

# PERSONNEL BOARD

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

**REGULAR MEETING**  
**Thursday, October 22, 2020**

**5:15 p.m.**



**ALL BOARDMEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE**



## 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 28, 2020
5. PUBLIC COMMENT
6. CONSENT AGENDA
  - None
7. NEW BUSINESS
  - a. **APPROVAL** to create the new classification of Human Resources Manager in the Human Resources Department
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.

### CORONAVIRUS DISEASE (COVID-19) ADVISORY

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20). Both

<https://www.coronavirus.cchealth.org>

and

<http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info>

provide updated coronavirus information.

**DUE TO THE SHELTER IN PLACE ORDERS**, attendance in the Personnel Board meeting will be by teleconference only. Public comment will be confined to items appearing on the agenda and will be limited to the method provided below. Consistent with Executive Order N-29-20, this meeting will utilize teleconferencing only. The following provides information on how the public can participate in this meeting.

**How to watch the meeting from home:** The meeting may be accessed by using the following Zoom meeting link:

<https://zoom.us/j/91077534773?pwd=cEc3K2QyN1phWGVQKzhCaVZwWTNXZz09>

**Public comments may be submitted:** via email to [personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us). Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, October 22, 2020 by 2:00 p.m.

**Public comment for an agenda item may be submitted by:** sending an email to [mailto:personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us) by 2:00 PM on Thursday, October 22, 2020. The email must contain in the subject line **Public Comment on Agenda item #**. The request must include the following:

- (a) Your Name
- (b) Your Phone Number
- (c) The Item for which you wish to make a Public Comment

Public comment is limited to two (2) minutes.

The City cannot guarantee that its network and/or the site will be uninterrupted.

**Record of all public comments:** All public comments will be considered a public record, put into the official meeting record, and considered before Personnel Board action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

**Accessibility for Individuals with Disabilities:** Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us) or submitted by phone at 510-620-6588. Requests will be granted whenever possible and resolved in favor of accessibility.

**CITY OF RICHMOND, CA**  
**HUMAN RESOURCES MANAGEMENT DEPARTMENT**

**PERSONNEL BOARD**  
**REGULAR MEETING**

**TELECONFERENCE VIA ZOOM**  
**450 CIVIC CENTER PLAZA**  
**RICHMOND, CA 94804**

**May 28, 2020**  
**MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on May 28, 2020.

**1. ROLL CALL**

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

Absent: None

Meeting began with the introduction of Allison Picard, Interim Human Resources Director.

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

**SPEAKERS:**

None

Board Member Pines made a motion to approve the minutes of February 27, 2020. Board Member 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: email received and read (see attached).

Joey Schlemmer via phone call: introduced himself as a Richmond resident and retired City of Richmond employee and spoke on the recent deficit that went from 27 million to 29 million and requested that any decisions about creating new classifications is untimely and can possibly be deemed irresponsible by the bargaining unions. He urged that any approval be postponed until the budget has

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been accepted in a similar manner that the City Council did recently for another job classification.

a. **CONSENT AGENDA**

None

7. **NEW BUSINESS**

**SPEAKERS:**

C.A. Cardenas: email received and read for all items under New Business (see attached)

Chair Steve Early inquired about the speaker's reference to a job classification presented to City Council and whether any of the job classifications being considered were one and the same. It was clarified that any position before City Council would have been vetted by Personnel Board before going to City Council or it was a position that did not necessitate the approval of the Personnel Board.

Ben Therriault via phone call: spoke on Human Resources Department and/or the City process of not dealing with the differentials pay and/or personnel matters on a one-on-one basis but instead have changed/created classifications and then promoted staff into those classifications particularly in IT. The City Council has not approved recent classifications on the agenda and Officer Therriault expects the same will happen with these classifications if presented to the City Council. The possibility of layoffs/staff reduction being considered yet the City is creating new classifications and promoting staff into these positions, hence giving said staff a de facto rate. This is the main reason for Ben Therriault's opposition to the creation of these positions.

- a. **APPROVAL** to create the new classification of Senior Resident Housing Manager (Richmond Housing Authority)

Sharrone Taylor, Principal Personnel Analyst, presented the new classification of Senior Resident Housing Manager for the Richmond Housing Authority. Nanette Beacham, Executive Director of Housing Authority was present to address any questions.

**DISCUSSION:** Analyst Taylor and Director Beacham answered inquires by the Personnel Board Members on the status of Richmond Housing Authority Nystrom Village and Nevin Plaza properties. The solicitation has ended and they are currently working with developers to establish a development deal to rehabilitate Nevin Plaza. An RFP is out for Nystrom Village and will close late June or July and they are currently seeking a developer.

The position being considered is a term position until the properties are privatized which will probably at a minimum be two years. The fact that the position is a term position will be noted in the job announcement. The Senior Resident Housing Manager classification requires more skills than the current Resident Housing Manager position. The properties

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are revenue producing when occupied therefore it is in the best interest of the City to ensure vacancies are filled in a timely manner.

Director Beacham explained that the current vacant positions are one (1) Housing Manager with one (1) Resident Housing Manager. This classification is a reclass of the vacant Resident Housing Manager position to a Senior Housing Manager position. This new classification would provide a unit since the person would need to remain on sight to provide services.

Chair Early, in response to the public comment, asked what would be the consequences of postponing this position in reference to City budget. Director Beacham explained that the funding is from Department of Housing and Urban Development with the City of Richmond assisting to cover the deficit and employ staff. To receive the HUD subsidy, compliance must be maintained with some jobs being part of the compliance.

Chair Early made a motion to approve the new classification of Senior Resident Housing Manager (Richmond Housing Authority). Board Member Pines seconded the motion. Approval for the new classification of Senior Resident Housing Manager (Richmond Housing Authority) was rejected by the following vote: YEA: S. Early, M. Pines. NAY: K. Worthy. ABSENT: None. ABSTAIN: M. Williams.

**SPEAKERS:** None

b. **APPROVAL** to create the new classification of Closed-Circuit Television (CCTV) Specialist (Police Department)

Donna Newton, HR Personnel Officer, presented the new classification of Closed-Circuit Television Specialist (Police Department) to the Personnel Board along with Police Captain Louie Tirona.

**DISCUSSION:** In response to Personnel Board Members inquires, Ms. Newton explained that the positions were formerly held by retired officers on a part-time basis. This will be a permanent civilian position. Captain Tirona explained that since 2008 the CCTV cameras have been in place. They have not been monitored for six (6) months or so, with the exception of officers performing the duties while on light duty, which is not a long-term solution since the availability of light duty officers is not reliable. This position will not be filled for this fiscal year (FY 19/20) or next fiscal year (FY 20/21). Captain Tirona shared that he was not aware whether an ordinance for live surveillance equipment in the City of Richmond exist or not.

Ms. Worthy motioned to postpone the decision until a City of Richmond ordinance on the surveillance of citizens can be verified and produced.

Senior Assistant City Attorney Bruce Soublet stated he was not aware of such an ordinance or any ordinance that would prevent surveillance or the use of cameras but the contract for purchase and installation of the surveillance cameras was reviewed and approved by the City Council

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Board Member Pines moved to wait on the decision.

In response to the Personnel Board Members questions about the budget concerns raised by public speakers, HR Interim Director Allison Picard informed the Personnel Board that the City Council has given instruction that differential pay be eliminated. These job classifications are being created to rectify the classifications to reflect the work being performed by employees and compensate accordingly by rolling the differential into the base pay.

Board Member Worthy requested that all these positions (on the agenda) be postponed until the budget is approved by the City Council, verification that the positions are necessary and can be afforded, and are not being consolidated with something else.

Ms. Picard continued to explain that these classifications, particularly in IT and the City Clerk's Office, are a correction to dated classifications to include duties that are currently being performed by staff for which compensation will discontinue when the differentials are removed as per the instructions of City Council. If this correction is not made, employees may be harmed. In response to the financial impact, there will be a small increase since it will be subject to PERS salary while the differentials were not subject to PERS.

Ms. Picard also clarified the fact that the City Council sets salary while the Personnel Board reviews the classifications for content and not budget. The City Council will have the opportunity to review for budget impact of the classifications approved by the Personnel Board.

Mr. Soublet reiterated that the City Council has instructed staff to remove and correct the differentials being paid. The way to correct is to create a new classification that contains the skills and the differential will be rolled into the base salary and not harm current employees performing the duties.

Personnel Board Member Worthy motioned to postpone decision until the City Council ratifies the budget since there will be a net increase to the salaries.

Board Member Williams made a motion to approve the new classification of Closed-Circuit Television Specialist (Police Department). Board Member Pines seconded the motion. Approval for the new classification of Closed-Circuit Television Specialist (Police Department) was passed by the following vote: YEA: S. Early, M. Pines, M. Williams. NAY: K. Worthy. ABSENT: None. ABSTAIN: None

**SPEAKERS:**

Ben Therriault via phone call: disagreed with the conversation about whether the Personnel Board has prevue over salary. The ability to approve a classification involves salary. Individualized classifications are being created to circumvent the correct process of including the unions.

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- c. **APPROVAL** to create Network and Systems Security Officer (IT Department)
- d. **APPROVAL** to create Information Technology Manager (IT Department)
- e. **APPROVAL** to create Telecommunications Manager (IT Department)
- f. **APPROVAL** to create Cable Television Manager (IT Department)

Personnel Analyst I Kate Soiseth presented all four IT positions on the agenda with the assistance of IT Director Sue Hartman.

**DISCUSSION:** Director Hartman addressed the Personnel Board Members questions on lack of specific licenses and/or certifications as a requirement in the job classifications by explaining that due to ever-evolving technology, specific named security systems can soon become outdated. Therefore the use of generalized language in the job classification avoids content rapidly becoming obsolete. Not specifying the security system within the job classification also maintains the security of the City by not publicly announcing the type of security system protecting the City systems. Analyst Soiseth explained that there is more flexibility when recruiting to fill a position by identifying specific desirable qualifications in the job announcement. The IT job classifications are a combination of several positions with updates to the roles and responsibilities that were not articulated in the former job classifications and are duties essential to IT. The formerly held positions will be abolished. Ms. Picard explained that it is a reclassification of the incumbent who is performing duties outside of their current job description and the new classification reflects these duties more accurately. Analyst Soiseth affirmed that the unions were consulted about the classifications and did not object to presenting to the Personnel Board.

Board Member Pines made a motion to approve the new classifications of Network and Systems Security Officer (IT Department), IT Manager (IT Department), Telecommunications Manager (IT Department), Cable Television Manager (IT Department). Chair Early seconded the motion. Approval for the new classifications of Network and Systems Security Officer (IT Department), IT Manager (IT Department), Telecommunications Manager (IT Department), Cable Television Manager (IT Department) was passed by the following vote: YEA: S. Early, M. Pines, M. Williams. NAY: K. Worthy. ABSENT: None. ABSTAIN: None

**SPEAKERS:**

Cordell Hindler: email received and read (see attached)

- d. **APPROVAL** to revise Assistant City Clerk to Deputy City Clerk (City Clerk's Office)

Personnel Analyst I Kate Soiseth presented the revision from Deputy City Clerk to Assistant City Clerk (City Clerk's Office). City Clerk Pamela Christian was available to answer questions on the job classification.

Board Member Pines made a motion to approve the revise the classification of Assistant City Clerk to Deputy City Clerk (City Clerk's Office). Chair Early seconded the motion. Approval for the revised classification of Assistant City Clerk to Deputy City Clerk (City

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Clerk's Office) was passed by the following vote: YEA: S. Early, M. Pines, M. Williams. NAY: K. Worthy. ABSENT: None. ABSTAIN: 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 approximately 6:28 p.m.

## **Dorothy Mandujano**

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**From:** Cordell Hindler  
**Sent:** Friday, May 22, 2020 8:25 PM  
**To:** Personnel Board  
**Subject:** public comments

hello Dorothy, i have some comments for the Board's consideration

1. Approval to Create the new classification Of Administrative Secretary { Library & Community Services Department}
2. Approval to Create the new Classification Of Assistant Public Works Director { Public Works Department}
3. Consider the Idea to plan a Board Retreat and to Discuss the Logistics

Sincerely  
Cordell

## Dorothy Mandujano

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**From:** Cheryl Cardenas  
**Sent:** Thursday, May 28, 2020 1:24 PM  
**To:** Personnel Board  
**Subject:** Agenda Items : #7-a through #7-g

Good Afternoon Board members;

I will keep my comments/concerns short & to the point. On today's agenda, a listing of 6 newly created positions & 1 revised position is under review. I would suggest that these ALL be placed on hold for review until AFTER the City Budget has been finalized. A point of reference is the fact that on Tuesday the City Council voted to hold off on the decision to create a new job that may be nothing more than a correction on current staff's job duties and related pay. The reason behind this vote to hold off on approving the new position is that it appears illogical to create a new position on one hand while considering lay-offs, freezing jobs and other cuts to personnel that affect the budget on the other hand.

I respectfully request that this panel follow suit & postpone the creation of any new positions while the City of Richmond is struggling to balance the budget.

Thank you for your time and consideration.

Be healthy & safe,

C. A. Cardenas  
City of Richmond resident

Sent from my iPhone

## Dorothy Mandujano

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**From:** Cordell Hindler  
**Sent:** Friday, May 22, 2020 8:39 PM  
**To:** Personnel Board  
**Subject:** New Business

hello Dorothy, the Reason that i am in support of 7.g, is because i have been in conversation with Miss Pamela, and i had explain to her the importance of having a Deputy City Clerk, because the City of Berkeley has a number of Assistant and Deputy City Clerks

Sincerely  
Cordell



# STAFF REPORT

## HUMAN RESOURCES DEPARTMENT

**DATE:** October 22, 2020

**TO:** Chair Early and Members of the Personnel Board

**FROM:** Anil Comelo, Human Resources Director

**SUBJECT:** APPROVAL TO CREATE HUMAN RESOURCES MANAGER  
CLASSIFICATION

### STATEMENT OF THE ISSUE:

The City is proposing to reorganize the staffing in the Human Resources (HR) Department to better align levels with operational needs. Out of 14 total current staff, five – or more than one third of the employees - are currently designated “executives”. When compared to similarly sized agencies, this amount of high level management support is not required and therefore a new lower level classification of Human Resources Manager is proposed.

### RECOMMENDED ACTION:

**APPROVE** the new classification of Human Resources Manager in the Human Resources Department.

### DISCUSSION:

The City Manager asked the Interim Human Resources Director Allison Picard to assess the staffing in the department and make recommendations on both the number and levels of staffing needed to meet the department’s mission. Based on her 40 years of experience in local government in both human resources and finance roles, she evaluated the current levels and scope of work and compared it to similarly sized local public agencies. Attached is a chart which summarizes these findings.

As a ratio of number of human resources staff to total city employees supported, Richmond is reasonably staffed by total number: one HR staff to every 52 city employees. Some of the other agencies are more conservatively staffed, with the ratio being as high as one HR staff to every 95 total employees in Daly City. While every organization may be structured slightly differently in terms of where some functions reside (e.g. Risk Management activities can be handled in the City Attorney or City Manager’s office) or some functions are contracted out (such as labor relations or training), most core HR departments have similar functional responsibilities such as recruitment, classification and compensation, performance management, employee

# Personnel Board

## Staff Report

relations, benefits and leave administration, etc. However, when you compare the number of management staff necessary to support very similar functions, no other organization surveyed has the same allocation of executive employees. Therefore, based on staff's review of these functions, it is determined that the current management structure is inflated for the size of this organization. Additionally, based on the organizational survey, the current structure is low on technical/administrative support.

The recommendation to Council is to delete the three executive classifications of Personnel Officer (two incumbents), Risk Manager, and Project Manager (incumbent is currently functions as the Assistant Risk Manager), and add back four lower-level positions including the classification of Human Resource Manager for no net change in total positions. The intention is to create a general manager function, at a more appropriate scale within the organization that can handle one or more core HR functions. It is recommended that this new classification be assigned to the Local 21 mid-management union.

Since joining the City as the new permanent Director, I have had the opportunity to review the proposed changes and support this recommendation. Staff has also actively engaged with the Executive Management union regarding the impacts of these proposed changes.

### **CONCLUSION:**

In order to better align the staffing model in Human Resources and provide more functional effectiveness and flexibility, it is recommended that a new classification of Human Resources Manager be created. Attached is the proposed job specification which is supported by IFPTE Local 21 representing the City's mid-managers.

**ANALYST:** Allison Picard, Interim Program Manager

Attachments: HR Staff Agency Comparison  
Human Resources Manager Job Description

**HR STAFF AGENCY COMPARISON**

	<u>Current salary</u>	RICHMOND		EAST BAY	HAYWARD	VALLEJO	FAIRFIELD	DALY	SANTA
		<u>Current</u>	<u>Proposed</u>	PARKS DISTRICT				CITY	CLARA
Director	191,500	1	1	1	1	1	1	1	1
Asst. Director or Dep Director	0	0	0	0	1	1	0	0	1
Personnel Officer	189,960	2	0	0	0	0	0	0	0
Risk Manager	172,368	1	0	0	0	0	0	0	0
Program Manager (Asst. Risk Manager)	154,476	1	0	0	0	0	0	0	0
<b>HR Manager</b>	<b>154,476 *</b>	0	<b>3</b>	0	0	4	1	0	2
Benefits Mgr & Training Mgr		0	<b>0</b>	2	0	0	0	0	0
Principal Analyst	126,409	3	3	1	0	0	0	0	0
Senior Analyst	103,879	1	1	0	1	1	1	1	0
Analyst II	90,054	1	1	2	3	3	2	2	3
Analyst I	79,580	2	2	2	2	0	0	0	0
Tech/Admin support		2	3	6	5	4	4	1	8.75
<b>Total HR Staff:</b>		<b>14</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>14</b>	<b>9</b>	<b>5</b>	<b>15.75</b>
Number of City Employees:		723		874	675.5	629	571	475	1133
Ratio: 1 HR emp to total City Emp:		52		62	52	45	63	95	72

\* Proposed new salary

**PROPOSED**

**HUMAN RESOURCES MANAGER**

**DEFINITION**

To plan, organize, and provide direction and oversight for comprehensive human resources programs of the City including employee and labor relations, recruitment and selection, job analysis and classification, compensation, benefits administration, worker's compensation and risk/safety program management and employee development and training functions and activities in accordance with the mission, goals and objectives as articulated by the Director of Human Resources.

**CLASS CHARACTERISTICS**

Under general direction from the Director of Human Resources, the Human Resources Manager provides direct supervision to assigned professional, technical and administrative staff as assigned in one or more program areas within the department.

**EXAMPLES OF DUTIES**

*Depending on assigned areas, duties may include, but are not limited to, the following:*

1. Provide analytical support for labor relations matters and serve as an active member of the City's negotiation team as assigned.
2. Coordinate employee relations activities; provide assistance to management, supervisors, and staff in the interpretation of City policies and procedures and the processing of grievances; coordinate with legal counsel.
3. Perform or direct the performance of job analysis and classification studies; conduct compensation studies and participate in the development of compensation and benefit strategies; interpret, implement, and apply Memorandum of Understanding and resolutions related to employee compensation and benefits.
4. Oversee and/or conduct investigations of alleged harassment or discriminatory conduct affecting City employees; act as liaison with regulatory agencies to address formal complaints; prepare reports and documents as required.

**CITY OF RICHMOND**  
**HUMAN RESOURCES MANAGER**  
**PAGE 2**

5. Manage and conduct the planning, development, and implementation of the recruitment and selection process to obtain qualified candidates; ensure equal employment opportunity for all candidates.
6. Research, compile, analyze, and evaluate general and statistical information regarding selection procedures, recruitment methods, benefits administration, compensation, and other personnel practices.
7. Direct and oversee the planning and conducting of various training and needs assessment activities.
8. Administer and direct a comprehensive benefits program; act as a liaison with benefit carriers in contract negotiations.
9. Administer and direct a comprehensive Worker's Compensation Program and/or Citywide Risk and Safety Program.
10. Prepare, administer, and assume responsibility for the budget for assigned program areas; forecast additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget, and monitor and control expenditures.
11. Direct, oversee, and develop the business work plan related to assigned program area; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures; and prepare various staff reports on operations and activities.
12. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor the distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of change.
13. Provide for the selection, training, professional development, and work evaluation of assigned staff; implement discipline as required; and provide policy guidance and interpretation to staff.
14. Interpret and apply City rules, policies and procedures, Memoranda of Understanding, and local, state and federal laws.
15. Develop and revise City policies, procedures, and programs.
16. Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the assigned program area.
17. Prepare and direct the preparation of a variety of written correspondence, reports, procedures, and other written materials.
18. Maintain and direct the maintenance of working and official department files.
19. Monitor changes in laws, regulations, and technology that may affect

**CITY OF RICHMOND  
HUMAN RESOURCES MANAGER  
PAGE 3**

- department operations; develop policy and procedural changes as required.
20. Provide professional assistance to City leadership and staff in areas of expertise.
  21. Assume the responsibility of the director in the absence of the Director of Human Resources or as needed.
  22. Ensure assigned programs meet all applicable laws, regulations, and City policies.
  23. Build and maintain positive working relationships with co-workers, other City employees, and the community.
  24. Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of: principles, practices, and techniques of human resources in a public agency setting including recruitment, selection, equal employment opportunity and employee orientation; job analysis and classification; compensation and benefit analysis and administration; employee relations, risk management and safety, including the interpretation of laws, regulations, policies, and procedures; public sector labor relations, including effective negotiation techniques, grievance resolution methods, and progressive discipline; practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports; applicable federal and state laws; City regulations, codes, policies, and procedures; administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff; principles and practices of budget development, administration, and accountability; organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned program; modern office practices, methods, and computer equipment and applications related to the work; English usage, grammar, spelling, vocabulary, and punctuation.

Ability to: provide a high level of customer service to the public and City staff; exercise discretion and maintain confidentiality of sensitive issues on a regular basis; plan, organize, administer, coordinate, review, and evaluate all areas of a comprehensive human resources management program; administer programs and the work of staff independently; provide for the selection, training, development, motivation, and work evaluation of staff; develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department; effectively manage work groups and hold individuals

**CITY OF RICHMOND  
HUMAN RESOURCES MANAGER  
PAGE 4**

accountable; interpret, apply, and explain complex laws, codes, regulations, and ordinances; provide staff support in complex, sensitive, or difficult human resources related assignments requiring a high level of independent judgment, strong analytical skills, and advanced knowledge of applicable laws, regulations, and contractual agreements; effectively represent the department and the City in meetings with governmental agencies, professional, regulatory, and legislative organizations; research, analyze, and evaluate new service delivery methods, procedures, and techniques; make sound, independent decisions in day-to-day activities and in emergency situations; conduct thorough fact finding or investigations as needed; conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports; prepare and present clear and concise reports, correspondence, policies, procedures, and other written materials; make accurate arithmetic, financial, and statistical computations; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical deadlines; operate modern office equipment including computer equipment and specialized software applications programs; identify and take appropriate action when unusual operating problems occur; maintain attention to detail and accuracy while meeting critical deadlines; communicate effectively both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of the work.

**EDUCATION/EXPERIENCE**

Five (5) years of increasingly responsible human resources management experience (such as assignments in the areas of recruitment, selection, classification, training, compensation, employee and labor relations, worker's compensation and risk/safety administration, employee benefits or other pertinent job related areas) including two (2) years of supervisory or lead experience are required.

Education equivalent to a Bachelor's Degree from an accredited college or university with major course work in human resources, business, or public administration or closely related field is required.

**LICENSE AND/OR CERTIFICATE**

Possession of and the ability to maintain a valid California Class C Driver's License is required.

**WORKING CONDITIONS**

Work is performed primarily in the office and typically involves a high degree of concentration, and sound judgment, especially in the consideration of technical

and personnel problems. Attendance at night meetings and occasional weekend or after hours work may be required.

**PHYSICAL DEMANDS**

Work requires the ability to sit for long periods of time, stoop, kneel, reach, grasp, write, and perform repetitive hand motions for keyboarding. Exerts up to 20 pounds of force occasionally and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects. Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone. Visual ability sufficient to read and produce printed material and information displayed on a computer screen.