

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

PERSONNEL BOARD  
SPECIAL MEETING

HRM CONFERENCE ROOM  
1401 MARINA WAY SOUTH

**DECEMBER 21, 2006  
MINUTES**

The Regular Meeting was called to order by Chairperson Sidwell at 3:05 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, Asst. City Manager/Human Resources Mgmt. Dir.  
Lisa Stephenson, Labor Relations Manager, HRM  
Rob Larson, Human Resources Personnel Officer, HRM  
Juanita Taylor, President, Local 790  
Donna Newton, Personnel Analyst II, HRM  
Wylendia Eastman, Administrative Librarian, Library  
Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF HEAD OF REFERENCE – LIBRARY & COMMUNITY SERVICES

Donna Newton, Personnel Analyst II, introduced Wylendia Eastman, Administrative Librarian, and provided a brief overview of the proposed item regarding the request to establish the new classification specification of Head of Reference. She said this particular position would supervise librarians, pages, library assistants, library aides and also perform a variety of duties, which she described.

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

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Ms. Knight explained that the Board had received an Addendum to the agenda and moved the following item ahead of public comment.

2. **APPROVAL TO RECLASSIFY: ONE (1) ADMINISTRATIVE SECRETARY TO OPERATIONS ADMINISTRATOR, AND ONE (1) MAINTENANCE WORKER II TO MAINTENANCE LEADWORKER (PORT)**

Rob Larson, Human Resources Personnel Officer, provided a brief overview of the proposed item regarding the request to reclassify one Administrative Secretary to Operations Administrator, and one Maintenance Worker II to Maintenance Leadworker, as recommended and reviewed by Cooperative Personnel Services (CPS).

Mr. Larson said that since these are moves to existing classifications and not a creation of any new classifications, and since it states under the Personnel Rules that the Human Resources Director has the capacity to waive examination processes for the incumbents who have been performing the duties for a year or more, he asked whether the Board felt there is a need to bring these types of reclassifications before the Board.

Chairperson Sidwell suggested looking at the Personnel Rules and the exact verbiage about the Board's purview about acting on existing positions.

Leslie Knight, Assistant City Manager/Human Resources Management Director suggested that a study session be held and the rules could be reviewed in the meantime. She said that there was some dialogue amongst staff; some felt it has always been done by bringing it before the Personnel Board, and others felt the authority is clearly vested in the Human Resources Director to make the decision.

Juanita Taylor, President, Local 790, said that specifically in relation to these two classifications, she asked that the Board allow the Human Resources Director the authority to approve these reclassifications. She said the two individuals have been operating in these positions for over a year, and these actions were delayed because it had not been decided as to whether these types of actions had to come before the Board. If the Human Resources Director was able to make the decision, the effective date could be a date other than the date of the Board meeting, in the future.

Vice Chairperson West acknowledged that the individuals have worked in their jobs for over a year, and the classifications already exist. He supported a study session be held on the subject, and a discussion on Veterans' Preference also be included as well. Ms. Knight noted that the requirement is for them to work in the position for over a year and this is how the examination is waived. Coming before the Board then delays the process of reclassification by approximately six weeks.

Juanita Taylor said that if the Board determines that these actions must come before them, the employees cannot receive the six weeks of increased pay they are entitled to.

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She asked if the positions could be approved allowing retroactive back pay. She said that it has been the union's position that only new positions need to come before the Board, and a person being reclassified into an existing position has never come before the Board. Ms. Knight asked for the Board's determination on the matter. She said that if not approved today, it will not be effective until the next meeting or study session.

Chairperson Sidwell said that she has been on the Board for 19 years and was not sure that the Board only reviewed new classifications. Board Member Grove questioned and confirmed that the employees' reclassification forms have been completed already.

Vice Chairperson West made a motion for approval to reclassify one (1) Administrative Secretary to Operations Administrator, and one (1) Maintenance Worker II to Maintenance Leadworker (Port); seconded by Board Member Grove. 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 meeting dates with staff and set a Study Session for January 25, 2007 at 3:00 p.m., and a grievance hearing at 4:30 p.m.

The meeting was adjourned at 3:34 p.m.

Respectfully submitted,



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

/lmh-lyc

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