

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**MARCH 25, 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.
Jim Crain, Equipment Services Division, Public Services

1. APPROVAL OF MINUTES

Board Member Lewis West made motion to approve the January 29, 2004 minutes as distributed; Board Member Karen Ortega seconded. Item was approved by the following vote: AYES: Mr. West, Mrs. Ortega and Ms. Sidwell; ABSTAIN: Ms. Lines.

2. APPROVAL OF REVISIONS TO THE (A) EQUIPMENT SUPERVISOR, (B) SENIOR EQUIPMENT PARTS SPECIALIST AND (C) EQUIPMENT PARTS SPECIALIST CLASSIFICATION SPECIFICATIONS

Marin Briellard, Interim Senior Personnel Analyst, spoke before the Board on behalf of the Equipment Services Division of the Public Services Department. Prior to conducting recruitments, the Human Resources Management Department confers with departments to see if the classification specifications are up-to-date as far as class characteristics, examples of duties and minimum qualifications needed for the position. Upon careful review, it was ascertained that reporting relationship changes and software language were needed to bring these three (3) classifications up-to-date. Jim Crain, Superintendent of Equipment and Transportation Services, was available for questions from the Board Members.

Chairperson Sidwell noted that Item #5, under "Examples of Duties" in the proposed Equipment Parts Specialist class specification, should be shown as bold and underlined as it is proposed new language.

Board Member Lewis West made motion to approve the revisions to the (A) Equipment Supervisor, (B) Senior Equipment Parts Specialist and (C) Equipment Parts Specialist classification specifications as proposed; Board Member Jodi Lines seconded. Item was unanimously approved by the following vote: AYES: Mr. West, Mrs. Ortega, Ms. Lines and Ms. Sidwell.

PERSONNEL BOARD MINUTES

March 25, 2004

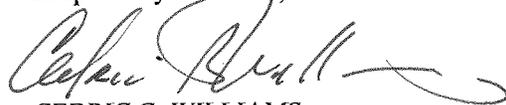
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3. PUBLIC COMMENT

Cedric announced to the Board Members that he would still be with the City on an hourly basis for a while trying to help the Interim City Manager finish up on a few projects.

The meeting was adjourned at 6:46 p.m.

Respectfully submitted,



CEDRIC G. WILLIAMS
HUMAN RESOURCES MGMT. DIRECTOR

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