

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**FEBRUARY 24, 2005
MINUTES**

The meeting was called to order by Chairperson Sidwell at 6:32 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.
Cedric G. Williams, Human Resources Mgmt.
Juan Phelps, Human Resources Mgmt.
Andy Russo, Human Resources Mgmt.
Lori Ritter, Police
Margaret Hembree, Police
Pat Samsell, Finance

Personnel Board Members were introduced to the new Human Resources Management Director, Leslie T. Knight, by Cedric Williams. He also thanked staff and Board Members for all their support through the years.

1. APPROVAL OF MINUTES

a. Regular Meeting of August 26, 2004

Item was postponed until appropriate Board Members are in attendance to vote.

b. Regular Meeting of October 28, 2004

Item was postponed until appropriate Board Members are in attendance to vote.

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2. ELECTION OF 2005 OFFICERS

Item was postponed until all Board Members are in attendance.

3. APPROVAL TO/OF: (A) ESTABLISH THE SYSTEMS ADMINISTRATOR CLASSIFICATION SPECIFICATION; AND (B) THE RECLASSIFICATION OF ONE (1) POLICE RECORDS SUPERVISOR TO THE NEW CLASSIFICATION

Juan Phelps, Senior Personnel Analyst, spoke before the Board on behalf of the Police Department. The Police Chief requested a classification study be conducted in order to determine the appropriate classification of the Police Records Supervisor's position based on the assignment of duties. The classification study revealed the Police Records Supervisor's position is assigned tasks associated with the administrative and technical work in the development and operation of specialized data processing and applications, including the supervision of multi-user systems operations, applications development, application support and work process design. This position is also assigned the coordination of the installation, upgrading and troubleshooting of software, the operational and system maintenance of related information systems, and the monitoring of related contracts. In addition, the duties associated with these assignments require specialized training and experience not specifically required of the Police Records Supervisor. As a result staff recommends the proposed classification in order to address this specific need. It is further recommended that the current employee in the Police Records Supervisor's position be reclassified to Systems Administrator. This recommendation is based on the duration of the Police Records Supervisor's assignment of the tasks associated with the recommended classification. The recommendation to reclassify this employee is also consistent with the City's Personnel Rules. Capt. Lori Ritter and Margaret Hembree, Police Records Supervisor, were in the audience to answer specific questions from Board Members.

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

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4. APPROVAL TO/OF: (A) ESTABLISH THE INTERNAL AUDITOR CLASSIFICATION SPECIFICATION AND (B) REVISIONS TO THE AUDITOR AND AUDIT ASSISTANT I/II CLASSIFICATION SPECIFICATIONS

Andy Russo, Project Manager I, spoke before the Board on behalf of the City Council. Pat Samsell, Interim Finance Director, was in the audience and available for any specific questions. In response to the major deficit the City is facing, an audit was undertaken that resulted in the City Manager and Finance Director making recommendations designed to strengthen fiscal oversight and accountability. These recommendations will result in the creation of an Auditing Department reporting directly to the City Council and establish an independent unit to audit City records. The Internal Auditor position will be an exempt, at-will classification that reports directly to the City Council. This position is needed to provide independent auditing of the City's fiscal condition. The revisions to the Auditor and Auditing Assistant I/II classifications are to exempt these positions from bargaining group representation, and create confidential management and non-management classes. This is being done to provide independent review and analysis. Pat also informed the Board Members about the creation of a professional, outside Audit Advisory Board.

Board Member Lewis West made motion (A) to approve the establishment of the Internal Auditor classification specification and (B) revisions to the Auditor and Audit Assistant I/II classification specifications; Board Member Jodi Lines seconded. Item was approved by the following vote: AYES: Ms. Lines, Mr. West and Ms. Sidwell; ABSENT: Mrs. Ortega.

5. APPROVAL TO ESTABLISH THE SENIOR BUYER AND BUYER I/II CLASSIFICATION SPECIFICATION

Again, Andy Russo spoke before the Board on behalf of the Finance Department. In response to the major deficit the City is facing, an audit was undertaken that resulted in the City Manager and Finance Director making recommendations designed to strengthen fiscal oversight and accountability in the Finance Department. These positions and revisions are in accordance with those directives. The Senior Buyer is a senior management position that will oversee the centralized functioning of the purchasing department. This position is in accordance with auditing recommendations regarding the City's monitoring and control of the purchasing process. The Buyer I/II classifications are the entry- and journey-level management positions in the purchasing division that will provide analysis and support for the Senior Buyer and City departments.

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

6. PUBLIC COMMENT

Cedric Williams encouraged Leslie to follow-up with the Mayor to contact a previous potential Board Member applicant who should now have met her residency requirement.

Cedric Williams gave the Board Members an update on the Bal/Babb grievance. Board Members were also advised that a request for a legal opinion has been submitted to the City Attorney's office.

Board Members said their Goodbyes and Thank You's to the outgoing Human Resources Management Director, Cedric G. Williams.

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,



LESLIE T. KNIGHT
HUMAN RES. MGMT. DIRECTOR

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