

# CITY OF SAN BRUNO

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## **STAFF**

*Tami Yuki, Assistant City Manager  
Monica Walker, Management Analyst*

## **PERSONNEL BOARD**

Ed Fuentes, Chair  
Vacant, Vice Chair  
Ed Comerford  
Joe Roberts

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## **PERSONNEL BOARD**

### **Agenda**

September 21, 2015  
Conference Room 113 at City Hall  
5:30 p.m.

- 1. ROLL CALL**
- 2. CALL TO ORDER**
- 3. REVIEW OF AGENDA**
- 4. APPROVAL OF MINUTES**
  - a. December 2014**
- 5. PUBLIC COMMENT**
- 6. CONDUCT OF BUSINESS**
  - a. Assistant to the City Manager Job Description**
  - b. 2014-15 Annual Presentation**
  - c. Election of Vice Chair**
  - d. Recruitment Information**
- 7. BOARD MEMBER COMMENTS**
- 8. ADJOURNMENT**

**POSTED PURSUANT TO LAW  
Friday, September 18, 2015**

UNOFFICIAL  
SPECIAL PERSONNEL BOARD MINUTES  
Wednesday, December 23, 2014

**CALL TO ORDER**

The meeting began at 5:30 p.m. in Conference Room 113 at City Hall.

**ROLL CALL**

Present: Ed Fuentes, Ed Comerford, Joe Roberts

Absent: Anna Marie Jones

City Staff: Assistant City Manager Tami Yuki

**REVIEW OF AGENDA**

No change to the order of the agenda.

**APPROVAL OF MINUTES**

Personnel Board Chair Ed Fuentes motioned to approve the March 6, 2014 minutes with the amendment to page 2 to include the word "on", Personnel Board Member Ed Comerford seconded the motion with Personnel Board member Roberts abstained since he was not present at the meeting. Personnel Board Member Joe Roberts moved to approve the August 25, 2014 minutes, Personnel Board Member Ed Comerford moved to approve, and Personnel Board Chair Ed Fuentes abstained since he was not present for the meeting.

**PUBLIC COMMENT**

No public comment.

**CONDUCT OF BUSINESS**

**2014 Annual Presentation**

Assistant City Manager Yuki stated that the presentation is scheduled for Feb. 10, 2015 City Council Meeting. Personnel Board Chair Fuentes will not be in town on Feb. 10, but stated that he would be able to present at the second Council Meeting in March on March 24. Assistant City Manager Yuki stated that she would check that date to see if that would work with on the agenda schedule.

Personnel Board Chair Fuentes thought that the Board had worked on the Emergency Services Coordinator position and wanted staff to check when that was presented to the Personnel Board. Also the "goals" on the Annual Report should read "2015" rather than "2014".

**Recruitment Information**

Assistant City Manager Yuki gave an update on the City's recruitments. She stated that since our last meeting in August, the City completed the Police Chief recruitment and is looking forward to a new Chief with the retirement of Chief Neil Telford after 32 years with the City. The Police Chief Ed Barbarini will begin on January 5 and comes from the San Mateo County Sheriff's Dept. has worked as a Chief for the City of Millbrae who contracted with the Sheriff's Office.

Assistant City Manager Yuki stated that we completed a recruitment for entry-level Police Officers and we are in the process of hiring 2 applicants. The City is also in the process of hiring an Accounting and Customer Service Representative in the Cable Department. The City's new Finance Manager will start at the first of the year. The new Assistant Engineer is going through the background process. We just completed the Parks Maintenance Worker recruitment. The Community Service Officer recruitment will close on January 2, and we will open up the Rec Coordinator position that was approved in this year's budget. The Community Services Department will need to fill 3 positions. As

you recall the Personnel Board approved the job description. We are have an ongoing Public Safety Dispatcher and Public Services Director recruitment open.

Assistant City Manager Yuki stated that she was recently promoted to Assistant City Manager and that she is still overseeing the Human Resources Department along with taking on additional responsibility in the City Manager's Office.

### **BOARD MEMBER COMMENTS**

The next Personnel Board meeting will be on March 24, 2014. However, that staff will check with the Public Services Department on if the Public Works Maintenance Worker eligibility list will need to be extended.

### **ADJOURNMENT**

Personnel Board Member Ed F motioned to adjourn the meeting at 5:55pm. Personnel Board Member Joe Roberts seconded the motion.

<b><u>RECRUITMENT</u></b>	<b><u>EFFECTIVE DATE</u></b>	<b><u>EXPIRATION DATE</u></b>
Police Chief	09/30/14	09/30/15
Accounting and Customer Service Representative I/II	10/17/14	10/17/15
Financial Services Manager	11/12/14	11/12/15
Assistant Engineer	12/05/14	12/05/15
Park Maintenance Worker I/II	12/15/14	12/15/15
Recreation Services Coordinator	1/27/2015	1/27/2015
Community Service Officer II	1/29/2015	1/29/2016
Senior Planner	3/27/2015	3/27/2016
Fire Captain	5/19/2015	5/19/2016
Public Safety Dispatcher (Lateral)	5/26/2015	5/26/2016
Firefighter Recruit	5/28/2015	5/28/2016
Executive Assistant	6/12/2015	6/12/2016
Custodian	7/2/2015	7/2/2016
Public Safety Dispatcher (Entry)	8/21/2015	8/21/2016
Financial Services Supervisor	9/3/2015	9/3/2016
Management Analyst (In Progress)	9/22/2015	TBD
Police Officer (Pre-Trained/Lateral, In Progress)	9/28/2015	TBD
Public Works Maintenance Worker (Oral Board Date TBD)	TBD	TBD