

OFFICIAL
PERSONNEL BOARD MINUTES
Tuesday, December 17, 2013

CALL TO ORDER

The meeting began at 5:35 p.m. in Conference Room 113 at City Hall.

REVIEW OF AGENDA

Human Resources Director Tami Yuki asked if we could change the order of the agenda to have the extension of the Public Works Maintenance Worker I/II eligibility list first since Public Services Director Klara Fabry was present at the meeting. Personnel Board member Ed Fuentes made the change.

ROLL CALL

Present: Ed Fuentes, Anna Marie Jones, Joe Roberts, Ed Comerford

City Staff: Human Resources Director Tami Yuki, Public Services Director Klara Fabry, Management Analyst Kristen Elderson.

APPROVAL OF MINUTES

Personnel Board Member Anna Marie Jones recommended a change on page three of the minutes and recommended that the words "have a" be added and "hosted" be changed to "host" in so that the sentence reads, "the Department does not have a host billing system."

Personnel Board Member Ed Comerford motioned to approve the minutes, Personnel Board Member Anna Marie Jones seconded the motion.

PUBLIC COMMENT

No public comment.

CONDUCT OF BUSINESS

Extend Eligibility List

Human Resources Director Tami Yuki stated that this is a position that draws a large number of applicants and we have hired candidates off of the eligibility list and it is about to expire in February, the Personnel Board has their next meeting in March, so we brought it to this meeting. Public Services Director Klara Fabry stated that the current list and that the City hired four very highly qualified employees off of the list. Public Services Director Fabry stated that she believes there are still good candidates on the list and currently there is one vacancy for this position with the possibility of another two vacancies in the next few months, which is the reason for her recommendation to extend the list for six months.

Personnel Board Member Ed Fuentes stated that the list was developed in February 2013, so the list is ten months old. Personnel Board Member Fuentes stated that his issue with extending eligibility lists is the opportunity for people to apply for jobs, and that there would be candidates within the last ten months that would now be eligible to participate in the application process. Personnel Board Member Fuentes stated that if we know we are going to have candidates retiring that we should try to get those candidates in the loop. Public Service Director Fabry stated that she is not definite about the number of vacancies and she understands the concern which is her reasoning for wanting to extend the list for only six months.

Personnel Board Member Joe Roberts asked how many candidates were on the initial list. Management Analyst Kristen Elderson stated that there were 25 candidates on the initial list, and after hiring several candidates, there are 20 candidates remaining on the list.

Personnel Board Member Fuentes asked for the ethnic breakdown of the current employees in this job category. Management Analyst Elderson stated that there are currently 21 employees in the Public Works Maintenance Worker category, 19 employees identify themselves as white and 2 employees identify themselves as Hispanic. Human Resources Director Yuki stated that those statistics are only for the classification of Public Works Maintenance Worker and that the Corporation Yard is more diverse because there are additional positions such as Pump Mechanic, Water Quality Technician, etc. that are not included in those numbers.

Personnel Board Member Fuentes asked for the ethnic breakdown of candidates remaining on the list. Management Analyst Elderson stated that 12 are White, 3 are two or more races, 2 are Hispanic, 1 African American, 1 Asian and 1 declined to state. Personnel Board Member Fuentes asked the ethnic breakdown of the four or five candidates that were hired were, if it was reflected in the new hire numbers on the EEO-4 report. Personnel Board Member Anna Marie Jones stated that there was more of a chance of hiring a diverse candidate if we hire from the existing list. Personnel Board Member Roberts stated that on the flip side, if you run a new recruitment, you run the risk of creating a list that is not as diverse as what currently exists. Personnel Board Member Roberts stated that he does not like the idea of the City having to spend the time, money and effort to create a list when we could continue to use the one that we have. Personnel Board Member Jones agreed.

Personnel Board Member Fuentes stated that he would be open to recommending the list get extended for three months instead of six. Human Resources Director Yuki stated that she believes the eligibility list can only be extended for six months at a time. Human Resources Director Yuki reviewed the Personnel Rules and Regulations to confirm that it was okay to extend an eligibility list for less than six months. Personnel Board Member Fuentes motioned to extend the Public Works Maintenance Worker I/II eligibility list for three months. Personnel Board Member Jones seconded the motion.

EEO-4 Report

Human Resources Director Yuki stated that the EEO-4 report is completed every two years in the fall, and completed online. Management Analyst Elderson reviewed the official EEO-4 form and the form that Personnel Board Member Fuentes sent to Human Resources to further break down the data.

Annual Report to City Council

Human Resources Director Yuki stated that the Annual Report to the City Council is going to be on Tuesday, January 28, 2014. Personnel Board Member Fuentes asked that Personnel Board Members who are available please try to attend. Personnel Board Member Fuentes asked if we can please add reviewing the EEO-4 report and the extension of the Maintenance Worker eligibility list to the list of 2013 accomplishments.

Recruitment Information

Management Analyst Elderson stated that there are a number of eligibility lists that will expire in the next few months including the Water Quality Technician, Parks Field Supervisor, Deputy Director of Public Services- City Engineer, and the Maintenance Service Manager. Management Analyst Elderson provided an overview and a status update on all open recruitments.

Election of Chair and Vice-Chair

Personnel Board Member Ed Comerford motioned Personnel Board Ed Fuentes to be the Personnel Board Chair, Personnel Board Member Anna Marie Jones seconded the motion. Personnel Board Member Joe Roberts recommended Personnel Board Member Anna Marie Jones to be the Personnel Board Member Vice-Chair, Personnel Board Member Ed Comerford seconded the motion.

BOARD MEMBER COMMENTS

Next meeting will be on Monday, March 17, 2014.

ADJOURNMENT

Personnel Board Member Ed Fuentes motioned to adjourn the meeting. Personnel Board Member Anna Marie Jones seconded the motion.