

OFFICIAL
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 if 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.