

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

PERSONNEL BOARD
SPECIAL MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**NOVEMBER 30, 2006
MINUTES**

The Regular Meeting was called to order by Chairperson Sidwell at 4:38 p.m. Roll call was as follows:

Present: Joanne Sidwell, Chairperson
Lewis West, Vice Chairperson
Jodi Lines, Board Member
(vacancy)

Absent: Kisha Grove, Board Member

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.
Andy Russo, Principal Personnel Analyst, HRM
Lisa Stephenson, Labor Relations Manager, HRM
Rob Larson, Human Resources Personnel Officer, HRM
Emile de Vera, Police Commissioner
Sharon Castro, Office Specialist, Fire
Chief Michael Banks, Fire
Stan Fleury, Local 21 Steward, IT
Ladislao Herrera, Community Development Construction Services
Coordinator, Redevelopment
Theresa Wilkerson, Local 21, RMEA
Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL OF: (A) ESTABLISHMENT OF NEW CLASSIFICATION OF FIRE PERMIT TECHNICIAN AND (B) RECLASSIFICATION OF ONE (1) OFFICE SPECIALIST TO THE NEW CLASSIFICATION (FIRE DEPARTMENT)

Rob Larson, Human Resources Personnel Officer, provided a brief overview of the proposed item. He said there were some disputes over the nature of the proposed specification for Office Specialist. Subsequently, there was an appeal to the Board by the incumbent, and the outcome of that was a friendly suggestion from the Board that perhaps Human Resources (HR) take another look at the specification. HR brought in a consultant from Cooperative Personnel Services (CPS) to redo the desk audit, and Mr.

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Larson had subsequent discussions with the incumbent and proposed a new specification which is amenable to all parties.

Vice Chairperson West asked if the specification was satisfactory to Sharon Castro, and she said it is; however, there has not been mention of an increase in compensation.

Vice Chairperson West made motion for approval to establish the new classification specification of Fire Permit Technician and reclassification of one Office Specialist to the new classification (Fire Department); seconded by Board Member Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell. NOES: None. ABSENT: Ms. Grove.

2. PUBLIC COMMENT

The Board confirmed their availability for the next regular meeting which will be held on the fourth Thursday in January 2007.

The Board adjourned the meeting at 5:07 p.m. and then addressed an informational item.

a. Informational Items Only: Discussion of Letter from Stan Fleury dated 10/27/06

Lisa Stephenson, Labor Relations Manager, stated that, sent by separate correspondence, was a letter from Stan Fleury dated 10/27/06 for the Board's information.

Stan Fleury stated the last time he appeared, the question of whether Mr. Herrera was working out of class was not taken up in the desk audit. He believes some information was not contained in the audit; particularly, one of his supervisors was not interviewed, as well as the City Engineer.

Ladislao Herrera briefly discussed the breakdown by percentage of his duties.

Ms. Stephenson noted that HR did not conduct the desk audit. It was done by CPS, and not handled internally at all.

Rob Larson, Human Resources Personnel Officer, stated the desk audit came back with a recommendation for no change in classification. With that observation, an excerpt from the Board's meeting of May 26, 2005 where there was a similar issue was discussed. It was an appeal from Local 790 on a determination that this department made where there would be no reclassification. The minutes were approved on October 27, 2005, an excerpt of which he read into the record.

Vice Chairperson West questioned what Mr. Herrera would like done, as another desk audit would not be completed. Mr. Fleury said the desk audit is now complete, and they wish to bring it back to the Board in the future.

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Ms. Knight noted that the Board ruled on the appeal previously, and said the issue of working out of class as a supervisor is rejected, having been untimely filed. Therefore, it cannot be brought back as a grievance. She said the city's position remains the same; that the Human Resources Management Director has the authority to determine whether or not a person should be reclassified, and this is outside of the jurisdiction of the Personnel Rules.

Mr. Herrera said there was information missing in the audit. Ms. Knight suggested Mr. Herrera submit further information which can be reviewed, but there is no guarantee it will be changed.

Chairperson Sidwell suggested the additional information be submitted and reviewed.

Mr. Fleury said, in their opinion, certain facts were left out of the desk audit, and he does not know what a desk audit entails. He has asked HR to explain it.

Ms. Knight suggested that a list of facts that Mr. Herrera and Mr. Fleury believe were left out or areas that do not adequately describe the employee's duties and responsibilities be sent to the HR Department. She added that this information would be sent to the CPS consultant. Chairperson Sidwell and the Board Members suggested Ms. Knight may need to speak with CPS to determine whether some of the information can be included in the desk audit. The Board Members also supported communication about the process be explained to Mr. Herrera.

Theresa Wilkerson requested that any official correspondence also be sent to the union so as to avoid miscommunication.

The meeting was adjourned at 5:25 p.m. The Special Meeting on December 21, 2006 is to be held at 3:00 p.m.

Respectfully submitted,



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

/lmh-lyc

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