



CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD

MINUTES

Regular Meeting

Thursday, April 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 and Johanne Dictor

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

I. **MINUTES:** The minutes of the Regular Meeting of January 17, 2013

M | S | P (Browne/Heystek) to approve the minutes of the Regular Meeting of January 17, 2013.

II. **ADOPTION/REVISION OF CLASSIFICATIONS:** Secretary Bellow noted for the record that the following staff was present: Chief Spagnoli, Captain Lemmon, and HR Technician Kevin Sledge (Captain Tracey joined the meeting a little later), to assist with responding to questions regarding the new classification. The Police Department is combining three classifications (Jailer, Animal Control, and Community Services Officer) into one new classification, the Police Services Technician I/II and Police Services Technician Senior. Combining three classifications into one gives a broader and more generalist spectrum of responsibility for this new classification. All parties have engaged in a meet and confer with the San Leandro City Employees' Association (SLCEA) bargaining unit who has agreed to accept this new classification with the three varying levels (I/II/Senior).

On behalf of Chief Spagnoli, Secretary Bellow requested that HR receive permission from this board to submit the entire eligibility list to the Police Department as opposed to the Personnel Rules (page12, section 3) requirement of submitting three names at a time. (The Board approved this request.)

M | S | P (Browne/Dictor) to adopt the new Police Services Technician I/II/Senior classification specification.

III. **EMPLOYMENT LIST EXTENSIONS:** Secretary Bellow indicated that staff recommends not extending the employment lists for Community Services Officer-promo (SLCEA) and Police Captain (SLMO). In the future Secretary Bellow recommended bringing only the list that requires action from the Board (the extending of an employment list). The Board agreed with this recommendation.

IV. **SUMMARY OF DEPARTMENTAL ACTIVITIES & INFORMATIONAL LISTING:** The Board asked if they can continue to receive the "Informational Listing of Full-Time Personnel Actions", because they believe it gives them the knowledge and understanding to better perform their Board functions responsibly. Secretary Bellow will make sure that the information as currently presented is not proprietary information and does fall under the Boards' purview.

V. **HUMAN RESOURCES MANAGER'S REPORT:** HR Manager LaTanya Bellow updated the Board on the hiring of the new HR Technician, Kevin Sledge. She informed them of how she was restructuring the HR Division for staff to become generalist, so individuals perform and have a broader breath and scope of responsibilities. She has engaged in an extensive recruitment for the Senior HR Analyst and has completed the second round of interviews and hopes to have someone in place shortly. HR is hosting the Take our Daughters and Sons to Work day on Thursday, April 25 and a Diversity and Inclusion training course for Management Staff on Wednesday, May 1. This training is to ensure staff has the capacity and understanding to engage with the diverse community that San Leandro now represents.

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

VII. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:23 p.m.

Signed:

Date:

Chairperson O. B. Badger