

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**APRIL 26, 2007
MINUTES**

The Regular Meeting was called to order by Chairperson Sidwell at 4:41 p.m. Roll call was as follows:

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

Absent: Jodi Lines, Board Member

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.
Bill Lindsay, City Manager, Office of the City Manager
Donna Newton, Personnel Analyst II, HRM
Lisa Stephenson, Labor Relations Manager, HRM
Rob Larson, Human Resources Personnel Officer, HRM
Rich Davidson, City Engineer, Public Works/Engineering
Juan Phelps, Senior Personnel Analyst, HRM
Sherry Drobner, Literacy Program Manager, Library (LEAP)
Lisa Carter, Personnel Board Secretary, HRM

Chairperson Sidwell introduced new Board Member Kimberly Stewart, who gave a brief background of her experience and qualifications. Board Members and staff welcomed Board Member Stewart and also introduced themselves and provided brief backgrounds.

1. **ELECTION OF 2007 OFFICERS**

Vice Chairperson West made a motion to nominate and elect Board Member Kisha Grove as Vice Chairperson; seconded by Board Member Chair Sidwell. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, Ms. Stewart, and Ms. Sidwell. NOES: None. ABSENT: Ms. Lines.

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Chairperson Sidwell made a motion to nominate and elect Vice Chairperson Lewis West as Chairperson; seconded by Board Member Grove. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, Ms. Stewart, and Ms. Sidwell. NOES: None. ABSENT: Ms. Lines.

2. **APPROVAL TO REVISE/RETITLE THE RECREATION AND PARKS DIRECTOR CLASSIFICATION SPECIFICATION (OFFICE OF THE CITY MANAGER)**

Donna Newton, Personnel Analyst II, provided a brief overview of the item, stating that this is a revision/re titling of the Recreation and Parks Director classification to a Recreation Director classification, and also a revision and updating of the job specifications so that duties added and refined reflect the responsibilities of the Director. She explained during the financial crisis, the Recreation Department was combined with the Library. Currently, the Library and Community Services Director manages both departments. Now that the City is financially healthier, the City Manager would like to revitalize the department to provide a full array of leisure services to the community. In terms of education and experience, staff clarified that the position requires a Bachelor's degree and two years of managerial and supervisory experience. Bill Lindsay, City Manager, indicated he was available to answer any questions.

Chairperson West pointed out minor typographical errors which reflected "Parks Director" instead of "Recreation Director" in the job classification description, which Ms. Newton acknowledged.

Board Member Stewart questioned if the position would oversee the City parks, and Mr. Lindsay stated that parks' operations and maintenance will be in the Public Works Department. They are splitting the programming and maintenance functions. The Recreation Director will be solely responsible for programming recreation which he stated will include parks.

Board Member Sidwell made a motion for approval to revise/retitle the Recreation and Parks Director Classification specification (Office of the City Manager); seconded by Vice Chairperson Grove. Item was approved by the following vote: AYES: Ms. Grove, Ms. Stewart, Ms. Sidwell, and Mr. West. NOES: None. ABSENT: Lines.

3. **APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF EXECUTIVE SECRETARY (CITY WIDE)** *(Item pulled from the agenda)*

Leslie Knight, Assistant City Manager/Human Resources Mgmt. Director, stated the item was pulled for further discussion with the union. She asked the Board to consider moving up Item no. 5 on the agenda in order for the City Manager to be present, to which the Board agreed.

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4. **APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF PUBLIC WORKS OPERATIONS & MAINTENANCE DIRECTOR (PUBLIC WORKS OPERATIONS & MAINTENANCE)**

Leslie Knight, Assistant City Manager/Human Resources Management Director, provided a brief overview of the item, stating that the current Director will retire in June. The City will conduct a full recruitment with an executive recruitment firm. She reviewed the minimum qualifications and requirements of the position and said changes were necessary to be made, the most significant of which was the removal of the combination of experience and education due to it being vague. She briefly described the revised experience and education requirements.

Board Member Sidwell questioned the differences between the experience requirements of this position and the Recreation Director position. Ms. Knight replied that this relates to the differences of the two positions in the career field.

Vice Chairperson Grove made a motion for approval to revise the existing classification of Public Works Operations & Maintenance Director (Public Works Operations & Maintenance); seconded by Board Member Sidwell. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, Ms. Stewart, and Ms. Sidwell. NOES: None. ABSENT: Ms. Lines.

5. **APPROVAL TO REVISE THE CURRENT ASSISTANT PUBLIC WORKS INSPECTOR CLASSIFICATION SPECIFICATION (ENGINEERING)**

Juan Phelps, Senior Personnel Analyst, provided a brief overview of the item, stating the basis for the recommendation to revise the current position classification specification is due to an outdated classification description and changes made since the inception of the position from 1973, which he briefly explained. He noted Rich Davidson, City Engineer, was present to answer any specific questions relative to the recommendation.

Vice Chairperson Grove asked if this was a series of classifications, as she noticed there is a Senior Public Works Inspector. Mr. Phelps noted the existence of an Assistant Public Works Inspector and a Senior Public Works Inspector in the series.

Board Member Sidwell made a motion for approval to revise the current Assistant Public Works Inspector classification specification (Engineering); seconded by Board Member Grove. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, Ms. Stewart and Ms. Sidwell. NOES: None. ABSENT: Ms. Lines.

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6. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF LITERACY PROGRAM SUPERVISOR (LEAP)

Donna Newton, Personnel Analyst II, said Sherry Drobner, Literacy Program Manager, was available for questions. She provided a brief overview of the item, stating that this position will coordinate, implement and supervise literacy services at satellite locations for LEAP (Literacy for Every Adult Program) and will also serve as an assistant to the Literacy Program Manager.

Chairperson West said he thinks staff is doing a wonderful job and LEAP is an asset to the community.

Board Member Sidwell pointed out that the position would be represented by Local 21 and she confirmed their support and confirmed there is one position request at this time.

Vice Chairperson Grove made a motion for approval to establish the new classification specification of Literacy Program Supervisor (LEAP); seconded by Board Member Stewart. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, Ms. Stewart and Ms. Sidwell. NOES: None. ABSENT: Ms. Lines.

7. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF ADMINISTRATIVE SERVICES ANALYST (CITY-WIDE)

Leslie Knight, Assistant City Manager/Human Resources Management Director, gave the presentation on behalf of Andy Russo, who could not attend the meeting. She provided a brief overview of the item, stating during the period of May 2003 through 2004, the City had a series of significant layoffs. One area having the greatest impact was in the Analyst series. This had a detrimental effect on the City because there was no one able to perform the financial work at the professional level, personnel work, contracts, budget, and now because the City's situation is better, they are trying to re-create that series. She said the first step was the Operations Administrator which was an entry level position brought before the Board in the past. The Administrative Services Analyst is the journey level position and is a City-wide classification. She said there are no current employees in the position, but most likely there will be in-house promotions for individuals qualifying, as well as outside candidates.

Chairperson West noted the number of layoffs and asked if any of the laid off personnel were in a position to return to the City. Ms. Knight noted the 2-year layoff list has expired, but staff has been able to find employment in other areas for those who were laid off.

Board Member Sidwell made a motion for approval to establish the new classification of Administrative Services Analyst (City-wide); seconded by Vice Chairperson Grove.

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

8. PUBLIC COMMENT

The Board welcomed Ms. Stewart to the Board. Ms. Knight announced that in the future, the Board will receive organizational charts as part of the packet so that the Board can see where positions fit into the organizational structure of the City.

The meeting was adjourned at 5:08 p.m.

Respectfully submitted,



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

/lmb-lyc

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