

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**OCTOBER 26, 2006
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
Jodi Lines, Board Member
Kisha Grove, Board Member
(vacancy)

Absent: None

In Audience: Herb Pike, Deputy Finance Director, Finance
Rich Davidson, City Engineer, Engineering
Andy Russo, Principal Personnel Analyst, HRM
Lisa Stephenson, Labor Relations Manager, HRM
Rob Larson, Human Resources Personnel Officer, HRM
Donna Newton, Personnel Analyst II, HRM
Susan Gwinn, Business Representative, Local 21
Pamela Covington, Local 21
Theresa Wilkerson, Local 21
Lisa Carter, Personnel Board Secretary, HRM

1. ~~APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF AQUATIC SPECIALIST (AQUATICS DIVISION OF LIBRARY & COMMUNITY SERVICES)~~ *Item pulled from the agenda*

Herb Pike, Deputy Finance Director, reported a request was received from SEIU Local 790 to pull the Aquatics Specialist item.

2. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF REDEVELOPMENT CONTRACT ADMINISTRATOR II (RICHMOND COMMUNITY REDEVELOPMENT AGENCY)

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Donna Newton, Personnel Analyst II, provided a brief overview of the proposed item regarding the request to establish the new classification specification of Redevelopment Contract Administrator II. She stated the new position will manage a large number of professional service contracts, and the request was made based on two reasons: 1) the increase in the number of contracts the Redevelopment Agency will be handling; and 2) the Agency will also be performing duties previously performed by Public Works and Finance Divisions. She briefly provided an overview of the day-to-day duties and responsibilities of the position.

Vice Chairperson West questioned if the individual will require an accounting background, given the fact he/she will take over previously assigned responsibilities of the Finance and Public Works Divisions. Ms. Newton stated responsibilities will not be highly financial in nature, and there is a Financial Manager who deals solely with accounting. This would be an expansion of the contractual responsibilities and budget responsibilities.

Herb Pike noted that a progression series will be created, as the city currently has a Redevelopment Contract Administrator that will move to Level I.

Board Member Lines questioned and confirmed the position will have some oversight by the Finance Department.

Vice Chairperson West made motion for approval to establish the new classification specification of Redevelopment Contract Administrator II (Richmond Community Redevelopment Agency); seconded by Board Member Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, Ms. Lines, and Ms. Sidwell. NOES: None. ABSENT: None.

3. APPROVAL TO REVISE/RETITLE THE REDEVELOPMENT CONTRACT ADMINISTRATOR CLASSIFICATION (RICHMOND COMMUNITY REDEVELOPMENT AGENCY)

Donna Newton, Personnel Analyst II, provided a brief overview of the proposed item regarding the request to establish the new classification specification of Redevelopment Contract Administrator. She stated that with the creation of the Redevelopment Contract Administrator I, staff will need to retitle and revise the existing Redevelopment Contract Administrator position. Changes would consist of changing the title to Redevelopment Contract Administrator I, and revising the classification characteristics to make a clear distinction between level I and level II duties.

Board Member Grove questioned whether the city had difficulty in finding individuals with four years of professional experience that demonstrates the knowledge and skills directly related to contract administration. Principal Personnel Analyst, Andy Russo,

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noted that during the recruitment process, staff clearly outlines the requirement, as well as requires a supplemental questionnaire of the applicant specifically relating to redevelopment. They also target redevelopment agencies and publications oriented towards those types of individuals.

Theresa Wilkerson, Local 21, suggested the requirement be two versus four years of experience.

Mr. Russo noted a lot depends on the salary and input they receive from the department, as staff will usually direct them to determine what they believe is the industry standard. In addition, an individual does not necessarily need four years of redevelopment experience, but experience in the general area of contract administration.

Board Member Grove made motion for approval to revise/retitle the Redevelopment Contract Administrator classification (Richmond Community Redevelopment Agency); seconded by Vice Chairperson West. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, Ms. Lines, and Ms. Sidwell. NOES: None. ABSENT: None.

4. APPROVAL OF THE RECLASSIFICATION OF ONE (1) OFFICE SPECIALIST TO ADMINISTRATIVE AIDE (RICHMOND COMMUNITY REDEVELOPMENT AGENCY)

Donna Newton, Personnel Analyst II, provided a brief overview of the proposed item regarding the request to reclassify one Office Specialist to Administrative Aide, after a desk audit determined that the Office Specialist was performing duties that fell beyond the duties of an Office Specialist, which she briefly described. She said duties more closely fell under the classification of an Administrative Aide.

Board Member Grove questioned and confirmed that the current employee was the only employee performing such duties and would retain those duties within the division.

Vice Chairperson West made motion for approval of the reclassification of one (1) Office Specialist to Administrative Aide (Richmond Community Redevelopment Agency); seconded by Board Member Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, Ms. Lines, and Ms. Sidwell. NOES: None. ABSENT: None.

5. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF SENIOR PAYROLL COORDINATOR (FINANCE DEPARTMENT)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the proposed item regarding the request to establish the new classification of Senior Payroll

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Coordinator in the Finance Department. He said that the management union brought up the issue of supervision, and the policy of not having a Local 790 member supervise another Local 790 member. The job description focuses and pertains to lead direction; however, one sentence was removed which related to direct supervision which clarifies the role of "lead" versus "supervision." The duties have increased and become more complex over time, and the person would be the lead person dealing with payroll, integration, and testing. Mr. Russo noted that Mr. Pike was also available to answer questions.

Susan Gwinn, Local 21, said the position appears to be a replacement of an established supervisory position held by a woman named Soledad in Payroll who was in the Local 21 bargaining unit. The job description as proposed basically mirrored what the former employee did. They normally have "senior" levels in their bargaining unit, and she questioned why this was a Local 790 position.

Mr. Russo said the employee was in a Local 790 position and was not management for a long time, and then was transferred to Local 21. He said, clearly the job description indicates this is a lead position and has no supervisory role. He asked whether the issue was the term "senior" versus "lead" in the position's title. Ms. Gwinn suggested it to be an encroachment on the bargaining unit because of the work that will actually be done, because it was similar to the former employee, Soledad.

Board Members briefly discussed the history of the position and duties, and noted that the department was not configured the same as it is now.

Mr. Pike suggested revising the title to "Lead" Payroll Coordinator instead of "Senior" Payroll Coordinator, as it is not a supervisory position. Mr. Russo clarified with the Board that the classification would be a promotional or advancement opportunity within the department.

The Board discussed options, and after a brief discussion, agreed to revise the title from "Senior" to "Lead" Payroll Coordinator.

Board Member Lines made motion to establish the new classification of Lead Payroll Coordinator (Finance Department); seconded by Board Member Grove. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, Ms. Lines, and Ms. Sidwell. NOES: None. ABSENT: None.

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6. PUBLIC COMMENT: None

The meeting was adjourned at 5:14 p.m. until the next Special meeting scheduled on November 30, 2006.

Respectfully submitted,



Leslie T. Knight

Assistant City Manager/Human Resources Management Director

/lmh-lyc

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