

OFFICIAL
PERSONNEL BOARD MINUTES
Wednesday, December 19, 2012

CALL TO ORDER

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

REVIEW OF AGENDA

No changes.

ROLL CALL

Present: Ed Fuentes, Joe Roberts, and Ed Comerford.

City Staff: Human Resources Director Tami Yuki, Community Services Director Randy Schwartz, and Management Analyst Kristen Elderson.

APPROVAL OF MINUTES

Personnel Board Member Comerford made a motion to approve the minutes with no revisions. Personnel Board Member Roberts seconded the motion. Personnel Board Member Fuentes abstained.

PUBLIC COMMENT

No public comment.

CONDUCT OF BUSINESS

Community Services Director Randy Schwartz passed out a revised organizational chart. The chart that is in the agenda packet is the version that the department has been using for a few years. As you look at that chart you see that there is the Director position and four division heads: one division head for the Library, one for the Parks & Facilities Divisions, on Recreation Services Manager for the Recreation center, and another one for the Senior Center. Each of those division head has been in charge of many administrative functions in addition to overseeing the day-to-day operations and program responsibilities of their divisions. We had the opportunity through retirements of the Parks & Facilities Manager and the Recreation Services Manager for the Senior Center, the idea was to consolidate some of those positions for efficiencies to make the positions more administrative in nature and to hand some of their non-administrative duties down to lower level staff. As you can see, we have gone from the four division heads to the two division heads: the Assistant Community Services Director and the Community Services Superintendent position. We have also tried to add some of the staff back at various levels to get more of the positions in to the field.

Personnel Board Member Ed Fuentes asked overall with the reorganization how many head count did we lose. Community Services Director Randy Schwartz said through the reorganization we have not lost any positions, however through some of the budget reductions and restructuring in the Library we have lost a couple: we have lost one of the Library Manager positions was restructured and instead of having three Manager's we now have two Manager's. Community Services Director Randy Schwartz stated that we lost two Park Maintenance positions in the budget reductions. Community Services Director Randy Schwartz stated that for the senior division, there was one full-time Supervisor, two part-time Supervisors, and one Manager. Community Services Director Randy Schwartz stated that when the Manager retired, that division was restructured to have three full-time supervisors and the Assistant Community Service Director is also providing oversight. Community Services Director Randy Schwartz stated that there are no positions that are eliminated due to this reorganization.

Personnel Board Roberts inquired what ACSR stands for. Management Analyst Kristen Elderson stated that it stands for the Accounting and Customer Service Representative. Personnel Board

Roberts asked where the ACSR fits in to the proposed organizational chart. Community Services Director Schwartz stated that it falls under Recreation. Community Services Director Randy Schwartz stated that this position spends approximately 90% of their time on recreation activities, but is also responsible for the entire departments accounting and bookkeeping. Personnel Board Member Roberts inquired if this position was cross-functional and proposed adding a new box on the proposed organizational structure to show that they can help out all divisions. Community Services Director Randy Schwartz said that he could do that and it would appropriately demonstrate their role more accurately.

Personnel Board Member Ed Fuentes asked why the job title Community Services Superintendent was chosen. Community Services Director Randy Schwartz stated that this was chosen because it is more of an industry standard in the Parks and Recreation field. Personnel Board Member Ed Fuentes asked why we do not call them Deputy Directors like Public Services does, for consistency. Community Services Director Randy Schwartz stated that we could have but we were looking at what is the appropriate title and chose Superintendent for consistency with other departments. Human Resources Director Tami Yuki stated that a Superintendent has a different rank in an organizational structure than an Assistant Director or a Deputy Director. Human Resources Director Tami Yuki stated that the Superintendent position is lower than that of an Assistant Director or Deputy Director.

Community Services Superintendent and Assistant Community Services Director

Personnel Board Member Ed Comerford stated that we have left this position vague enough that they can be responsible for any of the four divisions in Community Services. Community Services Director Randy Schwartz confirmed.

Personnel Board Member Ed Fuentes stated that he is having trouble comparing these two positions because we state that the two are linked in the job descriptions. Personnel Board Member Ed Fuentes stated that we might be able to clarify the distinction by stating what the positions do versus what the positions do not do. Human Resources Director Tami Yuki stated that the Assistant Community Services Director is at a higher level than the Community Services Superintendent and that the Assistant Community Services Director position would fill in given the absence of the Community Services Director. We have left the Assistant Community Services Director job description a little bit more broad and the Community Services Superintendent position is more specific. Personnel Board Member Fuentes stated that for now, we should delete the last sentence, "This classification is distinguished from the Assistant Community Services Director position by less direct oversight and supervision of assigned functional areas."

Personnel Board Member Ed Fuentes asked why, under Essential Duties and Responsibilities, the Community Service Superintendent would serve as a representative for the Peninsula Library System. Community Services Director Randy Schwartz stated that they Superintendent could be in that role in an administrative way. Personnel Board Member Ed Fuentes stated that we should remove the language referring to the Library System because the Superintendent would not have this expertise.

Personnel Board Member Fuentes asked that in both job descriptions the word contemporary be replaced with current, under the heading Knowledge Of. Personnel Board Member Comerford stated that we should remove the word supervision under the heading Knowledge Of in the Community Services Superintendent job description.

Personnel Board Member Ed Comerford stated that we should remove equivalent to under the heading of Education and Experience. Personnel Board Member Ed Fuentes stated that under the Education and Experience for the Assistant Community Services Director job description, he has a concern regarding the statement, "If position is assigned to the Library..." because this position will always be assigned to the Library based on their expertise. Community Services Director Randy Schwartz stated that we will remove that language.

Personnel Board Member Ed Fuentes stated that on the Assistant Community Services Director job description we should add or between library management, human services activities/programs.

Personnel Board Member Ed Fuentes asked if we look at the Community Services Superintendent, do we want them to have library management experience. Community Services Director Randy Schwartz stated that library management would still be applicable field that would related to Community Services and that should be a type of experience that is accepted. Personnel Board Member Ed Fuentes stated that he would like it removed because it would differentiate it from the Assistant Community Services Director position.

Personnel Board Member Ed Comerford motioned to approve the job descriptions. Personnel Board Member Joe Roberts seconded the motion to approve the job descriptions.

Recruitment Information

Management Analyst Kristen Elderson state that on the last page of the agenda package there is a list of current eligibility lists that are still active. Management Analyst Kristen Elderson stated that we do not have any lists to extend tonight, our next list will expire in June of 2013. Management Analyst Kristen Elderson stated that we have been very busy with recruitments, so we also include a list of status updates on the different recruitments that we have been working on. Management Analyst Kristen Elderson provided an update on the Community Development Director, Police Officer, Public Safety Dispatcher, Water Quality Technician I/II, Parks Field Supervisor, Public Works Maintenance Worker I/II, Police Commander, Deputy Director of Public Services for Maintenance and Operations, and Deputy Director of Public Services, City Engineer.

BOARD MEMBER COMMENTS

The next Personnel Board meeting will be held on Tuesday, January 22, 2013 when Personnel Board Member Ed Fuentes will give his annual report to the City Council.

ADJOURNMENT

Personnel Board Member Comerford motioned to adjourn the meeting. Personnel Board Member Roberts seconded the motion. The meeting adjourned at 6:25 pm.