



## CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD

### Regular Meeting Agenda

**Thursday, January 19, 2017 – 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 James Browne, Member Jane Abelee, Member O.B. Badger.	
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 October 20, 2016 meeting	
V.	<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.  Accountant I – 6 mo. extension requested	
VI.	<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>• Financial Supervisor (elimination)</li> <li>• Payroll Specialist (new)</li> <li>• Audio-Visual Services Operator (new)</li> <li>• Crime Technician (revised)</li> </ul>	
VII.	<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, October - December</li> <li>• Informational Listing, October - December</li> </ul>	
VIII.	<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.**