CITY OF BERKELEY
PERSONNEL BOARD MINUTES
May 6, 2002

Present: Jane Barrett, Lenore Doran, Johnnie Porter (left at 9:37 pm), Charles Robinson, Isaiah Roter, Henry Silver, Robert Smith, Jenny Wenk

Absent: None

Staff: Mary Bogen, Dennis Feggans, Rob Kraus, Frank Pacheco, Nicki Spillane

I. Call to Order
7:06

II. Approval of Minutes of March 4, 2002 and Minutes of April 1, 2002

Nicki Spillane, Deputy Director of Human Resources, advised the Board that she had spoken with the City Clerk who stated that Board members who were not present at a specific meeting could nonetheless vote to approve the minutes of that meeting. Johnnie Porter motioned to approve the minutes of March 4, 2002; Henry Silver seconded the motion. Vote: Yes: Jane Barrett, Lenore Doran, Johnnie Porter; Charles Robinson, Isaiah Roter, Henry Silver, Robert Smith, Jenny Wenk; No: None; Abstain: None; Absent: None. Motion carried.

Robert Smith motioned to approve the minutes of April 1, 2002; Henry Silver seconded the motion. Vote: Yes: Jane Barrett, Lenore Doran, Johnnie Porter, Charles Robinson, Isaiah Roter, Henry Silver, Robert Smith, Jenny Wenk; No: None; Abstain: None; Absent: None. Motion carried.

III. Public Comments
None. Isaiah Roter, Chair, said in order to get through the lengthy agenda, he is requesting to put a time limit of perhaps an hour or so on Item IV.

IV. Recruitment Plan by City of Berkeley in Response to Allegations of Discrimination by the Berkeley Black Fire Fighters Association

Dennis Feggans, Equal Opportunity and Diversity Officer, presented the Fire Department’s Recruitment Plan 2002 to the Board. Mr. Feggans said that due to the prerequisite of the paramedic certification for the Firefighter-Paramedic position, he is recommending the Fire Department formulate and implement long range recruitment strategies towards addressing and increasing the availability of paramedic certified candidates and explore the use of additional recruitment sources.
Debra Pryor, Deputy Fire Chief, Frank Pacheco, Senior Human Resources Analyst, and Nicki Spillane, Deputy Director of Human Resources, also responded to this Item and answered questions from the Board. Wayne S. Dismuke, Fire Captain and President of the Berkeley Black Firefighters Association, and Deborah Pryor described a proposal for a Pilot Program for a Summer Youth Academy of twenty Berkeley students (14 to 19 years of age), and answered questions from the Board. The Board requested a copy of the finalized plan of the Pilot Program.

Henry Silver motioned to have staff submit a report to the Personnel Board in January 2003 on the achievements made in diversity, from now until January 2003, in the Firefighter classification. Johnnie Porter seconded the motion. Vote: Yes: Jane Barrett, Lenore Doran, Johnnie Porter, Charles Robinson, Isaiah Roter, Henry Silver, Robert Smith, Jenny Wenk; No: None; Abstain: None; Absent: None. Motion carried.

V. Recommendation to Establish Records Manager Classification and Salary Range

Nicki Spillane, Deputy Director of Human Resources, Sarah Cox, Assistant City Clerk, and Cheryl Morse, Deputy City Clerk, presented the item and answered questions from the Board.

Johnnie Porter motioned to approve the recommendation to establish the Records Manager classification and salary range subject to the addition of the standard language that reflects managerial and supervisory skills and knowledge to the “Examples of Duties” (page 21) section of the classification; Jenny Wenk seconded the motion. Vote: Yes: Jane Barrett, Lenore Doran, Johnnie Porter, Charles Robinson, Isaiah Roter, Henry Silver, Robert Smith, Jenny Wenk; No: None; Abstain: Charles Robinson; Absent: None. Motion carried.

VII. Recommendation to Revise Minimum Qualifications of Nutritionist Classification

This item was presented before item VI. since Ellen Sirbu, Health Nutrition Program Coordinator, was present to address this item. Nicki Spillane and Ms. Sirbu presented the item and answered questions from the Board.

Charles Robinson motioned to approve the recommendation to revise the minimum qualifications of the Nutritionist classification with the of the language of “A Typical Way of Gaining the Knowledge and Skills Outlined Above Is:” (bottom of page 29) changed from, “Equivalent to possession of a Master's degree in Public Health Nutrition or Nutrition Sciences and two (2) years of experience as a nutritionist in a public health agency, such as hospital or clinic or as a nutrition instructor” to “Equivalent to possession of a Bachelor's degree, which satisfies the qualification requirement for registration and two (2) years of experience as a nutritionist in a public health agency, such as hospital or clinic or as a nutrition instructor. Possession of a
Master’s degree in nutrition is desirable.” Jane Barrett seconded the motion. Vote: Yes: Jane Barrett, Lenore Doran, Johnnie Porter, Charles Robinson, Isaiah Roter, Henry Silver, Robert Smith, Jenny Wenk; No: None; Abstain: None; Absent: None. Motion carried.

VI. Recommendation to Increase the Animal Control Officer and Senior Animal Control Officer Salary Ranges

Nicki Spillane presented the item and answered questions from the Board.

Johnnie Porter motioned to approve the recommendation to increase the Animal Control Officer and Senior Animal Control Officer salary ranges; Robert Smith seconded the motion. Vote: Yes: Jane Barrett, Lenore Doran, Johnnie Porter, Charles Robinson, Isaiah Roter, Henry Silver, Robert Smith, Jenny Wenk; No: None; Abstain: None; Absent: None. Motion carried.

VIII. Recommendation to Revise Minimum Qualifications of Real Property Administrator Classification

Nicki Spillane presented the item and answered questions from the Board. Henry Silver motioned to approve the recommendation to revise the minimum qualifications of the Real Property Administrator classification; Jenny Wenk seconded the motion. Vote: Yes: Jane Barrett, Lenore Doran, Johnnie Porter, Charles Robinson, Isaiah Roter, Henry Silver, Robert Smith, Jenny Wenk; No: None; Abstain: None; Absent: None. Motion carried.

IX. Recommendation to Revise Customer Service Manager Classification

Nicki Spillane presented the item and answered questions from the Board. Charles Robinson motioned to approve the recommendation to revise the Customer Service Manager classification with a suggestion to the City Manager that a more friendly customer environment be created, for example, implementing a take-a-number system. Johnnie Porter seconded the motion. Vote: Yes: Jane Barrett, Lenore Doran, Johnnie Porter, Charles Robinson, Isaiah Roter, Henry Silver, Robert Smith, Jenny Wenk; No: None; Abstain: None; Absent: None. Motion carried.

X. Recommendation to Revise Senior Nutrition Program Supervisor Classification

Nicki Spillane presented the item and answered questions from the Board. Jane Barrett motioned to approve the recommendation to revise the Senior Nutrition Program Supervisor classification with the following changes to the text of the classification:

1. The text “older Americans” changed to “older residents” (page 41) under the “Definition” section;
2. Add “including outside vendors” after “nutrition education programs,” under “Examples of Duties” section (page 41), number 5. Robert Smith seconded the motion. Vote: Yes: Jane Barrett, Lenore Doran, Johnnie Porter, Charles
XI. Report on Job Audits and Classification Process

Rob Kraus, Senior Human Resources Analyst, and Nicki Spillane gave a presentation on how to how a desk audit is processed and on the classification process. Henry Silver motioned to continue the discussion of this item to the next agenda; Charles Robinson seconded the motion. Vote: Yes: Jane Barrett, Lenore Doran, Charles Robinson, Isaiah Roter, Henry Silver, Robert Smith, Jenny Wenk; No: None; Abstain: None; Absent: Johnnie Porter. Motion carried

XII. Temporary Employee Report

Information only.

XIII. New Agenda Items

None.

XIV. Adjournment

10:00 p.m.