

# CITY OF RICHMOND, CA

## HUMAN RESOURCES MANAGEMENT DEPT.

PERSONNEL BOARD  
REGULAR MEETING

HRM CONFERENCE ROOM  
1401 MARINA WAY SOUTH

### AUGUST 26, 2004 MINUTES

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

Present: Joanne Sidwell, Chair  
Jodi Lines  
Karen Ortega  
(vacancy)

Absent: Lewis West

In Audience: Cedric Williams, Human Resources Mgmt.  
Juan Phelps, Human Resources Mgmt.  
Sgt. Shawn Pickett, Police  
Officer Dick Tak, Police  
Juanita Taylor, Local 790  
Upesi Mtambuzi, Employment & Training  
Sue Hartman, IT

1. APPROVAL OF MINUTES

Board Member Karen Ortega made motion to approve the June 24, 2004 minutes as distributed; Board Member Jodi Lines seconded. Item was approved by the following vote: AYES: Ms. Lines, Mrs. Ortega and Ms. Sidwell; ABSENT: Mr. West.

2. APPROVAL TO/OF: (A) ESTABLISH THE NEW CLASSIFICATION SPECIFICATION OF SENIOR CODE ENFORCEMENT OFFICER; AND (B) ONE (1) ALLOCATION FOR THE NEW CLASSIFICATION

Juan Phelps, Senior Personnel Analyst, spoke before the Board on behalf of the Police Department. The Police Chief determined the need for a position which would assist in the management and oversight of the Code Enforcement activities specific to the Abatement Unit. Unfortunately, there is not a classification in the City which would accommodate the performance of the duties required for this position. As a result, a study was undertaken in order to determine the appropriate classification for the position.

Based on the study findings, it was determined that the creation of the Senior Code Enforcement Officer classification was appropriate. This position will be responsible for providing lead oversight and training to subordinate Code Enforcement Officers and assigned clerical staff, coordinating the code enforcement activities to ensure uniform enforcement of City codes, regulations and ordinances; and serving as community liaison for Code Enforcement activities. Since the affected position will be represented by Local 790, the union was advised of this recommendation. Officer Dick Tak and Sgt. Shawn Pickett were available for specific questions from the Board.

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Juanita Taylor, Local 790 Chief Steward, asked to speak before the Board on this item. Juanita indicated that Local 790 is opposed to this item, basically because a 790 member cannot supervise, discipline and/or evaluate the performance of a fellow union member. That would cause dissension among the members and destroy the purpose of having the bargaining union.

Juan Phelps indicated he had worked with Lynda McPhee (President, Local 790) closely to try to eliminate all "supervisory" language prior to her leaving on vacation. Juanita said that the union still has concerns, in particular with the proposed language in paragraphs #1 and #9 under "Examples of Duties". Juan indicated for the record that he did not know of the union's protest; and had he known, he never would have brought the item to the Personnel Board tonight. There was some discussion about current managers getting input from leadworkers in practice, but that the ultimate responsibility for performance evaluations is the supervisor's. As a matter of courtesy in the future, Juan asked that the Union notify him if there are concerns with an item prior to the Personnel Board meeting so that concerns can be addressed.

After further discussion on the controversial terms/words and how elimination of some words might jeopardize the "lead" responsibilities, Chairperson Joanne Sidwell suggested that the item be tabled until next month's meeting so that all issues could be worked out. The Board offered to have a special meeting if there was any urgency with passage of this item.

3. APPROVAL TO RECLASSIFY TWO (2) SENIOR EMPLOYMENT PROGRAM SPECIALIST POSITIONS TO EMPLOYMENT PROGRAM MANAGER POSITIONS

Again Juan Phelps, Senior Personnel Analyst, spoke before the Board on behalf of the Employment & Training Department. In accordance with the request of the Employment and Training Director, classification studies were conducted in order to determine the appropriate classification of two (2) employees currently under the permanent classification designation of Senior Employment Program Specialist.

One of the positions under study is assigned to the oversight of the Youth Works Program. This position has been assigned the oversight for the development, coordination and delivery of training publications, peer education, academic enrichment, and other development program responsibilities associated with youth employment and training programs. In addition, this employee plans, directs, trains and reviews the work of assigned staff; creates and manages the assigned program budget; writes grants to secure program funding; and monitors compliance, performance outcomes and grant agreements. These duties are similarly described in the Employment Program Manager classification specification. Therefore, the reclassification of this position from Senior Employment Program Specialist to Employment Program Manager is appropriate.

The second position under study is assigned to manage the Business Services component of the Workforce Investment Act, the Dislocated Workers Program and the Enterprise Zone Tax Credit Program. In conjunction with these programs, this position is assigned to manage the respective budget; develop and oversee program tracking and provide written reports; and provide staff training and supervision. In addition, this position is assigned to negotiate and write contracts; develop and oversee program tracking and reporting systems; and represent the department with members of the public, business and community groups. These duties are likewise described in the Employment Program Manager classification. Therefore, the reclassification of this position from Senior Employment Program Specialist to Employment Program Manager is also warranted.

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Since both of the positions are staffed with City employees, it is being recommended that these individuals be reclassified in accordance with the City's Personnel Rules. Since the affected position is represented by RMEA, the union was advised of this recommendation by copy of this report. Upesi Mtambuzi, Employment & Training Director, was available for questions from the Board Members.

Board Member Karen Ortega made motion to approve the reclassification of two (2) Senior Employment Program Specialist positions to Employment Program Manager positions; Board Member Jodi Lines seconded. Item was approved by the following vote: AYES: Ms. Lines, Mrs. Ortega and Ms. Sidwell; ABSENT: Mr. West.

4. APPROVAL TO/OF: (A) ESTABLISH THE NEW CLASSIFICATION SPECIFICATION OF BUSINESS SYSTEMS MANAGER; AND (B) ONE (1) ALLOCATION FOR THE NEW CLASSIFICATION

Again Juan Phelps, Senior Personnel Analyst, spoke before the Board on behalf of the Information Technology (IT) Department and for Andy Russo. In order to meet the growing needs of the City's technology infrastructure, IT is constantly reviewing its current staffing levels and job descriptions for the division. IT is in the process of improving its technological services to City departments, including automating City processes, adopting industry standard software, and expanding usability and functionality of the City's Enterprise Resource Planning (ERP) system. The implementation of the SAP system has necessitated the reassessment and reevaluation of the organizational structure and classifications in this division.

The Business Systems Manager is a new classification being created to meet the demands of a highly technological and sophisticated computerized system. This class will provide the coordination and facilitation of various projects being undertaken to upgrade and configure the SAP system. The individual will have overall responsibility for SAP-related projects and will chair operational committees, as well as troubleshoot problems in the system. This position will serve to maximize staff and financial resources in carrying out policies, and will design and implement methods for achieving these objectives and goals. Sue Hartman, Information Technology Program Director, was available for questions from Board Members.

Board Member Jodi Lines made motion to approve the establishment of the Business Systems Manager classification specification and one (1) allocation for the new class; Board Member Karen Ortega seconded. Item was approved by the following vote: AYES: Ms. Lines, Mrs. Ortega and Ms. Sidwell; ABSENT: Mr. West.

5. PUBLIC COMMENT

Cedric Williams advised the Board Members that he was currently in the process of interviewing the two (2) top candidates for Library Director.

The meeting was adjourned at 7:10 p.m.

Respectfully submitted,



CEDRIC G. WILLIAMS  
HUMAN RESOURCES MGMT. DIRECTOR