



Richmond

HUMAN RESOURCES MANAGEMENT DEPARTMENT

PERSONNEL BOARD

REGULAR MEETING
THURSDAY, OCTOBER 28, 2004
6:30 P.M.

@ Human Resources Management's Conference Room 
(enter 2nd glass door from North/West corner of building)

A G E N D A

1. APPROVAL OF MINUTES:
 - a. Regular Meeting of August 26, 2004
2. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION SPECIFICATION OF **PARATRANSIT DRIVER LEADWORKER – PARATRANSIT, PUBLIC SERVICES**
3. APPROVAL TO RECLASSIFY ONE (1) OFFICE SPECIALIST POSITION TO **ADMINISTRATIVE SECRETARY -- PLANNING**
4. APPROVAL TO: (A) ESTABLISH THE NEW CLASSIFICATION SPECIFICATION OF **PAYROLL SPECIALIST**; AND (B) RECLASSIFY ONE (1) OFFICE SPECIALIST POSITION TO THE NEW CLASSIFICATION – **POLICE**
5. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION SPECIFICATION OF **YOUTH SERVICES PROGRAM ASSISTANT – PAL, POLICE**
6. APPROVAL TO: (A) ESTABLISH THE NEW CLASSIFICATION SPECIFICATIONS OF **AUDITOR, FLEXIBLY STAFFED AUDIT ASSISTANT I/II, SENIOR BUDGET ANALYST AND FLEXIBLY STAFFED BUDGET ANALYST I/II**; AND (B) REVISE THE **FINANCIAL SERVICES ADMINISTRATOR CLASSIFICATION SPECIFICATION – BUDGET & FINANCIAL SERVICES AGENCY**
7. PUBLIC COMMENT