

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

PERSONNEL BOARD  
REGULAR MEETING

HRM CONFERENCE ROOM  
1401 MARINA WAY SOUTH

**JUNE 22, 2006  
MINUTES**

The Regular Meeting was called to order by Vice Chairperson West at 6:12 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: Bill Lindsay, City Manager  
Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.  
Lisa Stephenson, Labor Relations Manager, HRM  
Rob Larson, Human Resources Personnel Officer, HRM  
Andy Russo, Principal Personnel Analyst, HRM  
Juan Phelps, Senior Personnel Analyst, HRM  
Donna Newton, Personnel Analyst II, HRM  
Tim Jones, Director, Richmond Housing Authority  
Lori Ritter, Deputy Chief of Police  
Johan Simon, Lieutenant/Budget, Police  
Lisa Carter, Administrative Secretary, HRM

1. **APPROVAL OF THE PROPOSED REVISED CLASSIFICATION SPECIFICATION OF HOUSING PROGRAM SPECIALIST I/II/III (RICHMOND HOUSING AUTHORITY)**

Donna Newton, Personnel Analyst II, provided a brief overview of the item and introduced Tim Jones, Director of the Richmond Housing Authority, stating that the request is for approval of revision to the classification specification for the Housing Program Specialist I/II/III. Two key changes would add the highlighted duties which have been performed by Office Assistant II and also Assistant Housing Program Inspector classifications. The changes will benefit the Housing Authority by allowing

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them to better serve their clients, streamline operations, and make the department more efficient. The second revision is to require that all levels have some type of housing-related certification, which has been revised and clarified.

Board Member Grove referred to the Example of Duties (number 8), "Inspect and survey housing units," and she questioned if this was something they were currently performing now.

Mr. Jones responded that in most other Housing Authorities, the Housing Program Specialist's responsibility is to comply with all federal regulations with program participants. They must do annual re-certifications of family income and composition annually, as well as inspections of units annually. Currently, two separate entities do this, and staff is trying to get this classification in line with industry standards and perform all of these annual duties rather than having two sets of eyes performing the duties.

Board Member Lines and Vice Chairperson West both complimented staff on streamlining efforts which they felt would benefit both the department and housing participants.

Board Member Lines made motion for approval of the proposed revised classification specification of Housing Program Specialist I/II/III (Richmond Housing Authority); seconded by Board Member Grove. Item was approved by the following vote: AYES: Ms. Grove, Ms. Lines, and Mr. West. NOES: None; ABSENT: Ms. Sidwell.

2. **APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF STAFF ASSISTANT TO THE CITY COUNCIL (OFFICE OF THE CITY MANAGER)**
3. **APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF COMMUNITY AFFAIRS COORDINATOR (OFFICE OF THE CITY MANAGER)**

Andy Russo, Principal Personnel Analyst, provided a brief overview stating that Items 2 and 3 focus on the Office of the City Manager. Currently, there are two incumbents; one is in an Assistant Administrative Analyst position for which the classification no longer exists in the City. The second incumbent is a Project Manager I position which is a temporary exempt position.

Mr. Russo stated there were desk audits performed and it was found that in both cases, new classifications were needed that would more accurately reflect the nature, scope and responsibility of those positions. One position is a Staff Assistant to the City Council, primarily serving as a liaison between the community, the City Council and the City Manager's Office, and is an administrative support person to members of the Council. The other individual is a Community Affairs Coordinator classification which deals with coordinating issues with neighborhood councils and with a program that handles a

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computerized complaints referral system. He stated Mr. Bill Lindsay, City Manager, is present to answer further questions.

Board Member Lines questioned if it was Mr. Lindsay's intention to try to find somebody with a Bachelor's or Associate's degree. Mr. Russo stated there are incumbents in the positions which are doing this work and the classifications would not be open to recruitment. The positions are also at will/exempt positions in the City Manager's Office.

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

#### 4. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF CODE ENFORCEMENT MANAGER (POLICE DEPARTMENT)

Juan Phelps, Senior Personnel Analyst, provided a brief overview of the item stating that the Police Chief has requested that this classification be created. The individual would function as the Supervisor of the Code Enforcement Division in the Police Department. Currently, the function is being carried out by a Police Sergeant. Creation of such a classification would enable the Sergeant to be more directly involved with law enforcement activities and would create a salary savings for the department. A classification study was conducted, and based on comparable classifications of other jurisdictions, staff is recommending the new classification of Code Enforcement Manager.

Board Member Lines confirmed that the position would be responsible for the supervision of the Code Enforcement Officers on staff, and that it would not be exempt from membership in the union.

Board Member Grove asked if the Code Compliance Certification will be provided by an accredited organization, and she questioned whether it needed to be identified on the job description. Mr. Phelps stated he was not sure if the certification was from an accredited body, but he noted that certification is required for the lower-level classification. Mr. Russo stated he believed it was from the ICBO (International Certification of Building Officials).

Robert Larson, Human Resources Personnel Officer, clarified that staff is not proposing the position be in Local 790, and Mr. Phelps clarified the position is under the RMEA Union, in a management classification.

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

5. **APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF RECREATION SUPERVISOR (LIBRARY & COMMUNITY SERVICES)**

Donna Newton, Personnel Analyst II, provided a brief overview of the item stating the Director of Library and Community Services has requested a new classification for the Recreation Division, which closes a gap that exists between Recreation staff (Local 790) and the Community Services Program Managers. The position classification would provide on-site, day-to-day supervision of the Community Centers, special events, and special services.

Ms. Knight reported that Monique le Conge is unavailable and at a conference, and she was available to answer specific questions, as needed.

Board Member Lines asked if the intent is to hire more than one person. Ms. Knight stated they are organized by function and may have one or several centers under their responsibility. She stated there will be at least four new allocations: 1) a position responsible for youth services, 2) another supervisor responsible for aquatics, 3) another for senior programs, and 4) another for general administrative programs.

Vice Chairperson West questioned and confirmed with Ms. Knight that establishing these positions will not eliminate other positions.

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

6. **APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF PUBLIC WORKS STREETS MAINTENANCE SUPERINTENDENT (PUBLIC WORKS DEPARTMENT)**

7. **APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF PUBLIC WORKS FACILITIES MAINTENANCE SUPERINTENDENT (PUBLIC WORKS DEPARTMENT)**

Andy Russo, Principal Personnel Analyst, provided a brief overview of Items 6 and 7 jointly because they are closely tied to one another. When the City had lay-offs in 2003 and 2004, an entire level of supervision was deleted from the Public Works Department, which was the Superintendent level. There are currently supervisors reporting directly to

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the Director of Public Works, Operations and Maintenance. The request is an attempt to re-establish that level of supervision in the department. The other intent is to create specialized classifications for these positions. Mr. Russo stated they found the generic use of Public Works Superintendent not appropriate, given separate skills, background and experience. They have removed the Equipment Services Division, and have reviewed the minimum qualifications, which have been increased to require a minimum of an Associate's degree.

Board Member Lines voiced support for the increased education requirement.

Board Member Grove asked if junior colleges have an area for engineering technology. Mr. Russo said some do and some do not, but the position allows for a variety of options.

Vice Chairperson West said the educational requirements were his only concern and did not believe the requirements were too extensive. Mr. Russo noted they wanted to use the Associate's degree as a standard, and noted there was no degree requirement in the past. Also, because it is a field position, staff did not feel it warranted the higher degree.

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

8. **APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF PUBLIC WORKS ADMINISTRATIVE MANAGER (PUBLIC WORKS DEPARTMENT)**

*Numbered item intentionally out of order, as reviewed during meeting.*

10. **APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF MANAGEMENT ANALYST (CITY-WIDE)**

Andy Russo, Principal Personnel Analyst, provided a brief overview of the request stating during the layoffs, they eliminated the Administrative class in the City. The Senior Assistant and Associate Administrative Analyst were deleted. Staff is trying now to build up administrative support for Department Heads. The Public Works Administrative Manager, which is similar to Library and Community Services Administrative Manager, would be the top support position for a Department Head, and he briefly described examples of duties of the position. Mr. Russo apologized for the revision to the position and explained that staff inadvertently allowed substitution for the degree, and at this level, they did not believe it was appropriate. They have revised it where there is no supervision; they believe that, as a minimum, a person should have an undergraduate degree, and this is why the Board received the revision, which eliminates the substitution of experience for the degree requirement.

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Ms. Knight added that they have similar positions in Library and Community Services and in Redevelopment.

Vice Chairperson West questioned how this classification relates to the Management Analyst position, which is the next item.

Mr. Russo stated because the entry-, journey-, and senior-level classifications were deleted, they found that at the senior level, they needed specialized classes so they would not get bumped to different departments. However, they also wanted to give people the opportunity to move from non-management to management classifications, and the flexibility to use people at an entry-level throughout the City. The Management Analyst is set at the Assistant Administrative Analyst qualifications, which is an entry level classification. While the Senior requires a Bachelor's degree, the entry-level also requires a Bachelor's degree, but one may substitute up to two years of experience for the degree.

Board Member Lines made motion for approval to establish the new classification of Public Works Administrative Manager (Public Works Department), and to establish the new classification of Management Analyst (City-wide); seconded by Board Member Grove. Item was approved by the following vote: AYES: Ms. Grove, Ms. Lines, and Mr. West. NOES: None; ABSENT: Ms. Sidwell.

9. PUBLIC COMMENT

Vice Chairperson West stated he found the service level information on the back of job descriptions rather intriguing. Ms. Knight stated these are part of the budget process where they must establish performance service-level measurements and performance measures under those. She thinks it was important to show the Board and Council that these positions are not simply being added but are part of the City-wide plan and budgetary process. She will include organizational charts in the future.

The meeting was adjourned at 6:46 p.m.

Respectfully submitted,



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

/lmh-lyc