

# PERSONNEL BOARD

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

## REGULAR MEETING

Thursday, September 23, 2021

5:15 p.m.

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



### AGENDA

#### Personnel Board Members

Chair: Steve Early

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 27, 2021
5. PUBLIC COMMENT
6. CONSENT AGENDA
  - None
7. NEW BUSINESS
  - a. **RECEIVE AND APPROVE** the annual report of the Classified Service for calendar year 2020 as fulfillment of the requirement for the Personnel Board to submit an annual report to the Council.
  - b. **DISCUSS AND APPROVE** procedures for annual election of Chair and Vice Chair
  - c. **APPROVAL** to revise the classification of Senior Business Assistance Officer (Economic Development)
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, September 23, 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, September 23, 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**

**May 27,2021  
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on May 27, 2021.

**1. ROLL CALL**

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

Absent: Mindy Pines, Board Member

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

- a. Regular Meeting of December 16, 2020

**SPEAKERS:**

None

Board Member Williams made a motion to approve the minutes of December 16, 2020. Chair Early seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Williams, K. Worthy. NAY: None. ABSENT: M. Pines. ABSTAIN: None.

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: email received and read.

**a. CONSENT AGENDA**

None

**7. NEW BUSINESS**

**SPEAKERS:**

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

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

Cordell Hindler: email received and read

- a. **APPROVAL** to create the new classification of Senior Resident Housing Manager

Interim Human Resources Manager Sharrone Taylor presented the proposed new classification of Senior Resident Housing Manager. Executive Director Housing Authority Nannette Beachman and Public Works Facilities Maintenance Superintendent Jose Urquilla were present to answer questions.

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

- b. **APPROVAL** to revise and retitle the existing classification of Emergency Preparedness Assistant to Emergency Services Analyst (Fire Department)

Interim Human Resources Manager Sharrone Taylor presented the proposed revision and retitle of Emergency Preparedness Assistant to Emergency Services Analyst. Interim Chief Michael Smith and Emergency Services Manager Genevieve Pastor-Cohen were present to answer questions.

Chair Early made a motion to approve the revision and retitle of the existing classification of Emergency Preparedness Assistant to Emergency Services Analyst (Fire Department). Board Member Worthy seconded the motion. Approval for the revision and retitle of the existing classification of Emergency Preparedness Assistant to Emergency Services Analyst (Fire Department) was passed by the following vote: YEA: S. Early, M. Williams, K. Worthy. NAY: None. ABSENT: M. Pines. ABSTAIN: None.

- c. **APPROVAL** to revise/retitle the classification specification for Housing Director

Interim Human Resources Manager Sharrone Taylor presented the proposed revision and retitle of Housing Director. Community Development Director Lina Velasco was present to answer questions.

Interim Human Resources Manager Sharrone Taylor noted that a few typographical errors were discovered in the proposed Housing Director job specification that was included in the agenda packet. The corrected Housing Director job classification along with a markup version reflecting the corrections will be sent first thing the next morning to the Personnel Board Members by Administrative Services Analyst Dorothy Mandujano.

Chair Early made a motion to approve the revision/retitle of the existing classification specification for Housing Director. Board Member Williams seconded the motion.

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

Approval for the revision/retitle of the existing classification specification for Housing Director was passed pending corrections of typographical errors by the following vote: YEA: S. Early, M. Williams. NAY: K. Worthy. ABSENT: M. Pines. 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 5:40 p.m.

## **Dorothy Mandujano**

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**From:** Cordell Hindler  
**Sent:** Tuesday, May 25, 2021 12:04 PM  
**To:** Personnel Board  
**Subject:** Public Comment 7.c New Business

good evening Chair Early, Board Members and city staff, I am in full support of the idea of Revising the Housing Director Classification and I hope that the board will approve it as well

Sincerely  
Cordell

## **Dorothy Mandujano**

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**From:** Cordell Hindler  
**Sent:** Tuesday, May 25, 2021 11:54 AM  
**To:** Personnel Board  
**Subject:** Public Comment

good Evening, Chair Early, Board Members and City Staff, I have a couple of Items to Place on for the June or July Agenda

1. APPROVAL to Create the new classification of CAPITAL PROJECTS MANAGER [ Public WORKS Department]
2. APPROVAL to Revise the existing classification of ASSISTANT TO THE MAYOR [ Mayor's Office]

I had a Conversation with MR Leach at the beginning of May, and I did explain the reasoning of having a Capital Projects Manager on board to handle the support staff.

Also I had spoken with MR Whitmore and he is in favor of the idea of having an Assistant on board to do the support work

Sincerely  
Cordell



# STAFF REPORT

## **PERSONNEL BOARD**

**DATE:** September 23, 2021

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

**FROM:** Marc Fox, Interim Human Resources Director  
Teresa Fairbanks, Human Resources Manager

**SUBJECT:** APPROVE THE 2020 ANNUAL REPORT OF THE CLASSIFIED SERVICE

### **BACKGROUND:**

Article XIII Personnel Administration Sec.8 of the City of Richmond's Charter directs that the Personnel Director make annual reports to the Personnel Board for its approval and transmission to the Council on the administration and effect of this Article.

### **RECOMMENDATION:**

**RECEIVE AND APPROVE** the annual report of the Classified Service for calendar year 2020 as fulfillment of the requirement for the Personnel Board to submit an annual report to the Council.

### **DISCUSSION:**

Article XIII, Personnel Administration, Sec.8 of the City of Richmond's Charter states:

"The Director of Personnel shall make annual reports to the Personnel Board for its approval and transmission to the Council on the administration and effect of this Article, with such recommendations as he may deem desirable, and to render such special reports as the Personnel Board may request. Such reports shall be public record."

Pending approval of the Personnel Board, the Interim Human Resources Director has prepared an annual report that contains information and statistical data relating to City employment and the personnel programs and activities of the Personnel Board. The report denotes the human resources activities in calendar year 2020 in the topics of classification review, recruitments, employment activity, personnel rules, the formation or modification of collective bargaining units, and Personnel Board appeals.

## Personnel Board Staff Report

Once approved, the Interim Human Resources Director will agendize the report for the City Council's receipt on the next available meeting, which adheres to the requirement that the annual report is transmitted to the Council on an annual basis.

### **CONCLUSION:**

The Human Resources Department recommends that the Personnel Board receives and approves the 2020 annual report of the Classified Service.

**Attachments:**        2020 Personnel Board Annual Report



CITY OF  
*Richmond* CALIFORNIA

# Personnel Board 2020 Annual Report

## Personnel Board Members

Steve Early (Chair)  
Mindy Pines  
McKinley Williams  
Kyra Worthy

**SUBMITTED BY**  
Marc Fox, Secretary to the Personnel Board  
Approve by the Personnel Board on date

# Introduction

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The Personnel Board is responsible for the adoption and modification of the Personnel Rules, the creation and modification of class specifications, and the hearing of appeals resulting from disciplinary actions or allegations of discrimination.

## **Article XIII Personnel Administration Sec. 8 (k) states:**

The Director of Personnel shall make annual reports to the Personnel Board for its approval and transmission to the Council on the administration and effect of this Article, with such recommendations as he may deem desirable, and to render such special reports as the Personnel Board may request. Such reports shall be public record.

## **This is the 2020 Annual Report.**

### **Classifications**

Multiple classification reviews were conducted in 2020, resulting in recommendations of, or changes to, nine (9) classification specifications. Classifications reviewed resulted in the Personnel Board's approval of these nine (9) new or amended classification specifications.

Cable Television Manager

Deputy Building Official

Deputy City Clerk

Human Resources Manager

Industrial Building Inspector

Information Technology Manager

Network and Systems Security Officer

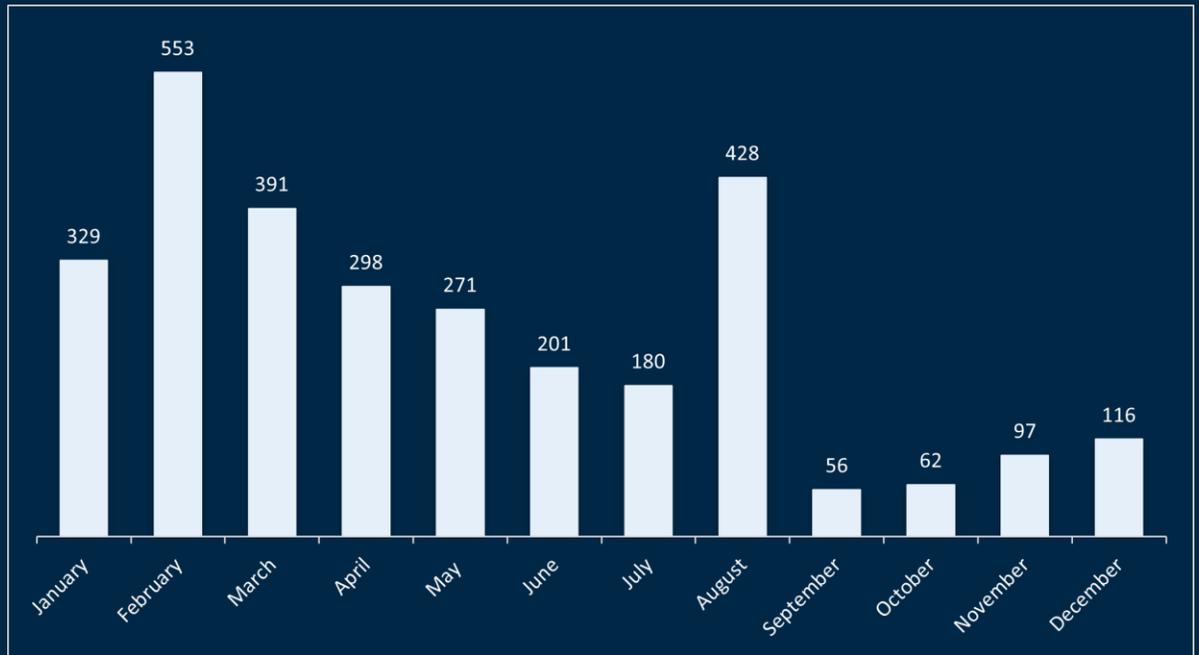
Payroll Supervisor

Telecommunications Manager

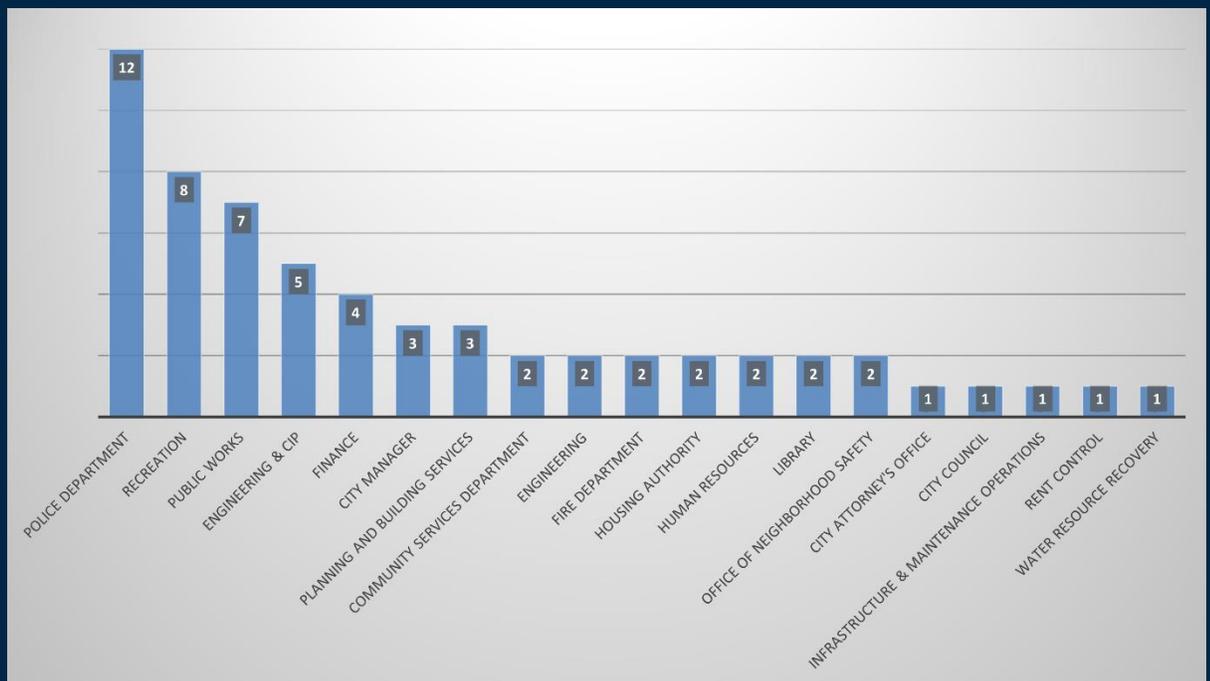
## Recruitment Activity

During the 2020 calendar year, the Human Resources Management Department received 2,982 applications for 61 recruitments.

Applications received

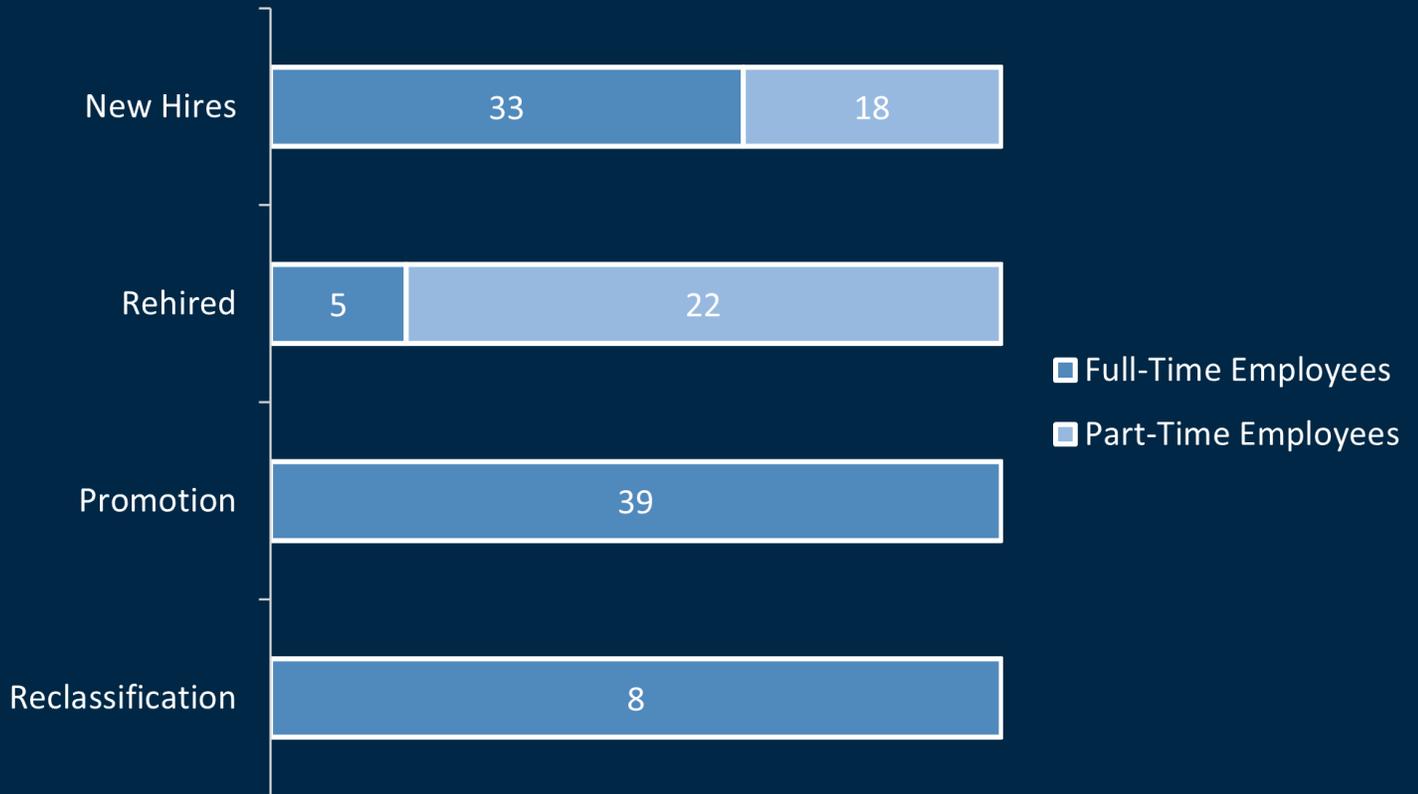


Recruitments by Department



## Employment Activity

- 51 employees were hired (33 full-time) / (18 part-time)
- 27 employees were rehired (5 full-time) / (22 part-time)
- 39 full-time employees were promoted
- 8 full-time employees were reclassified



## Personnel Rules Amendments

There were zero (0) Personnel Rule amendments in 2020.

## Formation / Modification of Bargaining Units

There were no requests for bargaining unit formation or modification in 2020.

## Personnel Board Appeal Hearings

There were zero (0) appeals requested and zero (0) hearings in 2020.



# STAFF REPORT

## **PERSONNEL BOARD**

**DATE:** September 23, 2021

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

**FROM:** Marc Fox, Interim Human Resources Director

**SUBJECT:** DISCUSS AND APPROVE PROCEDURES FOR ANNUAL ELECTION OF CHAIR AND VICE CHAIR

### **BACKGROUND:**

There are currently no adopted standard procedures for the election of Chair and Vice Chair of the Personnel Board.

### **RECOMMENDATION:**

**DISCUSS AND APPROVE** the proposed Personnel Board Procedures for Annual Election of Chair and Vice Chair.

### **ANALYSIS:**

There are currently no adopted standard procedures for the election of Chair and Vice Chair of the Personnel Board. As a result, elections have been held sporadically.

Adopting standard procedures for the annual election of the Chair and Vice Chair of the will provide for a consistent practice, clarity for Board Members and staff, and increased efficiency of board operations.

### **CONCLUSION:**

The Human Resources Department is recommending adoption of election procedures. The Board could adopt the proposed procedures or could adopt a different procedure for the election of the Chair and Vice Chair and/or for selection of seats.

**Analyst:** Catherine Selkirk, Principal Personnel Analyst

**Attachments:** Proposed Procedures for Annual Election of Chair and Vice Chair

City of Richmond Personnel Board  
Procedures for Annual Election of Chair and Vice Chair

The purpose of this procedure is to establish a process for the annual election of the Chair and Vice Chair of the Personnel Board.

1. At the first regular meeting of the calendar year, a Chair and Vice Chair shall be elected by the majority vote of the Board present.
2. The newly elected Chair shall preside for one year.
3. The newly elected Vice Chair shall perform all the duties of the Chair in his or her absence or inability to act.
4. In the absence of both the Chair and Vice Chair, the Board Members present shall elect a Chairperson pro tem.
5. After the Chair and Vice Chair have been seated, the remaining Board Members shall select their respective seats in the order of their relative seniorities in office and occupy them until the next regular reorganization of the Personnel Board; however, any two Board Members may change seats at any time by mutual consent.

Adopted:     Pending



# STAFF REPORT

## **PERSONNEL BOARD OR DEPARTMENT**

**DATE:** September 23, 2021

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

**FROM:** Marc Fox, Interim Human Resources Management Director

**SUBJECT:** APPROVAL TO REVISE THE CLASSIFICATION OF SENIOR BUSINESS ASSISTANCE OFFICER (ECONOMIC DEVELOPMENT)

### **BACKGROUND:**

The Senior Business Assistance Officer is a position that is vital for the implementation of the Small Business Support initiative, which will provide direct support to the City's small business owners and provide operational support at the Port of Richmond.

The incumbent will also develop and implement the City's Economic Development Action Plan, which includes but not limited to City-wide business outreach and retention programs, business technical assistance programs, and marketing activities.

### **RECOMMENDATION:**

Approve the revision of the Senior Business Assistance Officer classification

### **ANALYSIS:**

On May 4, 2021, Councilmembers Jimenez and Willis put an item on the Council agenda designed to specifically support Richmond's small businesses through outreach, support, and funding opportunities. The initiative Richmond Small Business support passed 6 -1. The Senior Business Assistance Officer will oversee this program and increase revenue and provide support to the Port.

This revision is required because there is a crucial need to align the specification with the Department of Economic Development Department's requirements and the Council's directive.

Human Resources worked with staff from the Economic Development department in creating the class specification. On August 3, 2021, the City forwarded the drafted

# Personnel Board Staff Report

classification specification to IFPTE, Local 21 and invited the union to meet and confer regarding the drafted description. Representatives of the City and IFPTE Local 21 provided no comments to the proposed class specification by August 17, 2021.

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

**Attachments:**

Original Senior Business Assistance Officer Classification Specification  
Proposed Senior Business Assistance Officer Classification Specification  
Revised Senior Business Assistance Officer Classification Specification

CITY OF RICHMOND, CA

Class Code: PR-225A  
Established: 11/13/03  
Bargaining Unit: IFPTE Local 21  
FLSA: Exempt

## **SENIOR BUSINESS ASSISTANCE OFFICER**

### **DEFINITION**

Under administrative direction, initiates and manages several of the City's business assistance functions, including the Business Retention Program, Revolving Loan Program, Main Street Program and the Business Technical Assistance Program, as well as assisting in developing business development and economic development program plans and activities.

### **CLASS CHARACTERISTICS**

The Senior Business Assistance Officer is a senior management class position in the Community & Economic Development Department, and reports to the Community & Economic Development Director or designee. This position works closely with key City staff and other stakeholders, exercises a high degree of independent judgment and has significant management responsibility for programs that assist in the retention, growth and expansion of businesses.

### **EXAMPLE OF DUTIES**

1. Managing the City-wide Business Retention Program and business assistance support activities.
2. Conducting direct surveys, and establishing and managing an ongoing business information data base; and tracking employment, sales tax and other pertinent information about Richmond businesses.
3. Managing technical assistance programs to businesses seeking public and private business opportunities in the City of Richmond.
4. Managing the Revolving Loan Fund Program, grants and other support programs to small businesses.
5. Ensures that the City's business development efforts are coordinated, and complementary to the efforts of other public and private agencies.
6. Coordinates the efforts of various City departments in the area of business assistance.

**CITY OF RICHMOND, CA**  
**SENIOR BUSINESS ASSISTANCE OFFICER**  
**PAGE 2**

7. Establishes, modifies and evaluates program standards, policies and procedures.
8. Makes budget recommendations and is responsible for ensuring that operations are conducted within authorized allocations.
9. Attends and makes presentations at various staff and City Council meetings, public hearings, conferences and community meetings to promote the City's business assistance and economic development programs.
10. Supervision of support staff.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of: theory, methods and practice of community and economic development, including redevelopment and business assistance; Federal and State redevelopment laws, regulations and programs affecting business assistance and economic development; Main Street principles and other commercial revitalization strategies; commercial lending, small business financial assistance, financial counseling, loan packaging, loan program marketing, credit analysis and underwriting, loan workouts, collections, loan product development and loan program administration; principles and public administration related to budgeting, fiscal planning and economic analysis, governmental planning and organizational management; public and private financing methods and practices; private business resources and practices; marketing principles and strategies.

Skilled in: management control, including the ability to direct and motivate diverse individuals towards the achievement of common program goals; interpersonal relations, including ability to interact with the public, developers, City staff and officials in a positive manner; narrative and technical report preparation and presentations.

Ability to: analyze complex problems and develop appropriate recommendations and solutions; communicate effectively both orally and in writing, including the ability to communicate with diverse audiences on complex subject matters; plan and organize work effectively; plan, direct and evaluate the work of subordinate staff.

**EDUCATION/EXPERIENCE**

A combination of education and experience equivalent to graduation from an accredited 4 (four)-year college program in Business or Public Administration, Economics, Planning or other related field.

A minimum of five (5) years professional experience in business assistance, economic development, redevelopment, finance and business development activities, of which at least two (2) were in a supervisory or lead position.

Graduate course work in related subjects is preferred.

**LICENSE/CERTIFICATION**

A valid California Driver's License is an on-going requirement of this position.

**SENIOR BUSINESS ASSISTANCE OFFICER (PROPOSED)****DEFINITION**

~~Under administrative direction, initiates and manages several of the City's business assistance functions, including the Business Retention Program, Revolving Loan Program, Main Street Program and the Business Technical Assistance Program, as well as assisting in developing business development and economic development program plans and activities.~~

Under general supervision, provides direction and project leadership for activities and programs of the City's Economic Development Division, including business recruitment, job development, and business retention strategies. Conducts research and provides analysis on matters of economic health, economic and real estate trends, and international development. Assists in the development of City policies that affect the local economy; and serves as a member of the department's management team.

**CLASS CHARACTERISTICS**

The Senior Business Assistance Officer is a senior management class position in the ~~Community & City Manager's Office~~, Economic Development ~~Department~~, Division and reports to the ~~Community & Deputy City Manager~~, Economic Development ~~Director~~ or designee. ~~This position~~ The incumbent acts as a City liaison providing coordination and comprehensive services to the business community, works closely with key City staff and other stakeholders, exercises a high degree of independent judgment, and has significant management responsibility for ~~programs~~ activities that assist in the retention, growth ~~and~~, expansion and promotion of businesses in Richmond.

**EXAMPLE OF DUTIES**

- ~~1. Managing the City wide Business Retention Program~~ Designs, develops and implements strategies and programs for business assistance support activities.
- ~~2.1. Conducting direct surveys, and establishing~~ attraction, retention and managing an ongoing business information data base; and tracking employment, sales tax and other pertinent information about Richmond businesses. expansion efforts.
- ~~2. Creates databases to track businesses, vacant and available land and other tools to measure economic activity.~~
3. Managing technical assistance programs to businesses seeking ~~public and private business opportunities~~ and support in the City of Richmond.
4. Managing ~~the Revolving Loan Fund Program~~, grants, hubs, and other support programs ~~to~~ for small businesses.

5. Ensures that the City's business development efforts are coordinated, and complementary to the efforts of other public and private agencies/entities.
- ~~4. Coordinates the efforts of various City departments in the area of business assistance.~~
- ~~6. Establishes, modifies and evaluates program standards, policies and procedures.~~
- ~~7.6.~~ Makes budget recommendations and is responsible for ensuring that operations are conducted within authorized allocations.
- ~~8.7.~~ Attends and makes presentations at various staff and City Council meetings, public hearings, conferences and community meetings to promote the City's business assistance and economic development programs.
- ~~9. Supervision of support staff.~~
8. Issues and administers requests for proposal to lease marine terminals, yards, docks, and buildings.
9. Evaluates market conditions and lease rates for marine terminals and related facilities.
10. Evaluates trends in the maritime industry and creates plans to attract new business to the City.
11. Coordinates with existing Port tenants to ensure they have the facilities and resources necessary to succeed.
12. Monitors other Ports within California to evaluate potential for loss of market share.
13. Monitors federal and state grant opportunities to fund improvements to the Port. Coordinates applications to secure grant funding.

### **MINIMUM QUALIFICATIONS**

A combination of education and experience equivalent to graduation from an accredited college or university in Economics, Business or Public Administration, Planning and/or other related field.

A minimum of five (5) years professional experience in business assistance, economic development, and business development activities, of which at least two (2) were preferably in a supervisory or lead position.

**CITY OF RICHMOND, CA  
SENIOR BUSINESS ASSISTANCE OFFICER  
PAGE 3**

Graduate course work in related subjects is desired and may replace for experience for two (2) years.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough Knowledge of: ~~theory,~~ methods and practice of ~~community and~~ economic development, including ~~redevelopment and~~ business assistance and retention; Federal and ~~State redevelopment~~ state laws, regulations and programs affecting business assistance and economic development; Main Street principles and other commercial revitalization strategies; ~~commercial lending,~~ small business financial assistance, ~~financial counseling, loan packaging, loan program marketing, credit analysis and underwriting, loan workouts, collections, loan product development and loan program administration;~~ principles and public administration related to budgeting, fiscal planning and economic analysis,

governmental planning and organizational management; public and private financing methods and practices; private business resources and practices; marketing principles and strategies; maritime lay berth and leasing; and utility fee reimbursements.

Skilled in: ~~management control,~~ including the ability to direct and motivate diverse individuals towards the achievement of common program goals; interpersonal relations, including ability to interact with the public, ~~developers~~ community based organizations, residents, City staff and officials in a positive manner; narrative and technical report preparation and presentations.

Ability to: ~~analyze complex problems and develop appropriate recommendations and solutions; communicate effectively both orally and in writing, including the ability to communicate with diverse audiences on complex subject matters; plan and organize work effectively;~~ plan, direct and evaluate the work of subordinate staff. The incumbent must exercise a high degree of professionalism and independent judgment in carrying out their work.

**EDUCATION/EXPERIENCE**

~~A combination of education and experience equivalent to graduation from an accredited 4 (four)-year college program in Business or Public Administration, Economics, Planning or other related field.~~

~~A minimum of five (5) years professional experience in business assistance, economic development, redevelopment, finance and business development activities, of which at least two (2) were in a supervisory or lead position.~~

~~Graduate course work in related subjects is preferred.~~

**LICENSE/CERTIFICATION**

A valid California Driver's License is an on-going requirement of this position.

**SENIOR BUSINESS ASSISTANCE OFFICER (PROPOSED)**

**DEFINITION**

Under general supervision, provides direction and project leadership for activities and programs of the City's Economic Development Division, including business recruitment, job development, and business retention strategies. Conducts research and provides analysis on matters of economic health, economic and real estate trends, and international development. Assists in the development of City policies that affect the local economy; and serves as a member of the department's management team.

**CLASS CHARACTERISTICS**

The Senior Business Assistance Officer is a senior management class position in the City Manager's Office, Economic Development Division and reports to the Deputy City Manager, Economic Development, or designee. The incumbent acts as a City liaison providing coordination and comprehensive services to the business community, works closely with key City staff and other stakeholders, exercises a high degree of independent judgment, and has significant management responsibility for activities that assist in the retention, growth, expansion and promotion of businesses in Richmond.

**EXAMPLE OF DUTIES**

1. Designs, develops, and implements strategies and programs for business attraction, retention and expansion efforts.
2. Creates databases to track businesses, vacant and available land and other tools to measure economic activity.
3. Managing technical assistance programs to businesses seeking opportunities and support in the City of Richmond.
4. Managing grants, hubs, and other support programs for small businesses.
5. Ensures that the City's business development efforts are coordinated and complementary to the efforts of other public and private entities.
6. Coordinates the efforts of various City departments in the area of business assistance.
7. Makes budget recommendations and is responsible for ensuring that operations are conducted within authorized allocations.

8. Attends and makes presentations at various staff and City Council meetings, public hearings, conferences, and community meetings to promote the City's business assistance and economic development programs.
9. Issues and administers requests for proposal to lease marine terminals, yards, docks, and buildings.
10. Evaluates market conditions and lease rates for marine terminals and related facilities.
11. Evaluates trends in the maritime industry and creates plans to attract new business to the City.
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13. Monitors other Ports within California to evaluate potential for loss of market share.
14. Monitors federal and state grant opportunities to fund improvements to the Port. Coordinates applications to secure grant funding.

### **MINIMUM QUALIFICATIONS**

A combination of education and experience equivalent to graduation from an accredited college or university in Economics, Business or Public Administration, Planning and/or other related field.

A minimum of five (5) years professional experience in business assistance, economic development, and business development activities, of which at least two (2) were preferably in a supervisory or lead position.

Graduate course work in related subjects is desired and may replace for experience for two (2) years.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough Knowledge of: methods and practice of economic development, including business assistance and retention; Federal and state laws, regulations and programs affecting business assistance and economic development; Main Street principles and other commercial revitalization strategies; small business financial assistance, principles and public administration related to budgeting, fiscal planning and economic analysis, governmental planning and organizational management; public and private financing methods and practices; private business resources and practices; marketing principles and strategies; maritime lay berth and leasing; and utility fee reimbursements.

Skilled in: management control, including the ability to direct and motivate diverse individuals towards the achievement of common program goals; interpersonal relations, including ability to interact with the public, community based organizations, residents, City staff and officials in a positive manner; narrative and technical report preparation and presentations.

Ability to: analyze complex problems and develop appropriate recommendations and solutions; communicate effectively both orally and in writing, including the ability to communicate with diverse audiences on complex subject matters; plan and organize work effectively. The incumbent must exercise a high degree of professionalism and independent judgment in carrying out their work.

**LICENSE/CERTIFICATION**

A valid California Driver's License is an on-going requirement of this position.