



CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD MINUTES

Regular Meeting

Thursday, April 16, 2015

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

- I. **CALL TO ORDER:** Chair Louis Heystek called the meeting to order at 5:33 p.m.
- II. **ROLL CALL:** Emily Hung, Acting Human Resources Manager and Executive Secretary, called the roll.
- III. **BOARD MEMBERS PRESENT:** Chairperson Louis Heystek, Member James Browne, Member Johanne Dictor, and Member O.B. Badger. Vice-Chair Pete Ballew was absent.

Chair Heystek observed a moment of silence for the recent passing of Captain Ed Tracey.

- IV. **MINUTES:** The minutes of the Regular Meeting of January 15, 2015.

M | S | P (Browne/Badger) to approve the minutes of the Regular Meeting of January 15, 2015.

- V. **EMPLOYMENT LISTS:** No extensions were requested.

- VI. **ADOPTION/REVISION OF CLASSIFICATIONS:** Revisions of two classifications, Recreation and Human Services Director and Chief Innovation Officer were brought to the Board for approval.

Recreation and Human Services Director – Acting HR Manager Hung reported that this position is currently vacant with the retirement of Carolyn Knudtson. While preparing to recruit for the position, it was determined the classification should be updated to enhance the human services aspect of the position. Language was added to support that emphasis.

Chair Heystek reported he likes the direction of the change and suggested language that would reflect the relationship with San Leandro and San Lorenzo school districts. Proposes adding to the 5th bullet under Essential Functions "...organizations **and the School Districts**". Some probably don't realize that the City schedules all non-school activities on school property for school district for use of fields. Member Badger mentioned that the Council may want to look at this language as well. Member Browne asked what Department is currently coordinating the use of fields? Chair Heystek said that Carolyn Knudtson was coordinating the use of shared properties, such as the activities for the Recreation Guide. This aspect takes more coordination and he would like to see specific language added to formalize the function.

M | S | P (Badger/Browne) 4-0 to adopt the Recreation & Human Services Director job classification as revised.

Chief Innovation Officer – Acting HR Manager Hung explained that one word was changed under Supervision to show City Manager/designee. The incumbent is now reporting to the Community Development Director.

M | S | P (Badger/Browne) 4-0 to adopt the Chief Innovation Officer job classification as revised.

- VII. **HUMAN RESOURCES MANAGER'S REPORT:** Acting HR Manager Hung 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 executive level recruitments, training and the upcoming Take Our Sons & Daughters to Work Day. She also reported that HR received an award from NCCIPMA-HR for the implementation of the online open-enrollment system. HR was recognized at a recent Council meeting.

Chair Heystek asked if the School District was invited to participate in the Sons & Daughters Day as they are now in the building. Secretary Hung noted that the outreach was targeted to specific local schools, but would take that into consideration in the planning for next year. Member Browne asked about the recent Police Officer hires and wondered if these were open positions. Secretary Hung said these hires were in anticipation of imminent vacancies. Member Badger noted that the Council should not have been included in the Info Listing provided. Secretary Hung so noted. Chair Heystek asked if there would be upcoming changes to the Human Resources Manager job specification. Secretary Hung said it is not known at this time.

- VIII. **MEMBER COMMENTS:** Member Browne wanted it noted that he enjoyed working with LaTanya Bellow and was looking forward to working with Emily Hung. Member Badger welcomed Emily and asked that the meeting be closed in Captain Tracey's memory. Chair Heystek asked if the City would be doing anything for Captain Tracey. Secretary Hung said an e-mail had just been sent out announcing a Celebration of Life on April 25th. Chair Heystek asked that this information be shared with the Board.
- IX. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:45 p.m. in memory of Captain Ed Tracey.

Signed:

Date:

Chairperson Louis Heystek