

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

**PERSONNEL BOARD  
SPECIAL MEETING**

**HRM CONFERENCE ROOM  
1401 MARINA WAY SOUTH**

**SEPTEMBER 13, 2006  
MINUTES**

The Special Meeting was called to order by Vice Chairperson West at 6:23 p.m. Roll call was as follows:

Present: Lewis West, Vice Chairperson  
Jodi Lines, Board Member  
Kisha Grove, Board Member  
(vacancy)

Absent: Joanne Sidwell, Chairperson

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.  
Andy Russo, Principal Personnel Analyst, HRM  
Herb Pike, Deputy Finance Director, Finance  
Rob Larson, Human Resources Personnel Officer, HRM  
Lisa Carter, Administrative Secretary, HRM

1. GRIEVANCE APPEAL – LOCAL 21

This item was pulled from this meeting.

2. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION SPECIFICATION OF OPERATIONS ADMINISTRATOR – PUBLIC WORKS

Andy Russo, Principal Personnel Analyst, provided a brief overview of the proposed item for the new classification specification of Operations Administrator. He stated there were two classifications that were previously created: a Public Services Operations Administrator, and an Engineering Operations Administrator. Upon review, it was felt that it was better to have a generic classification of Operations Administrator which could be used in various departments. The salary would be at the same level; the specific duties and responsibilities were removed that focused on one department; and the classification would be combined into one generic classification.

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Board Member Lines confirmed that this was done so that people could be moved and/or transferred more easily across departments and allow for more flexibility.

Vice Chairperson West questioned if the result would be one person handling both Public Works and Engineering. Mr. Russo said no; there are currently two employees in separate classifications. Leslie Knight, Assistant City Manager/Human Resources Management Director, clarified that utilizing the generic title would result in being able to utilize the positions in various departments and not specific to either Public Works or Engineering.

Vice Chairperson West referred to education substituting for experience, and it appears that one could have the necessary experience without any education. Ms. Knight said that this is at the entry-level position in the classification; if the individuals hired want to move further up into the series which ends with the Administrative Manager series, they will have to hold a degree. The City also has a classification called 'Management Analyst' which is comparable to this classification, but is under the Analyst series and not the Administrator series. She added that those employees coming into the Administrator series are Administrative Secretaries and higher-level clerical employees.

Board Member Lines made motion for approval to establish the new classification specification of Operations Administrator (Public Works); seconded by Board Member Grove. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, Ms. Lines; NOES: None; ABSENT: Ms. Sidwell.

### 3. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION SPECIFICATION OF FINANCIAL ANALYST – FINANCE

Andy Russo, Principal Personnel Analyst, provided a brief overview of the proposed item to establish the new classification specification of Financial Analyst. He stated they are creating certain Analyst series throughout the City. The Management Analyst is the first level in that series and is a more generic series that can be used throughout the City interchangeably. The next level, at what was formerly the Associate Administrative Analyst, is more technical and more specific to departments. The Finance Department felt they needed a journey-level Analyst that can be used throughout the department to support the Director, Assistant Director, and various senior managers.

Mr. Russo noted that this position does require a degree and two years of experience. He said a change was made to this as noted in the Addendum, because when originally reviewed by the Finance Department, the specification read "in the public sector" and staff felt it was too narrow upon further review and added the private and non-profit sectors to the description to allow for more candidates and a larger pool. He stated Herb Pike, Deputy Director of Finance, is present as well, to answer questions about the position.

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Board Member Grove applauded staff's efforts in striking this out, as she understands the difficulty in recruiting individuals who have public sector experience.

Board Member Lines questioned how well the Finance Department's reorganization has been going.

Mr. Pike said it is working well and there have been promotions within the department, as well as new hires from the outside.

Board Member Grove made motion for approval to establish the new classification specification of Financial Analyst (Finance); seconded by Board Member Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, Ms. Lines; NOES: None; ABSENT: Ms. Sidwell.

4. PUBLIC COMMENT – None

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,



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

/lmh-lyc

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