

**CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD  
MINUTES**

Regular Meeting

**Thursday, April 19, 2012**

1. **CALL TO ORDER:** Chairperson O. B. Badger called the meeting to order in the Human Resources Conference Room on the Second Floor of City Hall, 835 East 14th Street, San Leandro, CA on Thursday, April 19, 2012 at 5:30 p.m.

2. **ROLL CALL:** Louise Keniston, Sr. Human Resources Analyst and Executive Secretary, called the roll.

**PRESENT:** Chairperson O. B. Badger, Vice-Chairperson Louis Heystek, Member James Browne, Member Johanne Dictor, and Member Benny Lee (arrived 5:31)

3. **PUBLIC COMMENTS:** There were no members of the public at the meeting to make comments.

4. **ADOPTION/REVISION OF CLASSIFICATIONS:** Secretary Keniston reported that two classification specifications in the Police Department are to be discussed:

- Crime Analysis Technician (CAT), a new classification, is to be an administrative and technical support position to the Criminal Investigation Division (CID). Police Chief Sandra Spagnoli was in attendance and noted that the new position is being added not only to provide basic crime analysis work, but to communicate with the public, and will fit into the long-term plan to reduce crime and to provide better service to the community.

It was Moved and Seconded (Heystek/Lee) to adopt the new Crime Analysis Technician classification specification. The Motion carried 5 Ayes.

- Secretary Keniston noted that the existing class specification for Jailer documents the requirement to obtain California Standard for Training Corrections (STC) Program certification during the first year of employment, yet fails to document the corresponding requirement to maintain such STC certification annually thereafter. As maintenance of certification is vital, the City wishes to acknowledge the requirement by including it into the job spec as well. By remaining compliant with this training mandate, the PD adheres to the industry standard and receives \$10,000 annually from the State toward training.

It was Moved and Seconded (Lee/Heystek) to revise the Jailer classification specification. The Motion carried 5 Ayes.

5. **MINUTES:** Corrected minutes of the Regular Meeting of October 20, 2011 (Section 9, *Member Comments*) were distributed and reviewed.

It was Moved and Seconded (Browne/Lee) to adopt the minutes of the Regular Meeting of October 20, 2011, as amended. The Motion carried 5 Ayes.

It was Moved and Seconded (Heystek/Browne) to approve the minutes of the Regular Meeting of January 19, 2012. The Motion carried 5 Ayes.

.../continued