THE PERSONNEL BOARD

PURPOSE

The primary purpose of the Personnel Board is to hear appeals of grievances and disciplines. The Director of Human Resources and staff liaison coordinates and schedules the appeal hearing.

In the case of grievances, if the decision of the City Manager/designee does not resolve the grievance to the satisfaction of the grievant, the grievant may file a request for a hearing before the Personnel Board.

An employee who is involved in a disciplinary situation and who has received a Notice of Disciplinary Action for formal discipline may request a hearing before the Personnel Board.

For grievances and disciplines, the Board forwards its decision to the City Manger who considers the Board findings and recommendation and makes the final decision.

The Board also is involved in appeals of individuals who have been removed from an eligibility list; in the reinstatement of employees who have been laid off over twelve months, and in decision under certain circumstances concerning veterans returning from a military leave.

EXPERIENCE/KNOWLEDGE

Board Members should have experience and/or knowledge in employment law, labor negotiations, employee contracts and/or previous experience serving in some capacity with employee unions and/or a background in Human Resources/Personnel, experience as a high-level manager who oversees discipline in a unionized environment would also provide transferable skills.

PROFILE

The Board is composed of five members, all residents of Santa Rosa. Three of the members fill at-large seats: two fill labor seats. An at-large member is an individual who filled out an application which is distributed by the City Manager's Office to serve on a Board or Commission of the City. The individual either specified the Personnel Board or indicated that they would serve on any Board with an opening. When an opening of an at-large seat occurs, the City Council interviews the individuals who have filled out an application and chooses one to fill the vacancy. When a labor seat is vacant, the labor unions who represent City employees are notified of the vacancy and asked to recommend individuals who would be interested in serving in that capacity. The City Council interviews the individuals recommended and selects one for the vacancy. The Mayor selects the Chair and the Board selects the Vice Chair.

HEARINGS/MEETINGS

The Board meets primarily to hear appeals. However, the Board also meets periodically to conduct Board business, learn more about City operations and to meet with employee groups.