

# PERSONNEL BOARD

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

**REGULAR MEETING**  
**Thursday, May 27, 2021**

**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 December 16, 2020
5. **PUBLIC COMMENT**
6. **CONSENT AGENDA**
  - None
7. **NEW BUSINESS**
  - a. **APPROVAL** to create the new classification of Senior Resident Housing Manager
  - b. **APPROVAL** to revise and retitle the existing classification of Emergency Preparedness Assistant to Emergency Services Analyst (Fire Department)
  - c. **APPROVAL** to revise/retitle the classification specification for Housing Director
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 Laura Marquez, ADA Coordinator at [ADACoordinator@ci.richmond.ca.us](mailto:ADACoordinator@ci.richmond.ca.us) or (510) 620-6974 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 provide updated coronavirus information.

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

and

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

**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/93768251808?pwd=bDVyVkpEUXZiRjZDSE9EaTVhc2VPdz09>

**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, May 27, 2021 by 12:00 Noon.

**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 12:00 Noon on Thursday, May 27, 2021. 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**

**December 16, 2020  
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:23 p.m. on December 16, 2020.

**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**

- a. Regular Meeting of May 28, 2020 (resubmitting for approval due to error discovered after October 22, 2020 Personnel Board approval)

**SPEAKERS:**

None

Board Member Pines made a motion to approve the minutes of May 28, 2020. Chair Early seconded the motion. May 28, 2020 Minutes were approved by the following vote: YEA: S. Early, M. Pines, K. Worthy. NAY: None. ABSENT: M. Williams. ABSTAIN: None.

- a. Regular Meeting of October 22, 2020

Chair Early made a motion to approve the minutes of October 22, 2020. Board Member Pines seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, K. Worthy. NAY: None. ABSENT: M. Williams. ABSTAIN: None.

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: email received and read.

***Audio recordings of Personnel Board Meetings are available at:***

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

6. **CONSENT AGENDA**

None

7. **NEW BUSINESS**

**SPEAKERS:**

Cordell Hindler: email received and read.

- a. APPROVAL to revise the existing classification of Payroll Supervisor (Finance Department)

Sharrone Taylor, Principal Personnel Analyst, presented the revision of the existing classification of Payroll Supervisor for the Finance Department. Accounting Manager Delmy Cuellar was present to answer questions.

**DISCUSSION:** Analyst Taylor presented the Payroll Supervisor and explained the changes to the existing Payroll Supervisor job classification to meet industry standards in order to aid in the recruitment of a qualifying person to fill the vacant position.

Board Member Pines inquired about the various number of years required in experience between the comparable cities. Analyst Taylor explained the change allowing a combination of experience and education gives more flexibility in meeting the requirements.

Personnel Board Secretary Comelo explained that the changes will hopefully assist in attracting a larger qualified pool.

Board Members Pines and Worthy both agreed with the removal of extraneous certifications from the job specification.

Board Member Pines made a motion to approve the revision of the Payroll Supervisor classification (Finance Department). Chair Early seconded the motion. Approval for the revised classification of Payroll Supervisor (Finance Department) was passed by the following vote: YEA: S. Early, M. Pines, K. Worthy. NAY: None. ABSENT: M. Williams. ABSTAIN: None.

8. **UNFINISHED/OLD BUSINESS**

- None

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

- None

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- None

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

11. **ADJOURNMENT**

Meeting adjourned at approximately 5:35 p.m.

**From:** [Cordell Hindler](#)  
**To:** [Personnel Board](#)  
**Subject:** PUBLIC COMMENT  
**Date:** Friday, December 11, 2020 8:14:30 PM

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good evening Chair Early, board members and city staff, i have some items for consideration to be placed on a future agenda

1. APPROVAL to Revise the existing classification of NEIGHBORHOOD SERVICES LIAISON library and community services department
- 2, APPROVAL to Revise the existing classification of Deputy Director of Public Works, Public Works Department
3. Review the Proposed Salary for NEIGHBORHOOD SERVICES LIAISON \$6,670 \$6,994 \$7,323 \$7,684 \$8,056

sincerely  
Cordell

**From:** [Cordell Hindler](#)  
**To:** [Personnel Board](#)  
**Subject:** New Business 7. a  
**Date:** Monday, December 14, 2020 9:03:30 PM

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good evening Chair Early, board members and city staff, i have reviewed the proposed classification for the payroll supervisor, and i am impressed with the language change. so i am asking that the board approve it

sincerely  
Cordell



# STAFF REPORT

## **PERSONNEL BOARD OR DEPARTMENT**

**DATE:** May 27, 2021

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

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

**SUBJECT:** APPROVAL TO CREATE THE CLASSIFICATION OF SENIOR  
RESIDENT HOUSING MANAGER (RICHMOND HOUSING AUTHORITY)

### **BACKGROUND:**

The Senior Resident Housing Manager is a critical position that will provide semi-skilled maintenance work in public agency-owned and/or managed developments. This position will act as a lead for the Resident Housing Manager series. It differs from Resident Housing Manager because the incumbent will be the lead Resident Housing Manager and will be primarily responsible for assisting with unit turnaround and performing advanced maintenance tasks. The Senior Resident Housing Manager classification was first presented to the Personnel Board in May 2020. The Board expressed concern regarding funding for the classification. Richmond Housing Authority staff has requested the funding for this classification in the upcoming fiscal year budget and has City-wide support to establish this class. In addition, fiscal impact will be minimal due to the reallocation of an existing class.

### **RECOMMENDATION:**

**APPROVE** the new classification of Senior Resident Housing Manager.

### **ANALYSIS:**

This new classification is required because the Richmond Housing Authority is in dire need of a lead maintenance position to provide direction to staff, ensuring that the work is completed in a timely, efficient, and effective manner. As the Richmond Housing Authority's buildings' overall condition deteriorates, the tenants' quality of life can suffer if units are not rehabilitated promptly. Rapid unit turnaround is vital because it generates revenue for the agency. In addition, it is mandated by state law that housing developments have a staff member on-site 24 hours to serve the resident's needs. The incumbent will live on-site, which will provide 24-hour support to the residents providing a full range of services and customer service.

# Personnel Board Staff Report

Presently, the Richmond Housing Authority has only one Resident Housing Manager due to budgetary restraints. Richmond Housing Authority staff has submitted the request for additional funding for staffing in the upcoming fiscal year. Currently, the Building and Facilities Maintenance Superintendent devotes a great deal of his time to the Housing Authority to assist with unit turnover and blight removal. However, he can't be on-site full-time to supervise staff. The current Resident Housing Manager job description does not allow the incumbent to work outside the scope of essential maintenance. The Senior Resident Housing Manager classification will perform advanced maintenance tasks, assist with unit rehabilitation, and lead.

**Analyst:** Sharrone Taylor, Principal Personnel Analyst

**Attachments:** Proposed Senior Resident Housing Manager job specification

**PROPOSED**

**SENIOR RESIDENT HOUSING MANAGER**

**DEFINITION**

Under the supervision of a Resident Property Manager, performs a variety of semi-skilled maintenance tasks for assigned public housing units; rehabilitates units for leasing, responds to calls for maintenance service, assists residents in resolving housing maintenance related problems; performs related administrative office duties; and performs additional duties as assigned.

**CLASS CHARACTERISTICS**

This position requires residence at assigned complex. Senior Resident Housing Managers are primarily responsible for providing semi-skilled maintenance duties to ensure clean and safe housing unit interiors and exteriors. This position will be assigned a variety of tasks associated with rehabilitating units. Additional responsibilities include providing household repairs to plumbing fixtures, doors, windows, appliances, furniture and performing other routine household maintenance. The class of Senior Resident Housing Manager is distinguished from Resident Housing Manager in that the Senior Resident Housing Manager serves as a lead worker and may assist the Resident Property Manager with scheduling assignments, and may provide technical guidance to others. Incumbents are responsible for providing continuous, on-call service for community residents. Although the work will require the use of journey-level tools and the ability to perform tasks in several of the crafts, the skill in any one field is less than would be required of a journeyman.

**EXAMPLES OF DUTIES**

1. Rehabilitates vacant units, employing semi-skilled tasks such as light carpentry and light electrical, household appliance repair and restoration, basic plumbing, furniture/cabinet repair and restoration, and painting of units.
2. Serves as the lead for rehabilitating units, coordinating the assistance of the Resident Housing Manager, contractors and other City staff to ensure the efficient and timely rehabilitation of housing units.
3. Responds to the emergency needs of community residents, makes a variety of common household repairs, including shutting off leaking faucets, plunging clogged drains and toilets, shutting off malfunctioning

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SENIOR RESIDENT HOUSING MANAGER  
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- appliances, opening jammed doors and windows, and solving similar routine household maintenance problems.
4. Assists in a variety of general semi-skilled building maintenance tasks for City-owned housing units.
  5. Receives tenants' complaints and requests; informs the Resident Housing Manager of all serious maintenance problems; and when authorized, call and coordinate outside repair services.
  6. Instructs new tenants on the operation of ranges, refrigerator, emergency equipment, heaters and proper disposal of garbage.
  7. Reports lease violations within 24 hours to the Resident Housing Manager.
  8. Attends Housing Advisory Commission and Resident Council meetings; when requested and provides information regarding building and facilities assistance.
  9. Maintains on-site tenant maintenance files, prepares various reports and logs; performs general office functions which involve lifting and bending.
  10. At all times, maintains courteous, cooperative and professional manner towards residents.

**MINIMUM QUALIFICATIONS**

Three (3) years of successful building maintenance and construction work experience involving a range of skills, activities and the use of equipment that would demonstrate knowledge and abilities in regard to the care, maintenance, and rehabilitation of multi-unit housing structures.

**LICENSE/CERTIFICATION**

Possession of a current California Driver's License.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: tools and methods used in repairing a variety of routine, recurring housing maintenance problems; methods, materials and equipment used in rehabilitation of housing units and general building maintenance; safety principles and practices used in building maintenance work, and the use and maintenance of power and hand tools.

**CITY OF RICHMOND**  
**SENIOR RESIDENT HOUSING MANAGER**  
**PAGE 3**

Ability to: Perform semi-skilled building maintenance and repair work; use and care for tools, supplies and materials required in the work of unit rehabilitation and building maintenance; ability to use computerized and electronic equipment as required; tactfully and courteously listen to residents, evaluate information, and assist residents in resolving their housing problems; be self-directed and use own initiative to resolve routine maintenance problems; understand and follow written directions and oral instructions; prepare and maintain written records relating to tenant services, material and equipment inventory, and equipment maintenance; act as a lead to the Resident Housing Manager and other maintenance staff; and communicate clearly and concisely both orally and in writing.

**SPECIAL REQUIREMENTS**

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift heavy objects; exposure to noise, outdoors, confining work space, electrical hazards, and mechanical hazards.



# STAFF REPORT

## **PERSONNEL BOARD OR DEPARTMENT**

**DATE:** May 27, 2021

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

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

**SUBJECT:** APPROVAL TO REVISE AND RETITLE THE EXISTING CLASSIFICATION OF EMERGENCY PREPAREDNESS ASSISTANT TO EMERGENCY SERVICES ANALYST (FIRE DEPARTMENT)

### **BACKGROUND:**

The Fire Department is in the processing of assessing and reorganizing the department's administrative support needs. A revision and retitling of a current position of Emergency Preparedness Assistant will meet the department's needs by providing high-level administrative and analytical support in their Fire Safety and Emergency Services divisions.

### **RECOMMENDATION:**

**APPROVE** the revision and retitle of the existing classification specification for Emergency Preparedness Assistant to Emergency Services Analyst.

### **ANALYSIS:**

The Fire Department lost  $\frac{3}{4}$  of its administrative staff due to retirements, which prompted the Interim Fire Chief to reassess the department's needs. Currently, the Fire Administration section has three components – General Administration, The Office of the Fire Marshall, and Emergency Services. Each of these areas requires administrative and analytical support due to the complexity of the tasks. Human Resources took an existing classification, one that solely provided support to the Emergency Services Manager, and revised the class's duties based on the required skill sets for the position in Fire Administration.

The position of Emergency Services Analyst will be a part of a three-person team assigned to collectively provide support to the Fire Chief, Emergency Services Manager, and the Fire Marshall. The incumbent along with other administrative staff will support the Fire Marshal, in tracking inspections, reconciling payments, citation issuance and

## Personnel Board Staff Report

other tasks. The incumbent will assist the Emergency Services Manager in all aspects of disaster management/preparation, including tracking training, material stocks, and expenditures. The general goal of the incumbent relative to Emergency Management is to support the Emergency Manager in ensuring that City of Richmond personnel is thoroughly trained to assist in the event of a widespread and critical emergency.

### **CONCLUSION:**

The Human Resources Department is recommending acceptance of the revision and retitling of Emergency Preparedness Assistant to Emergency Services Analyst. This position is crucial to the Fire Marshall/Safety and Emergency Services components of the Fire Department. The Local 21 Mid-Management Union was informed of these revisions and agreed to this action.

**Analyst:** Sharrone Taylor, Principal Personnel Analyst

**Attachments:** Original Emergency Preparedness Assistant job specification  
Draft Emergency Services Analyst job specification  
Proposed Emergency Services Analyst job specification

City of Richmond

Class Code: PP-564  
Established: 4-11-91  
Group: Management  
FLSA: EXEMPT

EMERGENCY PREPAREDNESS ASSISTANT

DEFINITION

Under general supervision, performs a variety of semi-professional duties in the area of emergency and disaster planning and preparedness; assists in the day-to-day administration of the emergency preparedness office; responds to inquiries and requests for information; and performs other work related administrative tasks.

CLASS CHARACTERISTICS

This is a sub-professional class designed to provide experience and training in technical and administrative work. Incumbents are expected to complete routine technical and administrative tasks, assist in identifying emergency preparedness training needs for public employees and others, and assist in developing and conducting emergency preparedness disaster drills and exercises. Experience in this class can be used to offset some lack of college credits in qualifying for positions in the management class.

EXAMPLES OF DUTIES

1. Serves as primary contact person for visitors and telephone requests for information and/or emergency preparedness related services.
2. Gathers and interprets data in preparing reports.
3. Keeps and maintains records and accounts.
4. Assists in the development of office procedures.
5. Maintains and accounts for office unit stocks and supplies, including requisitions, materials and supplies.
6. Sets up and supervises the keeping of the filing systems.
7. Assists in designing and conducting emergency/disaster preparedness exercises, and assists in identifying training for City employees and others designated as Disaster Service Workers.
8. Prepares meeting agendas and summary, and mails meeting notices.
9. Assists in the preparation of reports and other documents as may be required to comply with State OES (Office of Emergency Services) and Federal Emergency Management Agency (FEMA) rules, regulations, and guidelines.
10. Assists in preparing the budget for emergency preparedness and planning activities.

MINIMUM QUALIFICATIONS

Some knowledge of

Principles and practices of emergency preparedness and planning.

Administrative techniques including, principles of organization, budgeting and basic mathematical skills and simple accounting techniques

Rules and regulations as may be required to comply with State OES and FEMA funding eligibility procedures

Ability to

Follow oral and written direction

Apply the techniques of administrative analysis

Initiate, plan and organize work effectively

Communicate effectively orally and in writing

Meet and interact with others effectively, and develop cooperative working relations necessary to coordinate emergency planning activities with other responsible agencies and organizations

Education/Experience

Any combination of education and/or experience equivalent to one year of clerical experience in general administrative procedures and two years of experience performing emergency preparedness and planning related work, such as developing emergency plans, and identifying and assessing emergency planning needs for citizen groups, individuals, and agencies and organizations.

**EMERGENCY SERVICES PREPAREDNESS ANALYST (PROPOSED) ASSISTANT****DEFINITION**

Under general supervision, performs a variety of ~~semi-~~ professional duties in the area of ~~fire and emergency and disaster planning and preparedness~~ prevention and preparedness; ~~p~~ Promotes Fire Code safety and compliance by administering the Fire permit program; assists in the day-to-day administration of ~~emergency preparedness fire department~~ office; responds to inquiries and requests for information; and performs other ~~work~~ related analytical and advanced-level administrative tasks.

**CLASS CHARACTERISTICS**

~~This is a sub-professional class designed to provide experience and training in technical and administrative work. Incumbents are expected to complete routine technical, analytical, and advanced-level administrative tasks, assist in identifying emergency preparedness training needs for public employees and others, and assist in developing and conducting emergency preparedness disaster drills and exercises. Experience in this class can be used to offset some lack of college credits in qualifying for positions in the management class.~~

**EXAMPLES OF DUTIES**

1. Serves as primary contact person for visitors and telephone requests for information, records, and ~~/or/ fire or or~~ emergency preparedness related services.
- ~~1. Accepts fire permit applications, reviews for accuracy and completeness, advises public on permit requirements and process, enters and maintains required information in various systems, researches permit status, records and tracks permitting activities.~~
- ~~1. Assesses appropriate fees for annual fire permits, fines, and reimbursements for Fire Department services; processes invoices to customers; responds to inquiries, researches, and resolves issues; maintains accurate records in database; and initiates collection techniques to obtain payment.~~
2. Assists in the development and coordination of the Department's community education and risk reduction media campaigns, performs social media and public outreach efforts, maintains department website and social media accounts, assists with publishing emergency notifications.
3. Develops professional and comprehensive participant handouts, PowerPoint

**CITY OF RICHMOND**  
**EMERGENCY SERVICES PREPAREDNESS ANALYST ASSISTANT**  
**PAGE 2**

presentations, class flyers, pamphlets, inspection forms, checklists, and mailings to support community education and risk reduction training needs.

4. Assists with the coordination and management of department's community education and risk reduction programs and training classes for City representatives, community members, and businesses.

~~—Maintains, creates and updates webpages and calendar.~~

5. Assists in designing and conducting emergency/disaster preparedness ~~exercises,~~ ~~and exercises~~ and assists in identifying training for City employees and others designated as Disaster Service Workers.

6. Ensure that patrons are compliant with the City Fire code by ~~a~~ ~~Accepting~~ ~~s~~ ~~fire~~ ~~permit~~ ~~applications,~~ ~~reviewing~~ ~~them~~ ~~s~~ ~~for~~ ~~accuracy~~ ~~and~~ ~~completeness,~~ ~~and~~ ~~advising~~ ~~the~~ ~~e~~ ~~s~~ ~~public~~ ~~on~~ ~~permit~~ ~~requirements~~ ~~and~~ ~~process,~~ ~~enters~~ ~~and~~ ~~maintains~~ ~~required~~ ~~information~~ ~~in~~ ~~various~~ ~~systems,~~ ~~researches~~ ~~permit~~ ~~status,~~ ~~records~~ ~~and~~ ~~tracks~~ ~~permitting~~ ~~activities.~~

7. Ensure the proper administration of the Fire permitting process by ~~assessing~~ ~~Assesses~~ appropriate fees for annual fire permits, fines, and reimbursements for Fire Department services; processes invoices to customers; responds to inquiries, researches, and resolves issues; maintains accurate records in database; and initiates collection techniques to obtain payment.

~~—Maintains, creates and updates~~

~~2. Gathers and interprets data in preparing reports.~~

8. ~~Keeps~~ ~~calendars.~~ ~~Keeps~~ and maintains records and accounts in a variety of systems and databases

~~3. —~~

9. Assists in the development of office procedures, staff with various administrative projects and events, participates in special studies, and gathers ~~and~~ ~~analyze~~ data to prepare reports, charts, spreadsheets, and other documents.

~~4.~~

10. Perform procurement duties as needed, ~~—~~ ~~including~~ ~~administering~~ ~~contracts,~~ ~~entering~~ ~~requisitions,~~ ~~paying~~ ~~invoices,~~ ~~and~~ ~~ordering,~~ ~~and~~ ~~maintaining~~ ~~Orders,~~ ~~Maintains~~ ~~and~~ ~~accounts~~ ~~for~~ ~~office~~ ~~unit~~ ~~stocks~~ ~~and~~ ~~supplies,~~ ~~including~~ ~~requisitions,~~ ~~materials,~~ ~~and~~ ~~supplies.~~

~~5.~~

~~6. Sets up and supervises the keeping of the filing systems.~~

~~7. Assists in designing and conducting emergency/disaster preparedness exercises, and assists in identifying training for City employees and others designated as Disaster Service Workers.~~

11. Ability to prepare and make presentations to citizens, employees and management,

**CITY OF RICHMOND**  
**EMERGENCY SERVICES PREPAREDNESS ANALYST ASSISTANT**  
**PAGE 3**

including Executive Management and the City Council.

~~8. Prepares meeting agendas and summary, and mails meeting notices.~~

~~12. Assists in the operation of the City's Emergency Operations Center and with the preparation of records, reports, and documents~~Assists in the preparation of reports and other documents as may be required to comply with State Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA) rules, regulations, and guidelines.

~~9.~~

~~13. Assists in preparing the budget for emergency preparedness and planning activities.~~  
Assist with tracking expenditures reimbursable by FEMA and/or other government entities.

~~7.~~

~~10.~~14. Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Any combination of education and/or experience equivalent to graduation from a four-year college or university in a major directly related to the listed knowledge and abilities and three years of progressively responsible administrative support.

Experience working in emergency preparedness services or in related agencies or organizations is highly desirable.

### **KNOWLEDGE, SKILLS, AND ABILITIES**~~MINIMUM QUALIFICATIONS~~

Knowledge of:

~~Office of:~~ Office procedures and practices; correct punctuation, spelling and grammatical usage.

Personal computers and software programs such as Word, Excel, Publisher, PowerPoint-PowerPoint.

~~7.~~

Recordkeeping, filing, indexing methods.

Updating websites and use of social ~~media-media.~~

Administrative techniques including, including principles of organization, budgeting, and basic mathematical skills and simple accounting techniques.

Some knowledge of:

**CITY OF RICHMOND**

**EMERGENCY ~~SERVICES PREPAREDNESS~~ ANALYST ~~SSISTANT~~**

**PAGE 4**

Principles and practices of emergency preparedness and planning.

~~Administrative techniques including, principles of organization, budgeting, and basic mathematical skills and simple accounting techniques~~

Rules and regulations as may be required to comply with State OES and FEMA funding eligibility procedures.

Ability to

Follow oral and written direction.

Work effectively in dealing with visitors and callers to the department and provide excellent customer service.

Learn, interpret and apply policies and procedures.

Apply the techniques of administrative analysis.

Initiate, plan, and organize work effectively.

Communicate effectively, orally and in writing.

Research, compile, and summarize a variety of information.

Meet and interact with others effectively, and develop cooperative working relations necessary to coordinate emergency planning activities with other responsible agencies and organizations.

**Education/Experience EDUCATION AND EXPERIENCE**

~~Any combination of education and/or experience equivalent to one three years of clerical experience in general administrative procedures and two years of E experience performing emergency preparedness and planning related work, such as developing emergency plans, and identifying and assessing emergency planning needs for citizen groups, individuals, and agencies and organizations is desired.~~

**EMERGENCY SERVICES ANALYST (PROPOSED)**

**DEFINITION**

Under general supervision, performs a variety of professional duties in the area of fire and emergency prevention and preparedness; promotes Fire Code safety and compliance by administering the Fire permit program; assists in the day-to-day administration of fire department office; responds to inquiries and requests for information; and performs other related analytical and advanced-level administrative tasks.

**CLASS CHARACTERISTICS**

Incumbents are expected to complete routine technical, analytical, and advanced-level administrative tasks, assist in identifying emergency preparedness training needs for public employees and others, and assist in developing and conducting emergency preparedness disaster drills and exercises.

**EXAMPLES OF DUTIES**

1. Serves as primary contact person for visitors and telephone requests for information, records, and/or fire or emergency preparedness related services.
2. Assists in the development and coordination of the Department's community education and risk reduction media campaigns, performs social media and public outreach efforts, maintains department website and social media accounts, assists with publishing emergency notifications.
3. Develops professional and comprehensive participant handouts, PowerPoint presentations, class flyers, pamphlets, inspection forms, checklists, and mailings to support community education and risk reduction training needs.
4. Assists with the coordination and management of department's community education and risk reduction programs and training classes for City representatives, community members, and businesses.
5. Assists in designing and conducting emergency/disaster preparedness exercises and assists in identifying training for City employees and others designated as Disaster Service Workers.

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EMERGENCY SERVICES ANALYST  
PAGE 2**

6. Ensure that patrons are compliant with the City Fire code by accepting fire permit applications, reviewing them for accuracy and completeness, and advising the public on permit requirements and process, enters and maintains required information in various systems, researches permit status, records and tracks permitting activities.
7. Ensure the proper administration of the Fire permitting process by assessing appropriate fees for annual fire permits, fines, and reimbursements for Fire Department services; processes invoices to customers; responds to inquiries, researches, and resolves issues; maintains accurate records in database; and initiates collection techniques to obtain payment.
8. Maintains, creates and updates calendars. Keeps and maintains records and accounts in a variety of systems and databases
9. Assists staff with various administrative projects and events, participates in special studies, and gathers and analyze data to prepare reports, charts, spreadsheets, and other documents.
10. Perform procurement duties as needed, including administering contracts, entering requisitions, paying invoices, and ordering, and maintaining accounts for supplies.
11. Ability to prepare and make presentations to citizens, employees and management, including Executive Management and the City Council.
12. Assists in the operation of the City's Emergency Operations Center and with the preparation of records, reports, and documents as may be required to comply with State Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA) rules, regulations, and guidelines.
13. Assists in preparing the budget for emergency preparedness and planning activities. Assist with tracking expenditures reimbursable by FEMA and/or other government entities.
14. Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

Any combination of education and/or experience equivalent to graduation from a four-year college or university in a major directly related to the listed knowledge and abilities and three years of progressively responsible administrative support.

Experience working in emergency preparedness services or in related agencies or

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organizations is highly desirable.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Office procedures and practices; correct punctuation, spelling and grammatical usage. Personal computers and software programs such as Word, Excel, Publisher, PowerPoint. Recordkeeping, filing, indexing methods. Updating websites and use of social media. Administrative techniques including principles of organization, budgeting, and basic mathematical skills and simple accounting techniques.

Some knowledge of: Principles and practices of emergency preparedness and planning. Rules and regulations as may be required to comply with State OES and FEMA funding eligibility procedures.

Ability to Follow oral and written direction. Work effectively in dealing with visitors and callers to the department and provide excellent customer service. Learn, interpret and apply policies and procedures. Apply the techniques of administrative analysis. Initiate, plan, and organize work effectively. Communicate effectively, orally and in writing. Research, compile, and summarize a variety of information. Meet and interact with others effectively, and develop cooperative working relations necessary to coordinate emergency planning activities with other responsible agencies and organizations.