

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

PERSONNEL BOARD  
REGULAR MEETING

HRM CONFERENCE ROOM  
1401 MARINA WAY SOUTH

**January 25, 2007  
MINUTES**

The Regular Meeting was called to order by Chairperson Sidwell at 3:53 p.m. Roll call was as follows:

Present: Joanne Sidwell, Chairperson  
Lewis West, Vice Chairperson  
Kisha Grove, Board Member  
(vacancy)

Absent: Jodi Lines, Board Member

In Audience: Leslie T. Knight, Assistant City Manager/Human Resources Mgmt. Dir.  
Lisa Stephenson, Labor Relations Manager, HRM  
Rob Larson, Human Resources Personnel Officer, HRM  
Andy Russo, Principal Personnel Analyst, HRM  
Maria Blue, Personnel Analyst II, HRM  
Bruce A. Soublet, Assistant City Attorney, Office of the City Atty.  
Juanita Taylor, President, Local 790  
Pat Marra, Vice President, Local 790  
Lois Clark, Personnel Board Secretary, HRM

Chairperson Sidwell announced that the Board held two Study Sessions prior to the regular meeting. The Grievance Appeal scheduled for 4:30 p.m. was cancelled.

1. **ELECTION OF 2007 OFFICERS**

Chairperson Sidwell entertained motions for Chair and Vice Chairperson. Board Members suggested holding over the nominations until the next meeting in order for Board Member Lines to participate.

**PERSONNEL BOARD MINUTES**

January 25, 2007

Page 2

2. APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF AQUATIC SPECIALIST (AQUATICS DIVISION OF LIBRARY & COMMUNITY SERVICES)

Maria Blue, Personnel Analyst II, provided a brief overview of the proposed item regarding the request to revise the existing classification of Aquatic Specialist. She said that the department reviewed the job specification due to the fact that the way the specification was written, it did not create a viable pool of applicants because certain job classes were eliminated. She discussed minor revisions, the elimination of repetitive language, and revised the requirement for two years of work experience to one year. By doing so, current employees will be eligible to apply for the position. Ms. Blue also advised that staff met with the president of the union who voiced support.

Vice Chairperson West pointed out that the initial analysis of the report states that the department shall eliminate the use of the words "equivalent to" from job specifications. Ms. Blue indicated that the language was used for several years and was deemed problematic.

Board Member Grove made a motion to revise the existing classification of Aquatic Specialist (Aquatics Division of Library & Community Services); seconded by Vice Chairperson West. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, and Ms. Sidwell. NOES: None. ABSENT: Ms. Lines.

3. PUBLIC COMMENT: None

The Board discussed future items with staff for the next meeting on February 22, 2007.

The meeting was adjourned at 4:01 p.m.

Respectfully submitted,



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

/lmh-lyc

P:\DEPT\H\_R LISALISA\PERSONNEL BOARD\PB MINUTES\PB MINS 2007-01.25.DOC