



City of San Leandro

Civic Center
835 East 14th Street
San Leandro, California

Meeting Agenda

Personnel Relations Board

Chair James Andrew Browne, At Large (1)
Vice Chair Dewayne Cornelious, At Large (1)
Jane Ann Abelee, At Large (5)
Orval Badger, At Large (1)
Louis Neira Heystek, At Large (5)

Thursday, October 18, 2018

5:30 PM

City Hall, Human Resources Conference Room

1. CALL TO ORDER

2. ROLL CALL

Chair Browne, Vice Chair Cornelious, Members Abelee, Badger, Heystek

3. 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.

4. APPROVAL OF MINUTES

4.A. July 19, 2018 meeting

5. EMPLOYMENT LISTS

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.

5.A. Senior Librarian

6. ADOPTION/REVISION OF CLASSIFICATIONS

Classification specifications are established and periodically updated to define job duties and establish minimum qualification requirements.

6.A. Emergency Services Specialist (revisions)

7. ADOPTION OF AMENDED PERSONNEL RULES

As prescribed by the City Charter, the Board is to review amendments to the City's Personnel Rules.

7.A. Rule VI Examinations, Section 10 - Promotional Examinations

- 7.B. Rule VIII Method of Filling Vacancies, Section 3 - Certification of Eligible from Employment Lists

8. HUMAN RESOURCES MANAGER REPORT

Recruitment/HR Department activities and events of the past quarter are summarized.

- 8.A. Activities Report: July 1, 2018 - September 30, 2018
- 8.B. Informational Listing: July 1, 2018 - September 30, 2018

9. MEMBER COMMENTS

10. ADJOURNMENT

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.