

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPT.

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

JUNE 24, 2004
MINUTES

The meeting was called to order by Chairperson Sidwell at 6:35 p.m. Roll call was as follows:

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

Absent:

In Audience: Cedric Williams, Human Resources Mgmt.
Marin Briellard, Human Resources Mgmt.
Andy Russo, Human Resources Mgmt.
Gary Hembree, Redevelopment
Pat Little, Redevelopment
Pat Samsell, Finance
Shari Deutsch, Risk Management

(The following item was taken out of order upon request.)

2. APPROVAL TO: (A) RETITLE/REVISE AND REALLOCATE THE HOUSING REHABILITATION/CODE ENFORCEMENT SUPERVISOR CLASSIFICATION SPECIFICATION TO CONSTRUCTION AND FACILITIES SUPERVISOR; (B) RETITLE/REVISE AND REALLOCATE THE HOUSING FINANCE AND DEVELOPMENT SUPERVISOR CLASSIFICATION SPECIFICATION TO HOUSING FINANCE SUPERVISOR; AND (C) REVISE THE HOUSING FINANCE REPRESENTATIVE I CLASSIFICATION SPECIFICATION

Marin Briellard, Interim Senior Personnel Analyst, spoke before the Board on behalf of the Redevelopment Department. There will be a number of forthcoming changes happening in Redevelopment, particularly with the advent of several retirements of seasoned employees. As is customary when beginning recruitments, Human Resources Management and the appropriate department review the classification specification for any updates. These particular classification specifications had not been updated for more than 29 years.

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The Redevelopment Department took a look at the current classification specifications for Housing Rehabilitation/Code Enforcement Supervisor and Housing Finance and Development Supervisor, and determined that they did not adequately reflect the level of duties required of mid-management level staff. The Construction and Facilities Supervisor position (retitled/revised and reallocated Housing Rehabilitation/Code Enforcement Supervisor class spec) will manage the construction processes, and post planning entitlements through construction completion (i.e.; budgeting, contractor selection, construction supervision, disbursements, and closeout) for all Housing and Community Development's (HCD's) residential development and rehabilitation projects, and other public improvements. In addition, the unit also manages the facilities owned by the Redevelopment Agency.

The Housing Finance Supervisor position (retitled/revised and reallocated Housing Finance and Development Supervisor) is vital to successfully completing the increased number of homeownership projects, including the Infill Housing Program, and creating a coordinated approach to delivering counseling and financing services for first-time home-buyers and addressing predatory lending. This position will also manage all of HCD's housing finance and community services programs. For homeowners, these programs are bundled under the umbrella of the City's Home Ownership Assistance Center which includes a variety of rehabilitation loans (i.e.; the Home Improvement Loan Program), minor repair programs (i.e.; Helping Hands, Youth Build and We Care), down payment assistance loans, and a variety of housing counseling programs. For renters, these programs include a variety of tenants' rights, services and rehabilitation loans to rental housing projects. The unit will also facilitate the sale and rental of units created under the City's Inclusionary Zoning Program.

The Housing Finance Representative I position is an entry level, and the classification specification is being updated to reflect current duties, abilities and work experience. Gary Hembree, Senior Development Project Manager, and Pat Little, Redevelopment Administrative Services Manager, were available to answer specific questions from the Board Members.

Board Member Lewis West made motion to approve to: (A) retitle/revise and reallocate the Housing Rehabilitation/Code Enforcement Supervisor classification specification to Construction and Facilities Supervisor; (B) retitle/revise and reallocate the Housing Finance and Development Supervisor classification specification to Housing Finance Supervisor; and (C) revise the Housing Finance Representative I classification specification; Board Member Jodi Lines seconded. Item was unanimously approved by the following vote: AYES: Mr. West, Ms. Lines, Mrs. Ortega and Ms. Sidwell.

1. APPROVAL OF MINUTES

Board Members cumulatively made motion and seconded to approve the February 26, 2004 minutes as distributed. Item was approved by the following vote: AYES: Mr. West, Ms. Lines and Ms. Sidwell; ABSTAIN: Mrs. Ortega.

Board Member Karen Ortega made motion to approve March 25, 2004 minutes as distributed; Board Member Jodi Lines seconded. Item was unanimously approved by the following vote: AYES: Mr. West, Ms. Lines, Mrs. Ortega and Ms. Sidwell.

3. APPROVAL OF THE ESTABLISHMENT OF (A) AN ACCOUNTING MANAGER CLASSIFICATION SPECIFICATION AND (B) ONE (1) ALLOCATION FOR THE NEW CLASS

Andy Russo, Principal Personnel Analyst, spoke before the Board on behalf of the Finance Department. The City of Richmond's Finance Department is in the process of reorganizing its operations as a result of the downsizings which have taken place during the past year. The Department has gone from a staff of 31 to a staff of 25. At the same time the Department faces the retirement of three (3) senior staff with extensive experience with the City – two (2) Senior Accountants and one (1) Accountant II. The combination of the departmental downsizing and the staff retirements necessitates a realignment of duties, and restructuring of the department to facilitate changing responsibilities and reporting structures.

In the FY 2004/05 budget, the department has restructured by creating an Accounting Manager position in place of a vacant Senior Accountant position. Two (2) other Senior Accountant positions will serve as lead accountants and will be expected to supervise various components of departmental operations such as accounts payable, payroll, monthly close, banking, etc. The Accounting Manager will have overall responsibility for managing day-to-day operations of the accounting operations, banking relationships, financial report preparation, treasury report preparation, chart of accounts modification, and other financial and accounting operations. The position is an integral part of the departmental plan for the timely and accurate preparation of the City's financial information. Pat Samsell, Interim Finance Director, was available for questions from Board Members.

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

4. APPROVAL OF (A) REVISIONS TO THE RISK MANAGER CLASSIFICATION SPECIFICATION, (B) ESTABLISHMENT OF A WORKERS' COMPENSATION/RETURN-TO-WORK COORDINATOR CLASSIFICATION SPECIFICATION; AND (C) ONE (1) ALLOCATION FOR THE NEW CLASSIFICATION

Andy Russo, Principal Personnel Analyst, again spoke before the Board on behalf of the Risk Management Department. As part of the City's effort to control costs, the Risk Management Division is presently being restructured to focus its resources and expertise on reducing the high number and cost of workers' compensation claims. These costs are approaching \$4 Million per year and, absent any changes to City practice, are projected to exceed \$8 Million per year by 2006. The first step in implementing this prevention and loss control effort was to select a third party administrator to manage the City's workers' compensation claims. The City has recently completed this process and is in the final stages of selecting a vendor.

The Risk Manager classification is being expanded to reflect the inclusion of overseeing/administering the City's safety program, including OSHA compliance issues. Additionally, the City must develop the internal capacity to manage the claims process more diligently, pro-actively and professionally, as well as develop and implement a formal return-to-work program. The Workers' Compensation/Return-to-Work

Coordinator is a new position that is being created to oversee the processing of claims by the third party administrator, to focus on developing and expanding "light duty" programs, to carefully monitor claims to facilitate expedited resolution and to initiate investigation of questionable claims. Shari Deutsch, Interim Risk Manager, was available for questions from Board Members.

Board Member Jodi Lines made motion to approve (A) the revisions to the Risk Manager classification specification, (B) the establishment of a Workers' Compensation/Return-To-Work Coordinator classification specification, and (C) one (1) allocation for the new class; Board Member Lewis West seconded. Item was unanimously approved by the following vote: AYES: Mr. West, Ms. Lines, Mrs. Ortega and Ms. Sidwell.

5. APPROVAL OF REVISION TO PERSONNEL RULES, SECTION III -- REGARDING APPROVAL OF NEW ALLOCATIONS

Andy Russo, Principal Personnel Analyst, again spoke before the Board on behalf of the Human Resources Management (HRM) Department. The Personnel Board has historically been responsible for approval of all allocations, as well as revisions to classification specifications and implementations of new class descriptions. The issue of approving allocations has been reviewed by the Human Resources Management Department and found to be a process which can be delegated to the HRM Department without diminishing the Board's overall responsibilities in this area.

The approval of new allocations has been a pro forma exercise and has not entailed the need for any review. This is due to the fact that if the allocation is in an existing class, then the Board has already approved the class specification. The appropriate department initiates the request for an allocation depending on the workload needs of their respective department. The review is done by budget to assure that there are monies available, and by HRM to initiate and oversee the recruitment process. In addition, the City Manager approves all additions to the City's workforce.

In addition, the need for this revision is predicated on the fact that the Board meets only once a month and, in many cases, this creates a considerable delay in responding to critical needs when a new position needs to be filled. Staff recommends that Rule III of the Personnel Rules, "Classification Plan, Classes and Positions", be amended by adding the following new language:

Section 11. Additional Allocations

Effective _____, the Personnel Board shall no longer be responsible for the approval of additional allocations of positions in existing classifications. This function will hereafter be subject to approval by the Director of Human Resources Management. The Personnel Board shall still be responsible for all other allocation issues as defined in Rule III, Sections 4 through 8.

For the record, Board Member Jodi Lines wanted it noted that, in terms of a citizen review committee, that the Department would not be putting itself in any position where there might be additional questions/criticism. Andy assured the Board that the only two (2) types of issues involved would be funding and an appropriate recruitment process. Any other types of scrutiny would not be applicable to this issue.

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Board Member Lewis West made motion to approve the revision to the Personnel Rules, Section III – regarding approval of new allocations; Board Member Jodi Lines seconded. Item was unanimously approved by the following vote: AYES: Mr. West, Ms. Lines, Mrs. Ortega and Ms. Sidwell.

6. PUBLIC COMMENT

Cedric Williams informed Board Members that the City Council had passed a FY 2005/06 budget last night. Pat Samsell indicated that along with that budget was an itemized list of every budgeted position, and that the next step is to prepare a vacancy list.

Andy Russo also informed the Board Members that, on the City's website, you can now watch a streamline video of the City Council meetings.

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,



CEDRIC G. WILLIAMS
HUMAN RESOURCES MGMT. DIRECTOR

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