

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

PERSONNEL BOARD
REGULAR MEETING

HUMAN RESOURCES CONFERENCE ROOM
450 CIVIC CENTER PLAZA

**May 28, 2009
MINUTES**

The Regular Meeting was called to order by Chairperson West at 4:50 p.m. Roll call was as follows:

Present: Lewis West, Chairperson
Kisha Grove, Vice Chairperson
Kimberly Stewart, Board Member

Absent: Joanne Sidwell, Board Member
Jodi Lines, Board Member

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.
Lisa Stephenson, Labor Relations Manager, HRM
Robert Larson, Human Resources Personnel Officer, HRM
Andy Russo, Principal Personnel Analyst, HRM
Donna Newton, Senior Personnel Analyst, HRM
Jessica Collins, Personnel Analyst I, HRM
Sue Hartman, IT Director, IT
Jill Perry, Senior Budget Analyst, Employment & Training, Local
21 Steward
Antonio Banuelos, Revenue Manager, Finance
Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL TO REVISE/RETITLE THE EXISTING CLASSIFICATION OF LEAD PAYROLL COORDINATOR TO PAYROLL SUPERVISOR (FINANCE DEPARTMENT)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the proposed item regarding the request to revise/retitle the existing classification of Lead Payroll Coordinator to Payroll Supervisor (Finance Department). He said that the incumbent has been with the City approximately 14 years, in the lead position for three years, has been doing the work of a supervisor, and the proposal is to recognize this by revising/retitling the position's title to Payroll Supervisor.

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Vice Chairperson Grove questioned and confirmed that the Payroll Coordinator position was under Local 790, and the new title would move the position to Local 21 and that both unions were notified and fully supportive of the action. Mr. Russo expanded his comments regarding the current incumbent's supervisory work within the Finance Department.

Chairperson West made a motion to revise/retitle the existing classification of Lead Payroll Coordinator to Payroll Supervisor (Finance Department); seconded by Board Member Grove. Item was approved by the following vote: AYES: Ms. Grove, Ms. Stewart, and Mr. West. NOES: None. ABSENT: Ms. Sidwell and Ms. Lines.

2. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF BUSINESS LICENSE FIELD INVESTIGATOR (FINANCE DEPARTMENT)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the proposed item regarding the request to establish the new classification of Business License Field Investigator, stating that the position will be in the Revenue Division of the Finance Department. The City requires a high level of compliance and monitoring of revenues from business licenses coming into the City. He advised that Antonio Banuelos, Revenue Manager, was available to answer specific questions.

Board Member Stewart confirmed that the classification was new, and questioned if work was previously handled by office workers who made field inspections. She also confirmed that there had been an increase in the numbers of business licenses, including Measure T revenue, which added an extra tax on manufacturers.

Chairperson West made a motion to establish the new classification of Business License Field Investigator (Finance Department); seconded by Vice Chairperson Grove. Item was approved by the following vote: AYES: Ms. Grove, Ms. Stewart, and Mr. West. NOES: None. ABSENT: Ms. Sidwell and Ms. Lines.

3. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF FINANCE MANAGER I/II (CITY-WIDE)

Donna Newton, Senior Personnel Analyst, provided a brief overview of the proposed item regarding the request to establish the new classification of Finance Manager I/II (City-wide), stating that currently there are five departments that have employees performing financial-related duties and responsibilities. Most are in classifications originally developed for the Finance Department. This classification will more accurately describe the duties and responsibilities of four impacted employees, and all have been informed that it will have no impact on their salary or seniority.

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Vice Chairperson Grove questioned and confirmed that the request is a city-wide classification. She added that the current classifications of those performing the work do not accurately describe what employees are doing. Ms. Knight added that it is the difference in having someone who is working for the Finance Department and someone working in an operating department outside of Finance and are performing most of the finance functions.

Mr. Russo added that many of the financial functions that were centralized in the Finance Department have been moved to various departments. It does not affect everybody, only those that have lead responsibilities over the financial areas. As an example, some were Senior Accountants and Budget Analyst IIs.

Vice Chairperson Grove clarified that there was no impact to salaries or seniority for the four affected employees, and the only impact is a title change to standardize it throughout the City. Mr. Russo said that staff has spoken with the union and with the four individuals, who have no objection. He said that Jill Perry is present from the Employment and Training Department, that may be impacted, and who would like to speak on the issue.

Jill Perry, Steward for Local 21, did not object to the request but asked that the position in Employment and Training be excluded from this, as well as consideration of the Port position. The staff report talks about the positions being very similar in financial responsibilities, and she did not believe they were.

Ms. Knight stated that they have informed the union and that they are willing to exclude Ms. Perry's position from the classification change. Regarding the Port position, this is the first time they have heard about it, and she believed the Port position was an Operations Administrator and was not going to be changed. Mr. Russo noted that the Port position is a Senior Accountant and would be included. Ms. Knight said that they would be willing to maintain the two at the same classification and will confirm with the individual if they would like to be excluded, but would like the classification as a whole to move forward.

Chairperson West made a motion to establish the new classification of Finance Manager I/II (City-wide), excluding the Employment and Training position and possibly the Port position. The motion died for lack of a second.

4. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF CABLE TELEVISION MANAGER (INFORMATION TECHNOLOGY DEPARTMENT)

Jessica Collins, Personnel Analyst I, provided a brief overview of the proposed item regarding the request to establish the new classification of Cable Television Manager (Information Technology Department). Sue Hartman, IT Director was present to answer any specific questions of the Board. Currently, the Program Coordinator has been

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serving in the function for a number of years, and would like to have a manager in place to supervise staff.

Board Member Stewart questioned and confirmed that Ms. Hartman was currently overseeing the department. Ms. Collins added that the Program Coordinator is more aligned to manage the staff members.

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

5. PUBLIC COMMENT

Mr. Russo introduced Jessica Collins, Personnel Analyst I, and welcomed her from U.C. Berkeley's Office of the President.

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,



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

/lmh-lyc