

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

**PERSONNEL BOARD  
SPECIAL MEETING**

**HRM CONFERENCE ROOM  
1401 MARINA WAY SOUTH**

**JULY 12, 2006  
MINUTES**

The Special Meeting was called to order by Chairperson Sidwell at 4:40 p.m. Roll call was as follows:

Present: Joanne Sidwell, Chairperson  
Jodi Lines, Board Member  
Kisha Grove, Board Member  
(vacancy)

Absent: Lewis West, Vice Chairperson

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.  
Rob Larson, Human Resources Personnel Officer, HRM  
Lisa Stephenson, Labor Relations Manager  
Andy Russo, Principal Personnel Analyst  
Donna Newton, Personnel Analyst II, HRM  
Diane Holmes, City Clerk  
Lisa Carter, Administrative Secretary, HRM

1. **APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF EXECUTIVE ASSISTANT TO THE CITY MANAGER (OFFICE OF THE CITY MANAGER)**

Leslie Knight, Assistant City Manager/Human Resources Management Director, provided a brief overview of the item, stating that an outside consultant came in and looked at the City Manager's Office to determine if individuals were properly classified. Two classification studies were done which have previously come before the Personnel Board: One was a Staff Assistant to the City Council, and the other, a Community Coordinator and Liaison. The Secretary to the City Manager was the third and final classification which was studied.

Ms. Knight stated this position was formerly the Secretary to the City Manager. However, staff is trying to distinguish between secretarial classifications, and it was determined that the employee's duties were closer to those of Executive Assistant to the

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City Manager. Ms. Knight briefly outlined the duties and position responsibilities and recommended the Board create this new classification. There is no change in salary or pay as a result, but simply in title and classification.

Board Member Lines confirmed with Ms. Knight that there is a current employee in the position who will continue to remain in the position.

Board Member Grove questioned and confirmed that the employee was always in the Executive series and is the only Executive Assistant employee in the series.

Board Member Grove made motion for approval to establish the new classification of Executive Assistant to the City Manager (Office of the City Manager); seconded by Board Member Lines. Item was approved by the following vote: AYES: Ms. Grove, Ms. Lines, and Ms. Sidwell; NOES: None; ABSENT: Mr. West.

### 2. APPROVAL TO ~~REVISE THE~~ ESTABLISH THE SENIOR ASSISTANT TO THE MAYOR CLASSIFICATION (OFFICE OF THE MAYOR)

Leslie Knight, Assistant City Manager/Human Resources Management Director, provided a brief overview of the item, stating this classification currently reports to the Assistant to the Mayor. The Mayor has two individuals who are dedicated to her. The City Council has one individual for the remaining members, with some assistance to the Mayor. A desk audit was undertaken by an outside consultant to review job duties and functions. Changes were made as a result of this audit in making the position work more for the Mayor. Ms. Knight referred to Item 6 and Item 8 in the job description, and in recognition of these duties and responsibilities, staff revised the job specification. There will be a change to the salary which will go forward before the City Council on the 18<sup>th</sup> and 25<sup>th</sup>. Because there is currently a person who will be promoted as Assistant to the Mayor, the title was changed to the Senior Assistant to the Mayor in recognition of expertise and supervisory duties, as well.

Board Member Grove questioned and confirmed that there is an incumbent in the position who is under an exempt management employee classification and who will be moved into the new classification.

Board Member Lines referred to education and experience, and voiced concern about the non-requirement for a college degree considering what looks to be a very high level of duties. Ms. Knight said the position is exempt and reports to the Mayor. In order to give the Mayor the widest flexibility to select who she would like in the position, the college degree was not included. The Mayor selects individuals who she feels will work well with the community primarily, and with politicians, and staff did not want to provide such a barrier.

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Board Member Grove said she can see where the Mayor can have a lot of flexibility, and she appreciates the fact that many individuals may or may not have a college degree. Her concern is the fact that the full-time experience as secretary and clerical is also combined with doing more complex political activities with the Mayor. Otherwise, it can be reviewed in the future, and staff has the jurisdiction to change it over time, given it is a management classification. The position lower than this is the Assistant to the Senior Assistant to the Mayor, and Ms. Knight said this position does not require a college degree, and she confirmed the experience is lower than that of the Senior Assistant.

Board Member Lines made motion for approval to establish the new classification of Senior Assistant to the Mayor (Office of the Mayor); seconded by Board Member Grove. Item was approved by the following vote: AYES: Ms. Grove, Ms. Lines, and Ms. Sidwell; NOES: None; ABSENT: Mr. West.

3. **APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF CITY CLERK TECHNICIAN (CITY CLERK'S OFFICE)**

Donna Newton, Personnel Analyst II, stated Diane Holmes, City Clerk, is present and available for questions from the Board. Donna provided a brief overview of the item, stating the City Clerk has requested the creation of the City Clerk Technician position. The position will perform the more technical duties within the City Clerk's Office, which is not meant to be a clerical position but to support and maintain the official records of the City, process contracts and agreements, and execute resolutions and ordinances.

Board Member Grove asked if an incumbent is already performing these duties. Ms. Holmes stated that currently she has a contract employee in the position. Lisa Stephenson, Labor Relations Manager, stated that over 16 to 18 months ago, the Deputy Clerk Assistant position became vacant. After the assistant left, it was determined that there was a need for a different type of position, particularly since one of the issues is record keeping and agenda preparation. A higher-level position was needed, and the City Clerk Technician was created and posted as open competitive.

Board Member Lines questioned how a person's good English and grammar skills are determined. Ms. Holmes stated this can be determined during the recruitment process when a supplemental questionnaire is included for completion.

Board Member Grove made motion for approval to establish the new classification specification of City Clerk Technician (City Clerk's Office); seconded by Board Member Lines. Item was approved by the following vote: AYES: Ms. Grove, Ms. Lines, and Ms. Sidwell; NOES: None; ABSENT: Mr. West.

4. **APPROVAL TO RECOMMEND TO THE CITY COUNCIL THAT THE CLASSIFICATION OF LABOR RELATIONS MANAGER BE MOVED FROM THE**

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CLASSIFIED SERVICE TO THE EXEMPT SERVICE (HUMAN RESOURCES MANAGEMENT)

Rob Larson, Human Resources Personnel Officer, provided a brief overview of the item, stating the Labor Relations Manager title was formerly the Workforce Relations Officer that he had held. It was originally identified on the RMEA Local 21 salary schedule and moved to the classified service. Staff feels the position represents Executive Management and works directly with represented groups and is more appropriately situated within the Exempt Management Group.

Board Member Lines echoed the reasoning for the request.

Board Member Lines made motion to recommend to the City Council that the classification of Labor Relations Manager be moved from the Classified Service to the Exempt Service (Human Resources Management); seconded by Board Member Grove. Item was approved by the following vote: AYES: Ms. Grove, Ms. Lines, and Ms. Sidwell; NOES: None; ABSENT: Mr. West.

5. PUBLIC COMMENT

Board Members briefly discussed a tentative hearing scheduled for 4:30 p.m. on September 13, 2006, and it was noted that Chairperson Sidwell's retirement is scheduled for September 21, 2006.

The meeting was adjourned at 4:56 p.m.

Respectfully submitted,



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