



## CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD AGENDA

Regular Meeting

**Thursday, October 20, 2016 – 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> Chair Louis Heystek, Vice-Chair Pete Ballew, Member Jane Abelee, Member O.B. Badger and Member James Browne	
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 the July 21, 2016 meeting	
V.	<b>NOMINATION OF OFFICERS:</b> Approval of Chairperson and Vice-Chairperson for the period July 1, 2016 through June 30, 2017 (deferred from July 21, 2016 meeting).	
VI.	<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.  No extensions at this time.	
VII.	<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>• Business Development Manager (revision)</li> <li>• Financial Supervisor (elimination)</li> <li>• Payroll Specialist (new)</li> </ul>	
VIII.	<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>• Rule I – Revision of Police Officer definition</li> <li>• Rule I – Elimination of Jailer definition</li> </ul>	
IX.	<b>HUMAN RESOURCES MANAGER REPORT:</b> Recruitment/HR Department activities and events of the past quarter are summarized. <ul style="list-style-type: none"> <li>• HR Activities, July - September</li> <li>• Informational Listing, July - September</li> </ul>	
X.	<b>MEMBER COMMENTS:</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.**