



Personnel Board

April 21, 2021

Agenda

- Overview
- Scope of Responsibility
- Enhancements to Classification, Recruitment, Selection, Equity & Inclusion
- Staff Recommendation
- Next Steps



Personnel Board Overview



The City's Personnel Board is comprised of three board members.

- One of the Board members recently resigned, leaving two.
- The role of the Board has changed over the years.

Key Responsibilities



Responsibilities of the Personnel Board have included:

- Monitoring the city's job classification plan to ensure it is in compliance with current practice.
 - Review proposed or modified job descriptions for conformance with the approved classification plan guidelines. Provides recommendations when a job description is determined to be in need of modification.
- Approving extensions and abolishment of Eligible Lists.

City	Type	City Government	#Members	City Population	Notes
San Bruno	Personnel Board	General Law	3	43,047	Review and recommend class descriptions
Daly City	Personnel Board	General Law	4	107,008	Every meeting canceled in 2020/2021
Brisbane	None	General Law	N/A	4,693	N/A
Burlingame	None	General Law	N/A	30,467	N/A
Menlo Park	None	General Law	N/A	34,549	N/A
Millbrae	None	General Law	N/A	22,557	N/A
Pacifica	None	General Law	N/A	38,759	N/A
Redwood City	None	Charter City	N/A	86,200	N/A
San Mateo	Personnel Board	Charter City	5	105,025	No Meeting in last 3 years.
South San Francisco	Personnel Board	General Law	3	67,733	No Meetings in 2020/2021. Only 2 meetings scheduled for 2019.

How do we compare?

Personnel Board Challenges

- Focus has been reduced to classification actions and eligible list extensions/abolishments over the years
- Duplicates internal efforts and does not follow industry best practices
- Requires additional staff time to prepare and run meetings (*diverting staff time and energy from more critical workforce needs*)

Moving Forward – Preparing for Greater Efficiency

Completed:

- Redesigned the Classification Plan
- Implemented Administrative Regulations to establish best practices
- Implemented quality tools and training to conduct thorough job analyses in partnership with key internal stakeholders in partnership with the unions

Continuing:

- Focus energy on Equity and Inclusion
- Implement Administrative Regulations to outline Classification and Recruitment, Selection and Staffing Best Practices
- Continue to programs for training and development of employees

Focus on Equity and Inclusion



Our success is predicated on a workforce of highly competent, motivated people whose behavior exemplifies our values of equity and inclusion.

- 1) Provide Direction Regarding the Transition of Personnel Board Functions to City Manager's Office and Human Resources

Staff
Recommendation
to Achieve
Efficiency