



# 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)*  
*Orval Badger, At Large (1)*  
*Louis Neira Heystek, At Large (5)*  
*Chike Udemezue, At Large (1)*

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Thursday, January 16, 2020

5:30 PM

City Hall, Human Resources Conference Room

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#### 1. CALL TO ORDER

*The meeting was called to order at 5:32 p.m.*

#### 2. ROLL CALL

*Present 5 - Browne, Cornelious, Badger, Heystek, Udemezue*

#### 3. PUBLIC COMMENTS

*No members of the public were present.*

#### 4. APPROVAL OF MINUTES

##### 4.A. August 28, 2019 Special Meeting

*Member Heystek proposed replacing the word "motioned" with "moved" and that a second was needed in item 7C.*

**Member Heystek moved to approve the minutes of August 28, 2019 with the above revisions; Chair Browne seconded. The motion passed by the following vote:**

**AYE: 5**

**NAY: 0**

#### 5. EXTENSIONS OF EMPLOYMENT LISTS

##### 5.A. No extensions requested

#### 6. ADOPTION/REVISION OF CLASSIFICATIONS

##### 6.A. Crime Prevention Specialist (new)

*Lt. Joe Molettieri presented the newly proposed classification of Crime Prevention Specialist. In response to members' questions, Lt. Molettieri said that the changes*

would not have any fiscal impact, that there is no new functions described that the incumbent is not already performing, and that this would be a lateral move for the incumbent currently fulfilling these duties.

**Member Heystek moved to adopt the Crime Prevention Specialist classification; Member Badger seconded. The motion passed by the following vote:**

**AYE: 5**

**NAY: 0**

**6.B. Senior Police Service Technician (revisions)**

**6.C. Police Service Technician I/II (revisions)**

*Lt. Molettieri presented the proposed revisions to the Senior Police Service Technician and the Police Service Technician I/II classification specifications. In response to Member Heystek's question, Lt. Molettieri confirmed that these positions perform some code compliance duties as noted in the Community Cares Initiative.*

*In the Senior Police Service Technician specification, Member Cornelious recommended removing the third bullet under Ability to: "Operate and use modern office equipment including a computer and applicable software". It was agreed that the content was repetitive.*

*Member Heystek recommended revising the Education section to state "High school diploma or certified equivalent (GED)" instead of "Equivalent to the completion of the twelfth grade" in both specifications.*

**Member Heystek moved to adopt the proposed revisions to the Senior Police Service Technician and Police Service Technician I/II specifications with the proposed changes as discussed; Member Badger seconded. The motion passed by the following vote:**

**AYE: 5**

**NAY: 0**

**6.D. Senior Transportation Engineer (new)**

*Engineering and Transportation Director Keith Cooke and Administrative Services Manager Kurry Foley presented the newly proposed classification of Senior Transportation Engineer.*

*Member Heystek commented on the recurrent nature of proposing general classifications and then shifting to more specialized classes. Member Heystek inquired why the Senior Engineer specification was not brought forward with revisions. In response to his concerns, staff stated that analysis was still being conducted on the Senior Engineer specification and how it is being used in other positions. Revisions may be brought forward at a later date.*

**Member Udemezue moved to adopt the Senior Transportation Engineer specification; Member Badger seconded. The motion passed by the following vote:**

**AYE: 5**

NAY: 0

## **7. HUMAN RESOURCES MANAGER REPORT**

*Secretary Hung provided an update on personnel and recruitment activities during the past two quarters. Member Cornelious requested that staff provide diversity information on recruitments.*

7.A. HR Activities: July 2019 - December 2019

7.B. Informational Listing: July 2019 - December 2019

## **8. MEMBER COMMENTS**

*Member Heystek recognized the passing of Howard Kerr, who was a former City Council member and a member of the Board of the Oro Loma Sanitary District.*

## **9. ADJOURNMENT**

*The Personnel Relations Board meeting was adjourned in memory of Howard Kerr at 6:17 p.m.*