

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**JANUARY 26, 2006
MINUTES**

The Regular Meeting was called to order by Chairperson Sidwell at 6:31 p.m. Roll call was as follows:

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

In Audience: Leslie T. Knight, Assistant City Manager/Human Resources
Mgmt. Director
John Eastman, City Attorney
Monique le Conge, Library & Community Services Director
Michael Banks, Interim Fire Chief
Lisa Stephenson, Labor Relations Manager
Rich Davidson, City Engineer
Willie P. Haywood, Director of Public Works, Operations &
Maintenance
Rob Larson, Human Resources Personnel Officer, HRM
Andrew L. Russo, Principal Personnel Analyst, HRM
Juan Phelps, Sr. Personnel Analyst, HRM
Tarnel Abbott, Local 790
Lynda McPhee, Local 790
Angela Rush, Public Works, Operations & Maintenance
Mary Sansen, Rains, Lucia and Wilkinson, RPOA

1. **ELECTION OF 2006 OFFICERS**

Chairperson Sidwell recommended deferment of the Election of 2006 Officers to the next meeting.

Leslie Knight, Assistant City Manager/Human Resources Management Director, requested removal of Item 7 from the agenda and requested the Board consider all remaining items.

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2. APPROVAL OF RECLASSIFICATION OF ONE ACCOUNTING ASSISTANT II POSITION TO BUDGET ANALYST I (FINANCE DEPARTMENT)

Leslie Knight, Assistant City Manager/Human Resources Management Director, provided a brief overview of the item, stating that upon review of the work of an Accounting Assistant II, it was determined the position should be reclassified to Budget Analyst I. She stated that the Budget Administrator position was vacant which had previously done some of the work. The new Finance Director is requiring higher level duties of the Accounting Assistant II and staff requests reclassification.

Ms. Knight clarified with Chairperson Sidwell that the existing employee has been doing this work for over a year and the request is in compliance with Personnel Rule V, Section 4.8.

Board Member Lines questioned and confirmed that the employee meets the educational requirements of the Budget Analyst classification.

Board Member Lewis West made motion to approve the reclassification of one Accounting Assistant II position to Budget Analyst I (Finance Department); 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 OF INVESTMENT ANALYST (FINANCE DEPARTMENT)

Leslie Knight, Assistant City Manager/Human Resources Management Director, provided a brief overview of the item, stating that the new Finance Director has taken an interest in preparing the City's investment portfolio, as well as leading an active investment strategy, and he would like to create a new classification that can handle those duties and responsibilities of an Investment Analyst.

Board Member West questioned and confirmed that the position is funded.

Board Member Lines questioned the educational requirements of the position, and Ms. Knight indicated that the Finance Director would most likely assign the duties to an existing employee with a four-year college degree. Once the work is done over a period of one year, the position will be able to be reclassified.

Board Member Lewis West made motion to approve the new classification of Investment Analyst (Finance Department); seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

4. APPROVAL OF REVISION OF THE ADMINISTRATIVE CHIEF CLASSIFICATION SPECIFICATION (CITY MANAGER'S DEPARTMENT)

Leslie Knight, Assistant City Manager/Human Resources Management Director, provided a brief overview of the item, stating that recently, staff came to the Board with a new exempt

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classification of Administrative Chief which reports directly to the City Manager. When the Acting Administrative Chief was brought on board, one issue that arose was whether or not she would be able to serve as an administrative hearing officer for certain hearings.

In looking at the qualifications, it was determined that the [Administrative] *emphasis added* Chief would be able to do this. Therefore, staff added this as number 16 [to the classification specification] *emphasis added*; to serve as an independent administrative hearing officer for the City. The City Manager has recommended that the request be approved.

Board Member Lewis West made motion to approve the revision of the Administrative Chief classification specification (City Manager's Department); seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

5. **APPROVAL OF ESTABLISHMENT OF THE CLASSIFICATION OF LIBRARY & COMMUNITY SERVICES ADMINISTRATIVE MANAGER (LIBRARY & COMMUNITY SERVICES DEPARTMENT)**

Leslie Knight, Assistant City Manager/Human Resources Management Director, provided a brief overview of the item, stating that Ms. le Conge previously served as the City Librarian. However, recently she was given additional duties to include Recreation, and Arts and Culture and is serving in this capacity in several different locations. As a result, the department is now called the Library and Community Services Department, and there has not been anyone to perform the administrative type of duties and responsibilities for the entire new department, which she briefly described. She noted that the position is a mirror position to the Redevelopment Administrative Manager in the Community and Economic Development Department.

Board Member Lines questioned if the City would be looking for an individual with specific Library experience. Ms. le Conge replied that the position will be in the Recreation Division, but would serve all three divisions.

Public Comment:

Linda McPhee, Union Steward, Local 790, voiced concerns of the need to hire additional (represented) Library members, given the doubling of Library hours. She questioned how represented members will be able to take breaks and lunch, and voiced concerns with the hiring of an additional Administrative Manager position.

Chairperson Sidwell stated she believes Ms. McPhee's comments were not pertinent; that the matter involves an Administrative Manager position covering administrative work of the Library, Recreation, and Arts and Culture services, as well as budgeting for all of these departments.

Board Member West clarified that Ms. McPhee's concerns involved employees not being given appropriate breaks. He suggested discussing this with members about how they perform their tasks.

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Chairperson Sidwell suggested discussing such concerns further with the City's labor negotiators. Ms. McPhee added that when Measure Q monies were approved for expanded Library hours, funding was more for operating hours which in turn, requires more frontline staff to work towards benefitting the public, rather than more layers of administration.

Ms. le Conge explained that funds for the position come from a Recreation retirement and are not being taken away from the Library budget. The duties of the Administrative Manager position are also being modified so that the Library will realize benefits in keeping with the day-to-day administrative and budgeting work, as well as recruiting and hiring of more staff. She added that the City is hiring for more frontline staff and there are positions open for which the City is currently accepting applications.

Board Member Lewis West made motion to approve the establishment of the classification of Library & Community Services Administrative Manager (Library & Community Services Department); seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

6. APPROVAL OF RECLASSIFICATION OF ONE OFFICE SPECIALIST POSITION TO THE CLASSIFICATION OF ADMINISTRATIVE AIDE (FIRE DEPARTMENT)

Leslie Knight, Assistant City Manager/Human Resources Management Director, provided an overview of the item, stating that the Fire Chief requested a desk audit for the Office Specialist. Since there have been layoffs and a fiscal crisis, the individual has been assuming new duties such as preparing the contracts and updating new and existing contracts, monitoring of expenditures related to contracts, responsibility for the procurement services for the department, as well as purchasing duties normally performed by the Finance Department. The Office Specialist position does not cover all duties even though it is a very broad classification; however, the Administrative Aide classification is broad enough to encompass those duties and responsibilities such as administrative assignments as a staff assistant for a major organizational unit.

Ms. Knight stated staff is recommending that the individual in that position be reclassified since they have been doing those duties and responsibilities in excess of one year, which is in compliance with Personnel Rule V, Section 4.8.

Board Member Lines questioned and confirmed with Ms. Knight that the Administrative Aide position is represented and there is no change in representation through Local 790.

Board Member Lewis West made motion to approve the reclassification of one Office Specialist position to the classification of Administrative Aide (Fire Department); seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

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7. ~~APPROVAL OF NEW CLASSIFICATION OF FIRE PERMIT TECHNICIAN AND RECLASSIFICATION OF ONE OFFICE SPECIALIST POSITION TO THE NEW CLASSIFICATION (FIRE DEPARTMENT) ITEM REMOVED~~

8. APPROVAL OF REVISION TO THE FIRE CHIEF CLASSIFICATION SPECIFICATION (FIRE DEPARTMENT)

Leslie Knight, Assistant City Manager/Human Resources Management Director, provided an overview of the item, stating that the City has had an Interim Fire Chief for almost two years and staff has decided it is time to recruit for the position. Staff reviewed the (very outdated) job specification and updated it to reflect the current standard format and increase the minimum qualifications to a four-year degree from an accredited college or university in fire science, social science, business or public administration. She noted that the previous minimum qualifications called for a high school diploma, and staff therefore updated the requirement to read, "is preferred." She said this would still allow people with an opportunity to apply. At the level of a department head, managerial background and experience is necessary, with the ability to perform statistical analysis. Staff recommends that the Board move forward and approve the new classification description in order to begin the recruitment process.

Board Member Lines cited the importance of, and the need for, the City to seek applicants with disaster preparedness experience. Ms. Knight believed that any experience in emergency operations and preparedness would definitely be a plus.

Board Member Lewis West made motion to approve the revision to the Fire Chief classification specification (Fire Department); seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

9. APPROVAL OF NEW CLASSIFICATION OF PUBLIC WORKS OPERATIONS ADMINISTRATOR AND ALLOCATE ONE POSITION TO THE NEW CLASSIFICATION (PUBLIC WORKS)

Leslie Knight, Assistant City Manager/Human Resources Management Director, provided an overview of the item, stating that as part of the reorganization, the City Manager deleted an Assistant City Manager position and created two Department Head positions directly reporting to the Assistant City Manager, one of whom is Willie Haywood, Director of Public Works Operations and Maintenance. Previously, there had been an Administrative Aide who had been assigned to be working for Mr. Haywood in other areas. Now, he is over a larger function and department and it was necessary to receive administrative staff support for the entire department, which includes Parks and Paratransit.

Ms. Knight stated the new classification would assist in establishing departmental goals and objectives, participate in budget administration, supervise assigned support staff, administer the carrying out of department contracts, manage the SAP Plant Maintenance system, and prepare detailed and complex reports and spreadsheets for the Director. It is recommended that the classification be placed in the IFPTE Local 21 bargaining unit, who support the request.

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Board Member Lines questioned and confirmed that the recruitment process will be an open one.

Board Member Lewis West made motion to approve the new classification of Public Works Operations Administrator and allocate one position to the new classification (Public Works) *emphasis added*; seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

10. APPROVAL OF ESTABLISHMENT OF CITY PROSECUTOR CLASSIFICATION (CITY ATTORNEY'S OFFICE)

Leslie Knight, Assistant City Manager/Human Resources Management Director, introduced new City Attorney John Eastman, and provided an overview of the item, stating that Mr. Eastman reviewed the job classifications in the City Attorney's Office and identified ways to improve the efficiency and effectiveness of the Department. One issue needing to be addressed was Code Enforcement and to have a classification that clearly responds to violations of the Richmond Municipal Code. The person would be devoted to this as opposed to having to do other Attorney duties and responsibilities.

Ms. Knight stated the position's primary responsibility will be the criminal prosecution of misdemeanors, infractions and violations of the Municipal Code. The matter was also discussed at the City Council meeting on January 17, 2006, and the Council approved the concept of moving forward with the position, which is being brought forward to the Board for consideration with the recommendation for approval.

Board Member Lines questioned the average number of trials one would be litigating in the prosecutor field. Mr. Eastman replied that individuals can have quite a bit of trial experience. He clarified that the work would mostly comprise of Building Code violations.

Board Member Lewis West made motion to approve the establishment of City Prosecutor classification (City Attorney's Office); seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

11. APPROVAL OF NEW CLASSIFICATION OF ENGINEERING OPERATIONS ADMINISTRATOR AND RECLASSIFICATION OF ONE ADMINISTRATIVE SECRETARY TO ENGINEERING OPERATIONS ADMINISTRATOR (ENGINEERING DEPARTMENT)

Leslie Knight, Assistant City Manager/Human Resources Management Director, provided an overview of the item, stating the request mirrors the position in Public Works. She stated the Engineering Operations Administrator would be performing the same function; however, there is an Administrative Secretary who has currently been performing the functions for over a year, and the request is to reclassify her into this new position in accordance with Personnel Rule V, Section 4.8.

Board Member Lewis West made motion to approve the new classification of Engineering Operations Administrator and reclassification of one Administrative Secretary to Engineering

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Operations Administrator (Engineering Department); seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

12. PUBLIC COMMENT

a. *Information Item Only:* Discussion of Pending Grievance Hearings.

Ms. Knight introduced Lisa Stephenson, Labor Relations Manager, and Mary Sansen, Rains, Lucia and Wilkinson, RPOA, and said there are a series of grievances that need to be heard by the Personnel Board, and she cited the need to schedule the hearings.

Ms. Sansen stated there are a number of officers involved in the grievance. She recommended holding the sergeant hearing separate from the officer hearing due to confidentiality and allegations against the sergeant, who was promoted. She and Ms. Stephenson discussed confidentiality with regard to the hearings and whether they would be open or closed to the public.

Chairperson Sidwell said she believed that if the grievance or appellant requests that the hearing be closed, it can be closed.

Board Member West agreed and said that anyone involved in the case would initially be present, and then any potential witness would be requested to leave while the hearings were discussed.

Chairperson Sidwell suggested a legal opinion on the matter and asked that staff research the issue with the City Attorney. Regarding dates, Board Member Lines noted that Board Members are available during the day and dates were proposed.

After some discussion, Board Members and staff agreed upon dates would be scheduled as Monday, March 20, 2006, and a future date to be determined during the first week of April 2006.

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,



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