

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**FEBRUARY 23, 2006
MINUTES**

The Regular Meeting was called to order by Chairperson Sidwell at 6:35 p.m. Roll call was as follows:

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

In Audience: Rob Larson, Human Resources Personnel Officer, HRM
Sharrone Taylor, Administrative Services Analyst, HRM

1. **ELECTION OF 2006 OFFICERS**

Board Member West made a motion to nominate Joanne Sidwell as Chairperson; seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

Board Member Lines made a motion to nominate Board Member Lewis West for Vice Chairperson; seconded by Chairperson Sidwell. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

Robert Larson, Human Resources Personnel Officer, requested removal of item number 3 from the agenda.

2. **APPROVAL OF NEW CLASSIFICATION SPECIFICATION FOR PROPERTY MAINTENANCE AND HOUSING INSPECTOR – BUILDING REGULATIONS DIVISION**

Robert Larson, Human Resources Personnel Officer, provided a brief overview of the item, stating that the classification of Property Maintenance and Housing Inspector is a new title. The work has previously been done by the Building Inspector Supervisor, but with pressing duties,

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the city will soon be adding more Building Inspectors for rental properties as well. The position is proposed to be represented by Local 790, and the wages would be the same as a Building Inspector.

Chairperson Sidwell confirmed with Mr. Larson there was no objection voiced to the new classification.

Vice Chairperson West referred to *Working Conditions* and requested clarification on the need to include the ability to "sit and stand." Mr. Larson cited the existence of restrictions for certain classifications and indicated that its inclusion is standard practice.

Vice Chairperson West suggested the employee have knowledge of respirators or other safety equipment pertinent to the job for their own protection and asked that this be added. Board Member Lines suggested this be identified under *Education and Experience*, and confirmed this information would be an additional allocation.

Chairperson Sidwell stated she was unsure of whether or not this should be required, given the position, and confirmed with staff that the development of the description identically mirrored the Building Inspector classification description.

Chairperson Sidwell asked why the Building Inspector is not assigned to the work and questioned whether the recruitment would be an open recruitment. Mr. Larson said it requires a different certification for Property Maintenance and Housing Inspector. He said he was unsure of whether the recruitment would be open, but he thinks it would be since it is currently being performed by the supervisor, and they will add additional Building Inspector positions as well.

Vice Chairperson Lewis West made motion to approve the new classification specification for Property Maintenance and Housing Inspector (Building Regulations Division); seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

3. ~~APPROVAL OF NEW CLASSIFICATION SPECIFICATION FOR ENVIRONMENTAL MANAGER ENGINEERING DEPARTMENT - ITEM REMOVED~~

4. APPROVAL OF NEW CLASSIFICATION SPECIFICATION FOR ASSISTANT CITY ATTORNEY – OFFICE OF THE CITY ATTORNEY

Mr. Larson provided a brief overview of the item, stating that there has never been a classification specification for an Assistant City Attorney, even though there have been Assistant City Attorneys for many years. He noted it is proposed to be an Exempt classification and an Executive Management classification.

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Board Member Jodi Lines made motion to approve the new classification specification for Assistant City Attorney (Office of the City Attorney); seconded by Vice Chairperson Lewis West. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

5. REVISION OF CLASS SPECIFICATION FOR PARKS & LANDSCAPING SUPERINTENDENT – PUBLIC WORKS DEPARTMENT

Mr. Larson provided a brief overview of the item, stating this is a Local 21 represented title currently and will remain so. Changes to the class specification are to identify the new reporting relationship under the *Definition* to the "Public Works Director." They are removing from *Education* the words "equivalent to" a Bachelor's degree. Under *Experience*, they are removing the words "increasingly responsible supervisory" and adding "of which three (3) years were at the supervisory level."

Board Member Lines supported approval and said that increasing and clarifying requirements is useful.

Vice Chairperson Lewis West made motion to approve the revision of the classification specification for Parks & Landscaping Superintendent (Public Works Department); seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

6. PUBLIC COMMENT

Vice Chairperson West noted the absence of department managers, but acknowledged that the Board's business and meeting went well.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,



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