

CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD

MINUTES

Special Meeting

Thursday, May 10, 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, May 10, 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 (on the telephone), Member James Browne, Member Johanne Dictor, and Member Benny Lee (arrived 5:33)
3. **PUBLIC COMMENTS:** There were no members of the public to make comments at the meeting.
4. **ADOPTION/REVISION OF CLASSIFICATIONS:** Secretary Keniston reminded the Board of the loss in June 2010 of two management positions supporting the Human Resources (HR) function. The City Manager has determined that the full-time services of a new classification, HR Manager, are needed to lead the division, and conduct responsibilities that help support the City's workforce.

Discussion ensued regarding the new classification. The City Manager Chris Zapata spoke about the need for this new position, and answered questions from the Board.

It was Moved and Seconded (Heystek/Lee) to adopt the new classification specification for Human Resources Manager. The Motion carried 5 Ayes.
5. **EMPLOYMENT LIST EXTENSIONS:** Secretary Keniston reviewed the basis for staff's recommendation to extend the employment list for Plant Operations Supervisor/SLCEA (Promotional) for six months, retroactive to March 28, 2012.

It was Moved and Seconded (Lee/Browne) to approve staff's recommendation to extend the employment list for Plant Operations Supervisor/SLCEA (Promotional), from March 28, 2012 until September 28, 2012. The Motion carried 5 Ayes.
6. **MEMBER COMMENTS:** Member Lee noted that he is glad this process worked and that the Board was able to come together to approve the critical position of HR Manager. Chairperson Badger also offered appreciation that the Special meeting was called to ensure timely recruitment for and staffing of the position.
7. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:02 p.m. by Chairperson O. B. Badger in honor of Olivia Anneliese Heystek, born May 3, 2012.

Signed:

Date:

Chairperson O. B. Badger