

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

PERSONNEL BOARD
REGULAR MEETING

WILDCAT CANYON CONFERENCE ROOM
450 CIVIC CENTER PLAZA

**July 23, 2009
MINUTES**

The Regular Meeting was called to order by Chairperson West at 4:36 p.m. Roll call was as follows:

Present: Lewis West, Chairperson
Joanne Sidwell, Board Member
Kimberly Stewart, Board Member

Absent: Kisha Grove, Vice Chairperson
Jodi Lines, Board Member

In Audience: Robert Larson, Human Resources Personnel Officer, HRM
Andy Russo, Principal Personnel Analyst, HRM
Maria Blue, Personnel Analyst II, HRM
Jessica Collins, Personnel Analyst I, HRM
Keith Jabari, Recreation Director, Recreation
Edric Kwan, Capital Projects Manager, Engineering
Rich Davidson, City Engineer, Engineering
Lisa Carter, Personnel Board Secretary, HRM

Mr. Larson noted that any approval by the Board will have to be unanimous, as there are two Board Members absent.

1. APPROVAL TO REVISE/RETITLE THE EXISTING CLASSIFICATION OF LIBRARY & COMMUNITY SERVICES ADMINISTRATIVE MANAGER TO COMMUNITY SERVICES ADMINISTRATIVE MANAGER (ADMINISTRATIVE DIVISION, RECREATION DEPARTMENT)

Maria Blue, Personnel Analyst II, provided a brief overview of the proposed item regarding the request to revise/retitle the existing classification of Library & Community Services Administrative Manager to Community Services Administrative Manager (Administrative Division, Recreation Department), stating that at the time the job classification was created in 2006, the Recreation Department was without a director and the leadership fell under the Library & Community Services Director. In 2008, there was

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a departmental reorganization and the Recreation Department separated from the Library & Community Services Department and was appointed with a new director. Since that time, the Library & Community Services Administrative Manager has reported solely to the Recreation Director. Changes requested are minor, to which she briefly described in the staff report and job classification. Staff has informed Local 21 of the revision and they had no objections. Ms. Blue said that the Recreation Director was also present to answer any questions of the Board.

Board Member Sidwell made a motion to revise/retitle the existing classification of Library & Community Services Administrative Manager to Community Services Administrative Manager (Administrative Division, Recreation Department); seconded by Board Member Stewart. Item was approved by the following vote: AYES: Ms. Sidwell, Ms. Stewart, and Mr. West. NOES: None. ABSENT: Ms. Grove and Ms. Lines.

2. APPROVAL TO REVISE/RETITLE THE EXISTING CLASSIFICATIONS OF JUNIOR ENGINEER AND ASSISTANT ENGINEER TO ENGINEER I/II (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 Junior Engineer and Assistant Engineer to Engineer I/II. Mr. Kwan was presented to answer any technical questions or relative information regarding the request. She said that the Engineering Department is in the process of reviewing classifications to update job descriptions and titles of positions to improve future recruitments, accurately reflect the scope of duties and provide a proper allocation of duties and responsibilities, as well as create a flexibly-staffed position that will allow opportunities for advancement.

Chairperson West asked if the Engineering Department will start playing a more active role than they have in the past, noting that many responsibilities were being phased out to contracting. Mr. Davidson stated that their goal is to eliminate the use of consultants and bring back engineering the way it used to be in the early 1990s. When Mr. Kwan came on board, the department attempted to hire at the entry-level rather than at the associate or senior-level, so that employees are able to serve the city and work their way up to such levels.

Board Member Sidwell questioned if there were any incumbent impacts in the action, and Mr. Russo replied that they are currently in a junior class and the union has been notified and are supportive of the request. The two entry-level positions are under SEIU Local 1021 bargaining unit, and the advanced levels are under Local 21 bargaining unit.

Board Member Stewart made a motion to revise/retitle the existing classifications of Junior Engineer and Assistant Engineer to Engineer I/II (Engineering Department); seconded by Board Member Sidwell. Item was approved by the following vote: AYES: Ms. Sidwell, Ms. Stewart, and Mr. West. NOES: None. ABSENT: Ms. Grove and Ms. Lines.

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3. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF ENGINEERING INFRASTRUCTURE ADMINISTRATOR (ENGINEERING DEPARTMENT)

Jessica Collins, Personnel Analyst I, provided a brief overview of the proposed item regarding the request to establish the new classification of Engineering Infrastructure Administrator, stating that the State Water Quality Control Board performs annual inspections and the city is required to provide the requisite personnel to implement the Wastewater Program, which includes a Geographic Information Systems (GIS) component. This position would be a "cross check" to verify that sewer lines that have been determined to be high risk by the city's Wastewater Contractor are addressed, which would assure that the capital funding is spent in the most fiscally responsible manner. The classification will be placed in the General Management Employees Bargaining Unit, represented by IFPTE Local 21 (RMEA) and have been informed of the action. She stated that this request would replace the contract position with a permanent full-time employee, resulting in cost savings.

Board Member Sidwell confirmed that Local 21 has expressed no concern.

Chairperson West questioned whether the position will function for a few years until the necessary documentation has been achieved. Mr. Larson stated that the position is on-going and the city has been contracting it out to an individual. The cost to the budget is quite significant and as a long-term goal, it would be much more cost-effective to bring on someone permanent at a much lower rate. There is on-going work relating to the position, which he briefly described. Mr. Russo added that the city has suffered from major fines because of non-compliance relating to discharge issues, and this is a part of putting together the unit that would monitor compliance concerns and would ensure that the city stays up-to-date. It is a long-term type of position. The position is funded from the Enterprise Fund and not the General Fund.

Board Member Stewart questioned and confirmed with Mr. Kwan that staff would recruit for the position and the job description is up-to-date with industry standards of other similar positions. She also clarified that the department is currently contracting wastewater duties through a 20-year contract that began in 2002. The current position is under contract to do this work, and the city just filled a Contract Administrator position that is overseeing the only remaining Engineering Department contract the city has.

Board Member Sidwell made a motion to establish the new classification of Engineering Infrastructure Administrator (Engineering Department); seconded by Board Member Stewart. Item was approved by the following vote: AYES: Ms. Sidwell, Ms. Stewart, and Mr. West. NOES: None. ABSENT: Ms. Grove and Ms. Lines.

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4. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF SOURCE CONTROL SUPERINTENDENT (ENGINEERING DEPARTMENT)

Jessica Collins, Personnel Analyst I, provided a brief overview of the proposed item regarding the request to establish the new classification of Source Control Superintendent, stating that the city was issued with a *Cease and Desist Order* on July 11, 1985 for numerous violations relating to its pretreatment program. She described the staff in the pretreatment program and stated that those staffing levels had been maintained until 2002 when the wastewater treatment plant was privatized, and noted that the city is required to have a supervisor in place. The new classification would fulfill this requirement of the National Pollutant Discharge Elimination System (NPDES) permit. The position will be placed in IFPTE Local 21 (RMEA) bargaining unit who has been informed of this action.

Board Member Stewart referred to the last page of the job specification under the *License/Certification* section, and asked if the California Water Environment Association license is required, and is the Grade II Industrial Waste Inspection license highly desired, or were they both required or highly desired. Mr. Russo stated that the license is required. The Grade II Industrial Waste Inspection license is only highly desired for the position. Board Member Stewart asked that the semi-colon be removed from the referenced paragraph and be replaced with a period. Mr. Kwan suggested it read, "*Grade I Industrial Waste Inspection license is required and a Grade II Industrial Waste Inspection license is highly desirable,*" which he said is comparable to other agency positions and will push people to take the advanced test.

Board Member Stewart made a motion to approve the establishment of the new classification of Source Control Superintendent (Engineering Department), as amended by replacing the semi-colon with a period, and correcting the language to read that a "*Grade I Industrial Waste Inspection license is required and a Grade II Industrial Waste Inspection license is highly desirable;*" seconded by Board Member Sidwell. Item was approved by the following vote: AYES: Ms. Sidwell, Ms. Stewart, and Mr. West. NOES: None. ABSENT: Ms. Grove and Ms. Lines.

5. PUBLIC COMMENT: None

The meeting was adjourned at 5:04 p.m.

Respectfully submitted,



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