

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**MARCH 24, 2005
MINUTES**

The meeting was called to order by Vice Chairperson West at 6:39 p.m. Roll call was as follows:

Present: Lewis West, Vice Chair
Jodi Lines
Karen Ortega
(vacancy)

Absent: Joanne Sidwell, Chair

In Audience: Leslie T. Knight, Human Resources Mgmt.
Juan Phelps, Human Resources Mgmt.
Stanley Anderson, Employment & Training

1. APPROVAL OF MINUTES

a. Regular Meeting of August 26, 2004

Item was postponed till appropriate Board Members are in attendance.

b. Regular Meeting of October 28, 2004

Board Member Karen Ortega made motion to approve the October 28, 2004 minutes as distributed; Board Member Jodi Lines seconded. Item was approved by the following vote: AYES: Ms. Lines, Mrs. Ortega and Mr. West; ABSENT: Ms. Sidwell.

2. ELECTION OF 2005 OFFICERS

Item was postponed until all Board Members are in attendance.

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3. APPROVAL TO: (A) ESTABLISH THE WORKFORCE DEVELOPMENT SUPPORT SPECIALIST CLASSIFICATION SPECIFICATION; AND (B) RECLASSIFY ONE (1) ADMINISTRATIVE TRAINEE TO THE NEW CLASSIFICATION

Juan Phelps, Senior Personnel Analyst, spoke before the Board on behalf of the Employment and Training Department. In accordance with the request of the Interim Employment and Training Director, a classification study was conducted in order to determine the appropriate classification for a position currently staffed by an Administrative Trainee. The present assignment of the position under study includes the performance of professional and technical duties related to the management and monitoring of performance standards for the various Employment and Training grant-funded programs. In addition, this employee is responsible for interpreting complex regulations, and for developing and implementing processes and systems that are consistent with the directives and guidelines of local, state and federal workforce development funding sources. These duties are not described in any of the City's current classification specifications and warrant the creation of the recommended classification. In addition, since the assigned employee has been performing the tasks of the proposed classification in excess of one (1) year, it is further recommended that this employee be reclassified to the proposed classification in accordance with the City's Personnel Rules. This recommended action would take place subsequent to the City Council's approval to adopt the proposed classification. Stanley Anderson, Senior Employment Program Specialist, was in the audience and available for questions from Board Members.

Board Member Karen Ortega made motion to approve the establishment of the Workforce Development Support Specialist classification specification and to reclassify one (1) Administrative Trainee to the new classification; Board Member Jodi Lines seconded. Item was approved by the following vote: AYES: Ms. Lines, Mrs. Ortega and Mr. West; ABSENT: Ms. Sidwell.

4. PUBLIC COMMENT

Mr. West made comment that the proposed Personnel Rules revision and the proposed Human Resources Management Section of the Administrative Manual would have been easier to follow if the changes had been highlighted. Even so, he thought the documents looked sound; Jodi Lines concurred.

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The meeting was adjourned at 7:46 p.m.

Respectfully submitted,



LESLIE T. KNIGHT
HUMAN RES. MGMT. DIRECTOR

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