

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

PERSONNEL BOARD  
REGULAR MEETING

HRM CONFERENCE ROOM  
1401 MARINA WAY SOUTH

**JULY 24, 2008  
MINUTES**

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

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

Absent: Joanne Sidwell, Board Member

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.  
Robert Larson, Human Resources Personnel Officer, HRM  
DeVone Boggan, Director, Office of Neighborhood Safety, ONS  
Lisa Carter, Personnel Board Secretary, HRM

1. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF NEIGHBORHOOD CHANGE AGENT (CITY MANAGER'S OFFICE-OFFICE OF NEIGHBORHOOD SAFETY)

DeVone Boggan, Office of Neighborhood Safety Director, provided a brief overview of the proposed item regarding the request, stating that the classification has been contemplated in the current budget, there are currently four contract positions and the idea is to make these classifications permanent City employees. There are also Peace Keepers working with interventionists who report to the Change Agents and ultimately to the Safety Director.

Vice Chairperson Grove questioned where the position's title came from, stating that it seemed like a huge responsibility in title. Mr. Boggan said that the entire concept of the work of being a Change Agent was born through its context with the establishment of the Office of Neighborhood Safety.

## PERSONNEL BOARD MINUTES

July 24, 2008

Page 2

Vice Chairperson Grove questioned, with the qualifications, was there any consideration made regarding background checks for these individuals. Ms. Knight confirmed that a fairly extensive background check is done on individuals. In order for these people to be effective, most have had some kind of criminal background or issues in their personal history. They look at how recent this has been and whether they have made attempts to rehabilitate themselves. The City initially contracted with them, and they did have to go through a regular recruitment process with background checks.

Board Member Lines questioned whether it was hard to hire people with two years of violence prevention experience. Mr. Boggan said that they had a number of candidates with this experience through work in community-based organizations. She questioned and confirmed that some of the individuals are currently bilingual.

Chairperson West said while there is a need to have bilingual applicants, he was not sure this should be part of the qualifications. Mr. Boggan suggested it be identified as being "desirable".

Chairperson West questioned if any of these contracted individuals were thinking of becoming City employees. Mr. Boggan said that they have not had formal conversations with them, but it is his hope that they will be interested in applying for the position(s). Ms. Knight noted that they will be in the civil service system, receive benefits, be recognized by the union, the salary is higher, they will no longer get paid on an hourly basis, and most likely will be interested in the permanent position(s).

Board Member Stewart confirmed that the positions were already factored into the City's budget and contemplated as permanent positions.

Board Member Lines made a motion to establish the new classification of Neighborhood Change Agent (City Manager's Office - Office of Neighborhood Safety); Vice Chairperson Grove seconded. Item was approved by the following vote: AYES: Ms. Lines, Ms. Grove, and Mr. West. NOES: None. ABSENT: Ms. Sidwell. ABSTAIN: Ms. Stewart.

### 2. APPROVAL TO REVISE THE CLASSIFICATION OF HUMAN RESOURCES TECHNICIAN I/II/III (HUMAN RESOURCES MANAGEMENT)

Robert Larson, Human Resources Personnel Officer, provided a brief overview of the proposed item regarding the request, stating that when this classification was created in 2002, the Risk Management Department was supported by an Executive Secretary I. This individual has transferred to another department and staff felt it would be a good opportunity to consolidate those support functions with the general human resources support functions.

## PERSONNEL BOARD MINUTES

July 24, 2008

Page 3

Ms. Knight stated that they also wanted to make sure that those in the classification do not do secretarial work, but more technician-type work, as they input data for Workers' Compensation and for general liability. There are currently three Human Resources Technicians, and the department wants to be sure that duties and responsibilities are shared.

Chairperson West clarified that the employee who transferred out of the department is working in Finance.

Vice Chairperson Grove questioned if the City is its own risk management carrier or did they contract with a third-party administrator. Ms. Knight stated that they have a third-party administrator for Workers' Compensation and general liability.

Board Member Stewart made a motion to revise the classification of Human Resources Technician I/II/III (Human Resources Management); Board Member Lines seconded. Item was approved by the following vote: AYES: Ms. Lines, Ms. Grove, Ms. Stewart, and Mr. West. NOES: None. ABSENT: Ms. Sidwell.

3. PUBLIC COMMENT: None

The meeting was adjourned at 4:55 p.m.

Respectfully submitted,



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

/lmh-lyc