

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**JUNE 28, 2007
MINUTES**

The Regular Meeting was called to order by Chairperson West at 4:40 p.m. Roll call was as follows:

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

Absent: None

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.
 Andy Russo, Principal Personnel Analyst, HRM
 Juan Phelps, Senior Personnel Analyst, HRM
 Lori Ritter, Deputy Police Chief, Police
 Rich Davidson, City Engineer, Engineering
 Mary Phelps, Sr. Industrial Waste Inspector, Engineering
 Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL TO REVISE THE CLASSIFICATION SPECIFICATION OF
COMMUNITY SERVICES TECHNICIAN (OFFICE OF THE CITY MANAGER)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the proposed item regarding the request to revise the classification specification of Community Services Technician in the City Manager's Office, stating that the request was brought to the Board previously and the revision entails broadening the experience to include any clerical or office assistance experience, rather than solely in a public agency. After recruitment was done, the city received a small number of applicants. A review of the scope of the responsibilities was done and public sector experience was not specifically required.

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Board Member Grove questioned and confirmed that the recruitment resulted in only three or four applicants, with no in-house applications as the salary is set at entry level.

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

2. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF NEIGHBORHOOD SAFETY DIRECTOR (OFFICE OF THE CITY MANAGER)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the proposed item regarding the request to establish the new classification of Neighborhood Safety Director in the City Manager's Office, stating that the focus of the position is to oversee and coordinate all the city's crime prevention efforts. This will be an exempt position, reporting directly to the City Manager. The impetus for the creation of the position was that the Council wanted a specific program and direction to try to mitigate violence in the city.

Board Member Lines questioned and confirmed that the administrative duties of the position are not all-inclusive, and that there may be related duties as assigned.

Vice Chairperson Grove questioned the reason for a background investigation for this type of position, stating that this may be a restriction to some individuals. Ms. Knight noted that the employee may have access to and will work with the Police Department, and the background investigation would need to be evaluated. Staff will evaluate whether a crime is related to the job, and also any rehabilitation of the individual.

Chairperson West said that this position was an issue at the budget hearings. While the Council passed it, they have not approved the implementation of the department. Ms. Knight stated that the main issue is that the full presentation regarding the Office of Neighborhood Safety had not been made to the entire Council. They decided to put this position in the budget, as well as a clerical position. There was money already put into the budget for the entire department and once all Councilmembers hear the full presentation, it is anticipated that the other positions will be placed in it. She said that they will not retract the action; the full budget will return on June 17, 2007 and she anticipates they will pass it at that time, noting that there were other issues regarding how many police officers are hired, as well.

Chairperson West questioned if the position existed once before as a Neighborhood Liaison. Mr. Russo stated that this was a prior Neighborhood Coordinator position which has more to do with coordinating neighborhood councils, getting community input on issues and problems, and did not focus on crime prevention. Ms. Knight added that the

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position was originally entitled "Violence Prevention Coordinator" and the Mayor thought that the title of "Neighborhood Safety Director" more clearly spoke to what she wanted to have implemented.

Board Member Lines made a motion to approve the establishment of the new classification of Neighborhood Safety Director (Office of the City Manager); seconded by Vice Chairperson Grove. Item was approved by the following vote: AYES: Ms. Grove, Ms. Lines, Ms. Sidwell, and Mr. West. NOES: Ms. Stewart. ABSENT: None.

3. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF EXECUTIVE SECRETARY I/II (CITY-WIDE)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the item, stating that with the review of various positions, the original nature of the position and how it has changed over the years, and that at one point the Administrative Secretary was a position at the department head level. However, this classification has been utilized for division level support and for specialized offices. After preliminary survey work was done, internally and externally, staff felt that the secretaries supporting department managers should be differentiated from those secretaries and aides that were supporting specialized offices and divisions. He described the differences between Executive Secretary Is and Executive Secretary IIs. Ms. Knight added that the seniority for all individuals would remain the same since it is a flexibly-staffed classification and is in the SEIU Local 790 bargaining group, who is in agreement.

Chairperson West stated that the Executive Secretary II classification closely resembles a management position. Ms. Knight replied by stating she did not believe it was any different than what secretaries already do now.

Vice Chairperson Grove asked whether this position would go into a confidential level, and Ms. Knight stated that this is currently not the case, but it is under review. She also said that the position is confidential but it is still in the bargaining unit.

Vice Chairperson Stewart questioned and confirmed that the Executive Secretary I is the same wage level as the Administrative Secretary. The Executive Secretary II level would be 10% above that. Those supporting a department manager would move to a II level, and those secretaries with specified offices or divisions would remain at their current level.

Vice Chairperson Grove made a motion to approve the establishment of the new classification of Executive Secretary I/II (City-Wide); seconded by Board Member Sidwell. Item was approved by the following vote: AYES: Ms. Grove, Ms. Lines, Ms. Sidwell, Ms. Stewart, and Mr. West. NOES: None. ABSENT: None.

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4. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF PUBLIC SAFETY TECHNOLOGY SUPERVISOR (POLICE DEPARTMENT)

Juan Phelps, Senior Personnel Analyst, provided a brief overview of the item, stating that not only does the recommendation pertain to the Police Department but also the Engineering Department classifications. Technology advances in the city and in this instance, the Police Department are part of a centralized system that shares information with other city departments. The Police Department has voiced a need to establish their own operation. The purpose of the recommendation is to establish a supervisory classification that would be responsible for the oversight of this specialized operation with regard to the use of their information technology. He explained that there are no other classifications that have specialized requirements to oversee such technical operations and applications, and Deputy Police Chief Ritter could expand on his comments as needed.

Vice Chairperson Grove questioned if there is already an IT system in place in public safety that the position will supervise, or will the system be implemented in the department. Deputy Police Chief Ritter stated that they currently have a public safety system that had been managed by two individuals; one assigned to the Police Department and one assigned to the IT Department. Because public safety has very specific requirements and are in a regional consortium for communications and for their records management system, they are looking at entering into an agreement to have the East Bay Communications System, which would include Alameda, Contra Costa and other counties and agencies, coordinate the application of it.

Ms. Knight added that the new allocation was also included in the 2007/08 budget, was approved by the City Council, and is a division that will work with the regular IT and Police Departments. Mr. Phelps noted that the position will be represented by the management bargaining unit and by copy of the report, have been advised of staff's recommendation.

Chairperson West questioned how the one position would address and approach the overwhelming amount of technology. Deputy Police Chief Ritter said that the budget approves an additional Network Specialist II position assigned to help share the workload. They are also asking current personnel to maintain the over 500 radios on the system, implement new technology and desktops but also take on more manager-type responsibilities that take up a tremendous amount of time, such as staff reports, best practices, analysis of technology, etc. By having the Technology Supervisor, and sharing some of the workload with the Network Specialist, they will be able to take on managing the staff to do the technical application and maintain equipment.

Board Member Sidwell made a motion to approve the establishment of the new classification of Public Safety Technology Supervisor (Police Department); seconded by

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Board Member Lines. Item was approved by the following vote: AYES: Ms. Grove, Ms. Lines, Ms. Sidwell, Ms. Stewart, and Mr. West. NOES: None. ABSENT: None.

5. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF ENVIRONMENTAL MANAGER (ENGINEERING DEPARTMENT)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the item, stating that the next three items have to do with the Engineering Department, and Rich Davidson, City Engineer, was available for specific questions. The position would be over all programs, report directly to the City Manager, and manage compliance of the city's stormwater management system. Based on this need, the classification was developed which is comparable to classes in other jurisdictions. The position is also on the same salary level and scope of responsibility as an Associate Civil Engineer.

Vice Chairperson Grove questioned and confirmed that the current industrial waste inspectors report directly to Mr. Davidson and the position serves to prepare required annual reports for the Water Control Board, Air Board, and that there needs to be one person who oversees this. In the Clean Water report, the information not only comes from the Fire Department, but also from Building Regulations and Parks, and information must be coordinated into one report.

Mary Phelps, Senior Industrial Waste Inspector, said that in 2002, the current supervisor of the program was relieved of his duties because another agency took over the treatment plant. The duties of the position fell to her by default and she worked over the next 5 years, making sure the city was in compliance with both stormwater and wastewater National Pollutant Discharge Elimination System (NPDES) permits. She currently prepares the Director's Report, which collects approximately \$15 million in revenue for the city, and she presents the report on behalf of the Director to the City Council every July. She stated that she also helped write the job description for the position. Unfortunately, some of the minimum qualifications were changed and she no longer qualifies for the position if approved as written. She has position descriptions from many jurisdictions like EBMUD, City and County of Sonoma, City of San Jose, Union Sanitary District, and Central Sanitary District, all of which allow a combination of education and experience to satisfy the minimum qualifications.

Mr. Russo noted that the person who previously held the position had a degree in Chemistry, and while some districts may allow substitutions, the city has taken the position that when people operate on a certain level and are compensated with a salary comparable to the Associate Civil Engineer, that position should require a degree, and this has been done over time. Those with sufficient responsibility should hold degrees, should be the standard for the city, and be applied consistently.

Board Member Sidwell questioned whether any discussions of this took place prior to today's meeting. Ms. Knight said yes; this has been discussed over the period of a year.

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The request initially came before the Board and was pulled because of Ms. Phelps' expressed concerns. However, the position must be filled and there have been discussions regarding this issue. She believes that staff has been fairly consistent, stating that a position at this level must have a degree. The city is changing its minimum qualifications in many areas. The degree goes also to the fact of how it lends itself to analytical thinking, report writing, presentations, management and supervisory skills. This was discussed with the City Manager as well and the consensus was that the position required a degree, and experience cannot be substituted. She also noted that the Superintendent level requires an AA degree.

Chairperson West repeated what Ms. Phelps stated, that she had been doing the work for a number of years, and Mr. Davidson confirmed, stating Ms. Phelps is the senior inspector and had been doing the work since the treatment plant was privatized.

Board Member Sidwell stated that given the listed duties, she asked in what ways was Ms. Phelps falling short of the duties. Ms. Knight stated that the matter is a personnel issue and not appropriate to be discussed.

Vice Chairperson Grove recognized how the city wants to encompass education and experience, but comparable organizations do not require degrees and allows an 'and/or' requirement. Some individuals holding these positions could be well qualified candidates that may not have the education. Mr. Davidson stated that when the job description was formulated, they looked at all other agencies in close proximity which did the same kind of work and put together a fair description.

Ms. Knight stated that they did not feel they would encounter too much of a problem finding qualified applicants, but if they did not, they would have to find out why they did not, as it could be the salary, qualifications or a number of things. Vice Chairperson Grove said that one of the things that have been brought to this Board is looking at knowledge and experience and education, but she agreed that the city has been consistent with its application of management positions and what is being requested.

Mr. Russo said that another issue that has come up with Local 21 is the internal consistency — that they have managerial positions which have more responsibility and salary requiring less education than entry-level management positions. Another issue is that Ms. Phelps was in the position for 5 years which was enough time for her to advance her education and he believed the city has been consistent in applying this education requirement. Ms. Knight said she would defer to looking at the position in terms of the city being consistent in its management requirements as opposed to what people do with their lives.

Chairperson West said that prior to this, it was common for the Personnel Board to pass jobs with 'and/or' requirements for education. Over time, degrees were desired by the new Human Resources Management Director. He hates to see a 20-year, loyal employee

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that has stepped up and has done the job not given an opportunity. Ms. Knight said that the job is not the same and encompasses a higher level of responsibility. The city has moved in a direction to require degrees and some employees will be affected by this.

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

6. APPROVAL TO REVISE THE CLASSIFICATION SPECIFICATION OF CAPITAL PROJECTS MANAGER (ENGINEERING DEPARTMENT)

Juan Phelps, Senior Personnel Analyst, provided a brief overview of the item regarding the request to revise the classification specification of Capital Projects Manager, stating that the description was last revised in 2001. Since that time, there have been organizational changes not reflected in the job classification, which he described. He stated that Mr. Davidson was available to answer specific questions.

Board Member Sidwell questioned and confirmed that the position will have supervisory responsibilities and staff reporting to them; however, they will not have hiring/firing responsibilities.

Board Member Stewart questioned why the position requirements include the person preparing successful grant applications. Mr. Davidson stated that the city has limited funds, had an employee in Finance who provided grant-writing assistance who is no longer with the city, and the position must write and apply for grants for capital improvement projects. Ms. Knight added that a Senior Accountant in the Finance Department monitors the grants to ensure grant requirements are met.

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

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

Juan Phelps, Senior Personnel Analyst, provided a brief overview of the item regarding the request to revise the classification specification of Senior Civil Engineer, stating that the specification has not been revised since 1965. The city has undergone advancements and the current specification is technologically outdated which he briefly described.

Ms. Knight interjected and requested that the item be pulled for further review.

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8. PUBLIC COMMENT: The Board welcomed Ms. Lines back to the Board.

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,



Leslie T. Knight

Assistant City Manager/Human Resources Management Director

/lmh-lyc

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