



CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD

MINUTES

Regular Meeting

Thursday, October 17, 2013

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

CALL TO ORDER: Chairperson O. B. Badger called the meeting to order at 5:38 p.m.

ROLL CALL: LaTanya Bellow, Human Resources Manager and Executive Secretary, called the roll.

BOARD MEMBERS PRESENT: Chairperson O. B. Badger, Vice-Chairperson Louis Heystek, Members James Browne, Johanne Dictor and Pete Ballew

PUBLIC COMMENTS: There were no members of the public at the meeting to make comments.

I. **MINUTES:** The minutes of the Regular Meeting of July 18, 2013.

M | S | P (Heystek/Dictor) to approve the minutes of the Regular Meeting of July 18, 2013. It was noted that O.B. Badger's name had been misspelled in the minutes.

II. **ADOPTION/REVISION OF CLASSIFICATIONS:** Secretary Bellow noted that the revised Deputy Community Development Director job description was returned to the Board for final review. There were non-substantive changes made to clean-up the language for relevance. The final version has been presented to City Council.

M | S | P (Browne/Dictor) to adopt the new Deputy Community Development Director classification.

IV. **EMPLOYMENT LIST EXTENSIONS:** Secretary Bellow noted for the record that Public Works Services Director Debbie Pollart Staff was present to respond to questions regarding the request for abolishment of the Street Maintenance Worker II list. Director Pollart indicated that the current opening requires additional expertise needed for WPCP, and that current candidates on the list don't meet the minimum requirements. The certification process takes approximately one year and by the time current candidates receive it, the list will have expired.

M | S | P (Heystek/Ballew) to allow the abolishment of the Street Maintenance Worker II list.

Secretary Bellow noted that there were no extensions recommended at this time.

V. **ADOPTION OF AMENDED PERSONNEL RULES:** Secretary Bellow reported that the Personnel Rules were being reviewed to make the necessary corrections, additions or updates to ensure compliance with City Policies and the law. Previously, the Board reviewed Rules I-IV and Rules V-VIII are being brought forth for review and adoption at this time

An extensive review and discussion of the Rule V ensued with the Board requesting clarification and clean-up of the current language in Section 2, Applications and Section 4, Disqualification of Applications. Section 2 – question raised by Member Ballew why there was no deadline for notifying candidates of their status. Yana Taran responded that we notify applicants within a reasonable time, depending on the number of applications received. Section 4 - Secretary Bellow provided the Board with AB218 language from a recent conference, "Prohibits state a state or local agency from asking an applicant for employment to disclose information regarding a criminal conviction until the agency has determined the applicant meets the minimum employment qualifications for the position."

Review of Rule VI Section 1, Examinations with suggestions to include computer-based testing language. Yana Taran indicated that the term examination is utilized and a practical test (demonstration test) would cover the use of technology. Language will be developed and brought back for January, 2014 meeting.

A question was raised regarding Section 11 veteran's preference and the intent of the changes. Secretary Bellow indicated language was setting the landscape to indicate at which point in the process the preference points would be added.

Member Ballew asked for clarification of how ties are handled on employment lists. Secretary Bellow provided an example of a list showing ties. Two or more candidates can hold the same position on a list, however due to rounding, the scores are rarely exactly the same.

Member Ballew and Chair Badger wanted to acknowledge the Human Resources staff for their hard work on these amendments. Member Ballew also acknowledged Member Brown for his review and expertise in the technical aspect of the language.

Chair Badger also noted that if questions are raised and subsequently answered, please ensure correspondence is done in writing as information can be lost in translation. Also be mindful of not impacting staff with information that is not needed.

M | S | P (Browne/Badger) Discussion as to the adoption of the Personnel Rules. Secretary Bellow indicated that there was not a time limit to get this done, but that changes are needed to bring them up to date. The recommended changes and clean-up of language provided by the Board will be done, and a final review will be needed before they are adopted.

VI. SUMMARY OF DEPARTMENTAL ACTIVITIES & INFORMATIONAL LISTING: Secretary Bellow reported on the activities of the Human Resources Department.

VII. HUMAN RESOURCES MANAGER'S REPORT: HR Manager Bellow reported on the department's outreach in their recruitment efforts, providing the Board with a list of outreach sources. Member Ballew requested that Carrington College in San Leandro be added to the list. Member Heystek also requested the San Leandro High School Business Academy and Eden Area ROP be added to the list. He will also provide HR with the e-mail addresses for the contacts at those locations.

HR Manager Bellow also addressed the Board on a new process for General/Broad classification recruitments. For example, a single recruitment can be used for multiple departments who also have that classification. Announcement will indicate where the current vacancy is, but will allow for the establishment of a list which can be utilized for other departments which will stay active for 1 year.

VIII. MEMBER COMMENTS: There were no board members comments.

IX. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:45 p.m.

Signed:

Date:

Chairperson O. B. Badger