

PERSONNEL BOARD

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



REGULAR MEETING
Thursday, April 25, 2019

5:15 p.m.

@ 440 Civic Center Plaza – City Council Chambers



AGENDA

Chair: Steve Early

Personnel Board Members

Mindy Pines

McKinley Williams

Kyra Worthy

- 1. ROLL CALL**
- 2. AGENDA REVIEW**
- 3. STATEMENT OF CONFLICT OF INTEREST**
- 4. APPROVAL OF MINUTES**
 - a. Regular Meeting of March 28, 2019
- 5. PUBLIC COMMENT**
- 6. CONSENT AGENDA**
 - a. **APPROVAL** to create the new classification of Police Records and Property Manager (Police Department)
- 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 Souplet, 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**

**CITY COUNCIL CHAMBERS
440 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**MARCH 28, 2019
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on March 28, 2019.

1. ROLL CALL

Present: Steve Early, Chair
Mindy Pines, Board Member
McKinley Williams, Board Member
Kyra Worthy, Board Member

Absent: None

2. AGENDA REVIEW

- a. **APPROVAL** to revise the existing classification of Environmental Compliance Inspector moved to New Business by Human Resources Management Department staff to discuss a few added changes to the job classification

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

SPEAKERS: Cordell Hindler: stated that in reviewing the January minutes he became aware that he forgot to mention that he had been doing comparison of the job classification Deputy City Attorney job with the City of Berkeley which appears to be more current. He stated that he attended some brainstorming sessions that he found helpful in evaluating what to expect from employers. Otherwise, he approved of the minutes.

- a. Regular Meeting of January 24, 2019

Chair Early made a motion to approve the minutes of January 24, 2019. Board Member Pines seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, M. Williams, K. Worthy, NAY: None.

5. PUBLIC COMMENT

SPEAKERS: Cordell Hindler: asked that the Personnel Board consider for the next agenda a new job classification of Economic Development Marketing Manager for the City Manager's Office and to receive a presentation from City Staff.

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6. **CONSENT AGENDA**

- a. ~~**APPROVAL** to revise the existing classification of Environmental Compliance Inspector moved to New Business~~
- b. **APPROVAL** to establish the position of Deputy Fire Marshal (Fire Department)

Board Member Pines made a motion to approve to establish the position of Deputy Fire Marshal. Chair Early seconded the motion. The position of Deputy Fire Marsha was approved by the following vote: YEA: S. Early, M. Pines, M. Williams, K. Worthy, NAY: None.

7. **NEW BUSINESS**

SPEAKERS: None

- a. **APPROVAL** to revise the existing classification of Environmental Compliance Inspector

DISCUSSION: Veronica Duarte de Castro, Personnel Analyst I, noted that the Agenda Report for the Environmental Compliance Inspector indicated representation is Local 21 but it should read 1021. The Physical requirements on the job specification states that the person should be able to lift samplers and manhole covers weighing up to 85 pounds. This is being corrected to read up to 40 pounds.

Board Member Mindy Pines expressed her understanding that there has been difficulty in the recruitment of Environmental Compliance Inspectors and asked where those with such certification (Environmental Compliance Inspector Certificate) are going? Why are they not coming to Richmond?

Ryan Smith, Director of Water Resource Recovery, stated he was not sure but a lot of good candidates applied either had the degree but not the certificate of vice versa.

Board Member Mindy Pines inquired on whether other cities required the certificate and Veronica Duarte de Castro stated that she did an informal survey by visiting various cities websites and found that the certificate and degree were required by some.

Ryan Smith noted that the other agencies included special districts where the salary is better.

Veronica Duarte de Castro requested that the classification of Environmental Compliance Inspector be approved as presented and with the understanding of the aforementioned changes.

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Board Member Pines made a motion to approve to revise the existing classification of Environmental Compliance Inspector. Chair Early seconded the motion. The revised classification of Environmental Compliance Inspector was approved by the following vote: YEA: S. Early, M. Pines, M. Williams, K. Worthy, NAY: None.

8. **UNFINISHED/OLD BUSINESS**

- None

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

- None

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- None

11. **ADJOURNMENT**

Meeting adjourned at 5:25 p.m.



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: April 25, 2019

TO: Chair Early and Members of the Personnel Board

FROM: Lisa Stephenson, Human Resources Management Director

SUBJECT: **APPROVAL TO CREATE THE NEW CLASSIFICATION OF POLICE RECORDS AND PROPERTY MANAGER (POLICE DEPARTMENT)**

BACKGROUND

The Police Chief has requested the creation of a Police Records and Property Manager classification. The incumbent in this new classification will be responsible for managing two units in the Police Department's Administrative Division, the Records unit and the Property and Evidence unit. This classification will be assigned to the International Federation of Professional and Technical Employees (IFPTE), Local 21 bargaining unit.

RECOMMENDATION

APPROVE the creation of the Police Property and Evidence Manager classification. .

ANALYSIS

The Police Records and the Police Property and Evidence functions are two units in the Police Department that provide support for law enforcement efforts and also provide services to the community. The Police Records unit, which is currently managed by a Police Records Supervisor; is a 24-hour operation that is responsible for initiating, processing, and maintaining law enforcement records, reports and documents; entering, retrieving, and reviewing data from various law enforcement databases; and assisting members of the public in the Police Department's lobby. The Police Property and Evidence unit, which is managed by a sworn officer, is responsible for receiving, logging, controlling and maintaining incoming property and items of evidence.

The Police Chief is continuously looking for ways to receive greater operational efficiencies within the organization. After examining the workflow in the department and transitioning to a new Records Management System (RMS), the Police Chief made the decision to change the scope of responsibilities of the current Police Records Supervisor classification by adding additional duties.

The additional duties consist of the following: (1) managing the Police Property and

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Evidence unit; (2) providing administrative maintenance for the department's RMS; (3) serving as the department's California Law Enforcement Telecommunications Systems (CLETS) Coordinator; and (3) performing the functions of the Court Liaison for the department.

This new classification will help increase the operational efficiency in the Police Department by combining the management of two units in the department, and by changing the functions of the Police Records unit.

ANALYST: Donna Newton, Human Resources Personnel Officer

Attachments: Proposed Police Records and Property Manager Job Specification

PROPOSED
POLICE RECORDS AND PROPERTY MANAGER

DEFINITION

Under general direction; manages, plans, and organizes the activities of the Police Records unit, the Police Property and Evidence unit, and other administrative and technical functions within the Police Department; provides leadership and direction to assigned staff in the pursuit of the goals and objectives of the Police Department; and performs other related duties as required.

CLASS CHARACTERISTICS

This is a civilian mid-management classification in the Police Department. The incumbent is responsible for the overall operations of the Police Records and the Police Property and Evidence units; and performing a broad range of administrative functions such as: acting as the Court Liaison for the Police Department, maintaining the software applications for the Records Management System (RMS), preparing reports, and managing special projects. The Police Records and Property Manager works with considerable independence; receives direction from a Police Captain or Police Lieutenant; and exercises direct supervision over other civilian personnel.

EXAMPLE OF DUTIES (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Plans, organizes, and directs, the day-to-day activities associated with law enforcement records management; and the collection, retention and disposition of police property and items of evidence.
2. Directs, reviews, schedules, assigns and evaluates the work of civilian staff; and provides training to ensure compliance with laws, court decisions, rules, and the regulations of various government agencies regarding the use and confidentiality of law enforcement records; and the laws and procedures related to the receipt, storage, security, and disposal of police property and items of evidence.
3. Participates in the selection, hiring, discipline, and ongoing evaluation of assigned civilian staff.
4. Assists in the development of policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.

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5. Serves as the department's California Law Enforcement Telecommunications System (CLETS) Terminal Coordinator and carries out duties as prescribed by statute and CLETS operating policies and regulations; ensures compliance with CLETS, Department of Justice (DOJ), Federal Bureau of Investigation (FBI), and the National Crime Information Center's (NCIC) policies and regulations.
6. Oversees audits conducted by the DOJ and the FBI regarding the entry of and access to information from CLETS, NCIC and California Justice Information Systems (CJIS).
7. Oversees the Court Liaison functions for the Police Department; acts as the administrative liaison between the courts and the department; collects and prepares misdemeanor criminal cases for filing with the District Attorney's Office; responds to questions from attorneys; responds to and processes subpoenas, including delivering and/or serving subpoenas on Police Department personnel.
8. Serves as the systems administrator for the records management system's software and associated software platforms.
9. Serves as the Police Department's Custodian of Records for police reports; makes court appearances for testimony, depositions and other similar proceedings.
10. Coordinates assigned activities with other City departments, divisions, and outside agencies; and represents the department regarding issues related to assigned areas of responsibility.
11. Acts as the department's liaison with vendors, businesses, and public agencies.
12. Maintains and reports accurate crime data to State and Federal authorities.
13. Assists in the preparation and administration of the unit's budget; submits budget recommendations; and monitors expenditures.
14. Attends and participates in professional group meetings; stays up-to-date of new trends and innovations in relevant fields.
15. As needed, may provide training to other members of the Police Department regarding related activities.
16. Performs other duties as assigned and/or required.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of public administration and human resources; principles of management, supervision, training and employee development; methods,

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practices, and principles of law enforcement records management, database management, and other information storage systems; techniques and procedures related to maintaining, processing, releasing and retaining law enforcement records; principles and procedures for managing police property and evidence, including the control of evidence used in criminal proceedings; and pertinent local, state and federal laws, rules and regulation.

Ability to: Plan, assign, organize, supervise, and evaluate the work of staff performing activities related to records management and processing police property and evidence; administer law enforcement records and property and evidence programs and projects; learn and use computer applications and related technology; train others in the use of technical support devices; interpret, apply and explain rules, regulations, policies, and procedures; provide a high level of customer service and establish and maintain effective working relationships with law enforcement officers, co-workers, the general public, other agencies; and legal professionals. communicate effectively both orally and in writing; make sound, independent decisions within established legal, policy and procedural guidelines; prepare and administer budgets; analyze, evaluate, develop, and make recommendations on new and existing service delivery methods and standard operating procedures; identify and implement improvements in organization, work procedures and equipment; analyze complex, technical and administrative problems; prepare and maintain accurate reports and records, work unusual hours, nights, weekends, and holidays; pass a thorough background investigation.

EDUCATION

A high school diploma or equivalent, supplemented by college level coursework in management, general business, or a closely related field.

Desirable Qualifications: Bachelor's degree in a related field from an accredited college or university, or possession of California Police Officers Standards and Training (POST). Professional Records Supervisor Certificate.

EXPERIENCE

Four (4) years of progressively responsible experience in a law enforcement agency performing duties in the areas of law enforcement records management, property and evidence control, or in a similar field, including experience supervising staff.

LICENSE

Possession of a valid California Driver's License.

PHYSICAL REQUIREMENTS

Must be able to work in an office setting and have a range of hearing and vision equal to performing the essential functions of the job.