



City of San Leandro

City Hall
835 East 14th Street
San Leandro, California

Minutes

Personnel Relations Board

Thursday, April 17, 2025

5:30 PM

City Hall, Human Resources Conference Room
(enter on East 14th Street)

1. CALL TO ORDER ROLL CALL

The meeting was called to order by Chair Heystek at 5:32 p.m.

*Present: 4 - Heystek, Huang, Altamirano, Krishnan
Absent: 1- Cornelious*

2. ANNOUNCEMENTS

There were no announcements

3. CONSENT CALENDAR

3.A. Minutes from the January 17, 2025 Meeting

3.B. Minutes from the February 27, 2025 Special Meeting

3.C. Minutes from the March 27, 2025 Special Meeting

**Member Altamirano moved to approve the minutes for the January 17, 2025, February 27, 2025 Special Meeting and March 27, 2025 Special meeting.
Member Huang seconded. The motion passed by the following vote:**

**AYE: 4- Heystek, Huang, Altamirano, Krishnan
Absent: 1- Cornelious**

4. PUBLIC COMMENTS

There were no public comments.

5. PRESENTATIONS

None

6. ACTION ITEMS

6.A. Adoption/Revision of Classifications - Previously tabled

- a) Maintenance Worker I/II (revision of Facilities Maintenance Worker I/II, Street Maintenance Worker I/II)
- b) Mechanic I/II (revision of Equipment Mechanic)
- c) Traffic Control Technician I/II (revision of Electrician I/II)

Member Krishnan moved to approve the proposed classifications (agenda items 6A.a-c) as revised; Member Altamirano seconded. The motion passed by the following vote:

**AYE: 4 – Heystek, Huang, Altamirano, Krishnan
Absent: 1- Cornelious**

6.B. Adoption/Revision of Experience Requirement – Previously Approved

- a) Accounting Assistant I/II
- b) Administrative Assistant I/II
- c) Police Service Technician I/II
- d) Senior Accountant

Member Altamirano moved to approve the proposed classifications (agenda items 6.B.a-d) as amended; Member Huang seconded. The motion passed by the following vote:

**AYE: 4 – Heystek, Huang, Altamirano, Krishnan
Absent: 1- Cornelious**

6.C. Adoption/Revision of Classifications

- a) Emergency Services Specialist (revision)
- b) Public Information Assistant (new)
- c) Risk Management Technician (new)

Member Krishnan moved to approve the proposed classifications (agenda items 6.C. a-c) as amended; Member Altamirano seconded. The motion passed by the following vote:

**AYE: 4 – Heystek, Huang, Altamirano, Krishnan
Absent: 1- Cornelious**

- d) Laboratory Technician I/II (revision)
- e) Chemist (new)
- f) Laboratory & Compliance Supervisor (revision)
- g) Collection Systems Maintenance Worker I/II (revision)
- h) Sr. Collection System Maintenance Worker (revision)
- i) Plant Electrical & Instrumentation Technician I/II (revision)
- j) Plant Maintenance Mechanic I/II (revision)
- k) Sr. Plant Maintenance Mechanic (new)
- l) Plant OIT/I/II (revision)
- m) Plant Operations Supervisor (revision)
- n) Lead Plant Operator (revision)
- o) Plant Maintenance Supervisor (revision)
- p) Environmental Protection Specialist I/II (revision)
- q) Environmental Protection Supervisor (revision)

Member Altamirano moved to approve the proposed classifications (agenda items 6.D. d-q) as amended; Member Huang seconded. The motion passed by the following vote:

AYE: 4 – Heystek, Huang, Altamirano, Krishnan

Absent: 1- Cornelious

7. CITY STAFF REPORTS AND ANNOUNCEMENTS

7.A. Human Resources Activities Report: January – March 2025

7.B. Informational Listing of Personnel Actions: January – March 2025

Secretary Hung provided the Board with information on the past quarter's recruitment and personnel activities.

8. BOARD REPORTS AND ANNOUNCEMENTS

None

9. ADJOURN

RESPECTFULLY SUBMITTED:

Emily Hung, Secretary

MEETING ACCESSIBILITY

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The meeting was adjourned by Chair Heystek at 7:01 p.m.