



CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD MINUTES

Special Meeting

Thursday, August 13, 2015

City Hall, Human Resources Conference Room
Second Floor, 835 East 14th Street, San Leandro, California

- I. **CALL TO ORDER:** Chair Louis Heystek called the meeting to order at 5:30 p.m.
- II. **ROLL CALL:** Emily Hung, Human Resources Manager and Executive Secretary, called the roll.
BOARD MEMBERS PRESENT: Chairperson Louis Heystek, Vice-Chair Pete Ballew and Member O.B. Badger. Member James Brown was absent and one member position is currently vacant.
- III. **MINUTES:** Approval of the minutes of the Regular Meeting of April 16, 2015 was tabled to the October meeting.
- IV. **NOMINATION OF OFFICERS:** As noted in §20.1.205, Title 20 of the San Leandro Administrative Code, Personnel Relations Board, the Chair and Vice Chair of the board are elected annually at the first regular meeting in July of every year. The limit of term is no more than two (2) successive full terms of one (1) year unless waived by affirmative vote of a majority of the members.
M | S | P (Badger/Ballew) to waive the term limit rule specified by the San Leandro Administrative Code.
M | S | P (Badger/Ballew) to approve Louise Heystek as Chairperson.
M | S | P (Heystek/Badger) to approve Pete Ballew as Vice Chairperson.
- V. **EMPLOYMENT LISTS:** No extensions were requested.
- VI. **ADOPTION/REVISION OF CLASSIFICATIONS:** Revision of one classification, Police Services Technician and adoption of two new classifications, Purchasing Technician and Assistant Recreation and Human Services Director were brought to the Board for approval.

Police Chief Sandra Spagnoli explained to the Board that the revision to include additional administrative functions would allow for more flexibility for the department. This will create a more "generalist" role, both for internal employees and external candidates.

M | S | P (Badger/Ballew) 3-0 to adopt the revised Police Services Technician job classification.

Assistant Finance Director (AFD), Will Fuentes addressed the Board regarding the new Purchasing Technician position. This position was previously classified as an Administrative Specialist III which was a general classification. The Finance department has an immediate need of a purchasing expert. The position may oversee some components of Accounts Payable functions. A 5% increase in pay is proposed, which is in line with the Accountant classification as it is about the same level of duties.

Vice-Chair Ballew asked about the background check and whether the Police Department performs them. HR Manager Hung explained that HR conducts background checks during the hiring process. This background will be more comprehensive in that it will require a credit check as well. Vice-Chair Ballew questioned whether Purchasing Agent would be a better title than Purchasing Technician because in his experience, Technician suggests more of a support staff classification but it was mentioned it may oversee Accounts Payable (AP). HR Manager Hung explained that Technician is a common classification and does not necessarily supervise staff. AFD Fuentes agreed that Purchasing Agent would also be appropriate, and he was fine with either title. HR Manager Hung said that the City is flexible with using working titles. Member Badger brought up the language "negotiate for the best possible price" which doesn't seem to go with Technician functions; that should be a supervisor or manager function. Chair Heystek asked if the position would supervise staff. AFD Fuentes said this

classification will give direction to AP staff, but the AP staff will continue to report to him. Chair Heystek then asked if they will provide leverage in negotiations with vendors. AFD Fuentes said the position can negotiate under a defined scope which would come directly from him. Chair Heystek said there is an ordinance that specifically states a local business preference. He would like that language added to the essential functions.

M | S | P (Ballew/Badger) 3-0 to adopt the Purchasing Technician job classification with revision.

VII. **HUMAN RESOURCES MANAGER'S REPORT:** HR Manager Hung provided an overview of the recruitment activities completed and/or in progress, noting that HR has completed 50 recruitments to date which includes 2 executive level recruitments. The department has also continued its safety training efforts, participated in the third annual Take Our Sons & Daughters to Work Day, manned a booth in Cherry Lane at the Cherry Festival, coordinated the City's annual American Red Cross Blood Drive and held its third annual Human Resources Open House. HR Manager Hung provided the Informational Listing and HR Activities Reports for the period April – July and noted the various probationary appointments, promotions and retirements. Chair Heystek asked about the College Intern position and asked whether this was a paid position. HR Manager Hung noted that some of our Intern positions are paid. Some come to us through other agencies and some are shared positions, like the Engineering Intern we shared with the MTC. We also partnered with Hayward Adult School this year for an internship. Vice-Chair Ballew said this shows how busy HR truly is.

VIII. **MEMBER COMMENTS:** Chair Heystek noted that there is a vacancy posted for the Personnel Relations Board. Jane Abley, who was present at the meeting, has applied for the position and is awaiting appointment by the Mayor. Ms. Abley provided a brief background about herself.

Chair Heystek also introduced Kevin Sledge, who is a Human Resources Technician in the Department.

IX. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:08 p.m.

Signed:

Date:

Chairperson Louis Heystek