



CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD MINUTES

Regular Meeting

Thursday, October 21, 2016

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, Human Resources Manager and Board Secretary, called the roll.
BOARD MEMBERS PRESENT: Chair Louis Heystek, Vice Chair Pete Ballew, Member O.B. Badger, Member Jane Abelee and Member James Browne were present.
- III. **PUBLIC COMMENTS:** No members of the public were present.
- IV. **MINUTES:** Approval of the minutes of the July 21, 2016 meeting.
M | S | P (Badger/Browne) 5 ayes to approve the minutes of July 21, 2016.
- V. **NOMINATION OF OFFICERS:** As noted in §20.1.205, Title 20 of the San Leandro Administrative code, Personnel Relations Board, the Chair and Vice Chair of the Board are elected annually at the first regular meeting in July of every year. This item was tabled by the Board at the July meeting.

Member Browne made a motion nominating Chair Heystek to remain as Chair as long as he has not termed out. Secretary Hung referenced the Administrative Code that provides a term limit of two (2) consecutive terms. However, that limitation could be waived by a majority vote. Member Browne amended his motion to include a waiver for Chair Heystek to remain Chair.

M | S | P (Browne/Abelee) 5 ayes approved Chair Heystek to remain as Chair.

Chair Heystek nominated Member Browne as Vice-Chair.

M | S | P (Heystek/Ballew) 5 ayes approved Member Browne as Vice-Chair.
- VI. **EMPLOYMENT LISTS:** No extensions were requested.
- VII. **ADOPTION/REVISION OF CLASSIFICATIONS:** The following classifications were brought before the Board: Business Development Manager (revision), Financial Supervisor (elimination) and Payroll Specialist (new).

Secretary Hung introduced Community Development Director Cynthia Battenberg to present the revisions to the current Business Development Manager job specification.

Director Battenberg explained that the current job specification of Business Development Manager was adopted approximately 20 years ago and the title and some functions do not currently reflect common practice and duties of the position. The position is now more than business, it also encompasses economic studies, contracts, sales taxes and marketing. The specification has also been revised to remove references to the Redevelopment Agency which was dissolved and duties related to marketing outreach has been added. Also the requirement of three years of California Redevelopment Agency experience has been replaced with three years public sector management experience.

Vice Chair Ballew asked whether the language under Experience and Education Guidelines indicates that the Bachelor's degree is not required if you have a combination of education and experience. Director

Battenberg and Secretary Hung explained that there is a rigorous application process and applicants must have strong analytical skills. Applications would be reviewed for all relevant job experience as well as education. Member Browne indicated that the wording is "combination of experience and education" not "or". Member Abelee said it is not clear whether it is experience and any education. Vice Chair Ballew agreed it needs to be clear whether a Bachelor's degree is required and a Master's desired. Chair Heystek noted that the proposed language is the same as in recent adoptions by the Board. Member Browne said this language is designed for flexibility in the hiring process. He had no concerns in leaving the language as is. Member Badger agreed that some flexibility is needed; if the City is too stringent we may not be able to compete. Secretary Hung said we are trying not to be too rigid and keep people from applying. Someone on this career path is likely to have a degree.

Chair Heystek noted that on page 2, under Knowledge of, the word "industrial" is stricken. Director Battenberg indicated that the language of manufacturing generally includes industrial. Chair Heystek further suggested language to include high-tech uses, which is a direction we are headed. Director Battenberg suggested using a broader term of commercial and industrial could be the catch-all.

Chair Heystek noted on page 3, under Ability to, the phrase "Speak in a clear and intelligent..." should perhaps be amended to "clear and articulate".

Secretary Hung provided a background on how the experience and education language has come into job specifications over the past few years. Chair Heystek agreed that the Board would look at that wording at a future meeting.

M | S | P (Browne/Heystek) 3 ayes (Heystek, Browne, Badger), 2 oppose (Ballew, Abelee) the approval of the Economic Development Manager job specification revisions.

Secretary Hung introduced Assistant Finance Director Will Fuentes to discuss the elimination of the Financial Supervisor and addition of Payroll Specialist job specifications. The technical duties of the Financial Supervisor position would be performed by the Payroll Specialist, however the supervisory functions have already been absorbed by Assistant Finance Director Fuentes. Assistant Finance Director Fuentes explained that the payroll function is complex and is currently being performed by a Senior Account Clerk. The new position takes into account current higher level needs such as the changing CalPERS regulations and tax laws. It will also allow the position to grow, and training of others to do some of the payroll functions. Secretary Hung mentioned that it is proposed the new position be part of the Confidential Employee Group due to the nature of the role. SLCEA was not able to have a representative present at the meeting, so asked that a letter be shared with the Board.

The Board took a moment to review the letter sent by Stanley Young, SLCEA representative.

Vice Chair Ballew said that Stan Young called him and said they did not have enough notice to attend the meeting, but said this type of classification is not always Confidential with other agencies.

Secretary Hung said the Senior Account Clerk is a member of SLCEA. The new position has higher level requirements and as provided for in the City's Employer/Employee Relations Resolution, a Confidential employee is one "who is regularly privy to decisions of City management affecting employer-employee relations." This position would provide data and analysis in preparation for labor relations meetings. Also, the Financial Supervisor position was also part of the Confidential Employee Group, and those confidential duties are proposed to be transferred to the Payroll Specialist. Chair Heystek asked if there was a noticing requirement to the Union. Secretary Hung said a courtesy notice was sent to the SLCEA at the end of September and were given ample time to respond. Vice Chair Ballew proposed this be tabled until the Union could properly respond, which shows cooperation on the City's part.

M | S | P (Ballew/Browne) 5 ayes to table consideration of the Financial Supervisor/Payroll Specialist classifications to the January meeting.

- VIII. **ADOPTION OF AMENDED PERSONNEL RULES:** Secretary Hung introduced Police Sergeant Darrell Ramsey who presented the recommended changes to the definition of Police Officer and elimination of Lateral Applicant-Jailer in the Personnel Rules. Sergeant Ramsey explained that the change addresses and clarifies the minimum requirement of applicants to have a California Peace Officer Standards and Training (P.O.S.T.) certification. In the past, some applicants have made it quite far in the recruitment process because they have indicated they have Police experience from the military or from another state. However California P.O.S.T. requirements are quite different from other agencies or the military. Secretary Hung said that the definition has always included the P.O.S.T. requirement; however, it was not clear that it was a California P.O.S.T. certification. Vice Chair Ballew mentioned this language conforms to P.O.S.T. recommendations as well. Member Browne asked if this would preclude an officer from another state in being considered as a lateral applicant. Sergeant Ramsey said no, however they would need to complete a 3-week recertification course offered by California P.O.S.T.

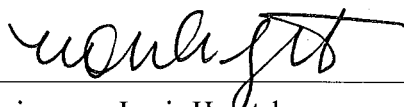
For the elimination of Lateral Applicant-Jailer, Sergeant Ramsey explained that Jailers were reclassified some time ago to Police Service Technicians and the position title of Jailer no longer exists.

M | S | P (Badger/Ballew) 5 ayes to adopt the Amended Personnel Rules as presented.

- IX. **HUMAN RESOURCES MANAGER'S REPORT:** Secretary Hung provided an overview of the recruitment activities completed and/or in progress. She also noted that the HR Department has concluded negotiations with the SLCEA, SLMO and SLPMA groups. However, there have been three mediation sessions with the SLPOA, so an agreement is close. Secretary Hung mentioned that staff recently held the All-Employee BBQ/Awards Luncheon and Benefits Fair for all City staff, recognizing those who have reached career milestones. Secretary Hung also provided the Informational Listings of the full-time personnel actions for review and the calendar of meetings for 2017.
- X. **MEMBER COMMENTS:** Chair Heystek adjourned the meeting in appreciation of the service of Pete Ballew who will now be a City Councilmember. Vice-Chair Ballew thanked everyone and said it has been an honor to serve.
- XI. **ADJOURNMENT:** There being no further business, the meeting was adjourned in honor of Councilmember Pete Ballew at 6:37 p.m.

Signed:

Date:



Chairperson Louis Heystek

