



CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD MINUTES

Regular Meeting

Thursday, October 15, 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 5:30 p.m.
- II. **ROLL CALL:** Emily Hung, Human Resources Manager and Board Secretary, called the roll.

BOARD MEMBERS PRESENT: Chairperson Louis Heystek, Vice-Chair Pete Ballew, Member Jane Abelee and Member James Browne were present. Member O.B. Badger was absent.

Chair Heystek welcomed new Member Jane Abelee.

- III. **MINUTES:** Approval of the minutes of the Regular Meeting of April 16, 2015 and the Special Meeting of August 13, 2015.

M | S | P (Ballew/Browne) 4-0 to approve both the Regular Meeting minutes of April 16, 2015 and the Special Meeting minutes of August 13, 2015, as amended. Member O.B. Badger was absent

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

- V. **ADOPTION/REVISION OF CLASSIFICATIONS:** Revision of two classifications, Tree Trimmer II and Environmental Protection Specialist I/II were brought to the Board for approval.

Secretary Hung provided that the Tree Trimmer II classification was being revised to include a certified arborist certification requirement.

Public Works Director Debbie Pollart explained to the Board that the Tree Trimmer classifications are under the purview of the Streets Section of Public Works. This section is responsible for tree trimming, graffiti abatement, street sweeping and illegal dumping. The prior Street Supervisor retired in May 2014 and was a certified arborist and had been providing that service for the City as a Tree Trimmer II before being promoted to the Supervisor role. The City currently has two Tree Trimmer II's who already have their certified arborist certificates. These Tree Trimmer IIs are alternately receiving a differential for this assignment. Director Pollart noted that this is an important service to the community and provides greater distinction between the Tree Trimmer I and Tree Trimmer II classifications.

Member Brown asked what was involved in becoming certified. Director Pollart said there is a course, which lasts several months, and a testing component before becoming certified. As a certified arborist, they are able to provide an assessment of tree health, shape and identify pest issues. Member Abelee asked about "read labels" under the Ability to section. She asked if it would be better to say read and understand. Secretary Hung and Director Pollart indicated that this is standard language used in most of the PW job descriptions. Chair Heystek offered "follow labels" might be better language. It was agreed that other job descriptions with this language would be updated as needed. Chair Heystek also noted that under "Ability to, Performs the duties of a Tree Trimmer I" should be first, not last in the list, and the Board agreed to said change.

Secretary Hung provided that the Environmental Protection Specialist I/II job description needed to be updated to include changes in regulations and in preparation for an upcoming recruitment.

Director Pollart explained that the incumbent left the City in 2012 and the position remained unfilled until now. The job description has not been revised since 2008 and the department is seeing more and more projects with increasing environmental regulations and inspection and reporting requirements.

The I/II classification will provide flexibility in hiring. She added that the department would ideally want to hire at Level I, but if a candidate has the ideal skill set, they want to be able to hire at Level II. She noted that this class works at the Water Pollution Control Plant and most of those classifications are a competency up. In keeping with that, the I/II will provide a career path.

Member Brown pointed out a grammatical change to page one. Chair Heystek indicated that under each of the Essential Function areas, the Environmental Protection Specialist I requirements should be required for the Environmental Protection Specialist II. The Board agreed that the description be revised to indicate "Performs the duties of Environmental Protection Specialist I" in those areas.

Director Pollart mentioned that both the Tree Trimmer II and Environmental Protection Specialist I/II classifications are included in the current budget.

M | S | P (Browne/Ballew) 4-0 to adopt the revisions of both the Tree Trimmer II and Environmental Protection Specialist I/II. Member O.B. Badger was absent.

- VI. **HUMAN RESOURCES MANAGER'S REPORT:** Secretary Hung provided an overview of the recruitment activities completed and/or in progress, trainings provided and the new onboarding process. She also noted that Yana Taran had recently been promoted to the Sr. Human Resources Analyst position and that Kevin Sledge had recently resigned.

Chair Heystek asked for clarification regarding a question he had e-mailed to Secretary Hung regarding the recent appointment to the Principal Engineer position. He asked how the Principal Engineer was appointed from the City Engineer employment list. Secretary Hung cited Personnel Rule 7, Section 9, which allows for appointment in comparable or less responsible classifications. Chair Heystek asked how those are reported to the Board in correlation to the recruitment activities. Secretary Hung indicated that they haven't been highlighted to the Board before; however, she will make note of these types of appointments in the future.

Secretary Hung advised the Board that she may need to request that the Board convene a special meeting in late November or early December. Additional classifications need to be brought before the Board for review.

- VII. **MEMBER COMMENTS:**

Member Browne commented that he is pleased to see Director Pollart is promoting from within and creating flexibility in positions, adding that such practice is commendable, especially in government organizations.

- VIII. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:05 p.m.

Signed:

Date:

Chairperson Louis Heystek