

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

PERSONNEL BOARD
SPECIAL MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**DECEMBER 12, 2005
MINUTES**

The Special Meeting was called to order by Chairperson Sidwell at 6:30 p.m. Roll call was as follows:

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

In Audience: Bill Lindsay, City Manager
Everett Jenkins, City Attorney
Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.
Rob Larson, Human Resources Personnel Officer, HRM
Steve Duran, Community and Economic Development Director
Manny Rosario, Deputy Director, Housing Authority
Tim Jones, Executive Director, Housing Authority
Andrew L. Russo, Principal Personnel Analyst, HRM
Cathy Carlin, Principal Personnel Analyst, HRM
Donna Newton, Personnel Analyst II, HRM
Susan Gwinn, Business Representative, IFPTE, Local 21

1. APPROVAL OF MINUTES

a. Regular Meeting of October 27, 2005

As there were no corrections or additions to the proposed minutes previously distributed, Board Member Jodi Lines made motion to approve the minutes; seconded by Board Member Lewis West. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

PERSONNEL BOARD MINUTES

December 12, 2005

Page 2

2. APPROVAL OF: REVISIONS/RETITLE OF WORKFORCE RELATIONS OFFICER TO LABOR RELATIONS MANAGER – HUMAN RESOURCES MANAGEMENT

Leslie Knight, Assistant City Manager/Human Resources Management Director, provided an overview of the item, stating that the city has a Workforce Relations Officer classification which mirrors the duties and responsibilities of a Labor Relations Manager. The request is to bring the position in line with other jurisdictions, and change the name for the most part. She said the other update also includes amending the "Personnel Department" to the "Human Resources Management Department," and including her title of "Assistant City Manager/Human Resources Management Director."

Ms. Lines noted physical demands were also added to the description, which conforms with Americans with Disabilities Act.

Board Member Jodi Lines made motion to approve the revisions/retitle of Workforce Relations Officer to Labor Relations Manager – Human Resources Management Department; seconded by Board Member Lewis West. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

3. APPROVAL OF: REVISIONS/RETITLE OF (A) DIRECTOR OF HOUSING TO HOUSING DIRECTOR AND (B) COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR TO REDEVELOPMENT DIRECTOR – COMMUNITY & ECONOMIC DEVELOPMENT

Chairperson Sidwell indicated that a representative of Local 21 is present and a letter had been received regarding changes being proposed and requesting the item be removed.

Leslie Knight, Assistant City Manager/Human Resources Management Director, provided an overview of the item, stating there are currently two existing positions in the exempt job classification reporting to Steve Duran, which are the Director of Housing, and the Community and Economic Development Director. Changes have been made to these positions in anticipation of an open competitive recruitment, and changes have been made to the description to reflect responsibilities and expectations.

Steve Duran, Community and Economic Development Director, indicated that the classifications are Executive Management classifications. The Community and Housing Development Director has been in Executive Management since 1993, and the Director of Housing since 2000.

Susan Gwinn, Business Representative, IFPTE, Local 21, stated that of concern to Local 21 is the fact that the retitlements are negotiated work, they move the positions out of the bargaining unit and into Director positions, and the Deputy Director position descriptions are almost exactly the same as the Director descriptions. She said Local 21 met with the city, disagreed with their position, and made a proposal for an alternative, to which the city indicated they would respond.

PERSONNEL BOARD MINUTES

December 12, 2005

Page 3

She, therefore, requested the Board hold over its consideration of the retitling until a response is received.

Ms. Knight indicated that Management has the right to reorganize, and the proposal is part of the City Manager's reorganization plan. It has been discussed by Mr. Duran, who will supervise positions, and those currently in the lower level Local 21 positions have the ability to apply for the positions in the open competitive recruitment process. She said the city is also not looking at abolishing those positions; ultimately it will be left to Mr. Duran and the City Manager to determine what would happen to those positions if this was done. She agrees with the right to meet and confer, but it is on the basis of the right to do impact bargaining. At this point, she believed it was premature to say there is an impact because nothing has happened. She briefly addressed the meeting, and staff's response to Local 21's alternate proposal at that time.

Ms. Sidwell questioned and confirmed with Ms. Knight that at the current time, the Deputy Director positions have not been abolished, and there is no intention to abolish them.

Rob Larson, Human Resources Personnel Officer, noted that clarifying language is being made to the existing Executive Management positions. Management agreed to meet on an informational basis and would agree to Meet and Confer if impact develops at such point in time.

Ms. Knight added that Management thanked Local 21 for their suggestion during their Meet and Discuss, and voiced no interest in pursuing anything further other than posting the two positions. Also, given the analysis and need for people managing the structure over each division, Management has business reasons for wanting to move ahead.

Mr. Duran briefly provided a historical account of reporting responsibilities and the need for restructuring. Ms. Knight elaborated that Monique le Conge's similar role at the Library, stating she will have exempt employees reporting to her.

Board Member West voiced an interest in people (over positions and titles), and said his only concern is what would occur if those individuals holding the positions were not interested in moving up to those classifications. Ms. Knight responded that they will continue to remain in those positions. She has discussed this with each employee to ensure they understand what their rights are and are not, given the fact that they would no longer be in a represented position.

Board Member Lines requested that Ms. Gwinn restate Local 21's concerns. Ms. Gwinn stated that the Director positions have the same exact job description as the Deputy Director. The work, department, reporting, and chain of command will not change. Local 21's concern is retitling of the positions and moving them out of the bargaining unit regardless of whether currently represented individuals are hired for the positions. She said there are 5 Deputy Director classifications, and the work of 4 positions is now leaving the bargaining unit, and this is their concern.

PERSONNEL BOARD MINUTES

December 12, 2005

Page 4

Ms. Knight added and clarified with Board Member Lines that the Director position is an existing exempt classification status which, at some point, the Personnel Board determined and approved. Therefore, this does not take work away from Local 21, but rather makes minor revisions to an existing exempt classification. She said another point is that there is a presumption that the two people who are at the Deputy Director level may move into those positions. It is not her understanding that a decision has been made that those positions vacated in the earlier reorganization will not be backfilled. One person was the acting City Engineer for approximately 8 years. It was a different structure then, and Directors reported to the Assistant City Manager, which no longer exists.

Board Member West said if individuals are performing work that comes within Local 21's bargaining agreement and it is in an exempt position, he asked if they have the right to grieve and have that grievance arbitrated. Ms. Gwinn said yes, because it is essentially working out of class. Ms. Knight added there is additional recourse, as well.

Mr. Larson said most important is that the request enables the City Manager and Executive Management to manage the city, and staff could have hired or appointed existing employees to those positions as they exist without approaching the Board.

Chairperson Sidwell said she thinks that as long as people have their questions answered and feel assured about the process in having other recourse, she suggested moving forward. She believed that the Board's role is to determine whether these are appropriate changes.

Ms. Gwinn asked the Board to hold off the determination until Local 21's proposal is acknowledged and responded to, as their understanding is that Management indicated they would consider it and return with an answer. Ms. Knight noted that from Management's perspective, they have responded.

Board Member Lines said generally she feels more comfortable and prefers acting on something when there is agreement or a clearer understanding. Board Member West did not see any reason for not approving the request. He suggested the Board vote on the request, noting there is an opportunity for legal pursuit or other recourse, and said the positions will not be eliminated.

Chairperson Sidwell agreed the Board feels better when there is agreement; however, she believes that minor revisions are being made to existing specifications and supported voting on the matter.

Board Member Lewis West made motion to approve the revisions/retitle of (A) Director of Housing to Housing Director and (B) Community & Economic Development Director to Redevelopment Director – Community & Economic Development; seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

PERSONNEL BOARD MINUTES

December 12, 2005

Page 5

4. APPROVAL OF: ESTABLISHMENT OF NEW CLASSIFICATION OF (A) MODERNIZATION PROGRAMS SPECIALIST AND (B) RECLASSIFICATION OF AN ADMINISTRATIVE SECRETARY TO THE NEW CLASSIFICATION – RICHMOND HOUSING AUTHORITY

Mr. Russo provided the Board with a brief overview of the request to reorganize a Facilities Manager and a Modernization Manager, which had been combined a few years ago. Through layoffs and reorganization, present duties have significantly changed from what they were previously for the current Administrative Secretary. Given the fact there was no Analyst help to assist in the management realm, the request reflects more of what the employee is currently doing. He said there is little change in the salary from the Administrative Secretary to the Modernization Program Specialist in that it is proposed to be on a similar level as that of an Administrative Aide, which is the bridge class used in the city between the clerical and analyst series. He said Manny Rosario, Deputy Director, and Tim Jones, Executive Director of the Housing Authority, were present to provide clarification and answer questions on the request.

Board Member Lines confirmed that a desk audit was done which revealed additional duties and responsibilities.

Board Members had no further questions.

Board Member Jodi Lines made motion to approve the Establishment of New Classification of (A) Modernization Programs Specialist and (B) Reclassification of an Administrative Secretary to the New Classification – Richmond Housing Authority; seconded by Board Member Lewis West. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

5. APPROVAL OF: REVISIONS TO THE (A) RESIDENT HOUSING MANAGER AND (B) PROPERTY MANAGER CLASSIFICATION SPECIFICATIONS – RICHMOND HOUSING AUTHORITY

Donna Newton, Personnel Analyst II, provided the Board with a brief overview of the request to approve revisions to the Resident Housing Manager and Property Manager classification specifications. The request would clarify and update the class characteristics and job duties to reflect the current nature, scope and business needs of the department.

Specifically, staff is recommending the addition that the person in the position be a resident of the complex and sign an occupancy agreement. Also, they are recommending adding language to clarify customer service duties and responsibilities required for the position, and also indicate that the position will require the ability to deal with diverse and sometimes difficult clients and the general public. The position will also be required to be able to respond to emergency situations after working hours, and the ability to complete written reports for incidents.

Under experience and education, Ms. Newton stated the Resident Housing Manager position is currently difficult to fill, and staff recommends modifying the experience and education

PERSONNEL BOARD MINUTES

December 12, 2005

Page 6

qualifications to require two years experience that would demonstrate the applicant's knowledge and abilities in regard to the care and maintenance of a multi-unit housing structure. The incumbent in this position will perform routine maintenance and housekeeping-type duties. The level of skills that is required to perform this routine type of activity can be obtained in one year. In addition, a significant part of the duties for this position requires interacting with a diverse population and providing customer service. Also, physical demands were added to the specification because they are not included in the current classification specification.

Board Member West questioned the Resident Housing Manager's job description's statement that states, "*The incumbent in this position will perform routine maintenance and housekeeping-type duties.*"

Tim Jones, Executive Director, Richmond Housing Authority, said all Resident [*Housing*] (*emphasis added*) Manager positions require the ability to reside on-site and perform routine maintenance and housekeeping-type duties, which he briefly described. Clarification is needed in order for applicants to understand exactly what the position requirements and expectations are.

Board Member Lines questioned if training would be provided, given the fact that the position is expected to deal with diverse populations and difficult clients. Mr. Jones said occasionally the Manager may have to come into contact with somewhat challenging clients. They want the Resident [*Housing*] (*emphasis added*) Managers to be aware of this, and staff will ensure they are prepared to engage with them.

Susan Gwinn, Business Representative, IFPTE, Local 21, said she had the opportunity to speak with two of the current Resident [*Housing*] (*emphasis added*) Managers and Mr. Jones prior to the meeting. Her concern is related to response to emergency situations after working hours and compensation. She said Mr. Jones indicated this would be taken into consideration as either stand-by pay or a call-back pay for after work hours.

Board Member Lines questioned and confirmed with Mr. Jones that stand-by pay had been provided in previous emergency situations after hours. Mr. Jones added staff does not expect Resident [*Housing*] (*emphasis added*) Managers to put themselves in harm's way and are trained to call 9-1-1 or utilize the phone tree of the Richmond Police Department.

Regarding the Property Manager classification revisions, Ms. Newton stated the recommended changes serve to update the job specification and clarify the duties and responsibilities. The major change involves minimum qualifications of the position. In terms of experience and education, staff notes that the Senior Property Manager requires a Bachelor's degree, whereas the Property Manager requires one year of experience and a two-year degree. Therefore, she said, it is possible that someone could be hired as a Property Manager and report to someone with no experience as a [*Senior*] (*emphasis added*) Property Manager.

Mr. Jones stressed the fact that staff desired this revision because if someone had 5 years experience as a Property Manager and not a Bachelor's degree, they would be more adept and

PERSONNEL BOARD MINUTES

December 12, 2005

Page 7

could perform better than someone with one year of experience and a Bachelor's degree. Staff believes experience is much more valuable for this particular position than an accomplished degree.

Ms. Newton concluded that staff is also recognizing that experience with private property management firms can be transferred to the public sector.

Board Members had no further questions.

Board Member Lewis West made motion to approve revisions to the (A) Resident Housing Manager and (B) Property Manager Classification Specifications – Richmond Housing Authority; seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Lines, and Ms. Sidwell.

6. PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 7:22 p.m.

Respectfully submitted,



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

/lmh-lyc