

PERSONNEL BOARD

<http://www.ci.richmond.ca.us/1090/Personnel-Board>



REGULAR MEETING
Thursday, September 28, 2017
5:15 p.m.

@ 440 Civic Center Plaza – City Council Chambers



AGENDA

Chair: Steve Early
Vice Chair: Yvonne Nair
Personnel Board Members
Robert Davila
McKinley Williams

- 1. ROLL CALL**
- 2. AGENDA REVIEW**
 - a. APPROVAL to create the new classifications of Rent Program Services Analyst I and Rent Program Services Analyst II (Rent Program Department)
- 3. STATEMENT OF CONFLICT OF INTEREST**
- 4. APPROVAL OF MINUTES**
 - a. Regular Meeting of August 24, 2017
- 5. PUBLIC COMMENT**
- 6. CONSENT AGENDA**
 - None
- 7. NEW BUSINESS**
 - None
- 8. UNFINISHED/OLD BUSINESS**
 - None
- 9. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
 - None
- 10. CONSIDERATION OF PROBLEMS AND REPORTS**
 - None
- 11. ADJOURNMENT**

NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include two (2) copies; one (1) for the Secretary to the Board and one (1) for Board Counsel.

COMMUNICATION ACCESS INFORMATION This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Souble, ADA Coordinator at (510) 620-6509 at least three business days before the meeting date.

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

**MULTIPURPOSE ROOM
440 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**AUGUST 24, 2017
MINUTES**

The regular meeting was called to order by Vice Chair Yvonne Nair at 5:15 p.m. on August 24, 2017.

The City Council Chambers was not available for this meeting therefore the meeting was held in the Multipurpose Room in the basement of the same building (440 Civic Center Plaza).

An announcement was made at the beginning of the meeting to inform the Personnel Board Members and the public that the meeting was not going to be recorded. Due to this, it was requested that if anyone wanted any item to be included in the notes it needed to be stated during the meeting to the note taker, Dorothy Mandujano, immediately to assure the item was included in the minutes. The following minutes were from written notes.

1. ROLL CALL

Present: Yvonne Nair, Vice Chair Member
Robert Davila, Board Member
Steve Early, Board Member

Absent: McKinley Williams, Board Member

2. AGENDA REVIEW

An announcement was made to remind the Board Members that this agenda contained a Consent Agenda item for the first time. If the Board Members wished to discuss the item, the item could be moved to New Business during this time – Agenda Review. Otherwise, the item would be put to a vote without discussion.

Vice Chair Nair requested that subpoenas for an upcoming grievance be discussed during this meeting.

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- Regular Meeting of May 25, 2017

Board Member Davila made a motion to approve the minutes of May 25, 2017. Vice Chair Nair seconded the motion. Minutes were approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, NOES: None.

SPEAKERS:

Audio recordings of Personnel Board Meetings are available at:
<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

- None

5. **CONSENT AGENDA**

- **APPROVAL** to establish Office of Neighborhood Safety Program Manager (Office of Neighborhood Safety)

DISCUSSION: Vice Chair began by asking a question. It was pointed out that any item during Consent Agenda should be a vote only. Since it was the first time to appear on an agenda, a discussion was allowed but it was noted that for future Personnel Board meeting agendas an item in this category should be moved to New Business if the Board Members wish to discuss.

Vice Chair asked for clarification on "budget monitoring" and also indicated the desire to include terminology around the diversity of the population in the City of Richmond.

Board Member Davila inquired about the need to create a new position.

Board Member Davila made a motion to approve the establishment of Office of Neighborhood Safety Program Manager classification. Vice Chair Nair seconded the motion. The establishment of Office of Neighborhood Safety Program Manager classification was approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, NOES: None.

6. **PUBLIC COMMENT**

SPEAKERS:

Cordell Hindler: handed out the job description for Neighborhood Liaison and Assistant City Manager.

7. **NEW BUSINESS**

- None

8. **UNFINISHED/OLD BUSINESS**

Cordell Hindler: voiced his opinion that the election of a Personnel Board Chair and Vice Chair should be completed this evening.

- a. **DISCUSS, NOMINATE AND VOTE** to elect a Personnel Board Chair and Vice Chair

Vice Chair Nair made a motion to nominate and elect Board Member Steve Early as Chair to the Personnel Board. Board Member R. Davila seconded the motion. The nomination and election of Board Member S. Early to serve as Chair was approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, NOES: None.

9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**

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Tracey Angelo presented the names of five individuals to be subpoenaed for her upcoming grievance hearing.

The Personnel Board reviewed and approved the issuance of subpoenas in the upcoming IFPTE Local 21 grievance hearing.

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- a. DISCUSS AND APPROVE scheduling of IFPTE Local 21 grievance hearing

DISCUSSION: Grievant Tracey Angelo requested that her hearing take place in October. It was decided that the hearing will take place on October 26th immediately following the regularly scheduled monthly meeting. Mr. T. Simonson, attorney representing the City of Richmond, clarified for the grievant that it was unlikely that a fifth member of the board would be seated before the hearing. Mr. Simonson proceeded to ask the grievant to verbally announce whether she agreed for her hearing to be heard by a Personnel Board of less than five members but at least three members and she verbally agreed to October 26th with the present Personnel Board Members of four members but possibly three if a member does not show up.

This portion of the Personnel Board Meeting is CLOSED TO THE PUBLIC

- b. DISCUSS AND APPROVE the RPMA hearing before Administrative Law Judge (ALJ) or before the Personnel Board

11. **ADJOURNMENT**

Vice Chair Nair made a motion to adjourn the Personnel Board meeting. Board Member R. Davila seconded the motion. The meeting was adjourned was approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, NOES: None.

Adjournment was at 6:06 p.m.



STAFF REPORT

PERSONNEL BOARD

DATE: September 28, 2017

TO: Chair Early and members of the Personnel Board

FROM: Lisa Stephenson, Director of Human Resources Management Department

SUBJECT: **APPROVAL** TO CREATE THE NEW CLASSIFICATIONS OF RENT PROGRAM SERVICES ANALYST I AND RENT PROGRAM SERVICES ANALYST II (RENT PROGRAM DEPARTMENT)

BACKGROUND:

The Executive Director of the newly created Rent Program department has requested the creation of two new classifications, Rent Program Services Analyst I and Rent Program Services Analyst II. The incumbents in these new classifications will be responsible for, among other duties: advising tenants, landlords, property managers, realtors and other members of the public on the requirements of the City's Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance (Ordinance); and resolving disputes between tenants and landlords. This classification will be assigned to the Richmond Management Employees Association (RMEA) Local 21 bargaining unit.

RECOMMENDATION:

APPROVE the establishment of Rent Program Services Analyst I and Rent Program Services Analyst II classifications.

ANALYSIS:

In November 2016, City of Richmond voters approved Measure L: The Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance. The purpose of this ordinance is to manage rent increases and prevent arbitrary evictions, while ensuring that landlords receive a fair return on their investment. This Ordinance went into effect on January 1, 2017.

The Executive Director is in the process of staffing the department. Some of the positions will be filled with classifications that currently exist in the City's Classification

Personnel Board Staff Report

Plan. However, the Ordinance requires that the City perform certain duties and provide specific services that are not compatible with existing classifications. These duties include: providing counseling to tenants and landlords regarding their rights and obligations under the Ordinance, mediating disputes between tenants and landlords, ensuring compliance and enforcement of the Ordinance, and working closely with legal professionals. The Executive Director has the option of either contracting for these services or hiring City staff. The Executive Director has opted to hire City staff because it is more financially sound, and it allows the Executive Director to have control over how the duties are performed.

The new classifications will allow City staff to perform the duties and provide the services that are required by the Ordinance. Without the new classifications, the City will be required to hire a contractor to provide the services, or risk challenges from the union for allowing employees to work outside of their classification.

ANALYST: Donna Newton, Human Resources Personnel Officer

ATTACHMENTS: Proposed Position Classification – Rent Program Services Analyst I
Proposed Position Classification – Rent Program Services Analyst II

PROPOSED

RENT PROGRAM SERVICES ANALYST I

DEFINITION

Responsible for advising tenants, landlords, property managers, realtors and other members of the public on the requirements of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance; offering informal and formal mediation services to tenants and landlords to resolve disputes; providing technical and administrative support to the department; responding to inquiries about the program from the public; and performing related duties as assigned.

CLASS CHARACTERISTICS

This class is an entry-level classification in the Rent Program Services Analyst series. Individuals perform the more routine duties, and perform more advanced duties under close supervision in one or more of the following areas: legal research and housing policy; compliance and enforcement; outreach and community engagement. Individuals may advance to the higher-level classification once the requisite experience and skills have been attained.

EXAMPLES OF DUTIES - (Illustrative Only)

1. Conducts policy research, collects and analyzes relevant data in areas such as laws, regulations, policies and programs; maintains databases.
2. Assists in developing policies, practices and procedures and makes recommendations to senior staff.
3. Mediates conflicts between landlords and tenants and proposes viable options for consideration.
4. Advises (counsels) tenants, landlords, property managers, realtors, and members of the public on the requirements of the Ordinance.
5. Interprets and applies rules, regulations and policies; identifies cases of noncompliance of regulations and requests for exemptions; refers cases of noncompliance to the staff attorney.

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RENT PROGRAM SERVICES ANALYST I
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6. Prepares staff reports for management, the Rent Board and the City Council.
7. Makes presentations to staff, the public, the Rent Board, the City Council and outside agencies and groups.
8. Prepares various letters including courtesy compliance, warning and violation letters.
9. Provides information and assistance to the public and staff regarding relevant laws, regulations and procedures.
10. Works with staff attorney to ensure Rent Program staff and outreach materials are current.
11. Coordinates community engagement events.
12. Prepares outreach materials and manages websites and social media accounts.
13. May attend small claims court for minor lawsuits.
14. Utilizes relevant computer programs in assigned tasks and responsibilities.

MINIMUM QUALIFICATIONS

Knowledge of: Rent and housing laws; principles, practices and methods of organizational analysis and public administration; statistical methods and applications; mediation techniques; related computer hardware and software; principles of project management.

Ability to: Learn and interpret relevant laws, regulations and policies; research, analyze and compile data; maintain accurate records and files; communicate clearly and concisely, both orally and in writing; exercise sound judgment within established guidelines; perform multiple tasks simultaneously and establish priorities; establish effective working relationships with staff, vendors and the community; negotiate contracts; prepare and present effective presentations; manage websites and social media accounts; conduct community outreach; mediate disputes; provide effective customer service; and work effectively with persons from diverse, social, cultural and economic backgrounds.

EDUCATION/EXPERIENCE

Graduation from a four (4) year accredited college or university AND one (1) year of administrative experience, preferably in the public sector, related to the knowledge and abilities required. Related experience may be substituted for the required education on a year-for-year basis up to a maximum of two (2) years.

Desirable Skills: Bilingual skills (Spanish), experience working as a mediator and experience working in public or municipal housing and/or community and economic development field.

LICENSES/CERTIFICATIONS

Valid California Driver's License and a satisfactory driving record is an on-going requirement.

PROPOSED

RENT PROGRAM SERVICES ANALYST II

DEFINITION

Responsible for advising tenants, landlords, property managers, realtors and other members of the public on the requirements of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance; offering informal and formal mediation services to tenants and landlords to resolve disputes; providing technical and administrative support to the department; responding to inquiries about the program from the public; and performing related duties as assigned;

CLASS CHARACTERISTICS

This is the journey-level classification in the Rent Program Services Analyst series. Incumbents work under general supervision and must be fully competent to perform the more complex assignments in one or more of the following areas: legal research and housing policy; compliance and enforcement; outreach and community engagement; and provide lead direction to support staff. Incumbents are responsible for the more difficult and complex assignments and are expected to exercise considerable independent judgment in making sound recommendations and in the management of multiple cases involving complex local and State laws and regulations.

EXAMPLES OF DUTIES - (Illustrative Only)

1. Conducts policy research, collects and analyzes relevant data in areas such as laws, regulations, policies and programs; maintains databases.
2. Assists in developing policies, practices and procedures and makes recommendations to senior staff.
3. Mediates conflicts between landlords and tenants and proposes viable options for consideration.
4. Advises (counsels) tenants, landlords, property managers, realtors, and members of the public on the requirements of the Ordinance.
5. Interprets and applies rules, regulations and policies; identifies cases of noncompliance of regulations and requests for

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exemptions; refers cases of noncompliance to the staff attorney.

6. Prepares staff reports for management, the Rent Board and the City Council.
7. Makes presentations to staff, the public, the Rent Board, the City Council and outside agencies and groups.
8. Prepares various letters including courtesy compliance, warning and violation letters.
9. Provides information and assistance to the public and staff regarding relevant laws, regulations and procedures.
10. Works with staff attorney to ensure Rent Program staff and outreach materials are current.
11. Coordinates community engagement events.
12. Prepares outreach materials and manages websites and social media accounts.
13. May attend small claims court for minor lawsuits.
14. Utilizes relevant computer programs in assigned tasks and responsibilities.

MINIMUM QUALIFICATIONS

Thorough Knowledge of: Rent and housing laws; principles, practices and methods of organizational analysis and public administration; municipal budgetary practices and policies; statistical methods and applications; mediation techniques; related computer hardware and software; basic supervisory practices and techniques; principles of project management.

Ability to: Interpret relevant laws, regulations and policies; research, analyze and compile data; maintain accurate records and files; communicate clearly and concisely, both orally and in writing; exercise sound judgment within established guidelines; perform multiple tasks simultaneously and establish priorities; evaluate and direct the work of other staff; establish effective working relationships with staff, vendors and the community; negotiate contracts; prepare and present effective presentations; manage websites and social media accounts; conduct community outreach; mediate disputes; provide effective

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customer service; and work effectively with persons from diverse, social, cultural and economic backgrounds.

EDUCATION/EXPERIENCE

Graduation from a four (4) year accredited college or university AND three (3) years of administrative experience, preferably in the public sector, related to the knowledge and abilities required.

Desirable Skills: Advanced degree, bilingual skills (Spanish), experience working as a mediator and experience working in public or municipal housing and/or community and economic development field.

LICENSES/CERTIFICATIONS

Valid California Driver's License and a satisfactory driving record is an on-going requirement.