

# CITY OF SAN BRUNO

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## STAFF

*Tami Yuki, Human Resources Director*

## PERSONNEL BOARD

Ed Fuentes, Chair  
Anna Marie Jones, Vice Chair  
Ed Comerford  
Joe Roberts

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## **PERSONNEL BOARD Special Meeting Agenda**

December 23, 2014  
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. March 2014
  - b. August 2014
5. PUBLIC COMMENT
6. CONDUCT OF BUSINESS
  - a. 2014 Annual Presentation
  - b. Recruitment Information
7. BOARD MEMBER COMMENTS
8. ADJOURNMENT

**POSTED PURSUANT TO LAW  
Friday, December 20, 2014**

UNOFFICIAL  
PERSONNEL BOARD MINUTES  
Thursday, March 6, 2014

**CALL TO ORDER**

The meeting began at 5:31 p.m. in Conference Room 113 at City Hall.

**ROLL CALL**

Present: Ed Fuentes, Ed Comerford

Absent: Anna Marie Jones, Joe Roberts

City Staff: Human Resources Director Tami Yuki, Management Analyst Kristen Elderson, Deputy Fire Chief David Downing.

City Council: Rico Medina

**REVIEW OF AGENDA**

No change to the order of the agenda.

**APPROVAL OF MINUTES**

Personnel Board Member Ed Comerford motioned to approve the minutes, Personnel Board Member Ed Fuentes seconded the motion.

**PUBLIC COMMENT**

No public comment.

**CONDUCT OF BUSINESS**

**Extend Eligibility List**

Fire Battalion Chief

Human Resources Director Tami Yuki thanked both Personnel Board members for being able to attend the special meeting. Human Resources Director Yuki stated that the expiration date for the Fire Battalion Chief position was today and the department would like to extend it.

Deputy Fire Chief David Downing stated that the City of San Bruno has recently merged its Fire Administration with the City of Millbrae and Central County Fire. Deputy Fire Chief Downing stated that over the last six months, the City has identified a critical need for chief officer representation as part of the consolidation effort. Deputy Fire Chief Downing noted that San Bruno has lost several chief officer positions over the last few years through shared services and attrition. He continued that currently San Bruno only employs two Chief Officers of the thirteen in the merged administration- which represents 15% of the administrative staff.

Deputy Fire Chief Downing stated that the current Battalion Chief list was established as part of a joint testing process with the City of San Bruno, Millbrae and Central County in March 2013. Deputy Fire Chief Downing explained that the test was administered by the joint training division with input from all City's Human Resources Departments. Deputy Fire Chief Downing stated that this list is set to expire today, March 6, 2014.

Deputy Fire Chief Downing stated that last week the City Manager and the San Bruno Fire subcommittee met to discuss hiring a new Battalion Chief to represent San Bruno in the administrative merger and to fill the need of the emergency preparedness position. Staff will be requesting approval to fill this position at the City Council meeting next week on Tuesday, March 11, 2014.

Deputy Fire Chief Downing stated that it is common practice in the fire agencies to extend eligibility list for an additional year to make them valid for two years total. One reason that this is done is for succession planning. It provides an opportunity for employees an opportunity to act in the role they are put on the list for. The second reason that this is done is because it takes a large amount of financial and staff resources to administer a test.

Deputy Fire Chief Downing stated that the San Bruno Personnel Board has extended lists in the past, one example recent example was the Fire Captain list which was extended for one year. Deputy Fire Chief Downing stated that at this time, the department feels it is critical to get this extension so that if the administrative Battalion Chief position is approved, they can hire a highly qualified candidate off of the list. Deputy Fire Chief Downing stated that at this time, they are asking the personnel board to extend the list for an additional year, until March 6, 2015.

Personnel Board Member Ed Comerford asked what the specific reason for having a San Bruno administrative Battalion Chief position was if we have a merged department. Deputy Chief Downing stated that there are a large number of requirements for administrative issues in the San Bruno Fire Department such as meetings, workers comp. issues, and personnel issues and we really need someone to be here during the day to assist with all of these different things.

Deputy Fire Chief Downing stated that he is currently shared between San Bruno and Millbrae, so he can only be in the station about half of his time, and the City would benefit by having an administrative Battalion Chief that can be in the office all of the time. Human Resources Director Yuki stated that San Bruno is also the least represented with Battalion Chief's in the merger with Millbrae and Central County. Deputy Fire Chief Downing agreed and noted that San Bruno currently only has two chief officers out of thirteen total representing all agencies.

Personnel Board Member Ed Fuentes stated that is not within the authority of the Personnel Board to determine if the actual position is needed, but they are only able to determine whether or not to extend the list. Personnel Board Member Fuentes asked how many Battalion Chiefs there are currently. Deputy Fire Chief Downing stated that there are currently three Battalion Chiefs, two employed by the City of Millbrae and one employed by the City of San Bruno.

Deputy Fire Chief Downing stated that this position will fill the need for an administrative battalion chief and the emergency preparedness coordinator. Personnel Board Member Fuentes asked what had happened to the Emergency Services Coordinator position that was approved by the Personnel Board. Deputy Fire Chief Downing stated that the position will be absorbed in to the new Battalion Chief position.

Councilmember Rico Medina stated that he is the subcommittee- yes there was a position for preparedness that was approved. It helps manage costs by combining it with another position, assists with succession planning, command staff of the three agencies to meet and we'd like to have more representation at the table of those meetings, help lead the merge on the front line in San Bruno and assist with the day to day.

Personnel Board Member Fuentes stated that the Personnel Board does not like to extend eligibility lists unless there is a dire need and if they feel that somewhere out there they may be another person who is eligible to apply. Personnel Board Member Fuentes asked if this was one of the positions that was internal candidates only. Human Resources Director Yuki stated that yes it was and there are currently two employees on this list. Personnel Board Member Fuentes asked if the employees on the list were only San Bruno employees. Deputy Chief Downing stated that at this point in time, they conducted a joint recruitment effort however each agencies developed their own eligibility list. Deputy Fire Chief Downing stated that this is because each agency still has slightly different requirements for position as well as issues with pay, benefits, and labor agreements.

Personnel Board Member Fuentes clarified that if the list is extended, there is a person that the department wants to select to move forward in the position if it is approved by council. Human

Resources Director Yuki stated that they have two candidates on the eligibility list and yes, there is a candidate that they would like to move forward with if the position is approved.

Personnel Board Member Ed Fuentes made a motion to extend the eligibility list for three months. Personnel Board Member Ed Comerford seconded the motion.

### **Recruitment Information**

Management Analyst Kristen Elderson stated that there several eligibility lists to be expiring before our next meeting in June including the Street and Storm Manager, Lead Maintenance Worker, Engineer Technician/ Public Works Inspector, Community Development Technician, Parks Maintenance Technician I/II position. Management Analyst Elderson stated that there are several recruitments that are in process since our meeting in December including the Associate Civil Engineer, Building Inspector, Public Safety Dispatcher, Parks Maintenance Technician, Finance Director, Police Officer. Management Analyst Elderson stated that we are preparing to open our Public Works Maintenance Worker position in the next week. We typically receive anywhere between 500-600 applications for this position and we are planning to have a test on Monday, March 31, 2014 if any of the Personnel Board Members are interested in participating as proctors, we would be happy to have them.

### **BOARD MEMBER COMMENTS**

Next meeting will be on June 16, 2014.

### **ADJOURNMENT**

Personnel Board Member Ed Comerford motioned to adjourn the meeting. Personnel Board Member Ed Fuentes seconded the motion.

UNOFFICIAL  
PERSONNEL BOARD MINUTES  
Monday, August 25, 2014

**CALL TO ORDER**

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

**ROLL CALL**

Present: Anna Marie Jones, Joe Roberts

Absent: Ed Fuentes, Ed Comerford

City Staff: Police Chief Neil Telford, Community Services Director Kerry Burns, Human Resources Director Tami Yuki, Management Analyst Kristen Elderson

**REVIEW OF AGENDA**

No change to the order of the agenda.

**APPROVAL OF MINUTES**

Minutes from March 2014 were deferred to the next Personnel Board Meeting because neither of the member present were at the prior meeting.

**PUBLIC COMMENT**

No public comment.

**CONDUCT OF BUSINESS**

**Extend Eligibility List**

Police Sergeant

Police Chief Neil Telford stated that the current eligibility list was established on November 21, 2013 and was set to expire on November 21, 2014. Chief Neil Telford stated that he is asking for an extension of this eligibility list because there are a number of qualified individuals on the list, we may have an appointment to the Sergeant position soon due to pending retirements, and from one year ago to today, there is only one individual that would have been eligible to apply that was not eligible at that time. If the Sergeant exam is offered again, there is only one new person that would be able to take the exam.

Personnel Board Member Anna Marie Jones asked if there were candidates on the current list that the Chief thinks are eligible for this position. Chief Neil Telford stated that yes, there are qualified people on the list, not just one person, but a few people who are ready to step in to the Sergeant position. Personnel Board Member Joe Roberts asked how many Sergeants there are in the Police Department. Chief Neil Telford stated that there are eight Sergeant positions. Assistant City Manager Tami Yuki asked Chief Neil Telford is he would like to give the Personnel Board members an overview of the Sergeants recruitment process. Chief Neil Telford stated that candidates take a written exam, if they pass the written exam then they are invited in to participate in an assessment center which is evaluated by command staff from outside organization and internal evaluators. Once a list is established, then the top candidates meet with Chief Neil Telford and a final appointment is made. Chief Neil Telford noted that the recruitment process is very competitive and they have good candidates.

Personnel Board Member Joe Robert made a motion to extend the eligibility list for six months. Personnel Board Member Anna Marie Jones seconded the motion.

## **Community Services**

### Recreation Coordinator

Assistant City Manager Tami Yuki stated that this position was approved in the FY 2014-15 budget that we would bring this position back and do a slight reorganization in Community Services. This is a position that has been on the books but has not actively been used.

Community Services Director Kerry Burns explained that the Community Services Department has historically had two Recreation Supervisor positions. One of the current Recreation Supervisors left the City of San Bruno which caused the Department to evaluate the positions in the department and do a reorganization to better allocate the work responsibilities. The department requested that instead of filling the supervisor position, it be filled with two Recreation Coordinator positions. One Recreation Coordinator position would be responsible for adult and youth sports, special events and activities, sports camps and marketing such as the brochures and flyers. The second coordinator would be responsible for the aquatics program, contract classes, activity guide and special events. The Community Services Department has reviewed the job descriptions from several neighboring agencies and used them as a guide to recommend changes to ours.

Community Services Director Kerry Burns stated that the primary objective in the changes that were made to the job description were to make it more contemporary with the Recreation Field's requirements of people in this capacity and to keep it in compliance with the way the City currently writes job descriptions. Community Services Director Kerry Burns reviewed the job description starting with the General purpose. Assistant City Manager Tami Yuki stated that under the 'General Purpose' section it should state "organization" instead of "organizing." Assistant City Manager Tami Yuki stated that for consistency under 'Essential Duties and Responsibilities' there should be an "s" after 'Set up tables...' and "Perform needed custodial..." Personnel Board Member Roberts asked when the Recreation Coordinator responds to public inquiries if there a specific method in which they are responding. Community Services Director Kerry Burns stated that it depends on the nature of the inquiry. Personnel Board Member Roberts stated that it would be helpful to make this statement more specific. Community Services Director Kerry Burns proposed it say, "Responds to public inquiries about recreation programs made by telephone, correspondence, email and/or during interactions by the general public." Personnel Board Member Roberts and Jones agreed.

Community Services Director Kerry Burns stated that under 'Essential Duties and Responsibilities' that the last bullet point should include "...and in interaction with the general public." Community Services Director Kerry Burns stated that the education level that was required was very important to her and important to bring it up to market standards and require a Bachelor's Degree. Assistant City Manager Tami Yuki stated that we can remove the requirement for graduation from high school or possession of GED, if we are requiring a Bachelor's degree. Management Analyst Kristen Elderson stated that we will remove the following, "Graduation from high school or possession of GED supplemented with..." Personnel Board Member Joe Roberts stated that under 'Special Requirements' we should remove 'upon hire' because they will have to get CPR training based on their assignment.

Personnel Board Member Joe Roberts stated that under "Physical Demands" we should revise the first sentence of the second paragraph to read, "While performing the duties of this job, the employee is frequently require to walk, sit, talk, and hear." Community Services Director Kerry Burns stated that, Lastly, on page 5 of 5, will we add the information on approval date and revision history.

Personnel Board Member Joe Roberts motioned to approve the job description with amended changes. Personnel Board Anna Marie Jones seconded the motion.

## **Recruitment Information**

Management Analyst Kristen Elderson stated that there several positions that are in the recruitment process including the Parks Maintenance Technician, Community Services Director, Public Works

Maintenance Worker I/II, Finance Director, Building Inspector, Firefighter, Police Clerk I/II, Accounting and Customer Service Representative I/II, Public Services Director, Police Chief and Entry Level Police Officer. Management Analyst Kristen Elderson provided an update on the status of each of the listed positions.

### **BOARD MEMBER COMMENTS**

Next meeting will be on December 15, 2014.

### **ADJOURNMENT**

Personnel Board Member Anna Marie Jones motioned to adjourn the meeting at 6:25pm. Personnel Board Member Joe Roberts seconded the motion.



## City of San Bruno Personnel Board

### 2014 ANNUAL REPORT TO THE CITY COUNCIL

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## Personnel Board

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**Members:**

**Ed Fuentes, Chair**

**Anna Marie Jones, Vice-Chair**

**Ed Comerford**

**Joe Roberts**

## 2014 Accomplishments

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- Reviewed and recommended changes to the Recreation Services Coordinator job description from Community Services Department
- Recommended the extension of the Fire Battalion Chief and the Police Sergeant eligibility list.

## 2014 Goals

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- Continue to review status of recruitments, current eligibility lists, and compliance reports
- Continue to evaluate effective recruitment processes
- Continue to assist with proctoring written exams and evaluation tests as needed
- Continue to review the City's job descriptions

## ELIGIBILITY LIST AND RECRUITMENT STATUS

Position	Effective Date	Expiration Date	Extension
Public Works Maintenance Worker I/II	05/01/14	05/01/15	
Finance Director	06/30/14	06/30/15	
Building Inspector	07/01/14	07/01/15	
Fire Captain	07/01/14	07/01/15	
Firefighter	07/10/14	07/10/15	
Police Clerk I/II	07/17/14	07/17/15	
Police Chief	09/30/14	09/30/15	
Entry Level Police Officer	10/02/14	10/02/15	
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	
Community Services Officer	Open until Jan. 2		
Recreation Services Coordinator	Open until Jan. 9		
Public Safety Dispatcher	Open until filled		
Public Services Director	Open until filled		