



City of San Leandro

City Hall
835 East 14th Street
San Leandro, California

Meeting Agenda Personnel Relations Board

Thursday, January 16, 2025

5:30 PM

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

**1. CALL TO ORDER
ROLL CALL**

Chair Heystek, Vice Chair Altamirano, Members Cornelious, Huang, Krishnan

2. ANNOUNCEMENTS

3. CONSENT CALENDAR

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

4. PUBLIC COMMENTS

The public is invited to make any comments related to Agenda items or other items of public interest at this time. The Board is prohibited from responding to such comments or discussing items not on the Agenda but will defer items to staff.

5. PRESENTATIONS

None

6. ACTION ITEMS

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

6.B. Extension of Employment Lists

a) Library Assistant

- 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)
 - 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)

7. HUMAN RESOURCES STAFF REPORTS AND ANNOUNCEMENTS

- 7.A. Recruitment Activities Report: October – December 2024
- 7.B. Informational Listing of Personnel Actions: October – December 2024

8. BOARD REPORTS AND ANNOUNCEMENTS

9. ADJOURN

RESPECTFULLY SUBMITTED:

Emily Hung, Secretary

MEETING ACCESSIBILITY

Members of the public may also attend the meeting in-person in the Human Resources Conference Room 209 at San Leandro City Hall (835 E. 14th Street). Public Comment may be made live during the meeting in-person or through the eComment feature at <https://sanleandro.legistar.com>. Please note that the eComment period will close at 11:59 pm the Wednesday before the scheduled council meeting and be distributed to Board members prior to the start of the meeting.

In compliance with the Americans with Disabilities Act, a person requiring an accommodation, auxiliary aid, or service to participate in this meeting should contact the Human Resources Department at 510-577-3396 hr@sanleandro.org, as far in advance as

possible, but no later than 72 hours prior to the meeting. Best efforts to fulfill the request will be made.