

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**JANUARY 24, 2008
MINUTES**

The meeting was called to order by Chairperson West at 4:46 p.m. Roll call was as follows:

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

Absent: Kisha Grove, Vice Chairperson
Jodi Lines, Board Member

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.
Tony Norris, Parks Superintendent, Parks
Yader Bermudez, Public Works Director, Public Works
Rob Larson, Human Resources Personnel Officer, HRM
Andy Russo, Principal Personnel Analyst, HRM
Maria Blue, Personnel Analyst II, HRM
Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF PARK STEWARD
(PUBLIC WORKS DEPARTMENT)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the proposed item regarding the request to establish the new classification of Park Steward, stating that the request involved a new program that is designed to maintain and provide an additional presence in the City's parks, to maintain them in a clean fashion, monitor activities, and assist with special events, as well as opening and closing of facilities. Staff requested hiring 24 part-time employees and the new classification would be designated as a Park Steward. The individual would work nine to 10 months during the year, four to five hours a day. In addition, there would be two full-time site supervisors who would monitor the program and the Park Steward. The program would be under the supervision of the Public Works Department. The individual would be trained through the

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Employment and Training Department and would consist mostly of local residents. Mr. Russo also briefly discussed the training that would be provided.

Ms. Sidwell questioned Local 1021's input, seeing no representative present. Mr. Russo stated that Juanita Taylor, President, was aware of the classification, and that they had no conflict with it. He stated that the classification would be within their part-time bargaining unit (a non-benefited position), but there would be two full-time Lead Maintenance Workers which would be in Local 1021's bargaining unit. Mr. Russo added that it would also serve to provide potential future entry-level positions with the City.

Ms. Sidwell commented that it seemed the City was also investing a fair amount of training into the employees. Leslie Knight, Assistant City Manager/Human Resources Management Director, agreed and said that this serves to provide training for entry-level jobs to those who would not otherwise be able to come into the civil service system. Staff hoped to get some local residents to apply, as the program is specifically geared toward community involvement.

Ms. Stewart asked if staff envisioned employees be present at parks four to five hours a day. Mr. Russo replied that there would be groups of no more than 2 stewards at each park. They would be in contact through Nextel cell phones, and their presence is meant to be community-oriented at parks during events.

Mr. West said that he believed training is vital in all aspects of job responsibility, namely first aid, dealing tactfully with groups of diverse backgrounds, and conflict resolution. He strongly suggested 2-way radios, which would be comforting to the stewards as they would know someone would be readily available. Mr. Russo agreed and said that the Nextel phones have 2-way capabilities.

Board Member Sidwell made motion to approve the establishment of the new classification of Park Steward (Public Works Department); seconded by Board Member Stewart. Item was approved by the following vote: AYES: Ms. Sidwell, Ms. Stewart, and Mr. West. NOES: None. ABSENT: Ms. Grove and Ms. Lines.

2. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF CUSTODIAL MAINTENANCE SUPERVISOR (PUBLIC WORKS DEPARTMENT)

Maria Blue, Personnel Analyst II, provided a brief overview of the proposed item regarding the request, stating that in 2003/04, the City had large reductions in staff due to layoffs and one position left unfilled for more than 2 years was that of the Custodian Supervisor. Since then, the Public Works Department has increased its staff, thereby creating a greater need to bring back the position. The revision and reinstatement of this first-line supervisory position would provide the department and its director with adequate staff management. Staff has conferred with Local 21 and they expressed no issues or concerns.

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Ms. Stewart confirmed that the request is for a new classification; the previous classification was Custodian Supervisor, partly because of the duties which involved utility maintenance work and not just cleaning. Ms. Stewart verified that there was one position currently available and that there were 15 employees under this position's supervision, one being a lead worker.

Ms. Stewart questioned and confirmed that it was possible to recruit from within the organization as long as the individual has supervisory experience.

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

3. PUBLIC COMMENT

Ms. Stewart commented that she was at the Robert Knoll Park during the holiday season and was glad to see a large gathering of very happy City workers.

The meeting was adjourned at 5:01 p.m.

Respectfully submitted,



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

/lmh-lyc