

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

PERSONNEL BOARD  
REGULAR MEETING

HUMAN RESOURCES CONFERENCE ROOM  
450 CIVIC CENTER PLAZA

**June 25, 2009  
MINUTES**

The Regular 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  
Kimberly Stewart, Board Member (arrived late)  
Joanne Sidwell, Board Member

Absent: None

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.  
Rob Larson, Human Resources Personnel Officer, HRM  
Andy Russo, Principal Personnel Analyst, HRM  
Donna Newton, Senior Personnel Analyst, HRM  
Jessica Collins, Personnel Analyst I, HRM  
Rich Davidson, City Engineer, Engineering Services  
Edric Kwan, Capital Projects Manager, Engineering Services  
Sue Hartman, IT Director, IT  
Steve Furtado, Business Systems Manager, IT  
Lisa Carter, Personnel Board Secretary, HRM

1. 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 and includes Employment and Training, Library, Recreation, and the Port. This classification will more accurately describe duties and responsibilities of four impacted incumbents, and all have been informed that it will have no impact on their salary or seniority.

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Board Member Lines questioned if the title will replace existing classifications. Ms. Newton said no, the new classification is proposed for the operating departments. Ms. Knight added that the four positions are responsible for their own budgets, finance information for their individual departments and are those individuals who moved out of the Finance Department and kept their existing titles in their operating departments. Also, Local 21 has no objection to the issue and she confirmed that the proposal was discussed at the last meeting on May 28, 2009.

Mr. Russo stated that the issue at the last meeting was whether or not the union was supportive, and after talking with them, they have no objection whatsoever.

Chairperson West stated that one individual spoke who did not want to be included in the classification. Ms. Knight said that at this time, the union would like to move forward with all classifications and she confirmed that the President was in contact with Jill Perry, who is also supportive of the item at this time.

Board Member Lines made a motion to establish the new classification of Finance Manager I/II (City-wide); seconded by Board Member Sidwell. Item was approved by the following vote: AYES: Ms. Grove, Ms. Lines, Ms. Sidwell, and Mr. West. NOES: None. ABSENT: Stewart.

### 2. APPROVAL TO ESTABLISH THE NEW CLASSIFICATION OF TECHNOLOGY APPLICATION SPECIALIST (INFORMATION TECHNOLOGY DEPARTMENT)

Andy Russo, Principal Personnel Analyst, provided a brief overview of the proposed item regarding the request to establish the new classification of Technology Application Specialist (Information Technology Department), stating that the item has to do with the expanding responsibilities of the department. Based upon needs of the City and the department, a new position was established due to the implementation of an Enterprise Resource Planning System. The union has been notified of the management classification and they have no objection. He noted that Sue Hartman, Director of IT, and Steve Furtado, Business Systems Manager, were available for questions.

Board Member Sidwell questioned and confirmed that there were no incumbents being grandfathered into the classification, it is a new allocation, and individuals must apply for the new position.

Board Member Lines voiced support for the new position, given on-going advancements in technology.

Chairperson West questioned whether each department has an information technology liaison, and Ms. Knight stated yes; however, their skill sets are not at this level. She and Mr. Russo further explained that the position will be skilled in specific application software which is more complex and will be the overall City's liaison.

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Board Member Stewart further questioned and confirmed that the position will support one component and be a subject-matter expert in the technology. Ms. Knight added that the person will be supervised by Steve Furtado who also has similar skills in the technology, as well.

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

3. APPROVAL TO REVISE/RETITLE EXISTING CLASSIFICATIONS OF ASSISTANT PUBLIC WORKS INSPECTOR AND SENIOR PUBLIC WORKS INSPECTOR TO CONSTRUCTION INSPECTOR I/II (ENGINEERING DEPARTMENT)

Jessica Collins, Personnel Analyst I, provided a brief overview of the proposed item regarding the request to revise/retitle the existing classification of Assistant Public Works Inspector and Senior Public Works Inspection to Construction Inspector I/II (Engineering Department). She explained that the Engineering Department is in the process of reviewing classifications and it is felt that the immediate title of the Public Works Inspector does not reflect the department they work in, which causes confusion, as well as updating duties and responsibilities to the classification to ensure that it is reflective of what occurs in other jurisdictions. She noted that Rich Davidson, City Engineer, and Edric Kwan, Capital Projects Manager, were available for specific questions.

Vice Chairperson Grove questioned and confirmed with Mr. Kwan that the position would encompass all construction inspection duties under the previous classification and make it clearer as to actual duties.

Board Member Sidwell made a motion to revise/retitle the existing classifications of Assistant Public Works Inspector and Senior Public Works Inspector to Construction Inspector I/II (Engineering Department); seconded by Board Member Lines. Item was approved by the following vote: AYES: Ms. Grove, Ms. Lines, Ms. Stewart, Ms. Sidwell, and Mr. West. NOES: None. ABSENT: None.

4. PUBLIC COMMENT: None.

The meeting was adjourned at 5:46 p.m.

Respectfully submitted,



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

/lmh-lyc