

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPT.

PERSONNEL BOARD
SPECIAL MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

JANUARY 29, 2004
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
Karen Ortega
(vacancy)

Absent: Jodi Lines

In Audience: Andy Russo, Human Resources Mgmt.
Marin Briellard, Human Resources Mgmt.
Steve Duran, Community & Economic Development

1. APPROVAL OF MINUTES

Board Member Lewis West made motion to approve the November 13, 2003 minutes as distributed; Board Member Karen Ortega seconded. Item was approved by the following vote: AYES: Mrs. Ortega and Mr. West (majority of those in attendance); ABSTAIN: Ms. Sidwell; ABSENT: Ms. Lines.

2. ELECTION OF 2004 OFFICERS

Item was deferred until next month (when it is hoped all members will be in attendance).

3. APPROVAL TO: (A) REVISE THE ECONOMIC DEVELOPMENT ADMINISTRATOR CLASSIFICATION SPECIFICATION; AND (B) REALLOCATE THE ECONOMIC DEVELOPMENT MARKETING MANAGER POSITION TO ECONOMIC DEVELOPMENT ADMINISTRATOR

Marin Briellard, Interim Senior Personnel Analyst, spoke before the Board on behalf of the Community & Economic Development Department. The recent resignation of the City's Economic Development Marketing Manager has resulted in an opportunity to evaluate the operations of the Economic Development Division. The current Economic Development Marketing Manager classification assumed several functions of a former Economic Development Administrator classification which was filled until the mid 1990's. This classification was charged with a broad range of responsibilities for the City's business retention, business attraction,

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enterprise zones and target employment areas. It was also responsible for developing the economic development strategies consistent with the Economic Development Element of the General Plan. It is the intent of the Community and Economic Development Department to redefine and reactivate the more comprehensive classification of Economic Development Administrator.

The Community and Economic Development Department is charged with, among numerous functions, expanding and strengthening the economy of Richmond. This is a particularly critical function in light of the current economic conditions being faced by the City of Richmond. It will be imperative that the Department take a more aggressive and comprehensive approach to growing Richmond's economy to provide enhanced job creation and expanded revenue opportunities (through property tax, tax increment and sales tax). The Department will be placing even more importance and priority on the program activity of the Economic Development Division. Given the heightened significance of the Division's function and the intent to broaden its programmatic capacity, the breadth, experience level and professional capacity of the economic development division head must be upgraded, strengthened and expanded. The Economic Development Administrator position would meet these departmental objectives. Steve Duran, Community & Economic Development Director, was available to answer more specific questions (i.e.; funding, organizational structure, etc.) from the Board Members.

Board Member Lewis West asked why we weren't incorporating our standard language on "work experience being equivalent and/or substituted for some educational requirements" as previously done in numerous class specifications which gives a department more recruitment flexibility. Andy Russo, Acting Human Resources Mgmt. Director, stated that the policy change had been made to avoid trying to interpret what is considered equal/equivalent. He further explained that at this management level a degree is required in addition to work experience and is the "industry standard", where in other classes we will accept experience up to a certain number of years. Each class specification needs to be reviewed and/or revised on a case-by-case basis.

Board Member Lewis West made motion to approve (A) the revisions to the Economic Development Administrator classification specification; and (B) the reallocation of the Economic Development Marketing Manager position to Economic Development Administrator; Board Member Karen Ortega seconded. Item was approved by the following vote: AYES: Mrs. Ortega, Mr. West and Ms. Sidwell; ABSENT: Ms. Lines.

3. PUBLIC COMMENT

Andy Russo advised the Board about current recruitments (i.e.; City Manager, City Attorney, Police Chief, Fire Chief and Library Director). He also mentioned that Jodi Lines would be sitting on the interview panel for Library Director to be held on February 18, 2004.

The meeting was adjourned at 6:52 p.m.

Respectfully submitted,



ANDREW L. RUSSO
ACTING HUMAN RESOURCES MGMT. DIRECTOR

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