



## CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD

### MINUTES

Regular Meeting

**Thursday, July 18, 2013**

City Hall, Human Resources Conference Room  
Second Floor, 835 East 14th Street, San Leandro, California

**CALL TO ORDER:** Chairperson O. B. Badger called the meeting to order at 5:38 p.m.

**ROLL CALL:** LaTanya Bellow, Human Resources Manager and Executive Secretary, called the roll.

**BOARD MEMBERS PRESENT:** Chairperson O. B. Badger, Vice-Chairperson Louis Heystek, Members James Browne, Johanne Dictor and Pete Ballew

**PUBLIC COMMENTS:** There were no members of the public at the meeting to make comments.

I. **MINUTES:** The minutes of the Regular Meeting of April 18, 2013

M | S | P (Heystek/Browne) to approve the minutes of the Regular Meeting of April 18, 2013.

II. **NOMINATION OF OFFICERS:**

M | S | P (Browne) to approve that O.B. Bader remain as Chair and Louis Heystek remain as Vice-Chair.

III. **ADOPTION/REVISION OF CLASSIFICATIONS:** Secretary Bellow noted for the record that the following staff was present: Public Works Services Director Debbie Pollart and Community Development Director Cynthia Battenberg. Staff was present to respond to questions regarding the new classification in the respective departments. The Public Works Director requested the approval of a new Deputy Public Works Director classification. This classification will report to the Public Works Services Director, supervise professional, technical and support staff as assigned, provide a salary savings to the City and allow for additional functionality of the management structure in the department.

The Community Development Director requested approval of two new classifications - Deputy Community Development Director and Principal Planner. These classifications will report to the Community Development Director, supervise professional, technical and support staff as assigned, will provide for the reclassification of current positions within the department, and will result in a salary savings to the City due to the lower salary range of the Community Development Director and current vacancy of the Business Development Manager position.

The City engaged in a meet and confer process with the San Leandro Management Organization (SLMO) bargaining unit, which has agreed to accept these new classifications.

It was noted in the last sentence of the Conditions of Work section of all three of these job descriptions, the wording "working alone" should be changed to read "working independently".

M | S | P (Browne/Heystek) to adopt the new Deputy Public Works Director, Deputy Community Development Director and Principal Planner classifications.

IV. **ADOPTION OF AMENDED PERSONNEL RULES:** Secretary Bellow reported that the Personnel Rules were being reviewed to make the necessary corrections, additions or updates to ensure compliance with City Policies and the law. At this time, Rules 1-4 are being brought forth for review and adoption.

M | S | P (Browne/Dictor) to adopt Personnel Rules 1-4 with the stipulation that all references to Human Resources Director or Human Resources designee be changed to state Human Resources Manager/designee, and Rule 3, Section 2 be changed to state Election of Chair and Vice-Chair, rather than President.

V. **EMPLOYMENT LIST EXTENSIONS:** Secretary Bellow reported that there were no employment list extensions recommended. However, approval was requested for the abolishment of two current employment

lists - Project Specialist II and Human Resources Technician. Community Development Director Battenberg requested abolishment of the current Project Specialist II list because it was established specifically for the Business Development area. This list would not be applicable to the current vacancy in the Housing area. Human Resources Manager Bellow requested abolishment of the current Human Resources Technician list upon completion of interviews currently in progress, should a suitable candidate not be found.

**M | S | P** (Heystek/Ballew) to allow the abolishment of the Project Specialist II list with the stipulation that Secretary Bellow provide a report in October, 2013 regarding the overhaul of the current Classification Plan addressing generic classifications.

**M | S | P** (Ballew/Heystek) to allow the abolishment of the Human Resources Technician list upon the completion of interviews or July 31, 2013.

**VI. SUMMARY OF DEPARTMENTAL ACTIVITIES & INFORMATIONAL LISTING:** Secretary Bellow reported on the activities of the Human Resources Department.

**VII. HUMAN RESOURCES MANAGER'S REPORT:** HR Manager Bellow reported on the hiring of the new Senior Human Resources Analyst, Emily Hung, who was in attendance at the meeting. An updated list of the PRB Contacts and Human Resources Department Contacts was distributed to members for inclusion in their binders.

**VIII. MEMBER COMMENTS:** There were no board members comments.

**IX. ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:54 p.m.

**Signed:**

**Date:**

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Chairperson O. B. Badger