

OFFICIAL
SPECIAL PERSONNEL BOARD MINUTES
September 21, 2015

CALL TO ORDER

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

ROLL CALL

Present: Ed Fuentes and Joe Roberts

Absent: Ed Comerford

City Council Liaison: Irene O'Connell

City Staff: City Manager Connie Jackson and Assistant City Manager Tami Yuki

REVIEW OF AGENDA

No change to the order of the agenda.

APPROVAL OF MINUTES

Personnel Board Member Joe Roberts made a motion to approve the December 23, 2014 minutes and Personnel Board Member Ed Fuentes seconded the motion.

PUBLIC COMMENT

No public comment.

CONDUCT OF BUSINESS

Assistant to the City Manager Job Description

Assistant City Manager Tami Yuki stated that the Assistant to the City Manager is a new position and was approved by the City Council during the budget adoption in August 2015. This new position is a reclassification of an existing Management Analyst position in the City Manager's Office. The current authorized 3 FTE positions in the City Manager's Office are: City Manager, Assistant City Manager, and Management Analyst.

Personnel Board Chair Ed Fuentes asked if the new position is similar to a Chief of Staff position. City Manager Connie Jackson stated this new position is a more specific position in the City Manager's Office whereas the Assistant City Manager position is more broad and general. A Chief of Staff position is more like an Assistant City Manager.

Personnel Board Chair Fuentes asked if there is an executive secretary. City Manager Jackson stated there is no budgeted position for executive secretary, and that the City Manager's office has a small staff for the level and complexity of activity. The Office could use an executive secretary responsible for administrative support, but the budget doesn't allow so the Office has had to find a way to absorb those responsibilities.

Personnel Board Chair Fuentes asked if the Assistant to the City Manager position is on the same pay schedule as the executive secretary or the management analyst. City Manager Jackson stated that those positions are below the Assistant to the City Manager position. Assistant City Manager Yuki stated that the management analyst position is a generalist position and the position is in other City departments as well. The requirements for new role include working at higher level of complexity, sensitivity, confidentiality, and working closely with the department directors. The new position will be coordinating projects at the department director level with a fair amount of independence including assisting with the agenda management process.

Both Personnel Board Member Joe Roberts and Personnel Board Chair Fuentes acknowledged that the position frees up the City Manager to perform the day-to-day coordinating activities. City Manager

Jackson clarified that the Assistant City Manager is responsible for picking up the highest level of department director projects.

Personnel Board Member Roberts asks if the Assistant to the City Manager reports directly to the City Manager. City Manager Jackson confirmed that the Assistant to the City Manager reports directly to the City Manager.

Personnel Board Chair Fuentes asked who would be the “feeder” to this position. Assistant City Manager Yuki stated that it would be a management analyst level position. This is the typical career path for other cities where a personnel would start at the analyst level series and then move to an Assistant to the City Manager position. Personnel Board Chair asked if the City Manager is not available, who would be his/her designee. Assistant City Manager Yuki stated that the designee is the Assistant City Manager.

Personnel Board Chair went through the Assistant to the City Manager job description and said that it states that the position performs the role of “PIO”; which is a very different type of skill set. This would be a very special type of analyst. Assistant City Manager Yuki stated that typically in other cities in their City Manager’s offices, the analyst may play the role of PIO during a disaster or emergency. Personnel Board Member Roberts stated that he could understand that because the City is small and they wouldn’t have a designated PIO. Personnel Board Chair Fuentes stated that we should add the word, “as necessary” after “perform the role as public information officer” under “General Purpose” heading.

Personnel Board Chair Fuentes asked under “Essential Duties”, 3rd paragraph, how is the budget coordination different than what finance staff does?” City Manager Jackson stated that Finance Department staff have the primary role, and this position would represent City Manager’s office. Assistant City Manager Yuki stated that this position will work on the budget team along with finance staff to put the City budget together. In addition, this position works on the Glenview budget and has been the point person on the expenditures. Personnel Board Member Roberts stated to clarify and replace with “special budgets” or “assigned budgets.” Assistant City Manager Yuki stated that we will clarify and include, “...for assigned budgets as well as participate as a member of the City-wide budget team.”

Personnel Board Chair Fuentes stated that we should tone down the language about “promoting and maintaining safety” as this position is not in charge of safety. We should replace with “support, promote, and maintain safety in the work place.”

Council Member O’Connell asked about the job responsibility of “advice and counsel to City officials.” City Manager Jackson stated that the position has broad based responsibilities and of high level issues. Personnel Board Chair Fuentes asked if we would like to broaden so it doesn’t just sound like the position gives advice to the City Council. Assistant City Manager Yuki stated that we will add, “City staff and elected officials”, and replace “problems” with “issues.” Personnel Board Chair asked under “Peripheral Duties”, is this position required to work in emergency situations. Assistant City Manager stated that all City employees are disaster service workers, and are required to report to work in a disaster or emergency.

Personnel Board Chair Fuentes asked if the language in the “Minimum Qualifications” stating “similar to Management Analyst II” adds value. City Manager Jackson stated that an Analyst II has a certain level of responsibility in San Bruno versus another city. However, we need to make sure that the job description is clear and not confusing. City Council Liaison O’Connell stated to add “as in” so it clarifies a similar level.

Personnel Board Member Roberts stated that the language of “graduation from an accredited college or university with a bachelor’s degree in public admin, political science, business management, etc.” sounds like the position requires three bachelor’s degrees. Assistant City Manager Yuki stated that we can add, “either” before “public administration” to clarify. Personnel Board Chair Fuentes asked if

the position needed more than 3 years as the Management Analyst II requires three years of experience. Assistant City Manager Yuki stated that we will add, "at least" before "three years" and then the City could potentially hire an analyst with 5 years.

Personnel Board Chair Fuentes asked that in the Necessary Skills" replace the word "modern" in two places to "current". Personnel Board Chair Fuentes also stated to add under "Ability to", add "convey complex and sensitive information that is easily understood." Personnel Board Member Roberts stated to add "ability to maintain confidentiality on sensitive and exhibit tact" and add, "...perform advanced level research and manage projects" to clarify that the position is not a project manager, but manages projects.

Personnel Board Chair Fuentes stated that in the statement, "work well under normal situations", remove the word, "normal." Personnel Board Chair Fuentes also asked about the different software, and clarified this position requires advanced knowledge in software programs. Assistant City Manager Yuki stated that we would add, "Advanced" to the skill section to imply that the position requires an advanced skill level in software programs.

Personnel Board Member Roberts asked what kind of vehicle does the position require driving. Assistant City Manager Yuki stated that the position requires driving a car only. Personnel Board Member Roberts stated then replace "vehicle" with "automobile" to clarify.

There were no other changes, and Personnel Board Chair Fuentes made a motion to approve the job description with the recommended changes. Personnel Board Member Roberts seconded the motion. City Manager Jackson acknowledged the board for thoroughness and diligence.

2015-16 Annual Presentation

The Personnel Board is not able to do the annual presentation in October. Personnel Board Chair Fuentes would let Assistant City Manager Yuki know what day he would be available. Personnel Board Member Roberts confirmed that Ann Marie was on the Board in early 2015, and both Personnel Board Members agreed that they would like to acknowledge Anna Marie's service and contribution during the Annual Presentation.

Election of Vice Chair

Personnel Board Chair Fuentes nominated Personnel Board Member Roberts to be Vice Chair. Personnel Board Member Roberts declined the nomination, but nominated Personnel Board Member Ed Comerford. Personnel Board Member Roberts made a motion to appoint Personnel Board Member Comerford to the Vice Chair position with Personnel Board Chair Fuentes seconded the motion.

Recruitment Information

Assistant City Manager Yuki stated that the City hired three Recreation Coordinators which are new positions approved in the budget. The Personnel Board approved the job descriptions during a previous Personnel Board meeting. The City hired a new CSO/parking enforcement officer and a senior planner. A fire captain eligibility list was established in anticipation of retirements. The City hired 2 firefighters that are currently in the fire academy. There were 2 new positions approved in the budget for Community Development: Executive Assistant which the department is conducting interviews and a new Associate Planner position. There are several applicants going through the background process: custodian, public safety dispatcher, and financial services supervisor. The City is conducting management analyst interviews, and the Librarian position is open for recruitment.

BOARD MEMBER COMMENTS

No Board Member comments.

ADJOURNMENT

Personnel Board Chair Fuentes motioned to adjourn the meeting at 6.05 pm. Personnel Board Member Joe Roberts seconded the motion.