



City of San Leandro

Civic Center
835 East 14th Street
San Leandro, California

Minutes

Personnel Relations Board

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

Thursday, October 18, 2018

5:30 PM

City Hall, Human Resources Conference Room

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

2. ROLL CALL

Chair Brown, Vice Chair Cornelious, Members Abelee, Badger, Heystek.

3. PUBLIC COMMENTS

No members of the public were present.

4. APPROVAL OF MINUTES

Member Heystek proposed a revision of the minutes to reflect that the vice chair nomination was approved with 4 ayes, 0 nays, and 1 abstention.

M | S | P (Heystek/Abelee) to approve the minutes of July 19, 2018 with the above revision (5 ayes, 0 nays).

5. EMPLOYMENT LISTS

M | S | P (Abelee/Cornelious) to approve an extension of the Senior Librarian employment list (5 ayes, 0 nays).

6. ADOPTION/REVISION OF CLASSIFICATIONS

Police Captain Luis Torres presented the proposed revisions to the Emergency Services Specialist job specification. Member Heystek summarized the issues that the Board discussed in 2016 when the job specification was originally created. Members expressed the importance for emergency services be given a fiscal and policy priority in the City, and not be an insular position in the Police Department since emergencies are not necessarily related to public safety/law enforcement.

City Manager Jeff Kay addressed questions from the Board regarding the reporting structure of the position and the cross-divisional nature of the position. He explained that the City Manager's Office does not currently have the expertise to supervise this position and the position will report to the Police Department. He assured the Board that the position will continue to coordinate emergency services across City

departments.

M | S | P (Heystek/Badger) to approve the proposed revisions for the Emergency Services Specialist job specification (5 ayes, 0 nays).

7. ADOPTION OF AMENDED PERSONNEL RULES

Human Resources Manager Hung presented the proposed revisions to Personnel Rule VI Examinations, Section 10 - Promotional Examinations and Rule VIII Method of Filling Vacancies, Section 3 – Certification of Eligible from Employment Lists.

Chair Browne proposed adding “who have worked for a minimum of 12 consecutive months in a full-time capacity” to Rule VIII to mirror the change in Rule VI.

M | S | P (Heystek/Badger) to approve the proposed revisions to Personnel Rule VI, Section 10 and Rule VIII, Section 3 with the above revision (5 ayes, 0 nays).

8. HUMAN RESOURCES MANAGER REPORT

Secretary Hung provided an update on personnel and recruitment activities during the past quarter.

9. MEMBER COMMENTS

Member Badger honored Larry Ornellas, Facilities Maintenance Worker, who will be retiring at the end of the calendar year. Mr. Ornellas has worked for the City since 1994 and was known for setting up City Council meetings.

10. ADJOURNMENT

The Personnel Relations Board meeting was adjourned in honor of Larry Ornellas at 6:22 pm.