

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

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**JUNE 26, 2008
MINUTES**

The meeting was called to order by Chairperson West at 4:30 p.m. Roll call was as follows:

Present: Lewis West, Chairperson
Kisha Grove, Vice Chairperson
Jodi Lines, Board Member

Absent: Joanne Sidwell, Board Member
Kimberly Stewart, Board Member

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.
Robert Larson, Human Resources Personnel Officer, HRM
Andy Russo, Principal Personnel Analyst, HRM
Donna Newton, Personnel Analyst II, HRM
Arnold Threats, Police Lieutenant, Police
Tim Jones, Housing Authority Director, Housing Authority
Lisa Carter, Personnel Board Secretary, HRM

Leslie Knight, Assistant City Manager/Human Resources Management Director, requested item number 2 be moved up on the agenda.

2. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF CODE ENFORCEMENT SUPERVISOR (POLICE DEPARTMENT)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the proposed item stating that the department is proposing to create a day-to-day supervisor position in the Code Enforcement unit. Code Enforcement has a manager over the entire unit, but the department is trying to phase out Police Department employees providing civilian functions, and the Manager would be involved with presentations, community relations, policy, and budget development.

PERSONNEL BOARD MINUTES

June 26, 2008

Page 2

Board Member Lines questioned and confirmed that the bargaining unit had no problems with the request, and that this does not impact employees in terms of present positions.

Mr. West referred to the staff report and questioned the statement, "...*Consistent with direction from the City Council and the Police Department's goals and objectives, all sworn supervisors have been transferred out of assignments that primarily involve supervising civilian personnel.*" He questioned if this position would not be sworn but a part of the Police Department, and asked if this person would have any authority in detaining people, making arrests, and issuing citations. Lieutenant Threats said that the position would be a Code Enforcement position, not a Police Officer, and would be involved in issuing citations and supervising people who write citations. The position would not have the same arrest powers, but would have complete authority as it relates to code enforcement activities.

Board Member Lines made a motion to establish the new classification of Code Enforcement Supervisor (Police Department); Vice Chairperson Grove seconded. Item was approved by the following vote: AYES: Ms. Lines, Ms. Grove, and Mr. West. NOES: None. ABSENT: Ms. Sidwell and Ms. Stewart.

1. APPROVAL TO REVISE/RETITLE THE EXISTING CLASSIFICATION OF HOUSING OPERATIONS MANAGER (HOUSING AUTHORITY)

Donna Newton, Personnel Analyst II, provided a brief overview of the proposed item stating that the request is being made due to changes in new regulations that mandate Housing Authorities adopt an asset management model. The Department of Housing and Urban Development (HUD) believes this model will lead to better management and oversight by providing greater information about the performance levels at each project. One requirement is that the City must have someone designated as an Asset Manager. Changing the title to Housing Asset Manager will make it clear that the department has someone in place and individuals will have a point-of-contact when they have questions regarding this area.

Staff also reviewed changes to the definition, class characteristics, and also updated the job duties. They also proposed changes to the minimum qualifications. Originally when the position was created, it required experience or education, and it was revised to education and experience. The position is not entry level, and in addition to having a degree, they must also have experience.

Board Member Lines stated that she believed the Housing Authority is extremely important and provides a tremendous service, and the qualifications speak to the level of responsibility and authority. She clarified that the union was advised, and Mr. Russo added that Pam Covington had concerns at the last meeting, and those concerns were resolved to her satisfaction.

PERSONNEL BOARD MINUTES

June 26, 2008

Page 3

Vice Chairperson Grove questioned if this was the same position on the agenda on May 22nd. Ms. Newton advised that this is one of two positions. Tim Jones, Housing Authority Director, noted that the vote was two ayes, two members were absent, and there was one abstention from the May 22nd meeting.

Vice Chairperson Kisha Grove made a motion to revise/retitle the existing classification of Housing Operations Manager (Richmond Housing Authority); Board Member Lines seconded. Item was approved by the following vote: AYES: Ms. Lines, Ms. Grove, and Mr. West. NOES: None. ABSENT: Ms. Sidwell and Ms. Stewart.

3. PUBLIC COMMENT

Ms. Carter advised that Board Member Sidwell would not be attending the next meeting scheduled on July 24, 2008.

The meeting was adjourned at 4:49 p.m.

Respectfully submitted,



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

/lmh-lyc