



CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD MINUTES

Regular Meeting

Thursday, January 21, 2016

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 Board Secretary, called the roll.
BOARD MEMBERS PRESENT: Chair Louis Heystek, Vice Chair Pete Ballew, Member Jane Abelee, Member O.B. Badger, and Member James Browne were present.
Chair Heystek requested that a moment of silence be observed for the recent loss of San Leandro resident Jeffrey Thomas Engler.
- III. **PUBLIC COMMENTS:** No members of the public were present.
- IV. **MINUTES:** Approval of the minutes of the Special Meeting of December 3, 2015.
M | S | P (Badger/Abelee) 5-0 to approve the minutes of December 3, 2015.
- V. **EMPLOYMENT LISTS:** No extensions were requested.
- VI. **ADOPTION/REVISION OF CLASSIFICATIONS:** Emergency Services Specialist – continued from December 3, 2015 meeting; and new classification of IT Business Specialist.

Secretary Hung noted that the Emergency Services Specialist classification discussion, which was tabled at the previous PRB Meeting, is continuing due to additional questions and concerns raised by the Board at the previous meeting and that an amended classification was being proposed. She further stated that the City Manager is unable to attend the meeting, but addressed the questions and concerns in a memo which was provided to the Board. She pointed out that the job description was revised to include “receive direction from the City Manager/designee...” and remove references to the Police Department. Members of the Police Department were also present.

A brief break was requested by Chief Sandra Spagnoli. The Board took a recess at 5:34 p.m., and the meeting was called back to order at 5:39pm.

Members of the Police Department reported and highlighted what the Department and the part-time staff have accomplished with respect to Emergency Preparedness. Chief Spagnoli reported that the Police Department took over a program that was “dormant and ineffective”. The primary focus has been on community outreach, compliance training and equipment, which are very important. Compliance is important in order for reimbursement by FEMA, and the City is now in compliance. The current part-time position worked with other departments to upgrade the Emergency Operations Center (EOC), which is at the Senior Center, and is currently working to establish a second EOC. She feels it is important to have staff that is specifically trained. With all that has been accomplished, the City is now able to meet the minimum standards.

Chair Heystek noted that he raised several questions at the December 3 meeting and that the City Manager has addressed and responses have been shared with the Board. He further asked for clarification that this position would receive direction from the City Manager and that references to the Police Department have been removed from the job description. Secretary Hung acknowledged this change. Vice Chair Ballew asked if this would be a uniformed position. The Chief said the Police Department does not provide uniforms to non-PD employees so she assumes the City Manager’s office will coordinate the appropriate

attire. Ballew further commented that he thinks the uniform is critical for credibility in Emergency Preparedness and getting the public's attention. He feels the City Manager should take that into consideration.

M | S | P (Badger/Abelee) 5-0 to approve as amended.

Secretary Hung noted that the IT Business Specialist, as noted on the Agenda, has been changed to IT Project Specialist. Information Services Manager Anton Batalla provided the background and answered questions regarding this new position. Manager Batalla said that currently the position of Information Services Specialist is being updated to reflect a skillset that is more suited to current technologies and the IT field. Chair Heystek asked him to point out some of the differences in the positions. Manager Batalla noted that the IS Specialist is still a current classification that is based on hardware and computing, but the new IT Project Specialist classification will focus on projects, delivery of projects, analysis and working with other departments. This will help the department be more effective and add a project management piece. Member Browne asked what kind of projects. Manager Batalla noted that one of the projects is for the Public Works Department to implement an IT system to field public and staff requests, for things like potholes and lighting outages. The current system does not have the ability to track and manage the requests. The IT Project Specialist would be tasked with identifying the need, working with vendors, implementing the change, deploying the system, testing it, training staff and providing ongoing support.

Member Badger said it sounds like the position will work independently, but asked if they will report to the IS Manager. Manager Batalla confirmed the position will receive direction from the IS Manager. Vice Chair Ballew asked if IT employees are allowed to work from home or remotely. Secretary Hung said no, the City does not have a telecommuting policy, so IT staff work onsite. Manager Batalla added further, that when emergencies arise, he makes contact with IT employees and if necessary authorizes overtime. Chair Heystek asked if the old position remain unfilled. Manager Batalla said no additional staff would be added. Chair Heystek asked about cybersecurity and how IT handles that. Member Batalla indicated that could be a future project but security is currently managed at the IS Analyst level now.

In the Job Description, Member Browne questioned "Principals of change, problem, asset management and leading organizational change." Manager Batalla indicated that this is a methodology of change, asset and incident management and organizational change. This is the front line for implementing new systems. Member Brown also questioned, "exercise excellent judgment in situations with ambiguity and uncertainty". Manager Batalla said this is where circumstances are not clearly defined. The Board agreed to grammatical clarifications to this item for clarity. For the prior question, Batalla said he would be fine with changing the language to read knowledge of "principals of organizational change management."

M | S | P (Browne/Ballew) 5-0 to approve as amended.

- VII. HUMAN RESOURCES MANAGER'S REPORT:** Secretary Hung provided an overview of the recruitment activities completed and/or in progress. She also noted that the HR Department is involved in labor negotiations with all our bargaining groups and provided a recap of activities from 2015.

While reviewing the Informational Listing, Vice Chair Ballew congratulated Yana Taran on her promotion to Sr. Human Resources Analyst. He also asked what it means when someone is released from probation. Secretary Hung noted that means they have been release before the end of their probationary period. Vice Chair Ballew asked if HR was still using the 5-part Personnel Action Form. Secretary Hung and Sr. HR Analyst Taran explained that we now have an electronic Personnel Action Form (ePAF). Member Badger asked if the Academy Graduates were put through the Police Academy by the City. Secretary Hung noted the City does not pay for the academy for those applicants.

Chair Heystek asked Secretary Hung if she were asked how fully-staffed the City is, how she would answer that. Secretary Hung said that most everyone would agree that staff is doing more with less. For instance, HR had 9 employees and now we are at 6. The City has maintained the current Full-Time

Employee level for the last several years without layoffs. Chair Heystek said he has seen new positions being created, but asked if the City was filling vacant positions. Secretary Hung said that departments have to find funding from the current budget in order to fill a position. Some use salary savings from positions that have been vacant for a time or combine part-time hours to fill a full-time position.

VIII. **MEMBER COMMENTS:** Vice Chair Ballew noted that he has a conflict with the meeting on July 21. He has requested the ability to call in to the meeting.

IX. **ADJOURNMENT:** Member Badger asked that the meeting be adjourned with a moment of silence in memory of former San Leandro Unified School District Board Trustee T.W. “Rick” Richards.

There being no further business, the meeting was adjourned at 6:13 p.m.

Signed:

Date:

Chairperson Louis Heystek