

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**FEBRUARY 22, 2007
MINUTES**

The Regular Meeting was called to order by Chairperson Sidwell at 4:50 p.m. Roll call was as follows:

Present: Joanne Sidwell, Chairperson
Lewis West, Vice Chairperson
Kisha Grove, Board Member
(vacancy)

Absent: Jodi Lines, Board Member

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.
Andy Russo, Principal Personnel Analyst, HRM
Donna Newton, Personnel Analyst II, HRM
Lisa Stephenson, Labor Relations Manager, HRM
Janet Schneider, Administrative Chief, Office of the City Manager
Bruce A. Soublet, Assistant City Attorney, Office of the City Atty.
Jim Matzorkis, Port Director, Port
Rosemary Viramontes, Program Manager, E&T
Juanita Taylor, President, Local 790
Pat Marra, Vice President, Local 790
Lisa Carter, Personnel Board Secretary, HRM

1. **ELECTION OF 2007 OFFICERS**

Chairperson Sidwell recommended holding over the nominations again until the next meeting due to having 3 of 4 Board Members in attendance.

2. **APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF COMMUNITY SERVICES TECHNICIAN (OFFICE OF THE CITY MANAGER)**

Andy Russo, Principal Personnel Analyst, provided a brief overview of the item, stating that this is a support position in the City Manager's Office and would serve as the first point of contact in the office, provide certain reception duties and customer service, and basic filing, typing and translation services.

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Leslie Knight, Assistant City Manager/Human Resources Management Director, added that this is a newly created position specifically to staff the front desk and provide bilingual services. In addition, the employee will be asked to create spreadsheets and other technical computer work, as well.

Vice Chairperson West noted that the job description twice referred to translation services and he clarified that the language is for Spanish translation. He questioned whether this would open the door for other language representation, and Ms. Knight said that she did not believe so, given the majority of the City's Hispanic population. She agreed to revise the specification to include the term "Spanish translation."

Board Member Grove questioned and confirmed with Ms. Knight that the position's core responsibility will be for bilingual abilities. Mr. Russo explained bilingual pay differential and noted that the department must indicate the skills needed. A certification process will then determine proficiency in the language.

Ms. Knight noted that the difference in this case is that this is a single employment classification that will be stationed at the front desk for the City Manager's Office. It is up to the department as to whether or not they have a use for bilingual employees. When other languages are needed to be translated, a request is sent out to all departments for assistance.

Vice Chairperson West made a motion for approval to establish the new classification specification of Community Services Technician (Office of the City Manager); seconded by Board Member Grove. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, and Ms. Sidwell. NOES: None. ABSENT: Ms. Lines.

3. APPROVAL OF (A) ESTABLISHMENT OF NEW CLASSIFICATION OF WORKFORCE PROGRAM COORDINATOR AND (B) RECLASSIFICATION OF AN EMPLOYMENT PROGRAM SPECIALIST II TO A WORKFORCE PROGRAM COORDINATOR (EMPLOYMENT AND TRAINING DEPARTMENT)

Donna Newton, Personnel Analyst II, provided a brief overview of the item and noted that the Board would not be considering Item B at this time. She stated that Rosemary Viramontes, Program Manager, was available to answer specific questions of the Board.

Ms. Newton explained that staff received a request to perform a desk audit for an Employment Program Specialist II which revealed that the incumbent was performing duties that did not fall into the duties of the series. As a result, the new classification of Workforce Program Coordinator was proposed. The position provides assistance in the development of programs for the department and coordinates the administrative activities of the program. It is different from the Senior Employment Development Specialist in that it does not require performing a full range of case management responsibilities. She then briefly described the duties of the new classification.

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Vice Chairperson West referred to the duties outlined and pointed out that the report indicates that the incumbent was not performing the full range of duties. He questioned the percentage of work done within the classification. Ms. Viramontes explained that the Senior Employment Development Specialist handles case management with participants. The proposed new position would primarily coordinate programs, projects, work with the business community, promote and market services, and is very different. Mr. Russo added that the Workforce Program Coordinator will be performing more administrative and grant functions whereas the Senior Employment Development Specialist is more client-oriented and involved with caseload issues.

Board Member Grove concurred with the differences between the two positions and supported the request for the new classification.

Board Member Grove made a motion for approval to establish the new classification specification of Workforce Program Coordinator (Employment and Training Department); seconded by Vice Chairperson West. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, and Ms. Sidwell. NOES: None. ABSENT: Ms. Lines.

4. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF PORT ADMINISTRATOR (PORT)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the item, stating that the request concerns a management position at the Port. The incumbent is working out of class and would perform functions that are not reflective of his current craft which is Harbor Engineer. He noted that Jim Matzorkis, Port Director, was present to address any specific questions.

There were no questions of the Board.

Vice Chairperson West made a motion for approval to establish the new classification specification of Port Administrator (Port); seconded by Board Member Grove. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, and Ms. Sidwell. NOES: None. ABSENT: Ms. Lines.

5. APPROVAL TO ESTABLISH THE NEW CLASSIFICATIONS OF SENIOR EMPLOYEE BENEFITS ANALYST AND EMPLOYEE BENEFITS ANALYST (HUMAN RESOURCES MANAGEMENT DEPARTMENT)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the item, stating that there was a slight revision to the initial request of the title from Senior Benefits Analyst and Benefits Analyst, to Senior *Employee* Benefits Analyst and *Employee* Benefits Analyst. These positions will oversee most of the benefit functions in Human Resources; one at the journey level and one at the senior or lead level, and he briefly described those functions. He stated that they now have an Analyst whose main function should be doing recruitments, classifications and administering tests, and is now doing this part-time and doing benefits part-time. The department truly has a need to have a

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person solely dedicated to benefits, safety, Workers' Compensation, and Return to Work programs.

Ms. Knight added that the City has a third-party administrator for the Workers' Compensation program and that there is an employee who is currently managing and administering the work who will be reclassified to the Senior Employee Benefits Analyst position. She further explained that much depends on whether the Workers' Compensation program and benefits are coordinated in-house or separated.

Juanita Taylor, President, Local 790, questioned why it would take two people to do the job when one person is handling the work, and asked what would happen with the current union employee. Mr. Russo noted that the proposal is adding one employee. One employee is currently a Senior Claims Examiner. The Benefits Analyst was always a management position and therefore, nothing has changed. Ms. Knight added that the laws have changed, and the City must have a Return to Work program, light duty, ADA compliance, safety programs and compliance with OSHA, and as a result, the duties have grown to the extent that an employee cannot be performing them part-time. She also noted that neither one of the positions will eliminate the Administrative Secretary position in the department.

Vice Chairperson West made a motion for approval to establish the new classifications of Senior Employee Benefits Analyst and Employee Benefits Analyst (Human Resources Management Department); seconded by Board Member Grove. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, and Ms. Sidwell. NOES: None. ABSENT: Ms. Lines.

6. PUBLIC COMMENT: None

The meeting was adjourned at 5:21 p.m.

Respectfully submitted,



Leslie T. Knight
Assistant City Manager/Human Resources Management Director

/lmh-lyc

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