

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

PERSONNEL BOARD  
REGULAR MEETING

HRM CONFERENCE ROOM  
1401 MARINA WAY SOUTH

**January 22, 2009  
MINUTES**

The Regular Meeting was called to order by Chairperson West at 4:41 p.m. Roll call was as follows:

Present: Lewis West, Chairperson  
Kisha Grove, Vice Chairperson  
Joanne Sidwell, Board Member  
Kimberly Stewart, Board Member

Absent: Jodi Lines, Board Member

In Audience: Leslie T. Knight, Asst. City Manager/HRM Resources Mgmt. Dir.  
Robert Larson, Human Resources Personnel Officer, HRM  
Maria Blue, Personnel Analyst II, HRM  
Jessica Collins, Personnel Analyst I, HRM  
Bill Lindsay, City Manager, Office of the City Manager  
Janet Schneider, Administrative Chief, Office of the City Manager  
Ralph Lloyd, Facilities Maintenance Superintendent, Public Works  
Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF SUSTAINABILITY COORDINATOR (CITY MANAGER'S OFFICE, ENVIRONMENTAL INITIATIVES SECTION)

Robert Larson, Human Resources Personnel Officer presented the new classification of Sustainability Coordinator, City Manager's Office, Environmental Initiatives Section, to the Board for their review. Bill Lindsay, City Manager, and Janet Schneider, Administrative Chief, were available to answer questions of the Board. Mr. Larson indicated that he contacted Pat Marra, President of Local 21, and stated that the union expressed no issues with this item.

Leslie Knight, Assistant City Manager/Human Resources Management Director, stated that the City has created an Environmental Initiatives section in the City Manager's

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Office and it is fully staffed by one individual, an intern whose title is Environmental Manager. She stated that the position of Sustainability Coordinator is proposed to make this area more fully staffed than it currently is. Ms. Knight stated that the Environmental Initiatives section's three goals are: 1) to promote Richmond as a sustainable City, 2) to implement the Urban Environmental Accords, and 3) to reduce greenhouse gas emissions, which is mandated by state law. The first goal of the individual filling this position would be to provide technical assistance to City departments, and to provide sustainable practices. The second goal would be to participate in the East Bay Green Corridor Partnership, and to implement the Urban Environmental Accords. Ms. Knight advised that the Urban Environmental Accords, a series of them, were adopted by the City Council last year at the September 16, 2008 Council Meeting.

Board Member Sidwell questioned and confirmed that the position would be reporting to the Environmental Manager.

Chairperson West questioned and confirmed that an incumbent would have to apply and compete for the position.

Bill Lindsay, City Manager, stated that the adopted Urban Environmental Accords is a fairly broad scope of work, and the hope is that over the next few years, the City can complete and adopt 14 out of 21 actions by the year 2012. Staff directed the Board to review the actual accords, available online, and directed them to the Environmental Initiatives section of the City's website.

Chairperson West questioned if there were federal funds available to access for use in the area of Environmental Initiatives, or would some of the tasks of this particular position be to see if federal funds are available for environmental improvements. Janet Schneider, Administrative Chief, responded by stating that this position will help the City pursue grants, e.g., in the areas of alternative energy and greenhouse gas reduction. Mr. Lindsay, City Manager, also advised that he believed that there were federal funds available, and confirmed that seeking funding would be part of the responsibilities of this position.

Board Member Stewart stated that she appreciated that the job specification's experience requirement considered one year of full time experience in an internship, employment or volunteer position in a similarly-related field.

Board Member Sidwell made a motion to approve the establishment of the new classification of Sustainability Coordinator (City Manager's Office, Environmental Initiatives Section); seconded by Board Member Grove. Item was approved by the following vote: AYES: Ms. Stewart, Ms. Grove, Ms. Sidwell, and Mr. West. NOES: None. ABSENT: Ms. Lines.

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### 2. APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF RISK MANAGER (HUMAN RESOURCES MANAGEMENT DEPARTMENT)

Leslie Knight, Assistant City Manager/Human Resources Management Director, presented the revision of the existing classification of Risk Manager (Human Resources Management Department) to the Board. She stated that the department has hired a Risk Manager, Robyn Kain. Ms. Knight stated that Ms. Kain comes to us from the City of Fairfield, and she has extensive Risk Management experience which includes Workers' Compensation and general liability insurance, and staff is pleased to have her on board. Ms. Knight advised that it was always her intent to move the benefits function under Risk Management as it did not naturally fit under the personnel area where it is now. She advised that the Human Resources Management Department would be divided into the Administrative and Labor Relations sections, the Personnel Services unit, Risk Management, and the Employee Benefits unit. Ms. Kain comes to us with existing experience in the area of benefits, and she was also the former Human Resources Director for Yuba City. Ms. Knight continued, with Ms. Kain on board, those two functions have now been merged under the Risk Management unit. Ms. Knight advised that Pat Marra, President of Local 21, expressed no issues with this item.

Board Member Stewart asked how the redistribution of the job and responsibilities would affect the people or person who is providing the benefits function. Ms. Knight advised that some of the risk management work was contracted out, and the benefits division reported to Rob Larson, Human Resources Personnel Officer, on a temporary basis, until the Risk Manager was hired. There was only one person, an Employee Benefits Analyst, who was handling benefits. This individual now reports to the Risk Manager. Ms. Knight advised that the Risk Manager has three employees who report to her, the Workers' Compensation specialist (working title), the Benefits specialist (working title), as well as a Human Resources Technician (clerical support).

Chairperson West requested clarification on the Human Resources Management Department's Organizational Chart. Ms. Knight apologized and stated that the organization chart submitted with the Board's packet was taken from last year's budget. She clarified that all of the positions listed are all existing classifications in the department.

Vice Chairperson Grove made a motion to approve the revision of the existing classification of Risk Manager (Human Resources Management Department); seconded by Board Member Stewart. Item was approved by the following vote: AYES: Ms. Stewart, Ms. Grove, Ms. Sidwell, and Mr. West. NOES: None. ABSENT: Ms. Lines.

### 3. APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF ELECTRICIAN (FACILITIES MAINTENANCE DIVISION, PUBLIC WORKS DEPARTMENT)

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Maria Blue, Personnel Analyst II, presented the revision of the existing classification of Electrician, Facilities Maintenance Division, Public Works Department, to the Board for their consideration. She stated that as the analyst in charge of recruiting for the Public Works Department, she advised the Board that when recruiting for a skilled trade requiring technical experience, staff has found that it has been difficult to find a viable applicant pool of candidates, as in the Electrician recruitment. Currently, an applicant would have to possess a valid California Class B Driver's License at the time of appointment. In review of past recruitments held for the Electrician position, many applicants have the required skills but not the Class B Driver's License. After discussing the employment needs with the department, and after surveying other cities and counties, in order to be more competitive in the City's recruitments, staff is proposing that the specification be revised to specify that the applicant must obtain and maintain a valid Class B California Driver's License within one year of appointment, and throughout employment, and have a satisfactory driving record. She stated that staff contacted the Local 1021 bargaining group regarding the change and they had no objection. Ms. Blue also advised that Mr. Ralph Lloyd, Facilities Maintenance Superintendent of Public Works was available to answer any questions.

Board Member Grove questioned what the requirements are to obtain a Class B Driver's License. Mr. Lloyd stated that although he is not an expert on California Driver's Licenses, the Class B License typically qualifies an employee to drive a truck and in this case, a truck with a gross vehicle weight of over 25,000 pounds. The reason the department requires the Class B License is because the city services its own street lights and traffic signals, inserting poles and replacing traffic signals, using this heavy truck in order to do that.

Board Member Grove questioned and confirmed that the city already has the equipment in place that falls under the Class B Driver's License requirement to be operated.

Board Member Stewart questioned how an employee's regular tasks would be impacted by all the things the department is going to do to aid the person in getting their license. Mr. Lloyd advised that if an employee does not have the Class B License, they cannot drive certain vehicles. The department provides a wide array of services to buildings, facilities, and on the street, e.g., street lights; that is one component of what the department does. If an individual is needed on a job on the street where the commercial vehicle was needed, then someone else would have to drive the truck. From an operational standpoint, the supervisor would manage those employees and work around that. He said that he believed the benefit of hiring an employee who has a high technical skill (in terms of electrical skills) offsets one not having a Class B License. For example, there might be an applicant who is marginal as an applicant, but has a commercial license, and if picking from that pool, the department would much rather see someone placed in the position with a high skill set in the electrical field, and bring the person up to speed in driving skills over the probationary period.

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Ms. Blue elaborated further that the department has a total of five electricians, but all are not driving the particular truck that services traffic lights. So the individual coming on board would certainly have enough work to keep themselves occupied if they were not driving, as it is only one component of the job duties.

Board Member Grove questioned and confirmed that all the current electricians have Class B Driver's Licenses.

Board Member Grove questioned and confirmed that the city would absorb those costs associated with obtaining the license.

Board Member Stewart made a motion to approve the existing classification of Electrician (Facilities Maintenance Division, Public Works Department); seconded by Board Member Grove. Item was approved by the following vote: AYES: Ms. Stewart, Ms. Grove, Ms. Sidwell, and Mr. West. NOES: None. ABSENT: Ms. Lines.

4. PUBLIC COMMENT: None.

The meeting was adjourned at 5:07 p.m.

Respectfully submitted,



Leslie T. Knight

Assistant City Manager/Human Resources Management Director

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