



# City of San Leandro

Civic Center  
835 East 14th Street  
San Leandro, California

## Minutes

### Personnel Relations Board

*Chair Louis Neira Heystek, At Large (5)*  
*Vice Chair James Andrew Browne, At Large (1)*  
*Jane Ann Abelee, At Large (5)*  
*Orval Badger, At Large (1)*  
*Dewayne Cornelious, At Large (1)*

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Thursday, April 19, 2018

5:30 PM

City Hall, Human Resources Conference Room

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#### 1. CALL TO ORDER

*The meeting was called to order at 5:31pm.*

#### 2. ROLL CALL

*Present - Chair Heystek, Vice Chair Browne, Members Abelee, Badger, Cornelious.*

#### 3. PUBLIC COMMENTS

*No members of the public were present.*

#### 4. APPROVAL OF MINUTES

##### 4.A. January 18, 2018 minutes

**M | S | P (Browne/Cornelious) to approve the minutes of January 18, 2018 (5 ayes, 0 nays).**

#### 5. EXTENSION OF EMPLOYMENT LISTS

##### 5.A. Police Service Technician I/II and Maintenance Worker - Entry.

**M | S | P (Badger/Abelee) to approve extensions for Police Service Technician I/II and Maintenance Worker Entry employment lists (5 ayes, 0 nays).**

#### 6. ADOPTION/REVISION OF CLASSIFICATIONS

##### 6.A. Senior Collections Systems Maintenance Worker (Revisions)

*Public Works Services Director Debbie Pollart and Plant Maintenance Supervisor Justin Jenson presented the proposed revisions to the Plant Electrician I/II classification, which included renaming the classification to Plant Electrical and Instrumentation Technician I/II. The Water Pollution Control Plant has undergone many recent upgrades. Due to these improvements, some of the functions performed by electricians have been modernized.*

M | S | P (Badger/Cornelious) to approve the proposed revisions to Plant Electrician I/II job specification (5 ayes, 0 nays).

**7. HUMAN RESOURCES MANAGER REPORT**

7.A. Activity Report: April 1, 2018 - June 30, 2018

7.B. Informational Listings: April 1, 2018 - June 30, 2018

*Secretary Hung provided an update on personnel and recruitment activities, and training and events completed by the Human Resources division.*

**8. MEMBER COMMENTS**

*There were no member comments.*

**9. ADJOURN**

*The Personnel Relations Board meeting was adjourned at 5:55pm.*