



City of San Leandro

Civic Center
835 East 14th Street
San Leandro, California

Meeting Agenda

Personnel Relations Board

Chair Louis Neira Heystek, At Large
Vice Chair Carolina Altamirano, At Large
DeWayne Cornelious, At Large
Silin Huang, At Large
Gopal Krishnan, At Large

Thursday, July 18, 2024

5:30 PM

City Hall, Human Resources Conference Room

1. CALL TO ORDER

2. ROLL CALL

Chair Heystek, Vice Chair Altamirano, Members Cornelious, Huang, Krishnan

3. PUBLIC COMMENTS

The public is invited to make any comments related to Agenda items or other items of public interest at this time. The Board is prohibited from responding to such comments or discussing items not on the Agenda, but will defer items to staff.

4. APPROVAL OF MINUTES

4.A. April 18, 2024 Meeting

5. ELECTION OF OFFICERS

Election of Chair and Vice Chair for the period July 1, 2024 through June 30, 2025

6. EMPLOYMENT LISTS

Employment lists are established through civil service procedures for the purpose of providing eligible candidates for vacant positions. Lists are generally active for one year, unless extended by the Board.

6.A. Financial Analyst

7. ADOPTION/REVISION OF CLASSIFICATIONS

Classification specifications are established, and periodically updated, to define job duties and establish minimum qualification requirements.

7.A. Accounting Assistant I/II (revision of Account Clerk/Senior Account Clerk)

7.B. Purchasing Technician (revision)

- 7.C. Accountant I (revision)
- 7.D. Accountant II (revision)
- 7.E. Library Clerk (revision)
- 7.F. Library Assistant (revision)
- 7.G. Senior Library Assistant (revision)
- 7.H. Librarian I/II (revision)
- 7.I. Supervising Librarian (revision)
- 7.J. Museum Curator (revision)
- 7.K. Security Aide (revision of Library Security Aide)
- 7.L. Junior/Assistant/Associate Engineer (revision)
- 7.M. Engineering Technician I/II (revision of Engineering Aide/Senior Engineering Aide)
- 7.N. Engineering Inspector I/II (revision)
- 7.O. Supervising Engineering Inspector (revision)

8. HUMAN RESOURCES MANAGER REPORT

Recruitment/Human Resources Department activities and events of the past quarter are summarized.

- 8.A. Human Resources Activities Report: April – June 2024
- 8.B. Informational Listing of Personnel Actions: April – June 2024

9. MEMBER COMMENTS

10. ADJOURNMENT

*The public is invited to speak on any item listed on the Agenda.
If special accommodations are required for the disabled,
please call Human Resources at 577.3396 or TDD 577.3343.*