



CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD MINUTES

Regular Meeting

Thursday, January 15, 2015

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

- I. **CALL TO ORDER:** Member James Browne called the meeting to order at 5:33 p.m.
- II. **ROLL CALL:** LaTanya Bellow, Human Resources Manager and Executive Secretary, called the roll.
- III. **BOARD MEMBERS PRESENT:** Chairperson Louis Heystek, Vice-Chair Pete Ballew, Member James Browne, Member Johanne Dictor, and Member O.B. Badger.
- IV. **MINUTES:** The minutes of the Regular Meeting of October 16, 2014.
 - a. **M | S | P** (Browne/Badger) to approve the minutes of the Regular Meeting of October 16, 2014. Vice Chair Ballew abstained as he was absent from that meeting.
- V. **ADOPTION/REVISION OF CLASSIFICATIONS:** Four new classifications have been presented for review and adoption. Debbie Pollart, the Public Works Director and Captain Torres were on hand to answer any questions brought forth.

Secretary Bellow outlined the Police Business Manager classification, which is a non-sworn administrative/operations support classification and a member of the San Leandro Management Organization. The funding for this position has been included in the 2014/15 budget, utilizing a vacant Administrative Analyst II position. Vice-Chair Ballew asked if there is an equivalent classification in neighboring agencies and if this could be a part-time work from home opportunity. Secretary Bellow affirmed that Fremont, Livermore and Berkeley have similar mid-level positions and Capt. Torres responded that the work from home option had not been looked at because office space was already available. Member Browne asked which classifications were performing these duties now. Capt. Torres mentioned that he and several other people are currently doing portions of this job. Member Dictor noted that this position will require a strong financial background and wondered if this was a promotional opportunity or open to anyone. Capt. Torres said the position will be open to anyone to apply.

Chair Heystek noted that in all the job specifications, under Experience and Education, language indicates that "any combination of experience and education that would likely provide the required knowledge and abilities is qualifying." He asked is that an attempt to broaden the pool? What is the intent? Secretary Bellow stated that the current language is an industry standard and provides the applicant with an idea of the combination of experience and education as a baseline to be eligible. Heystek expressed concern that these are just minimums. Bellow explained that a combination of experience and education would also depend on the needs of the department. She referred Chair Heystek to the Personnel Rules which states, "The statement of desirable qualifications in a class specification is intended to be used as a guide in selecting candidates for employment, as an aid in the preparation of competitive examinations and for use in determining the relative value of positions in one class with positions in other classes." Chair Heystek conceded he was comfortable with the rule as outlined and now understood the experience and education is a guide.

M | S | P (Badger/Ballew) 5-0 to adopt the Police Business Manager classification as presented.

The next 3 new and 3 revised classifications are the result of the current SLCEA MOU Section 42.12 Equity Studies. During negotiations the City agreed to conduct a compensation study of classifications within the Water Pollution Control Plant. During this study, it was determined that the Street Maintenance Worker Classifications did not properly address the unique nature of the work done at the Plant and it was determined that a title change was in order. Collection Systems Maintenance Worker I/II, Senior Collection Systems Maintenance Worker and Collection Systems Maintenance Supervisor

classifications are specific to the Plant, and these new job specifications were created using descriptions from City of Hayward, City of Livermore, Union Sanitary and Oro Loma Sanitary Districts.

The Street Maintenance Worker specification revisions are merely removing the wording that pertains specifically to the duties related to sewer maintenance, storm collects or water pollution which are included in the new specifications above.

Member Browne noted that the Collection Systems Maintenance Worker and Senior Collection Systems Maintenance Worker classifications have a provision for random drug testing. That seems to be left out of the Collection Systems Maintenance Supervisor, is this an oversight? Director Pollart said yes, this is an oversight in the specification and should be included as they are required to maintain a Class B license as well, so will be subject to random drug testing.

Chair Heystek further asked if the WPCP would be staying in San Leandro or would it become a special district. Director Pollart said she would hope it will stay with the multi-million dollar upgrade recently completed. She is not aware of any plans to become a special district. Member Ballew asked if these reclassifications will help with retention. Analyst Hung said that and bringing salaries up to be competitive with neighboring agencies was intended to help attract and retain personnel.

M | S | P (Badger/Browne) 5-0 to adopt the 3 new and 3 revised classifications as presented

VI. **EMPLOYMENT LISTS:** No extensions were requested.

VII. **HUMAN RESOURCES MANAGER'S REPORT:** HR Manager Bellow provided an overview of the recruitment activities completed and/or in progress. She also noted some of the activities the department has engaged in during the past three months, such as implementing an online open enrollment process, completing the CalPERS audit and the equity study. Chair Heystek and other members commented on the number of years of experience that just retired from the City. HR Manager Bellow noted that there will be several top level recruitments forthcoming. Chair Heystek asked how we handle the flood of applications. HR Analyst Emily Hung said that if a flood of applications are anticipated, we will often limit the length a position is open and limit the number of qualified applications.

VIII. **MEMBER COMMENTS:** Member Browne noted that at the first meeting, members of the public were there and spoke about job reclassifications, and wondered if they were related to these presented tonight. Member Dictor and Chair Heystek said yes, they were part of the Water Treatment Plant and that this appears to be an effort to rectify the requests.

Heystek mentioned that if any members were interested in reappointment, they should submit their applications now. The Mayor will be sending out requests. Member Browne said it has been an honor to serve with everyone and Chair Heystek said he hopes everyone will apply to continue serving the PRB.

IX. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:13 p.m. in honor of OB Badger.

Signed:

Date:

Chairperson Louis Heystek