ENGINEERING DEPARTMENT)

Jessica Collins, Personnel Analyst I, provided a brief overview of the proposed item regarding the request to revise/retitle the existing classifications of Industrial Waste Inspector, and Senior Industrial Waste Inspector to Industrial Waste Inspector I/II/III, stating that requests were: 1) approved for changes in the Engineering Department, and 2) staff continues to update and revise classifications to ensure the titles accurately reflect the duties and responsibilities, and 3) to create a flexibly-staffed position to provide promotional opportunities for staff. There are currently staff members who can be moved into these positions, and she noted that certification requirements have been revised. Ms. Collins stated that Local 21 has been informed of this recommendation.

## PERSONNEL BOARD MINUTES

December 2, 2009

Page 2

Board Member Sidwell asked if there was comment from Local 21. Ms. Collins stated she received no response back from Local 21. Mr. Russo stated he received a response asking whether or not the packet had been forwarded to the union. He indicated that it was sent on November 19<sup>th</sup>, he has heard no opposition to date, and pointed out that there are no employees at the meeting voicing opposition. He said the City Engineer Rich Davidson has been working with Chad Davisson in terms of revising the specifications, and Mr. Davisson will have direct supervision over this unit.

Board Member Sidwell referred to the levels of certification asked for, and she said if comparing the original specifications, the inspector required a Grade I certification, and then it is silent after that. She asked if staff anticipated any existing employees having problems in obtaining the Grade II or III certifications. Mr. Davisson stated that they understand that if they do not currently have that certification, they will have time to achieve this.

Mr. Davidson, City Engineer, stated one employee is a Grade I and she will take the Grade III test. The other employee has not taken the test and will need to apply to take the test within the timeframe allowed.

Vice Chairperson Grove said when looking at a flexibly-staffed position, should it be identified as a separate job description. She questioned: 1) if the city ever specifically required a Grade III certification level position, and asked 2) when someone is eligible to go into these flexibly-staffed positions. Mr. Russo said that in certain cases, where they used to have entry and journey level as flexibly staffed, there is a separate lead level. Now, staff is looking at two career ladders by making the Grade III level also flexibly staffed. The idea is that the broad responsibilities in the classification are the same; it is the level of authority and complexity of those duties that changes. To advance into a flexibly-staffed position, one does not necessarily have to go through a competitive process. Moving from the I to II, and II to III Grades means they would spend a certain amount of time at the lower level, meet the qualifications for the higher level, and then based on an evaluation by the supervisor and approved by the Department Director, the individual can then move from the II to the III Grade level.

Vice Chairperson Grove stated that it looks as though all three employees can all end up being at the Grade III level, yet staff is looking at this as a lead sort of employee, which she felt was somewhat confusing. Mr. Russo said that this is a valid observation; there are two current individuals in the position, but there are three vacancies. Theoretically, there could be more than one lead employee, but there never is. The fact that someone is eligible for the lead position does not mean they will be put into that.

Mr. Davidson stated that in the organization chart, the city has one slot for a Grade III Inspector position. If this is filled, the Grade I and II positions can move up, but until the Grade III Inspector leaves, they cannot serve in Grade III/as the lead. Mr. Russo clarified that people only move from one level to another at the discretion of management, and

## PERSONNEL BOARD MINUTES

December 2, 2009

Page 3

that SEIU Local 1021 is clear about this. There is no automatic moving from one level to another in any position. There are many good people here and the city wants to give them the opportunity to move towards more responsible positions without having to go through an outside competitive process.

Chairperson West questioned and clarified that the positions could be filled at various levels, but the Grade III level could only be filled in the event of a vacancy.

Chairperson West questioned what happened with the last Industrial Waste Inspector classification the Board approved. Mr. Russo stated that it was a Superintendent position at a management level. He stated that the position was approved by the Board, but the City Council felt that since Chad Davisson was hired to manage that unit, there was no necessity for a second management employee. They also did not want to create another Superintendent position at that level of pay in the unit. When it went before the Council, they rejected it. Staff discussed this with the Council, met with Engineering and the union in terms of revising it to give people the opportunity, but the Superintendent level was not supported.

Board Member Sidwell asked that staff implement a procedure to notify the Personnel Board when items are declined by the City Council. Mr. Russo stated that staff will do this in the future.

Chairperson West questioned the authority to give instructions and the responsibilities under the lead position, given that they are under SEIU 1021. Mr. Russo said that there are certain restrictions; they cannot hire and fire lead workers whereas some management positions can do that. They have input into evaluations, but the manager has to be the one doing the actual evaluation and signing off on the evaluation. The lead worker takes direction from the manager, can make certain work assignments, can do on-site supervision of individuals, and is a hybrid between the worker who has no lead responsibilities, and a manager with full supervisory responsibility.

Chairperson West questioned and confirmed that staff, within one year of employment, should obtain their certification, and employees having the Grade I certification be at level I; second level to have a Grade II, and the third level have a Grade III. In response, and to provide clarification, Mr. Davidson said the current employee is confident of passing the Grade III certification and this is the person they would place in the Grade III level. Another employee who needs to obtain his Grade II certification has not yet applied for the test.

Board Member Sidwell said that her concern is that the organizational chart be set up such that there are people at the levels they are needed in. Mr. Davidson said that it is staff's plan to move one employee into the III level and the other person into the II level and allow them to achieve their certifications. He presented and briefly explained the organizational chart, stating that eventually Mr. Davisson will be the lead person. He

**PERSONNEL BOARD MINUTES**

December 2, 2009

Page 4

said staff will return to the Board to make Mr. Davisson's position a permanent position with a new title.

Mr. Russo noted that Edric Kwan will also be serving as Interim City Engineer for one year and taking over Mr. Davidson's duties, who will be retiring in one month.

Board Member Sidwell made a motion to approve the revision/re titling of the existing classifications of Industrial Waste Inspector, and Senior Industrial Waste Inspector to Industrial Waste Inspector I/II/III (Engineering Department); seconded by Vice Chairperson Grove. Item was approved by the following vote: AYES: Ms. Grove, Ms. Lines, Ms. Sidwell, and Mr. West. NOES: None. ABSENT: Ms. Stewart.

2. PUBLIC COMMENT: None

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,



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

/lmh-lyc