

PERSONNEL BOARD

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

REGULAR MEETING

Thursday, February 27, 2020

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 October 24, 2019 (resubmitting for approval due to error discovered after November 20, 2019 Personnel Board approval)
 - b. Regular Meeting of November 20, 2019
5. PUBLIC COMMENT
6. CONSENT AGENDA
 - a. **APPROVAL** to establish the Industrial Building Inspector position
 - b. **APPROVAL** to establish the Deputy Building Official position
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.





STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: February 27, 2020

TO: Chair Early and members of the Personnel Board

FROM: Lisa Stephenson, Human Resources Management Director

SUBJECT: APPROVAL OF REVISION TO THE APPROVED OCTOBER 24, 2019 MINUTES

BACKGROUND

The Personnel Board approved the October 24, 2019 minutes at the November 20, 2019 meeting. It recently came to my attention that the approval for the new classification Communications Dispatcher III and the revision of Communications Dispatcher II was not written in the minutes. Instead, the Deputy Fire Marshal position from a previous meeting was erroneously left on the minutes due to cut and paste from the March 28, 2019 meeting format.

RECOMMENDATION

APPROVE the revised minutes from October 24, 2019.

ANALYST: Dorothy Mandujano, Principal Personnel Analyst

Attachments: October 24, 2019 Agenda
October 24, 2019 minutes revised (markup)

PERSONNEL BOARD

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REGULAR MEETING
Thursday, October 24, 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 May 23, 2019
 - b. Regular Meeting of August 22, 2019
- 5. PUBLIC COMMENT**
- 6. CONSENT AGENDA**
 - a. **APPROVAL** to create the new classification of Communications Dispatcher III and revise the existing classification of Communications Dispatcher II (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**

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CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

**October 24, 2019
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on October 24, 2019.

A recording for this meeting does not exist. Notes were used to complete the minutes.

1. ROLL CALL

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

Absent: Kyra Worthy, Board Member

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

SPEAKERS:

Cordell Hindler: stated that in May he meant to say that City staff should receive a presentation on GARE. Mr. Hindler recommended that the minutes for August be approved. Mr. Hindler also mentioned that he has compared the City of Richmond Administrative Manual with the City of Berkeley and the City of Richmond needs to be updated.

a. Regular Meeting of May 23, 2019

Dorothy Mandujano, Principal Personnel Analyst, who sat in for Secretary Lisa Stephenson, explained that the minutes for May were being presented again for approval because they were originally approved pending changes recommended by public speaker Cordell Hindler. A recording does not exist for the May meeting but in August when the May minutes were on the agenda, Cordell stated that he meant to say... Ms. Mandujano mentioned that the minutes should not be changed because of the intent of what someone wants to say. Mr. Hindler's statement is recorded in the August minutes. Dorothy requested that the minutes be approved as presented in August.

Audio recordings of Personnel Board Meetings are available at:

<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

Board Member Pines made a motion to approve the minutes of May 23, 2019. Chair Early seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, M. Williams NAY: None.

Board Member Pines made a motion to approve the minutes of August 22, 2019. Chair Early seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, M. Williams NAY: None.

5. **PUBLIC COMMENT**

SPEAKERS:

Cordell Hindler: asked that the Personnel Board consider for the November or December agenda the following three items. 1. Administrative Manual update with a consultant. 2. Update of the Deputy Director of Housing Authority. 3. Compare the Assistant City Manager with the City of San Pablo job description.

Cordell also expressed his disappointment in number of times the Personnel Board meeting is cancelled and that the Police Department has been waiting for months for the approval of these classifications.

6. **CONSENT AGENDA**

Board Member Pines made a motion to approve to establish the position of ~~Deputy Fire Marshal~~ Communications Dispatcher III and revise the Dispatcher II classification. Chair Early seconded the motion. The position of ~~Deputy Fire Marshal~~ Communications Dispatcher III and Communications Dispatcher II ~~was~~ were approved by the following vote: YEA: S. Early, M. Pines, M. Williams, ~~K. Worthy~~, NAY: None.

7. **NEW BUSINESS**

SPEAKERS: None

8. **UNFINISHED/OLD BUSINESS**

- None

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

- None

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

SPEAKER:

Ben Therriault: Officer/RPOA President Therriault expressed his gratitude for the Personnel Board Members decision on the RPOA grievance and the process which proved to work. He stated that he changed his position on the Dispatcher III classification from a no to a no position stance. He still believes City Council will have issues with the salary. He noted that there have been changes but was hopeful that things would move forward.

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11. **ADJOURNMENT**

Meeting adjourned at approximately 5:28 p.m.

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

**CITY HALL, RICHMOND ROOM
450 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**November 20, 2019
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on November 20, 2019.

A recording for this meeting does not exist. Notes were used to complete the minutes.

1. ROLL CALL

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

Absent: McKinley Williams, Board Member

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

SPEAKERS:

Cordell Hindler: noted that the minutes were accurate and should be approved.

Regular Meeting of October 24, 2019.

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

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: shared a hard copy job description for Deputy City Manager and the salary schedule from Menlo Park as a reference for the creation for a City of Richmond Deputy City Manager job description.

6. CONSENT AGENDA

- None

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7. **NEW BUSINESS**

- None

8. **UNFINISHED/OLD BUSINESS**

- None

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

- None

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

Chair Early inquired about the status of the grievance report from August. Senior Assistant City Attorney Bruce Soublet informed the Board that he would remit to them within the week.

11. **ADJOURNMENT**

Meeting adjourned at approximately 5:19 p.m.



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: February 27, 2020

TO: Chair Early and members of the Personnel Board

FROM: Lisa Stephenson, Human Resources Management Director

SUBJECT: **APPROVAL TO ESTABLISH THE INDUSTRIAL BUILDING INSPECTOR POSITION**

STATEMENT OF THE ISSUE:

The City currently has inspection staff assigned on a rotating basis at the Chevron Richmond Refinery and associated facilities. In an effort to maintain continuity and increase efficiency, we would like to create an Industrial Building Inspector classification to be based at, and specific to, the Refinery. Chevron has expressed their willingness to pay additional costs associated with this new classification.

RECOMMENDED ACTION:

Approve the new classification of Industrial Building Inspector in the Community Development Department, Building Division.

DISCUSSION:

Per the City of Richmond's Permit Services Agreement with Chevron, the City has inspection staff assigned to the Chevron Richmond Refinery and associated facilities full-time. This assignment is currently fulfilled by Senior Building Inspectors on a rotating basis. In an effort to maintain continuity and increase efficiency, Chevron has repeatedly expressed a strong desire to eliminate the rotating of inspectors by assigning a single industrial inspector to their facility. Chevron has also expressed their willingness to pay additional costs associated with a new position classification.

With the current inspection staff rotation, delays often result from the need to cross check inspections with previously assigned staff. Continuity with the Mechanical, Electrical, and Plumbing plan check processes (performed by these inspectors) also suffers due to the rotation, and results in untimely delays. Due to the quick pace of work at the Refinery, these delays are less than desirable and can be problematic. Additionally, some of the more routine duties currently being addressed by the Building

Personnel Board Staff Report

Official at City Hall could be added to the duties of the Industrial Building Inspector, and thereby managed more efficiently. On-site supervision of the code-required special inspection program would also be added to these duties, the result of which would benefit both the City and the efficiency of services provided to Chevron.

Establishment of the Industrial Building Inspector position and funding it as part of the Chevron Permit Services Agreement will eliminate the rotation of inspection staff and create a greater level of efficiency for the City, as well. It will also allow the person who fills the position to be compensated at a level commensurate to the duties as described above. Chevron agrees to pay the added costs for creating and filling this position so there should be no financial impact to the City.

CONCLUSION:

The City of Richmond and Chevron maintain a historically good working relationship. Creating the new Industrial Building Inspector position will allow that working relationship to run more smoothly and efficiently, which will subsequently eliminate the need to rotate City staff at the Refinery. In addition, Chevron's willingness to cover any additional costs associated with this new position should result in no financial impact to the City. Therefore, it is staff's recommendation to approve the new classification of Industrial Building Inspector in the Community Development Department, Building Division. This new title will accurately reflect the duties and knowledge of the incumbent, and will provide much needed day-to-day consistency at the Refinery. The classification will be placed in the General Management Employees Bargaining Unit, represented by IFPTE Local 21. They have been informed and agree to this action.

ANALYST: Kate Soiseth

Attachments: Proposed Industrial Building Inspector Classification Specification

PROPOSED

INDUSTRIAL BUILDING INSPECTOR

DEFINITION

Under direction of the Building Official or their designee, the Industrial Building Inspector supervises and coordinates inspection activities at the industrial facility (i.e. Richmond Chevron Refinery or other designated industrial facility) related to construction, reconstruction, or rehabilitation for compliance with laws and ordinances; and does related work as assigned.

CLASS CHARACTERISTICS

Stationed at the industrial facility, the Industrial Building Inspector manages the day-to-day City permit and inspection activities of the industrial facility. This position will perform field inspections and mechanical, electrical, and plumbing plan reviews. This position also coordinates functions with facility staff, other City departments, and outside agencies to ensure uniformity and consistency, and achieve code compliance.

EXAMPLES OF DUTIES

The following duties are typical for this position. Incumbent may not perform all of the listed duties and/or may be required to perform duties other than those set forth below, in order to address business needs and changing business practices.

1. Plans, organizes, and oversees inspection and enforcement activities pertaining to the construction, reconstruction, and rehabilitation of industrial and commercial structures.
2. Monitors special inspections and special inspection staff, and reviews special inspection reports. Evaluates and approves Special Inspectors and other inspectors for possession of appropriate qualifications.
3. Together with the Plan Check Engineer, reviews and evaluates Fabrication Shop applications for listing as Approved Fabricators.
4. Inspects work in progress and upon completion to ensure compliance with predetermined standards; resolves issues related to work in progress and operating problems.
5. Checks plans and specifications of proposed buildings or structures, and electrical, mechanical, and plumbing installations.

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INDUSTRIAL BUILDING INSPECTOR
PAGE 2**

6. Interprets and reviews codes for contractors, industrial facility staff, architects, engineers, and others as required.
7. Issues citations, correction notices, and “stop work” orders
8. Maintains records and files and prepares reports as required
9. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Thorough knowledge of: California Code of Regulations Title 24 (California Building Standards Code); construction methods, materials, and safety standards; and principles and practices of plan checking and field inspection

Working knowledge of: Building Department operations and procedures; principles and methods of conflict resolution; special Inspection requirements and programs; Housing and Community Development (HCD) regulations; heavy steel construction including high strength bolting and welding operations; Quality Assurance and Quality Control practices; industrial stairways, platforms, and guardrail systems; industrial electrical systems (high voltage power transformers, switch gears, substations, motor control centers, power control centers, protective relays, power poles, towers, line work, and grounding and bonding of processing plant electrical equipment); industrial lock-out-tag-out procedures, personal gas detection monitors, and plant entry protocols; and rules governing laboratories

Skills and Abilities: Interpret and enforce applicable codes, ordinances, and regulations in a uniform and systematic manner; read, examine, and write corrections for submitted plans; detect deviations from plans, specifications, and standard installation practices; express ideas clearly and concisely, both orally and in writing; maintain cooperative working relationships with facility staff, other City departments, engineers, architects, and contractors to resolve complex code issues

EDUCATION/EXPERIENCE:

A minimum of five years of experience as a Senior Building Inspector, with demonstrated and verifiable experience in industrial facilities is required.

LICENSES/CERTIFICATIONS:

Possession of a valid California Driver License is an on-going requirement.

ICC Combination Inspector and Plans Examiner certifications are required at the time of hire and thereafter.

Possession of or ability to obtain and maintain the required Transportation Worker Identification Credential (TWIC) card.

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INDUSTRIAL BUILDING INSPECTOR
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Possession of a Building Official Certification is desired.

PHYSICAL DEMANDS

Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and light lifting. Exposure to dust, noise, cold, heat, outdoors, confined work space, construction hazards, and chemicals.



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: February 27, 2020

TO: Chair Early and members of the Personnel Board

FROM: Lisa Stephenson, Human Resources Management Director

SUBJECT: APPROVAL TO CREATE THE DEPUTY BUILDING OFFICIAL POSITION

BACKGROUND:

The Planning and Building Regulation Department is responsible for developing, maintaining, and implementing the general plan for the City of Richmond. This new classification will be assigned to the International Federation of Profession and Technical Engineers (IFPTE) Local 21 bargaining unit.

RECOMMENDED ACTION:

Approve the new classification of Deputy Building Official in the Community Development Department, Building Division.

DISCUSSION:

In recent years, there have been several instances demonstrating the need for better management and administration of Richmond Municipal Code Chapter (RMC) 12.56 – FLOOD DAMAGE PREVENTION. Due to the necessity of addressing instances that have come up, the Floodplain Administrator, a position defined in RMC 12.56 is currently being “filled” by a team of three people. The current set-up is less than desirable and inefficient. Creation of the Deputy Building Official position would allow the Floodplain Administrator duties to be assigned to one person and create both continuity and greater efficiency.

Additionally, the California Building Code (CBC) allows for fabricators of certain construction materials to become registered and approved by jurisdiction in order to fabricate work in their own facility. We have developed a Fabricator Approval program and regularly receive applications. The Deputy Building Official position will manage the Fabricator Approval program and increase efficiency and provide consistency in doing so.

Personnel Board Staff Report

Furthermore, several departmental reorganizations over the years have left the Land Use applications and review functions somewhat ambiguous. These functions are currently being addressed by several departments without a real point person as the ultimate responsibility. Formation of the Deputy Building Official position will allow for oversight of these by one person and thereby create continuity and greater efficiency.

CONCLUSION:

The establishment of this position will provide a definite leader for the Building Division in those instances when the Building Official is not available. As envisioned, the position would be filled on a promotional basis by existing staff. Permit fee revenues are sufficient to cover the additional compensation resulting from the promotion of staff to this position. The classification will be placed in the General Management Employees Bargaining Unit, represented by IFPTE Local 21. They have been informed and agree with this action.

ANALYST: Veronica Duarte de Castro

Attachments: Proposed Deputy Building Official Classification Specification

PROPOSED

DEPUTY BUILDING OFFICIAL

DEFINITION

Under general direction of the Building Official, the Deputy Building Official develops, administers, supervises, enforces and participates in a variety of activities related to permit processing, plan review, issuing building permits and inspection to assure compliance with established requirements; performs related work as assigned.

CLASS CHARACTERISTICS

Receives general supervision from the Building Official and exercises direct supervision over plan review staff. Assists in managing the day-to-day operations of the Plan Check, Permit Issuance and Inspection functions of the Building Division; assumes responsibilities of the Building Official in the absence of same; and provides highly responsible and complex staff assistance to the Building Official.

EXAMPLES OF DUTIES

The following duties are typical for this position. Incumbent may not perform all of the listed duties and/or may be required to perform duties other than those set forth below, in order to address business needs and changing business practices.

1. Checks plans and specifications of proposed buildings or structures, and electrical, mechanical, and plumbing installations for compliance with applicable municipal and state codes and regulations governing building construction, improvement, use and occupancy.
2. Manages the Building Division functions in administering, implementing and enforcing Richmond Municipal Code 12.56 Flood Damage Prevention.
3. Manages the Building Division's Fabricator Approval program.
4. Interprets and reviews codes and regulations.
5. Confers with architects, engineers, contractors and others in connection with the application of building and zoning codes and regulations to various construction projects.

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DEPUTY BUILDING OFFICIAL
PAGE 2**

6. Reviews and keeps informed of new methods and materials of construction.
7. Assists with making analysis when required to justify the adequacy and safety of questionable designs and/or alternative materials and methods of construction.
8. Assists with planning, coordinating and directing the activities of technical and clerical staff in the review, inspection and enforcement of municipal and state codes and regulations governing building construction, improvement, use and occupancy.
9. Assists with formulation of code amendments.
10. Assists on staff selection, training and evaluation.
11. Prepares reports as required.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Thorough Knowledge of: California Code of Regulations Title 24 (California Building Standards Code); construction methods, materials and safety standards; principles and methods of supervision and conflict resolution; and principles and practices of plan checking and field inspections.

Working Knowledge of: Building Department operation and procedures; Special Inspection requirements and programs; and State Housing and Community Development (HCD) regulations.

Skill and Abilities to: interpret and enforce applicable codes, ordinances and regulations in a uniform and systematic manner; read, examine and write corrections for submitted plans; detect deviations from, plans, specifications and standard installation practices; express ideas clearly and concisely both orally and in writing; effectively supervise and direct the work of others; and establish and maintain effective and cooperative working relationships with those contacted in the course of work.

EDUCATION/EXPERIENCE

Four (4) years' experience as a Senior Building Inspector **or** four (4) years' experience as a Plan Checking engineer **and** an Associate of Arts or Bachelor's Degree in either architecture, engineering, construction management, building inspection technology or related fields.

CERTIFICATIONS:

Possession of ICC Combination Inspector and Plans Examiner certifications **or** Registration as a licensed Architect or Engineer in California is required.

Certified Access Specialist (CASp) certification is required within one (1) year of date of hire.

Possession of International Code Council (ICC) Building Official certification is required within one (1) year of date of hire.

LICENSE

Possession of a valid California Driver's License and a satisfactory driving record are on-going requirements for this position.