

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**JULY 26, 2007
MINUTES**

The Regular Meeting was called to order by Vice Chairperson Grove at 4:53 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.
Andy Russo, Principal Personnel Analyst, HRM
Robert Larson, Human Resources Personnel Officer, HRM
Juan Phelps, Senior Personnel Analyst, HRM
Donna Newton, Personnel Analyst II, HRM
Rich Davidson, City Engineer, Engineering
Monique le Conge, Library & Cultural Services Director, Library
Sal Vaca, Employment and Training Director, E&T
Juanita Taylor, President, SEIU Local 1021
Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL TO REVISE THE CLASSIFICATION SPECIFICATION FOR HEAD OF REFERENCE (LIBRARY & CULTURAL SERVICES)

Donna Newton, Personnel Analyst II, provided a brief overview of the proposed item regarding the request to revise the classification specification for Head of Reference, stating that in December 2006, staff presented the classification of Head of Reference before the Board and at that time, the minimum requirements were two years experience supervising librarians and library staff. Staff has since begun recruitment for the position, have received some feedback, and determined that the existing minimum supervisory requirement is too specific. Therefore, staff requests the minimum requirements be revised by removing librarians and library staff and instead, simply

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require the experience of supervising staff. This will also provide the opportunity for library staff and others without specific library supervisory experience to apply for the position.

Board Member Lines asked why it would be a problem for the position to specifically supervise library staff or librarians as support staff. Ms. Newton said that this is a preference, and that staff wants to ensure that they are able to recruit individuals who have basic and specific supervisory experience.

Monique le Conge, Library & Cultural Services Director, stated that librarians are often a second and third career for many people and there are those that may have a lot of supervisory experience, but not necessarily with library staff.

Juanita Taylor, President, SEIU Local 1021, said that the supervisory requirement relies on the current librarians; they will not qualify or cannot apply. Library II positions can supervise, but she did not believe any of the library staff is interested in applying.

Vice Chairperson Grove questioned and confirmed with Ms. Knight that lifting the specific supervisory requirement could also open the door for other individuals who are currently librarians to apply for the position.

Board Member Sidwell made a motion to approve the revision of the classification specification for Head of Reference (Library & Cultural Services); seconded by Board Member Lines. Item was approved by the following vote: AYES: Ms. Lines, Ms. Stewart, Ms. Sidwell, and Ms. Grove. NOES: None. ABSENT: Mr. West.

2. APPROVAL TO REVISE THE CLASSIFICATION SPECIFICATION OF SENIOR CIVIL ENGINEER (ENGINEERING DEPARTMENT)

Juan Phelps, Senior Personnel Analyst, provided a brief overview of the proposed item regarding the request to revise the classification specification of Senior Civil Engineer in the Engineering Department, stating that the request is being made as the 1965 adoption of the class specification has not been revised, a change in duties and requirements for the position which he briefly described, and more importantly, the requirement of a Bachelor's degree.

Board Member Stewart questioned and confirmed that there was not currently an individual performing the job. Mr. Russo noted that the city is requiring degrees for both the Senior Civil Engineer and for the Environmental Manager.

Rich Davidson stated that they already have two Senior Civil Engineers and there's no one on staff currently that can promote into the Senior Civil Engineer position. The city would have to hire from outside the organization. He said the department has had Engineering Technicians with two-year degrees, but never an employee with the title of a Civil Engineer that did not have a four-year degree.

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Board Member Lines made a motion to approve the revision of the classification specification of Senior Civil Engineer (Engineering Department); seconded by Vice Chairperson Grove. Item was approved by the following vote: AYES: Ms. Lines, Ms. Sidwell, Ms. Stewart, and Ms. Grove. NOES: None. ABSENT: Mr. West.

3. DISCUSSION OF EQUIVALENCY FOR MAINTENANCE AIDE II QUALIFICATIONS

Andy Russo, Principal Personnel Analyst, provided a brief overview of the item, stating that the Director of Employment and Training, Sal Vaca, was present who could address specific questions of the Board. The issue arose because the department felt they needed to clarify and discuss an interpretation of a specific Minimum Qualification for the Maintenance Aide II position. The position is a part-time, hourly position and not a full-time, permanent position and is used primarily in Public Works, as well as in other departments, to provide support for maintenance and equipment workers in the city.

Recently, a program was devised to take Richmond residents, train them in a 900-hour program in various areas like the use of hand tools, using leveling equipment, reading blue prints, building structural framing, etc. and move them into part-time positions to garner work experience; and to possibly move them into full-time civil service positions. The Maintenance Aide I position requires no experience, and the II level position requires 6 months of general experience. He asked for the Board's support in interpreting the minimum qualifications of 6 months; that the training being provided by the Richmond Youth Build Program to be the equivalent of the 6-month requirement, and bring those individuals in at the Maintenance Aide II level at a living wage.

Board Member Sidwell confirmed that the request was for Maintenance Aides and not Maintenance Workers, and that aides are temporary-hourly positions and a lower classification. She also clarified that staff is seeking Board support for administrative interpretation of the minimum qualifications that the 900-hours of training and experience provided through the Richmond Youth Build Program would be the equivalent of the 6 months of generalized experience.

Vice Chairperson Grove asked and confirmed that the recommendation is that Maintenance Aides move into the II level after receiving the 6 months of training because it is at the living wage. She instead suggested increasing the living wage of the Level I position. Mr. Russo said that at times, there are students or seasonal limited-term works that would be an exception to the living wage level. He said the living wage is \$14.37 with benefits, and without benefits it is \$14.97. Mr. Larson added that the Level I position was carved out of the series because they are permanent positions and not temporary or limited term.

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Sal Vaca expanded on the program, stating that the average age of the individuals is 24 or 25 years old. Many entering the program do not have a high school diploma or GED. The program helps them attain their GED, receive hands-on training, requires a valid California Driver's License, and helps them prepare for the test. In many instances, individuals are graduating that are even better qualified than the general pool because of the extensive hands-on experience received from the program.

Board Member Stewart confirmed that individuals are not paid during the program; however, they often are able to work at part-time jobs which are funded by the Redevelopment Agency.

The Board confirmed with Juanita Taylor that there was union support for the request.

Mr. Vaca and the Board discussed the types of individuals enrolled in the training, the need for this type of training for young adults in the city, and that graduating students can be considered for job opportunities in Richmond.

Board Member Sidwell made a motion to support the recommended interpretation that the 6-month training program provided by the Richmond Youth Build Program is the equivalent of the 6 month requirement to bring individuals in at the Maintenance Aide II level, or at a living wage; seconded by Board Member Lines. Item was approved by the following vote: AYES: Ms. Lines, Ms. Sidwell, Ms. Stewart, and Ms. Grove. NOES: None. ABSENT: Mr. West.

4. PUBLIC COMMENT: None.

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

Respectfully submitted,



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

/lmh-lyc