

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

PERSONNEL BOARD  
REGULAR MEETING

HRM CONFERENCE ROOM  
1401 MARINA WAY SOUTH

**MAY 26, 2005  
MINUTES**

The meeting was called to order by Chairperson Sidwell at 6:38 p.m. Roll call was as follows:

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

Absent: Karen Ortega

In Audience: Leslie T. Knight, Human Resources Mgmt.  
Rob Larson, Human Resources Mgmt.  
Marinette Briellard, Human Resources Mgmt.  
Andy Russo, Human Resources Mgmt.  
Sue Hartman, Information Technology  
Barry Williams, Parks & Landscaping  
Willie Haywood, Public Services  
Richard Davidson, Engineering  
Algie Shanklin, Public Services  
Lynda McPhee, Local 790  
Craig Murray, Local 21

1. APPROVAL OF MINUTES

a. Regular Meeting of August 26, 2004

Item was postponed until appropriate Board Members are in attendance.

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b. Regular Meeting of January 27, 2005

Board Member Jodi Lines made motion to approve the January 27, 2005 minutes as distributed; Board Member Lewis West seconded. Item was approved by the following vote: AYES: Ms. Lines, Mr. West and Ms. Sidwell; ABSENT: Mrs. Ortega.

c. Regular Meeting of February 24, 2005

Motion was entertained and seconded to approve the February 24, 2005 minutes as distributed. Item was approved by the following vote: AYES: Ms. Lines, Mr. West and Ms. Sidwell; ABSENT: Mrs. Ortega.

d. Regular Meeting of March 24, 2005

Item was postponed until appropriate Board Members are in attendance.

2. **ELECTION OF 2005 OFFICERS**

After discussion, Board Member Jodi Lines made motion to carry this item over and continue with the current officers until such time as we have a full complement of members present in order to hold 2005 elections; Board Member Lewis West seconded. Item was approved by the following vote: AYES: Ms. Lines, Mr. West and Ms. Sidwell; ABSENT: Mrs. Ortega.

3. **APPROVAL TO REVISE THE GARDENER CLASSIFICATION SPECIFICATION**

Marinett Briellard, Personnel Analyst II, spoke before the Board on behalf of the Parks Division of Public Services. Prior to conducting recruitments, the Human Resources Management Department confers with departments to see if the classification specifications are up-to-date as far as class characteristics, examples of duties and minimum qualifications needed for the position.

Upon careful review, it was ascertained that this classification specification had not been updated for more than 19 years and that minor revisions needed to be made to update the classification specification. Under the area of minimum qualifications, we have added the ability to read and understand blue prints and irrigation systems, and have changed other requirements to reduce the time allotted to obtain the California Qualified Applicator's Certificate. Having the ability to read and understand blue prints and

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irrigation systems will enable the Gardener to perform duties independent of the Construction and Maintenance Worker, Maintenance Leadworker or Parks Supervisor. Reducing the length of time allowed to obtain the California Qualified Applicator's Certificate (QAC) from twelve months to six months will enable gardeners to work independently earlier.

Board Member Lewis West requested that he would like to see "high school graduation or GED equivalent" language added to the classification specification. Marinett indicated that she thought the language would make the requirements clearer, and that she agreed to re-approach the department with this minimal change. Barry Williams, Parks Supervisor, was in attendance and answered various questions from Board Members on the QAC certification. Rob Larson, Workforce Relations Officer, reported that he had received no complaints/concerns from the Union.

Since filling the position is time sensitive, the Board agreed to make the following motion with the stipulation that if there were any issues/concerns from either the department or the union, the classification specification would be brought back to the Board. So stated, Board Member Lewis West made motion to approve the revisions to the Gardener classification specification with the inclusion of "high school graduation or equivalent" language; Board Member Jodi Lines seconded. Item was approved by the following vote: AYES: Ms. Lines, Mr. West and Ms. Sidwell; ABSENT: Mrs. Ortega.

#### 4. APPROVAL TO ESTABLISH THE MAINTENANCE WORKER PROJECTS COORDINATOR CLASSIFICATION SPECIFICATION

Marinett Briellard, Personnel Analyst II, again spoke before the Board on behalf of the Public Works Division of Public Services. As a result of the reduction of staff over a year ago, the City lost all of its field Public Works Inspectors, causing a lapse in excavation inspection. Work being performed by agencies such as PG&E, EBMUD and BNSF require their work within the City to be inspected to ensure they adhere to City code. Without an authoritative person in place, the City's roadways will remain unchecked and other agencies' work will not be validated.

This position is requested in order to have staff that will be able to assess the damage to excavation in the City, sewer repairs, coordinate redevelopment projects, and interact with associated contractors and vendors. Currently, this void has been filled by staff that is aware of excavation and street maintenance principals and possesses (the knowledge required to maintain City streets); however, their current position does not carry the proper authority to oversee the City's street maintenance projects. Both Willie Hayward, Deputy Director of Public Works, and Rich Davidson, Assistant City Engineer, were available for specific questions from Board Members.

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Board Member Jodi Lines made motion to approve the establishment of the new Maintenance Worker Projects Coordinator classification specification; Board Member Lewis West seconded. Item was approved by the following vote: AYES: Ms. Lines, Mr. West and Ms. Sidwell; ABSENT: Mrs. Ortega.

5. APPROVAL TO ESTABLISH THE STATIONARY ENGINEER SUPERVISOR CLASSIFICATION SPECIFICATION AND TO REALLOCATE ONE (1) STATIONARY ENGINEER CLASSIFICATION TO STATIONARY ENGINEER SUPERVISOR

Marinett Briellard, Personnel Analyst II, again spoke before the Board on behalf of the Public Works Division of Public Services. Due to staff lay-offs that occurred two years ago, Public Works Operations and Maintenance lost all five (5) of its Superintendents and three (3) first line Supervisors that included the Chief Stationary Engineer. As a result, the Stationary Engineers were left without first line supervision. During this transitional period, various Stationary Engineers have voluntarily filled the managerial gap wherein they have directed four (4) other Stationary Engineers, and interacted directly with the Deputy Director of Public Works for guidance and adherence to the MOU. Funding is now available to address the issue of not having a senior level position in place to manage the semi-professional engineers.

Leadership expertise currently exists among the five (5) Stationary Engineers if one was to qualify. It is paramount that a person is chosen to exact the administrative duties associated with managing a boiler room; conducting HVAC surveys; and working with contractors regarding boilers, plumbing, swimming pools, mechanical repairs, micro turbines, photovoltaic cells and energy retrofit. Willie Hayward, Deputy Director of Public Works, and Algie Shanklin, Stationary Engineer, were available to answer specific questions.

Board Member Lewis West made motion to approve the establishment of the new classification specification of Stationary Engineer Supervisor and to reallocate one (1) Stationary Engineer to the position of Stationary Engineer Supervisor; Board Member Jodi Lines seconded. Item was approved by the following vote: AYES: Ms. Lines, Mr. West and Ms. Sidwell; ABSENT: Mrs. Ortega.

*Leslie Knight, Human Resources Management Director, and Board Members thanked Marinett Briellard, before she left the meeting, for her wonderful service and support during the past five years (Marinett is retiring).*

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6. APPROVAL TO ESTABLISH THE INFORMATON TECHNOLOGY ASSISTANT CLASSIFICATION SPECIFICAITON

Andy Russo, Project Manager I, spoke before the Board on behalf of the Office of Information Technology. The City has suffered significant reductions (layoffs) in its workforce and resources over the last two years. This has resulted in various departments either losing staff or freezing hiring in critical positions. The City is now in the process of rebuilding and reorganizing departments. This is especially true in the area of Information Technology given its expanding role in maintaining microcomputers, networks and the SAP minicomputer system.

The Office of Information Technology lost an administrative support position and it has a critical need for this function in the department. The absence of someone to perform administrative functions and to assist technical staff in help desk and associated functions has created problems with meeting operational responsibilities. In addition, with limited staff, it has resulted in more technical staff being forced to perform more routine tasks. This specialized position is being created to address this need. Sue Hartman, IT Director, was available for questions from the Personnel Board Members.

Board Member Lewis West made motion to approve the establishment of the new classification specification of Information Technology Assistant; Board Member Jodi Lines seconded. Item was approved by the following vote: AYES: Ms. Lines, Mr. West and Ms. Sidwell; ABSENT: Mrs. Ortega.

7. APPROVAL TO ESTABLISH THE SENIOR BUSINESS ANALYST AND BUSINESS ANALYST I/II CLASSIFICATION SPECIFICATIONS

Andy Russo, Project Manager I, again spoke before the Board on behalf of the Office of Information Technology. In 2001 the City installed the SAP computer system to replace the antiquated legacy system that was then being used. This was done in order to have a fully integrated system that could be utilized to run organizational structure, benefits, payroll, purchasing, financials, materials management and related activities. Over the years the system has been expanding as more and more functions are being placed under the SAP system. This expansion entails increasing the resources both in terms of equipment and personnel to support this system.

The classifications of Senior Business Analyst and Business Analyst I/II are being created to support the SAP computer system. The current classification does not address the specialized nature of this type of technical expertise. The current IT classifications

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deal with programming, network support and microcomputer support. These newly created classes would provide troubleshooting and configuration expertise in support of the system. They would serve as an intermediary class between the departmental "super users" and the system programmers. This would also allow current employees who can demonstrate a certain level of proficiency to gain access to this series for career advancement. Again, Sue Hartman was available for questions.

Board Member Jodi Lines made motion to approve the establishment of the new classification specifications of Senior Business Analyst and Business Analyst I/II; Board Member Lewis West seconded. Item was approved by the following vote: AYES: Ms. Lines, Mr. West and Ms. Sidwell; ABSENT: Mrs. Ortega.

### 8. PUBLIC COMMENT

#### a. Confidential Investigative & Appeals Officer *Informational Purposes Only*

The Investigative and Appeals Officer specification (Exempt, At-Will) has been under review with a view towards expanding the current duties and responsibilities. The revised class specification more accurately reflects the nature and scope of the responsibilities. The classification of Investigative and Appeals Officer was retitled to Confidential Investigative & Appeals Officer to emphasize the nature of the work performed by this classification. In addition, there was a need to expand the responsibilities of this classification to include conducting investigations outside of the Police Department, hearing appeals on discharges to the wastewater system, and overseeing the newly-established Community Citation Program.

#### b. Internal Auditor Classification Specification *Informational Purposes Only*

The Internal Auditor (Exempt, At-Will) is a newly-established position resulting from an independent audit of the City's fiscal processes and the auditor's recommendations to the City Manager. This position will provide fiscal monitoring of City policies and procedures. These changes were approved by the City Council on April 5th. The Internal Auditor classification was created to establish an independent internal auditing system to provide monitoring of the City's fiscal policies and procedures. The incumbent would report directly to the City Council. Additionally, there would be an independent board set up to oversee the operations of this unit.

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c. Pending Grievance Discussion

Lynda McPhee, President, Local 790, addressed the Board. SEIU Local 790 wishes to move the grievance filed on behalf of Sharolyn Babb to the Personnel Board for adjudication. A Personnel Analyst performed a requested desk audit and recommended reclassification. This recommendation was not followed by management. The grievance was forwarded to the City Manager level and the response was unacceptable to the Union. The Human Resources Department believes that the City Charter vests the Human Resources Management Director with final decision making authority in reclassification matters and thus the Department does not believe that the Board may hear the matter. The Union feels it is the function of the Board to decide on matters relative to personnel classifications.

Leslie Knight, Human Resources Management Director, addressed the Board. From the City's perspective, this case does not fall under the jurisdiction of Personnel Board. The kinds of issues brought to the Personnel Board are issues in which the Human Resources Management Department has determined it is appropriate that a reclassification needs to be created, or when individuals have been working at a higher level of duty and they should be reclassified as such. In this particular instance, the Human Resources Management Department did not make either of those determinations. Andy Russo noted that the Personnel Board usually hears grievances when there is a specific violation of the memorandums of understanding or labor contracts. Denial of reclassifications falls under the management umbrella and, in his tenure with the City, the Board had never heard an appeal of a decision not to reclassify.

After discussion and questions, Board Members were unanimous in their opinion that they did not want to establish a precedent and did not want to venture into an area where they had not gone before. They felt this situation was a dispute on level of review. They expressed concern that they would be besieged with similar requests in the future.

*Leslie announced that Lois Clark would be retiring the end of June 2005.*

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,



LESLIE T. KNIGHT  
HUMAN RES. MGMT. DIRECTOR