

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

PERSONNEL BOARD
REGULAR MEETING

HUMAN RESOURCES CONFERENCE ROOM
1401 MARINA WAY SOUTH

**February 26, 2009
MINUTES**

The Regular Meeting was called to order by Chairperson West at 4:44 p.m. Roll call was as follows:

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

Absent: Kisha Grove, Vice Chairperson
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
Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL TO REVISE THE CLASSIFICATION OF MANAGEMENT ANALYST AND ESTABLISH THE CLASSIFICATION OF SENIOR MANAGEMENT ANALYST (CITY-WIDE)

Leslie Knight, Assistant City Manager/Human Resources Management Director, provided a brief overview of the proposed item regarding the request to revise the classification of Management Analyst and establish the classification of Senior Management Analyst, stating that during lay-offs in 2004, the Analyst classification series was eliminated, along with employees. In 2006, an entry level Management Analyst position was created. At this time, staff is proposing to create a flexibly staffed Management Analyst I/II classification, and create a separate classification of Senior Management Analyst who will be utilized throughout the City, provide journey and senior-level work, recognize higher duties, create a career path, and re-establish the Analyst series. She stated that Mr. Russo was available to answer specific questions.

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Board Member Lines asked for an explanation of 'flexibly staffed.' Mr. Russo stated that the senior level is separate from the entry and journey levels. The classification allows for career advancement without recruitment.

Board Member Sidwell questioned whether there were comments from the union. Mr. Russo stated that staff had contacted Local 21; they were supportive of the proposal and were happy the series was being reinstated. He clarified that there were no employees currently proposed to be promoted to the senior level.

Board Member Lines referred to substitution of experience and education experience, and Mr. Russo said that the entry level position requires a four-year degree, or alternatively, a two-year degree with three years of experience. The journey level requires a bachelor's degree without any substitution.

Board Member Sidwell made a motion to revise the classification of Management Analyst and establish the classification of Senior Management Analyst (City-wide); seconded by Board Member Lines. Item was approved by the following vote: AYES: Ms. Lines, Ms. Sidwell, and Mr. West. NOES: None. ABSENT: Ms. Grove and Ms. Stewart.

2. PUBLIC COMMENT

Mr. Larson reported that the state of California recommended an audit report be undertaken.

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

Respectfully submitted,



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

/lmh-lyc