



# City of San Leandro

City Hall  
835 East 14th Street  
San Leandro, California

## Minutes

### Personnel Relations Board

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Thursday, January 16, 2025

5:30 PM

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

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#### 1. CALL TO ORDER ROLL CALL

*The meeting was called to order by Chair Heystek at 5:35 p.m.*

**Present: 3 - Heystek, Huang, Krishnan**  
**Absent: 2 - Altamirano, Cornelious**

#### 2. ANNOUNCEMENTS

*A revised format of the agenda was announced.*

#### 3. CONSENT CALENDAR

##### 3.A. Minutes from the October 17, 2024 Meeting

*Member Krishnan moved to approve the minutes for the October 17, 2024 meeting.  
Member Huang seconded. The motion passed by the following vote:*

**AYE: 3 – Heystek, Huang, Krishnan**  
**Absent: 2 – Altamirano, Cornelious**

#### 4. PUBLIC COMMENTS

*There were no public comments.*

#### 5. PRESENTATIONS

*No items were scheduled.*

#### 6. ACTION ITEMS

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

*Member Huang moved to re-elect Member Heystek for the Chair position, Member Krishnan seconded. The motion passed by the following vote:*

**AYE: 3 – Heystek, Huang, Krishnan**  
**Absent: 2 – Altamirano, Cornelious**

*Member Krishnan moved to elect Member Huang for the Vice Chair position; Chair Heystek seconded. The motion passed by the following vote:*

**AYE: 3 – Heystek, Huang, Krishnan**

**Absent: 2 – Altamirano, Cornelious**

**6.B. Extension of Employment Lists**

**a) Library Assistant**

*Member Krishnan moved to approve a six-month extension of the Library Assistant employment list; Vice Chair Huang seconded. The motion passed by the following vote:*

**AYE: 3 – Heystek, Huang, Krishnan**

**Absent: 2 – Altamirano, Cornelious**

**6.C. Adoption/Revision of Classifications**

- a) Central Services Assistant (revision of Administrative Assistant I)
- b) Information Technology Technician I/II (revision of Information Systems Support Technician)
- c) Information Technology Applications Analyst I/II (revision of Information Services Specialist & Innovation Technology Analyst)
- d) Information Technology Security Analyst (new)

*Vice Chair Huang moved to approve the classifications (agenda items 6C.a-d) with revisions; Member Krishnan seconded. The motion passed by the following vote:*

**AYE: 3 – Heystek, Huang, Krishnan**

**Absent: 2 – Altamirano, Cornelious**

- e) Crime Analyst (revision)
- f) Crime Prevention Specialist (revision)
- g) Police Service Technician I/II (revision)
- h) Police Services Supervisor (revision)
- i) Public Safety Dispatcher I/II (revision)
- j) Public Safety Dispatcher Supervisor (revision)
- k) Property & Evidence Technician (revision)
- l) Property & Evidence Supervisor (revision of Administrative Specialist- Police)
- m) Records Clerk (revision)
- n) Records Supervisor (revision of Administrative Specialist III)
- o) Police Recruit Trainee (revision)
- p) Executive Assistant (revision of Administrative Specialist I)

*Vice Chair Huang moved to approve the classifications (agenda items 6C.e-p) with revisions; Member Krishnan seconded. The motion passed by the following vote:*

**AYE: 3 – Heystek, Huang, Krishnan**

**Absent: 2 – Altamirano, Cornelious**

**7. HUMAN RESOURCES STAFF REPORTS AND ANNOUNCEMENTS**

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

7.A. Recruitment Activities Report: October – December 2024

7.B. Informational Listing of Personnel Actions: October – December 2024

**8. BOARD REPORTS AND ANNOUNCEMENTS**

*At the request of staff, the Board agreed to schedule additional special meetings in February and March in order to continue reviewing the remaining classifications from the study revisions.*

**9. ADJOURN**

*The meeting was adjourned by Chair Heystek at 7:21 p.m.*

RESPECTFULLY SUBMITTED:

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Emily Hung, Secretary

MEETING ACCESSIBILITY