

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**JANUARY 27, 2005
MINUTES**

The meeting was called to order by Chairperson Sidwell at 6:40 p.m. Roll call was as follows:

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

Absent: Karen Ortega

In Audience: Cedric G. Williams, Human Resources Mgmt.
Marin Briellard, Human Resources Mgmt.
Steve Duran, Community & Economic Development Agency
Sharon West, Parks and Landscaping
Lynda McPhee, President, Local 790
Millie Cleveland, Field Rep., Local 790

1. APPROVAL OF MINUTES

Item was postponed till later in the evening with the hopes that Board Member Ortega would arrive.

2. ELECTION OF 2005 OFFICERS

Item was postponed till later in the evening with the hopes that Board Member Ortega would arrive.

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3. APPROVAL TO ESTABLISH: (A) THE COMMUNITY AND ECONOMIC DEVELOPMENT FINANCE MANAGER CLASSIFICATION SPECIFICATION; AND (B) THE COMMUNITY AND ECONOMIC DEVELOPMENT OPERATIONS SPECIALIST I/II CLASSIFICATION SPECIFICATION

Marin Briellard, Personnel Analyst II, spoke before the Board on behalf of the Redevelopment Division of the Community and Economic Development Agency. Due to the Finance Department shifting more work to line departments, staff saw the need to create the position of Community and Economic Development Finance Manager that will report to the Community and Economic Development Agency Director. Currently, a Senior Accountant is being paid a 15% differential for supervising two (2) other Senior Accountants.

The Community and Economic Development Finance Manager position will have supervisory responsibility over budget, finance, accounting, accounts payables and accounts receivables for Redevelopment, Housing and Community Development, Economic Development, and Employment and Training. There will be two (2) Senior Accountants and a Contract Administrator reporting to this position.

The Community and Economic Development Operations Specialist I/II position is being created to serve the entire Department in an operational and technical capacity with responsibility for maintaining several project and program management/tracking databases and related reporting requirements; web-site development and management; providing project support in technical areas as required by state redevelopment law, as well as general operational and technical support with regard to the implementation of numerous redevelopment and housing projects. These functions are needed to support the expanding project load of redevelopment and housing project managers as the Redevelopment Agency is finalizing a major expansion to its project area boundaries which will result in an increase in project activity. Currently, much of the work of the position is being performed by an Office Assistant II who was impacted by lay-offs and reassigned to Redevelopment.

Steve Duran, Community and Economic Development Agency Director, was available to answer specific questions from Board Members regarding the Agency's by-laws mandating that the finances be totally separate from the City's financial records. Even though the Agency is a separate entity, there is no change with regard to the unions. In response to Board Member Lines' inquiry, it was noted that the Department is considering hiring another Accountant sometime during FY 2005-2006 (non-General Fund). Marin advised that there will be an open competitive testing for the Specialist I/II. Cedric reiterated that the City needed to hire people to clarify where the dollars are going and who is being reimbursed, because this has been a problem for years.

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Board Member Lewis West made motion to approve the new classifications of Community and Economic Development Finance Manager and Community and Economic Development Operations Specialist I/II; 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 GRAFFITI ABATEMENT SPECIALIST CLASSIFICATION SPECIFICATION

Marin Briellard, Personnel Analyst II, again spoke before the Board on behalf of the Public Works Division of Public Services. Among the City's Utility Workers, the City had trained a Utility Worker that was effectively handling the City's graffiti abatement. During the recent lay-offs, however, this Utility Worker was impacted by the lay-offs, and the City was greatly affected by this loss. During this time, the Public Works Division immediately recognized that the position is a specialized position and more than just eradicating graffiti. Staff in this position must possess a thorough knowledge of City ordinances related to graffiti abatement; have the ability to interact with the Richmond Police Department personnel, Code Enforcement personnel and outside agencies; and be able to garner the cooperation of the citizens of the City to accomplish this task.

This position's primary function will be graffiti abatement and does not lend itself to having temporary staff perform the duties due to the amount of training involved and the continuity required. The position will also be responsible for numerous areas related to blight that encompasses park maintenance, median strips, creek clean-ups, street lights, vacant property board-ups and homeless encampments. Lynda McPhee said that Local 790 was in support of this item – any time their members are asked to do work *consistently* that is set apart from other work, different or more difficult than work in the classification, we support the new classification concept. There were also discussions about competitive testing process vs. reclassification.

Board Member Jodi Lines made motion to approve the establishment of the Graffiti Abatement Specialist 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.

Prior to the next item, Personnel Board Members discussed among themselves about whether there was a problem with Mr. West voting on the next item which was being presented on behalf of his wife, Sharon West. Hearing no objections, the Board proceeded with the item.

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5. APPROVAL TO REVISE THE PARKS CONSTRUCTION AND MAINTENANCE WORKER CLASSIFICATION SPECIFICATION

Marin Briellard, Personnel Analyst II, spoke before the Board on behalf of the Parks Division of the Recreation & Parks Department. Prior to conducting recruitments, staff of the Human Resources Management Department staff confers with the respective departments to see if the classification specifications are up-to-date as far as class characteristics, examples of duties, minimum qualifications, education, experience and licenses needed for the position. Upon review, it was ascertained that the classification specification for Parks Construction and Maintenance Worker had not been updated for more than nine (9) years and that minor revisions needed to be made to update the classification specification to include language addressing education and the proper license needed for the position.

Due to the recent layoffs, it became apparent that a Class B License was relevant to this position. Prior to layoffs, there were two (2) Parks Construction and Maintenance Workers with Class B Licenses that had not been required by the City. During and after layoffs, the Parks Division was down to one (1) person with the license necessary to drive and/or operate some the equipment that is used in the daily requirements of the position. The requirement of the Class B License upon hire or within six (6) months of hire offers potential gain to projects and work performance of the Division. The very nature of the position requires individuals to handle larger, heavier equipment, in addition to driving City vehicles on occasion that require a Class B License. Additionally, language needed to be added to the classification specification to address the minimum educational requirement for a high school graduate or the equivalent for this position.

Board Member Jodi Lines made motion to approve the revisions to the Parks Construction and Maintenance Worker 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.

6. PUBLIC COMMENT

Millie Cleveland, Local 790 Field Representative, asked the Board Members that, in their process, is the Board open to hearing an appeal from the union about requests for reclassifications that weren't approved by a department head – in other words, appeal a reclassification decision? Millie was advised she should first appeal to the Human Resources Management Department and ultimately file a grievance which could go to the Personnel Board or arbitration (your choice).

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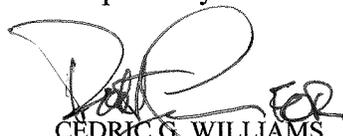
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Items 1 and 2 were postponed until the next meeting since Mrs. Ortega's presence is needed for voting.

The meeting was adjourned at 7:28 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Cedric G. Williams', is written over the printed name.

CEDRIC G. WILLIAMS
HUMAN RES. MGMT. DIRECTOR

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