



CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD

Regular Meeting Agenda

Thursday, April 20, 2017

City Hall, Human Resources Conference Room
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:** Chair Louis Heystek, Vice Chair James Browne, Member O.B. Badger, and Member Dwayne Cornelius were present. Member Jane Abelee arrived at 5:40 p.m.
- III. **PUBLIC COMMENTS:** No members of the public were present.
- IV. **MINUTES:** Approval of the minutes of the January 19, 2017 meeting.
M | S | P (Browne/Badger) 4 ayes (Member Abelee absent) to approve the minutes of January 19, 2017.
- V. **EMPLOYMENT LISTS:** A six-month extension of the Deputy City Clerk employment list was requested.
M | S | P (Badger/Browne) 4 ayes (Member Abelee absent) to approve the extension of the Deputy City Clerk employment list for 6 months.
- VI. **ADOPTION/REVISION OF CLASSIFICATIONS:** The following classifications were brought before the Board: Operator-in-Training/Plant Operator I/II (revision), Community Services Specialist (revision), and Community Services Officer (revision).

Secretary Hung summarized the proposed revisions to the Operator-in-Training (OIT)/Plant Operator I/II specification. Board Members asked questions regarding the State Water Board certification and whether an OIT's inability to demote back to a lower position was absolute. Secretary Hung explained the provision in the Personnel Rules which allows an employee to demote back to a previously held position if released from probation after a promotion. However, an employee in the Plant Operation I classification could not demote back to an OIT classification since it is a trainee position governed by the OIT certification program of the State Water Board. The OIT certificate is temporary and would not be reissued to an individual who possessed an Operator I certification.

Member Browne suggested adding the word "valid" to the OIT certification requirement and made one copy edit. He also asked for clarification on the meaning of "face real" which is part of a bullet listed under the Ability to section. HR staff was uncertain and would check with the department. *[Water Pollution Control Plant staff confirmed that the bullet should read "Maintain a face seal and meet requirements for use of respiratory protection."]*

M | S | P (Browne/Badger) 5 ayes to adopt the revised Operator-in-Training/Plant Operator I/II specification with the modification suggested by Member Browne.

Secretary Hung summarized the proposed revisions to the Community Services Specialist and Community Services Officer specifications, which included title changes to Code Enforcement Supervisor and Code Enforcement Officer respectively. She also provided a brief history of how code enforcement duties were merged with animal control, records and jail duties when the Police Services Technician classification was established in 2013. The proposed revisions are a result of the City Council approved Community Care initiative which emphasizes enforcement of aesthetic issues and community standards throughout the City. Several Board Members expressed their support of the Community Care initiative and the City's efforts to be proactive in addressing code enforcement issues. Secretary Hung provided the following responses to the Board Members' questions:

- Some components of code compliance will remain with the Police Department, including abandoned vehicles, animal control, and some parking violations.
- The code enforcement positions will have the authority to issue citations.

- The code enforcement personnel will be housed in the Community Development Department, but it has not been finalized who will manage the unit. The reporting structure does not need to be approved by the PRB.
- The goal is to hire a Code Enforcement Supervisor by July 1st and then two Code Enforcement Officers shortly thereafter.

Community Development Director Cynthia Battenberg was present to answer questions regarding how the code enforcement process would be put into operation and how code violations will be triaged between different departments. The new MySQL application requires the user to identify the type of complaint submitted so it is routed to the correct department. Staff also have rights to rerouted submissions for appropriate response.

M | S | P (Badger/Browne) 5 ayes to adopt the revisions to the Community Services Specialist (retitled Code Enforcement Supervisor) and Community Services Officer (retitled Code Enforcement Officer) classifications.

Chair Heystek introduced the item regarding flexible language for minimum qualifications in job specifications. He briefly summarized that this issue was raised in previous meetings, which prompted the Board to direct staff to research the issue and provide a recommendation. Secretary Hung summarized the staff's survey findings and recommendation to include the flexible language in all job specifications.

Board Members shared their different perspectives on the issue. Member Badger said that while he is a supporter of higher education, he is also a firm believer that we should be looking for individuals "who can best do the job". He also commented that the flexible language will help the City widen its applicant pool and grow talent from within its own workforce. Member Abelee suggested adding "would most likely" to the language prior to "provide the required knowledge and abilities would be qualifying". Member Cornelius expressed his support of the language and the ability to consider when experience might outweigh education or vice versa. He also stated that even with the flexible language, the hiring practice can differ on a case by case basis. Chair Heystek commented that the inclusion of the language could help shape the City's practices and staffing.

In response to Board Members' questions, Secretary Hung said the change will benefit employees eligible for promotional opportunities. Unions will be noticed of the change. She also clarified that certifications or licenses that are statutory requirements would not be included in this flexible language. Required certification/license is separate from the minimum requirements of education and experience.

Board Members discussed whether the flexible language should be included in the job specifications for sworn Police positions because the Education requirement for Police Officer, Police Sergeant, and Police Lieutenant were modified in 2011. The education requirement was revised from Bachelor's degree to 60 units of college coursework. Board Members requested that Police Chief Jeff Tudor be invited to the next meeting to provide his input on the flexible language for sworn positions.

M | S | P (Heystek/Badger) 5 ayes to adopt the flexible language with modifications for all classifications except for the sworn classifications of Police Officer, Police Sergeant, Police Lieutenant and Police Captain, subject to a staff presentation and recommendation concerning said Police classifications at the next meeting. The flexible language was modified and approved is as follows:


Any combination equivalent to experience and education that would most likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

VII. HUMAN RESOURCES MANAGER'S REPORT: Secretary Hung reviewed the status of recruitments held during the past quarter, as well as promotions, separations, and new hires. She also provided a summary of the HR departmental activities.

VIII. MEMBER COMMENTS: Member Badger announced that 50-60 Boy Scouts will be cleaning up Downtown in participation of Earth Day on Saturday, April 22.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:44 p.m.

Signed:



Chairperson Louis Heystek

Date:

