

**CITY OF RICHMOND, CA**  
**HUMAN RESOURCES MANAGEMENT DEPARTMENT**

**PERSONNEL BOARD  
REGULAR MEETING**

**CITY COUNCIL CHAMBERS  
440 CIVIC CENTER PLAZA  
RICHMOND, CA 94804**

**MARCH 28, 2019  
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on March 28, 2019.

**1. ROLL CALL**

Present: Steve Early, Chair  
Mindy Pines, Board Member  
McKinley Williams, Board Member  
Kyra Worthy, Board Member

Absent: None

**2. AGENDA REVIEW**

- a. **APPROVAL** to revise the existing classification of Environmental Compliance Inspector moved to New Business by Human Resources Management Department staff to discuss a few added changes to the job classification

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

**SPEAKERS:** Cordell Hindler: stated that in reviewing the January minutes he became aware that he forgot to mention that he had been doing comparison of the job classification Deputy City Attorney job with the City of Berkeley which appears to be more current. He stated that he attended some brainstorming sessions that he found helpful in evaluating what to expect from employers. Otherwise, he approved of the minutes.

- a. Regular Meeting of January 24, 2019

Chair Early made a motion to approve the minutes of January 24, 2019. Board Member Pines seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, M. Williams, K. Worthy, NAY: None.

**5. PUBLIC COMMENT**

**SPEAKERS:** Cordell Hindler: asked that the Personnel Board consider for the next agenda a new job classification of Economic Development Marketing Manager for the City Manager's Office and to receive a presentation from City Staff.

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**<http://www.ci.richmond.ca.us/index.aspx?NID=1090>**

6. **CONSENT AGENDA**

- a. ~~**APPROVAL** to revise the existing classification of Environmental Compliance Inspector moved to New Business~~
- b. **APPROVAL** to establish the position of Deputy Fire Marshal (Fire Department)

Board Member Pines made a motion to approve to establish the position of Deputy Fire Marshal. Chair Early seconded the motion. The position of Deputy Fire Marsha was approved by the following vote: YEA: S. Early, M. Pines, M. Williams, K. Worthy, NAY: None.

7. **NEW BUSINESS**

**SPEAKERS:** None

- a. **APPROVAL** to revise the existing classification of Environmental Compliance Inspector

**DISCUSSION:** Veronica Duarte de Castro, Personnel Analyst I, noted that the Agenda Report for the Environmental Compliance Inspector indicated representation is Local 21 but it should read 1021. The Physical requirements on the job specification states that the person should be able to lift samplers and manhole covers weighing up to 85 pounds. This is being corrected to read up to 40 pounds.

Board Member Mindy Pines expressed her understanding that there has been difficulty in the recruitment of Environmental Compliance Inspectors and asked where those with such certification (Environmental Compliance Inspector Certificate) are going? Why are they not coming to Richmond?

Ryan Smith, Director of Water Resource Recovery, stated he was not sure but a lot of good candidates applied either had the degree but not the certificate of vice versa.

Board Member Mindy Pines inquired on whether other cities required the certificate and Veronica Duarte de Castro stated that she did an informal survey by visiting various cities websites and found that the certificate and degree were required by some.

Ryan Smith noted that the other agencies included special districts where the salary is better.

Veronica Duarte de Castro requested that the classification of Environmental Compliance Inspector be approved as presented and with the understanding of the aforementioned changes.

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Board Member Pines made a motion to approve to revise the existing classification of Environmental Compliance Inspector. Chair Early seconded the motion. The revised classification of Environmental Compliance Inspector was approved by the following vote: YEA: S. Early, M. Pines, M. Williams, K. Worthy, NAY: None.

8. **UNFINISHED/OLD BUSINESS**

- None

9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**

- None

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- None

11. **ADJOURNMENT**

Meeting adjourned at 5:25 p.m.