

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**SEPTEMBER 27, 2007
MINUTES**

The Regular Meeting was called to order by Chairperson West at 4:56 p.m. Roll call was as follows:

Present: Lewis West, Chairperson
Jodi Lines, Board Member
Kimberly Stewart, Board Member

Absent: Kisha Grove, Vice Chairperson
Joanne Sidwell, Board Member

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.
Robert Larson, Human Resources Personnel Officer, HRM
Andy Russo, Principal Personnel Analyst, HRM
Yader Bermudez, Public Works Director, Public Works
Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL TO REVISE THE CLASSIFICATIONS OF PUBLIC WORKS STREETS MAINTENANCE SUPERINTENDENT AND PUBLIC WORKS FACILITIES MAINTENANCE SUPERINTENDENT (PUBLIC WORKS DEPARTMENT)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the proposed item regarding the request to revise the classifications of Public Works Streets Maintenance Superintendent and Public Works Facilities Maintenance Superintendent. He said that the new Public Works Director discussed recruitment issues with Human Resources Management Department staff which included the fact that there was no level of supervision between the Public Works Director and the actual individual supervisors. The item has come to the Board in the past to revise specifications to require an Associate of Arts (AA) degree because this would be the minimum requirement. After discussing the issue, the Public Works Director felt that these requirements were too restrictive and the city should allow for a substitution that if an individual did not have an AA degree at the time of appointment, within one year of appointment, they would be required to

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complete 60 hours of classes, to be approved by the Human Resources Management Department.

In addition, Mr. Russo said that he conducted a survey of 12 neighboring jurisdictions which allowed for substitution, and also conducted a survey on the Environmental Manager position, given controversy involving the educational requirement. In this case, he found no jurisdiction that allowed for substitution of a degree for the Environmental Manager position. All required a degree in Biology, Chemistry, Environmental Science or Business Administration. Staff therefore felt that there was the ability to make the superintendent classification more flexible since most individuals had come up through the ranks of the crafts. Mr. Bermudez supported the request, stating that he believed the change would allow flexibility in the education criteria, and he would be selecting the best candidate for the job.

In response to Board Member Lines regarding the 60 hours of training, Ms. Knight clarified that the city's training program is intense and 60 hours equals approximately one year of training. She noted that the decision was difficult for her as she still felt strongly that individuals being hired should hold degrees. It was a compromise for her in that the individual would need to have, or be taught, budgeting skills, presentation skills, and writing skills which will allow them to succeed in their position.

Board Member Lines said that she did not like the substitution initially, given the fact that the Board had previously denied the requirement waiver for the Environmental Manager classification and viewed this as inconsistent. Ms. Knight concurred and said she strongly felt that people need to have degrees in order to promote upwardly. She added that the city will start a leadership/management academy where people will be able to utilize the training as a way for upward mobility within the organization.

Mr. Bermudez recognized the need for education, and spoke of individuals coming up in the ranks in his previous job with Caltrans who were able to receive training on the job. His concern was that if left the way it currently is, the recruitment would take longer to find people because most do rise up in the ranks, based on experience, and are individuals hired to 'get the work done.'

Chairperson West said that he has always supported the fact that experience of an individual should be considered when openings occur. While he supported the request, he shared the concern of fellow Board Members because the move to require degrees is in place. There are times when decisions are made that have some profound effects on people and he would like to be consistent with what the Board does.

Board Member Lines said that she would like this request to be the only exception. Ms. Knight concurred. She said that staff wants whoever is hired into the position to succeed, and the fact that the individual had to obtain an AA degree within one year was not viewed as fair. She said Mr. Bermudez made some persuasive arguments; this was a

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compromise and she felt the training program is an investment for those who want to go from the entry level to the professional series.

Board Member Lines made a motion to revise the classifications of Public Works Streets Maintenance Superintendent and Public Works Facilities Maintenance Superintendent (Public Works Department); seconded by Board Member Stewart. Item was approved by the following vote: AYES: Ms. Lines, Ms. Stewart, and Mr. West. NOES: None. ABSENT: Ms. Grove and Ms. Sidwell.

2. APPROVAL TO ESTABLISH THE CLASSIFICATION OF EQUIPMENT SERVICES SUPERINTENDENT (PUBLIC WORKS DEPARTMENT)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the proposed item regarding the request to establish the classification of Equipment Services Superintendent, stating that the request is being brought back before the Board. The Public Works Department will be broken up into four divisions: Parks, Streets, Facilities Maintenance, and Equipment Services. During the last phase of layoffs and transitioning of positions, the superintendent position was eliminated and it is now being recommended for reinstatement. He clarified that the minimum qualifications are the same as for the Facilities Maintenance and Street Maintenance Superintendents.

Mr. Bermudez cited the difficulties in finding established employees in the Bay Area. Ms. Knight reviewed the improvements made by Mr. Bermudez in the Public Works Department, and said that the city and his department employees are very pleased to have him with the city.

Board Member Stewart made a motion to approve the establishment of the classification of Equipment Services Superintendent (Public Works Department); seconded by Board Member Lines. Item was approved by the following vote: AYES: Ms. Lines, Ms. Stewart, and Mr. West. NOES: None. ABSENT: Ms. Grove and Ms. Sidwell.

3. PUBLIC COMMENT: The Board welcomed Mr. Bermudez to the city.

The meeting was adjourned at 5:17 p.m.

Respectfully submitted,



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