



## CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD AGENDA

Regular Meeting

**Thursday, April 17, 2014 – 5:30 p.m.**

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

	<i><b>ITEM</b></i>	<i><b>NOTES</b></i>									
I.	<b>CALL TO ORDER</b>										
II.	<b>ROLL CALL:</b> Chairperson O.B. Badger, Vice-Chairperson Louis Heystek, Member James Browne, Member Johanne Dictor, and Member Pete Ballew.										
III.	<b>PUBLIC COMMENTS:</b> 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.										
IV.	<b>MINUTES:</b> Approval of Minutes of January 16, 2014 regular meeting										
V.	<b>ADOPTION/REVISION OF CLASSIFICATIONS:</b> Classification specifications are established, and periodically updated, to define job duties and establish minimum qualification requirements. <ul style="list-style-type: none"> <li>IT Manager (revisions)</li> <li>Assistant IT Manager (revisions)</li> </ul>										
VI.	<b>ADOPTION OF AMENDED PERSONNEL RULES:</b> As prescribed by the City Charter, the Board is to review amendments to the City's Personnel Rules. <ul style="list-style-type: none"> <li>Staff is recommending review and adoption of amended Personnel Rules I-XVII</li> </ul>										
VII.	<b>EMPLOYMENT LISTS:</b> Employment lists are established through civil service procedures for the purpose of providing eligible candidates for vacant positions. Lists are generally active for one year, unless extended by the Board. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Classification Title/Group</u></th><th style="text-align: left;"><u>Names Expire</u></th><th style="text-align: left;"><u>Extend List Until</u></th></tr> </thead> <tbody> <tr> <td>Plant Operator in Training/Plant Operator I</td><td>5/23/14</td><td>5/23/15</td></tr> <tr> <td>Administrative Assistant II</td><td>3/21/14</td><td>9/21/14</td></tr> </tbody> </table>	<u>Classification Title/Group</u>	<u>Names Expire</u>	<u>Extend List Until</u>	Plant Operator in Training/Plant Operator I	5/23/14	5/23/15	Administrative Assistant II	3/21/14	9/21/14	
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VIII.	<b>HUMAN RESOURCES MANAGER REPORT:</b> Recruitment/HR Department activities and events of the past quarter are outlined. <ul style="list-style-type: none"> <li>3 members need Ethics Training – Badger, Dictor, Heystek</li> <li>HR Activities, January – March 2014</li> <li>Informational Listing, January – March, 2014</li> <li>Next meeting: July 17, 2014</li> </ul>										
IX.	<b>MEMBER COMMENTS:</b>										
X.	<b>ADJOURNMENT</b>										

**The public is invited to speak on any item listed on the Agenda.  
If special accommodations are required for the disabled, please call Human Resources at  
577.3396 or TDD 577.3343.**