

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**APRIL 24, 2008
MINUTES**

The meeting was called to order by Chairperson West at 4:38 p.m. Roll call was as follows:

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

Absent: Kisha Grove, Vice Chairperson

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.
Robert Larson, Human Resources Personnel Officer, HRM
Donna Newton, Personnel Analyst II, HRM
Maria Blue, Personnel Analyst II, HRM
Kathy Haug, Administrative Librarian, Library
Ranjana Maharaj, Library and Cultural Services Administrative
Manager, Library
Ralph Lloyd, Public Works Facilities Superintendent, Public
Works
Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF UTILITY
WORKER I/II (FACILITIES MAINTENANCE DIVISION, PUBLIC WORKS
DEPARTMENT)

Maria Blue, Personnel Analyst II, provided a brief overview of the proposed item stating that the Public Works Department has undergone an extensive review of the Utility Worker I/II job classification, which was last revised in 2001. At that time, the ability to perform rodent and insect control with restricted-use pesticides was deemed to be a required job duty. As such, the Utility Worker II level required that the incumbent have a Pest Control Applicator's Certificate at the time of appointment. This requirement is no longer necessary. It is infrequently used, and when the need arises, an outside source is

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used, or a common-use product found at a store is used. There are currently 15 Utility Workers throughout the City; three are at the II level.

Ms. Stewart clarified the mix of Utility Workers I and II levels and confirmed that employees in the level I category to be promoted up.

Ms. Blue also noted that the union was contacted and that they concurred with the changes being proposed.

Ms. Stewart asked when was the last pesticide application performed, and Mr. Lloyd said that he was unsure of the exact date, but on an average, it is used about three times a year.

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

2. APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF LIBRARY AIDE (LIBRARY AND CULTURAL SERVICES)

Donna Newton, Personnel Analyst II, provided a brief overview of the proposed item stating that the request is to revise the existing classification specification and the referenced verbiage regarding the number of hours that the Library Aides work be removed, so that incumbents can work an increased number of hours, and to allow the Library to use one classification for all Library Aides, regardless of the number of part-time hours they are required to work. In addition, the Library Aides can be hired for however long they are needed. There is another position classified as Public Services Support Library Aide, which is only differentiated by the number of hours worked, and staff would like to have one classification for Library Aides to allow all of them to be able to work flexibly.

Ms. Newton also reported that the classification does not indicate the type of experience required. This is an entry level position, and staff would like to add the statement that experience is not required.

Board Member Lines confirmed that incumbents could work an increased number of hours if necessary under the classification, and that the union concurs with the changes.

Board Member Stewart asked if the positions are benefitted. Ms. Newton replied that the positions are part-time, and it would depend on the number of hours worked. If 25 or more hours are worked, it would be benefitted. Ms. Knight, Assistant City Manager/Human Resources Management Director, noted that all positions are represented by the union; it is a matter of whether or not they receive benefits.

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Chairperson West asked if 25 hours a week are set hours for Aides to work per week. By putting them all in one group, he asked if it would be feasible to work all employees less than 25 hours per week and eliminate the benefits. Ms. Knight stated that this is not the intent. Ms. Newton stated that there are now five designated positions that work at 25 hours a week, which is established. She responded that there are four Aides that work 15 hours, and the Bookmobile Aide has been working 19 hours, but this is being re-designated to 25 hours a week.

Board Member Lines added that staff's intent would also include making it feasible for more employees to work at 25 hours and have benefits, and Ms. Newton agreed.

Board Member Sidwell made a motion to revise the existing classification of Library Aide (Library and Cultural Services); Board Member Lines seconded. Item was approved by the following vote: AYES: Ms. Lines, Ms. Stewart, Ms. Sidwell, and Mr. West. NOES: None. ABSENT: Ms. Grove.

4. PUBLIC COMMENT: None

The meeting was adjourned at 4:52 p.m.

Respectfully submitted,



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

/lmh-lyc