



CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD MINUTES

Regular Meeting

Thursday, January 19, 2017

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: Chair Louis Heystek, Vice Chair James Browne, Member O.B. Badger, and Member Jane Abelee were present.
- III. **PUBLIC COMMENTS:** Dewayne Cornelius.
- IV. **MINUTES:** Approval of the minutes of the October 21, 2016 meeting.
M | S | P (Browne/Badger) Four ayes to approve the minutes of October 21, 2016.
- V. **EMPLOYMENT LISTS:** A six-month extension of the Accountant I employment list was requested. Secretary Hung stated that there were four qualified candidates remaining on the list.
M | S | P (Badger/Browne) 4 ayes to approve the extension of the Accountant I list for 6 months.
- VI. **ADOPTION/REVISION OF CLASSIFICATIONS:** The following classifications were brought before the Board: Financial Supervisor (elimination) and Payroll Specialist (new); Audio-Visual Services Operator (new); and Crime Technician (revised).

The elimination/adoption of the Financial Supervisor/Payroll Specialist classifications had been tabled from the October 21, 2016 meeting to allow the San Leandro City Employees' Association (SLCEA) the opportunity to present their concerns to the Board. In October, Assistant Finance Director Will Fuentes discussed the necessity of the new Payroll Specialist classification due to the evolving complexities of the payroll function, IRS Regulations, PERS Rules, tax implications etc. A survey of similar classifications among other agencies showed the payroll function is typically its own classification with higher level responsibilities. The proposed Payroll Specialist classification would be part of the non-represented Confidential Employee Group. The SLCEA objected that this classification was proposed for the Confidential Group.

Secretary Hung reported that SLCEA was unable to have a representative present but confirmed their position as stated in their letter distributed at the October meeting. Chair Heystek noted that no SLCEA representative was present.

Secretary Hung noted that in the Employer-Employee Relations Resolution, a Confidential Employee is defined as "an employee who is regularly privy to decisions of City management affecting employer-employee relations". The Payroll Specialist would provide information to support labor negotiations. This was a function that was previously handled by the Financial Supervisor, the last incumbent having left in 2008.

Member Badger noted that compensation information was not provided. Secretary Hung said the proposed salary will be taken for City Council approval. Assistant Finance Director Fuentes noted that the salary will be 12% above the Senior Account Clerk salary.

Chair Heystek asked how many employees were currently in the Confidential Group and if this was an unusual protest by the SLCEA. Secretary Hung explained that there are currently eight employees in the group consisting of Human Resources and City Manager's Office staff, and that this is the first objection of this kind in recent years.

Chair Heystek further asked about what assurances of confidentiality are there for this group. Secretary Hung responded that these employees are not required to sign a confidentiality waiver; it is embedded in the function and responsibility. Additional clarification was provided regarding education and requirements.

M | S | P (Badger/Abelee) Four ayes to eliminate the Financial Supervisor classification and adopt the Payroll Specialist classification.

Secretary Hung introduced Acting Captain Rick DeCosta to present the revisions to the Crime Analyst classification. Captain DeCosta explained that the Crime Analysis Technician position has been vacant since April of 2016, after the incumbent went to a higher paying agency. A benchmark survey indicated that the salary range for this position was well below other agencies with similar positions. The classification of Crime Analyst is a more conventional level which requires more education and experience. Responsibilities include researching and analyzing statistical (COMSTAT) data.

Member Abelee asked about the education requirement, and if the competitive salary would provide for a greater pool of applicants. Acting Captain DeCosta said that the increased salary will help even though it is still a little below the median. HR Analyst Tiffany Ilacqua explained that a Bachelor's degree is the standard for this position among other agencies.

In response to Member Badger's question, Secretary Hung said that a person with a Master's degree might be started at a higher step upon hire.

Chair Heystek asked if this position would interface with the community. Acting Captain DeCosta said that this person would be compiling analytical data that would be used in presentations in-house and in the community.

Chair Heystek also noted that under Licenses/certifications/other requirements, it should say "completion of California POST-certified" in keeping with recent changes to the Personnel Rules.

M | S | P (Browne/Badger) Four ayes to adopt the revisions to the Crime Analyst classification.

Secretary Hung presented the Audio-Visual Services Operator classification to the Board on behalf of the IT Department. Secretary Hung explained that this position will operate the video and audio equipment for meetings in the Council Chambers. Previously, this was performed by a generic classification which was hindering the department in finding the appropriate person with technical/media skills. HR Analyst Ilacqua said this new classification is more specific to actual job requirements for someone with an audio-visual background.

Member Abelee asked if this position would be open to current full-time employees who may want additional hours. Secretary Hung said the likely candidate would be a college student or an independent professional seeking additional income.

Chair Heystek said he immediately thought of Larry Ornellas who sets up the Council Chambers for meetings. Secretary Hung explained that Larry has been trained as a back-up to fill in as needed, but the duties were not within the scope of his classification.

Chair Heystek asked if other needs down the line were considered, since the position seems very specific. HR Analyst Ilacqua said the department's goal was to find someone specific to this responsibility.

M | S | P (Browne/Badger) Four ayes to adopt the Audio-Visual Services Operator classification.

- VII. HUMAN RESOURCES MANAGER'S REPORT:** Secretary Hung provided an overview of the recruitment activities completed and/or in progress. She also provided a recap of the recruitment activities from 2016. Member Abelee asked about the hiring of Police Officers. HR Analyst Ilacqua noted that the

City recently hired two Police Recruit Trainees who are currently in the academy and have two more candidates in the background process. Interviews continue at all levels, however, Secretary Hung stated that the City is seeing a decline in Academy Attendee applications and has not been very successful with hiring Lateral applicants. Member Badger asked how many sworn Police Officer positions there were. Secretary Hung stated that there are 93 sworn officers.

VIII. **MEMBER COMMENTS:** It was the consensus of the Board to continue the discussion from the October meeting regarding flexible language for education and experience requirements. Chair Heystek asked staff to present a recommendation at the April meeting.

IX. **ADJOURNMENT:** There being no further business, upon the suggestion of Member Badger, the meeting was adjourned in celebration of the birth of Alexandra Sophia Heystek at 6:26 p.m.

Signed:

Date:

Chairperson Louis Heystek