

# PERSONNEL BOARD

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

REGULAR MEETING  
Wednesday, December 15, 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 September 23, 2021
5. PUBLIC COMMENT
6. CONSENT AGENDA
  - None
7. NEW BUSINESS
  - a. **ACCEPT** the Personnel Board regular meeting calendar for 2022
  - b. **CONSIDER** the scheduling of a Personnel Board Hearing on an appeal of a grievance alleging violation of a collective bargaining agreement (“Employee M”)
  - c. **CONSIDER** the scheduling of a Personnel Board Hearing on an appeal of a grievance alleging violation of a collective bargaining agreement (RPOA)
  - d. **APPROVE** amendments to the Police Lieutenant and Police Captain classification specifications
  - e. **APPROVE** the new classification of Office of Neighborhood Safety Field Coordinator
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 Wednesday, December 15, 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 Wednesday, December 15, 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**

**September 23, 2021  
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on September 23, 2021.

**1. ROLL CALL**

Present: McKinley Williams, Board Member  
Mindy Pines, Board Member  
Kyra Worthy, Board Member

Absent: Steve Early, Chair

Introduction to Marc Fox, Interim Human Resources Director and Secretary to the Personnel Board

Marc Fox shared his professional history of 29.5 years working in Human Resources for public agencies and expressed his pleasure to work with the City of Richmond Personnel Board during his temporary appointment while Anil Comelo is working on an interim assignment.

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

- a. Regular Meeting of May 27, 2021

**SPEAKERS:**

None

**DISCUSSION:** Initially, Board Member Pines abstained from voting on the May 27, 2021 minutes since she was not in attendance at the May meeting. After Secretary Marc Fox inquired of Senior Assistant City Attorney Bruce Soublet on whether Board Member Pines could vote to approve the minutes under said circumstances. Since a majority of the board was not in attendance, the minutes cannot be approved without her vote. Mr. Soublet opined that she could cast a vote.

Board Member Pines changed her abstain to a vote of approval.

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

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

Board Member Williams made a motion to approve the minutes of May 27, 2021. Board Member Worthy seconded the motion. Minutes were approved by the following vote: YEA: M. Pines, M. Williams, K. Worthy. NAY: None. ABSENT: S. Early. ABSTAIN: None.

## 5. PUBLIC COMMENT

### SPEAKERS:

Cordell Hindler: email received and read

## 6. CONSENT AGENDA

None

## 7. NEW BUSINESS

### SPEAKERS:

Cordell Hindler: email received and read

- 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.

Secretary Marc Fox introduced Human Resources Manager Teresa Fairbanks to present.

Human Resources Manager Teresa Fairbanks explained and presented the 2020 Annual Report as per the requirement set by City of Richmond Charter Article XIII, Section 8 (k) for submittal to Council.

Board Member Pines made a motion to approve the Annual Report of the Classified Service for calendar year 2020 for submittal to the Council. Board Member Worthy seconded the motion. Approval of the Annual Report of the Classified Service for calendar year 2020 for submittal to the Council was passed by the following vote: YEA: M. Pines, M. Williams, K. Worthy. NAY: None. ABSENT: S. Early. ABSTAIN: None

- b. **DISCUSS AND APPROVE** procedures for annual election of Chair and Vice Chair

### SPEAKERS:

Cordell Hindler: email received and read

Secretary Marc Fox introduced Principal Personnel Analyst Catherine Selkirk to present.

After reviewing the City Charter and Personnel Rules, the election of Personnel Board Chair and Vice Chair on a regular basis is not defined. Past practice has been inconsistent.

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Both Principal Personnel Analyst Catherine Selkirk and Secretary Marc Fox recommended the approval for election procedures on an annual basis beginning the first meeting of each calendar year.

Board Member Williams made a motion to approve procedures for annual election of Chair and Vice Chair. Board Member Pines seconded the motion. Approval of procedures for annual election of Chair and Vice Chair was passed by the following vote: YEA: M. Pines, M. Williams, K. Worthy. NAY: None. ABSENT: S. Early. ABSTAIN: None.

**SPEAKERS:**

Cordell Hindler: email received and read

- c. **APPROVAL** to revise the classification of Senior Business Assistance Officer (Economic Development)

Secretary Marc Fox introduced Principal Personnel Analyst Sharrone Taylor to present revised job classification Senior Business Assistance Officer and Deputy City Manager Kinshasa Curl was present for any questions.

Principal Personnel Analyst Sharrone Taylor spoke on the importance of this position to the Economic Development Department. The position will be dedicated to implementing the Council Small Business Report initiative with efforts to provide additional support and outreach for small businesses. Secretary Marc Fox noted that the revision was presented to IFPTE Local 21 as the bargaining union representing this position and no opposition was received.

Board Member Williams made a motion to approve the revision of the existing classification of Senior Business Assistance Officer (Economic Development). Board Member Pines seconded the motion. Approval of the existing classification of Senior Business Assistance Officer (Economic Development) was passed by the following vote: YEA: M. Pines, M. Williams. K. Worthy. NAY: None. ABSENT: S. Early. 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**

Board Member Williams made a motion to adjourn the meeting. Board Member Pines

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seconded the motion. Approval to adjourn was passed by the following vote: YEA: M. Pines, M. Williams. K. Worthy. NAY: None. ABSENT: S. Early. ABSTAIN: None.

Meeting adjourned at approximately 5:37 p.m.



# STAFF REPORT

## **PERSONNEL BOARD OR DEPARTMENT**

**DATE:** December 15, 2021

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

**FROM:** Anil Comelo, Interim Deputy City Manager

**SUBJECT:** Accept the Personnel Board regular meeting calendar for 2022

### **BACKGROUND**

The Personnel Board's Procedures and Protocols for Personnel Board Meetings specifies the date and time regular meetings occur. This item is to confirm the meeting dates for 2022.

### **RECOMMENDATION**

Accept the Personnel Board regular meeting calendar for 2022.

### **DISCUSSION**

The Personnel Board's Procedures and Protocols for Personnel Board Meetings includes, in part, the following for the Board's regular meetings:

1. Regular meetings of the Personnel Board of the City of Richmond shall be held on the fourth Thursday of the month from January through October provided that, if the fourth Thursday falls on a legal holiday or a non-business day, the meeting shall be held third Thursday of the month. November and December meetings will be held the third Wednesday of the month. Any future regular meeting may be canceled at any time by the Chair of the Personnel Board at the Chair's discretion, or by the vote of a majority of the members of the Personnel Board during a regular meeting.
2. Regular meetings of the Personnel Board shall begin at 5:15 p.m. and shall adjourn by 10:00 p.m. unless the time of adjournment is extended by the vote of a majority of the Board.

## Personnel Board Staff Report

The Secretary to the Board recommends the following amendment to the 2022 meeting calendar:

- Cancellation of the Thursday, August 25, 2022 meeting.

The City Council traditionally takes a recess in August and cancellation of the Personnel Board's August meeting provides additional opportunity for City staff to take a vacation knowing that both the City Council and the Personnel Board are in recess.

The 2022 Personnel Board meeting calendar would be as follows:

- Thursday, January 27, 2022 at 5:15 p.m.
- Thursday, February 24, 2022 at 5:15 p.m.
- Thursday, March 24, 2022 at 5:15 p.m.
- Thursday, April 28, 2022 at 5:15 p.m.
- Thursday, May 26, 2022 at 5:15 p.m.
- Thursday, June 23, 2022 at 5:15 p.m.
- Thursday, July 28, 2022 at 5:15 p.m.
- Thursday, September 22, 2022 at 5:15 p.m.
- Thursday, October 27, 2022 at 5:15 p.m.
- Wednesday, November 16, 2022 at 5:15 p.m.
- Wednesday, December 21, 2022 at 5:15 p.m.



# STAFF REPORT

## **PERSONNEL BOARD OR DEPARTMENT**

**DATE:** December 15, 2021

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

**FROM:** Anil Comelo, Interim Deputy City Manager

**SUBJECT:** Consider the scheduling of a Personnel Board Hearing on an appeal of a grievance alleging violation of a collective bargaining agreement ("Employee M")

## **BACKGROUND**

An employee filed a grievance alleging that the City of Richmond has violated a provision in the employee's collective bargaining agreement. The employee, dissatisfied with the answer to the grievance and having completed the preceding grievance steps, is continuing the grievance appeal to the Personnel Board.

## **RECOMMENDATION**

The Director of Human Resources recommends that the Personnel Board schedule a hearing in the matter of the Employee M alleging that the City of Richmond has violated the collective bargaining agreement between the City and IAFF, Local 188 Section 3 – Employee Rights, paragraph A – No Discrimination by requiring the employee to undertake specific training. The Hearing would be held pursuant to Personnel Rule IX Appeals-Hearings.

Recommended Board action is:

1. Schedule the hearing for a special meeting on Thursday, January 27, 2022, at 5:15 p.m. or following the conclusion of the Board's regular meeting of this same date, whichever time is later.
2. Affirm the burden of proof obligation and the Board's procedures and protocols.
3. Provide the employee or her representative and the City's representative a copy of this Personnel Board staff report.

# Personnel Board Staff Report

## **DISCUSSION**

Employee M filed a grievance alleging violation of the collective bargaining agreement between the City and IAFF, Local 188. The grievance was heard in accordance with the collective bargaining agreement. The employee, dissatisfied with the grievance replies, is appealing the City Manager's or designee's written response with said appeal to the Personnel Board in accordance with Personnel Rule IX.

### *Burden of Proof and Order of Presentation*

The order of presentation of the appeal shall be as follows:

- a. Where the appeal is based upon an action initiated by the appointing authority (e.g., termination, discipline, suspension), the appointing authority has the burden of proof and presents evidence first.
- b. Where the appeal is based upon an action initiated by the employee (e.g., based on alleged discrimination, rules violation), the employee has the burden of proof and presents evidence first.
- c. The party having the burden of proof is the moving party. The other party is the responding party.

### *Procedures*

- a. Introduction of item by Board
- b. Appellant's opening statement
- c. Respondent's opening statement
- d. \*Presentation of evidence by Appellant moving party
- e. \*Presentation of evidence by Respondent responding party
- f. Presentation of rebuttal evidence, if applicable
- g. Presentation of surrebuttal evidence, if applicable
- h. Appellant's Moving party's closing statement
- i. Respondent's Responding party's closing statement
- j. Personnel Board discussion and vote

\*The following rule was approved by the Personnel Board Members at the March 27, 2014, Personnel Board Meeting: "Any party that wishes to offer any document in evidence at a Personnel Board hearing shall deliver such document or documents to the Secretary of the Board, and to the other side, not less than five business days before the hearing. No documents offered at the hearing that were not submitted within such time shall be considered by the Board, absent a showing of good cause why such document or documents were not submitted in a timely manner consistent with this rule."

Eight (8) copies are to be furnished to the Secretary of the Board (Director of Human Resources).

# Personnel Board Staff Report

## Public Hearings

- a. General Rule – All hearings shall conform to the requirements of Government Code Section 54950 *et seq.*, as those sections now exist or as they may be amended, supplemented, or renumbered.

Whenever a disciplinary action hearing is to be held, the Secretary to the Board shall notify the employee requesting the hearing and the appointing authority or officer from whose action the appeal is being taken of the time and place of the hearing. The Secretary to the Board shall also notify the employee of their right to have the complaints or charges brought against the employee heard in an open session rather than a closed session pursuant to the requirements of Government Code Section 54957.

- b. Closed Session – Disciplinary action hearings conducted by the Board shall be closed, subject to the employee's right to have the hearing conducted in an open session. Where the hearing or any part thereof has been closed, no person other than the employee, the appointing authority, and their respective representative and such individuals as specifically authorized by the Board shall be present. (Members of the Board, the Board's counsel, Secretary to the Board, recording secretary, and if applicable transcriptionist or court reporter shall remain present.)
- c. Employee's Request for Closed Session – Where the hearing or any part thereof has been held in an open session, an employee shall have the right to request, at any stage of the proceedings, that the Board conduct the proceedings in a closed session. When such a request has been made, the Board shall consider it and determine the issue by a motion and vote.

## Findings and Decision

When submitted, the Board shall retire to a closed session to weigh the evidence and discuss the merits, and make its decision (by motion). No persons other than Board members and the Board's counsel shall be present. Upon completion of such deliberations, the Board shall return to public or closed meeting, whichever is applicable, and the Board's vote shall be announced.

## **CONCLUSION:**

The Director of Human Resources recommends that the Personnel Board schedules a grievance appeal hearing and that notice of the hearing date and procedural matters are provided to the employee and the City.



# STAFF REPORT

## **PERSONNEL BOARD OR DEPARTMENT**

**DATE:** December 15, 2021

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

**FROM:** Anil Comelo, Interim Deputy City Manager

**SUBJECT:** Consider the scheduling of a Personnel Board Hearing on an appeal of a grievance alleging violation of a collective bargaining agreement (RPOA)

## **BACKGROUND**

The Richmond Police Officers' Association (RPOA) alleges that the City of Richmond has violated the collective bargaining agreement. The RPOA alleges that the employees represented under the collective bargaining agreement are due under the "me-too" provision a lump sum payment of \$3,800 per every negotiated contract the City entered into with other City employee unions/associations. The RPOA also alleges that employees represented under the collective bargaining agreement are due under the "me-too" provision the January 2023, January 2024, and January 2025 salary increases of 5%, 4% and 4% for every negotiated contract the City entered into with other City employee unions/associations.

The City denied the grievance, stating that the RPOA is due a single "me-too" lump sum payment of \$3,800. Further, as the negotiated wage increases with other bargaining units go into effect *following* the June 30, 2022, expiration of the existing RPOA collective bargaining agreement, the City is deferring any notice to the RPOA until either a new RPOA collective bargaining agreement has been adopted or January 2023, whichever occurs first.

The RPOA, dissatisfied with the answer to the grievance, is continuing the grievance appeal to the Personnel Board.

## **RECOMMENDATION**

The Director of Human Resources recommends that the Personnel Board schedule a hearing in the matter of the RPOA alleging that the City of Richmond has violated the collective bargaining agreement between the City and the Richmond Police Officers' Association's "me-too" provision. The Hearing would be held pursuant to Personnel Rule IX Appeals-Hearings.

# Personnel Board Staff Report

Recommended Board action is:

1. Schedule the hearing for a special meeting on Thursday, February 24, 2022, at 5:15 p.m. or following the conclusion of the Board's regular meeting of this same date, whichever time is later.
2. Affirm the burden of proof obligation and the Board's procedures and protocols.
3. Provide the Richmond Police Officers' Association or the Association's representative and the City's representative a copy of this Personnel Board staff report.

## **DISCUSSION**

The Richmond Police Officers' Association filed a grievance alleging violation of the collective bargaining agreement between the City and the RPOA. The grievance was heard in accordance with the collective bargaining agreement. The RPOA, dissatisfied with the grievance replies, is appealing the City Manager's or designee's written response with said appeal to the Personnel Board in accordance with Personnel Rule IX.

### *Burden of Proof and Order of Presentation*

The order of presentation of the appeal shall be as follows:

- a. Where the appeal is based upon an action initiated by the appointing authority (e.g., termination, discipline, suspension), the appointing authority has the burden of proof and presents evidence first.
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### *Procedures*

- a. Introduction of item by Board
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# Personnel Board Staff Report

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Eight (8) copies are to be furnished to the Secretary of the Board (Director of Human Resources).

## Public Hearings

- a. General Rule – All hearings shall conform to the requirements of Government Code Section 54950 *et seq.*, as those sections now exist or as they may be amended, supplemented, or renumbered.

Whenever a disciplinary action hearing is to be held, the Secretary to the Board shall notify the employee requesting the hearing and the appointing authority or officer from whose action the appeal is being taken of the time and place of the hearing. The Secretary to the Board shall also notify the employee of their right to have the complaints or charges brought against the employee heard in an open session rather than a closed session pursuant to the requirements of Government Code Section 54957.

- b. Closed Session – Disciplinary action hearings conducted by the Board shall be closed, subject to the employee's right to have the hearing conducted in an open session. Where the hearing or any part thereof has been closed, no person other than the employee, the appointing authority, and their respective representative and such individuals as specifically authorized by the Board shall be present. (Members of the Board, the Board's counsel, Secretary to the Board, recording secretary, and if applicable transcriptionist or court reporter shall remain present.)
- c. Employee's Request for Closed Session – Where the hearing or any part thereof has been held in an open session, an employee shall have the right to request, at any stage of the proceedings, that the Board conduct the proceedings in a closed session. When such a request has been made, the Board shall consider it and determine the issue by a motion and vote.

## Findings and Decision

When submitted, the Board shall retire to a closed session to weigh the evidence and discuss the merits, and make its decision (by motion). No persons other than Board members and the Board's counsel shall be present. Upon completion of such deliberations, the Board shall return to public or closed meeting, whichever is applicable, and the Board's vote shall be announced.

Personnel Board  
Staff Report

**CONCLUSION**

The Director of Human Resources recommends that the Personnel Board schedules a grievance appeal hearing and that notice of the hearing date and procedural matters are provided to the employee and the City.



# STAFF REPORT

## **PERSONNEL BOARD OR DEPARTMENT**

**DATE:** December 15, 2021

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

**FROM:** Anil Comelo, Interim Deputy City Manager

**SUBJECT:** APPROVE amendments to the Police Lieutenant and Police Captain classification specifications.

## **BACKGROUND**

The Police Department and City have an interest in amending the minimum qualifications for Police Lieutenant and Police Captain. The Human Resources Department met and conferred with the Richmond Police Managers Association and the agreed-upon classification specification changes are presented to the Personnel Board for adoption.

## **RECOMMENDATION**

The Director of Human Resources recommends that the Personnel Board approve amendments to the Police Lieutenant classification specification and the Police Captain classification specification.

## **DISCUSSION**

The proposed amendment to each of the Police Lieutenant and Police Captain classification specifications is to require possession of a Bachelor's degree, with the delayed implementation until February 2025. There is also a slight amendment on the required experience component.

Adoption of the classification specification amendments now provides notice to existing employees of the requirement to possess a Bachelor's degree, such that an employee who wishes to promote and who presently does not possess a degree would take those affirmative steps to possess the degree by 2025. Those employees in the rank of Police Lieutenant or Police Captain in February 2025 who do not possess the degree will maintain their rank.

For Police Lieutenant, the change is:

Effective February 1, 2025, possession of a Bachelor of Arts/Sciences degree from an accredited college or university<sup>1</sup>.

<sup>1</sup> The possession of a Bachelor of Arts/Sciences degree is not required for an employee hired or promoted (excludes employees in an interim or acting assignment) to Police Lieutenant prior to February 1, 2025.

# Personnel Board Staff Report

Permanent status as a Police Sergeant is required before promotion to this class. Three years of supervisory experience equivalent to a City of Richmond Police Sergeant.

For Police Captain the change is:

Effective February 1, 2025, possession of a Bachelor of Arts/Sciences degree from an accredited college or university<sup>2</sup>.

Two years of supervisory experience at the Police Sergeant level or above. Two years of management experience equivalent to a City of Richmond Police Lieutenant, or three years of supervisory experience equivalent to a City of Richmond Police Sergeant.

## **CONCLUSION**

The City met and conferred with the exclusive representative of Police Lieutenants and Police Captains, the Richmond Police Managers Association (RPMA). The City and RPMA agree to amend the minimum qualifications for Police Lieutenant and Police Captain and the final administrative step is approval by the Personnel Board.

Attachments:

Police Lieutenant – current classification specification  
Police Lieutenant – add/delete classification specification  
Police Lieutenant – final classification specification

Police Captain – current classification specification  
Police Captain – add/delete classification specification  
Police Captain – final classification specification

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<sup>2</sup> The possession of a Bachelor of Arts/Sciences degree is not required for an employee hired or promoted (excludes employees in an interim or acting assignment) to Police Captain prior to February 1, 2025.

**CURRENT**

**POLICE LIEUTENANT**

**DEFINITION**

Under general direction, administers a major activity (division) within a bureau of the City Police Department and/or serves as the responsible official (watch commander) in charge of police operation during regular non-duty hours of superiors; and does related work as required.

**CLASS CHARACTERISTICS**

This class is distinguished from the Police Sergeant class in that there is broader program responsibility and greater authority to act for the department. Positions in this class assist bureau commanders in forecasting work, determine priority and plan work schedules; see that departmental policy or other instructions are implemented; assign manpower, equipment and supplies according to need; have authority to assign overtime within limits or initiate justification for overtime not previously authorized; are responsible for the status of equipment and materials; check quality and quantity of work performed by subordinates; evaluate data and keep superiors informed of important occurrences; and schedule and approve leave. Periodic rotation may be made of an incumbent to patrol investigative or administrative bureaus.

**EXAMPLES OF DUTIES**

1. Directs and assist in the work of a major functional unit of the Police Department.
2. Coordinates, assigns and directs the work of the Police Department on an assigned shift during the regular non-duty hours of superior officers.
3. As assigned, researches, compiles, organizes and writes reports on a variety of law enforcement matters.
4. Reviews reports of preceding shifts, noting special instructions or unusual conditions; discusses problems of traffic control, arrests, patrol activities and related subjects, and issues assignments and instructions to Police Sergeants, officers and support personnel going on duty.
5. Inspects officers, equipment, prisoners and jail cells.

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POLICE LIEUTENANT  
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6. Investigates traffic conditions and reviews patrol activities; accompanies officers, observes their work and, when necessary, takes charge of investigations of serious crimes or situations.
7. Makes investigations of complaints and crime reports, reviews reports of assigned officers for completeness and accuracy, and maintains records of shift activities.
8. Appears in court to present evidence and testimony in connection with criminal prosecution as required.
9. Reports to superiors any important crimes or incidents, and the performance of subordinates on the shift.
10. Assists the bureau commanders in forecasting and scheduling work.
11. Ensures that material and equipment are properly stored, protected and maintained.
12. Enforces personnel and safety regulations; resolves employee complaints; and initiates disciplinary action as required.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of: Federal, state, and local laws, City ordinances and departmental policy, rules and procedures pertaining to the apprehension, arrest, detention and civil rights of persons and search and seizure of evidence; the elements of felony and misdemeanor cases; the local ordinances regularly enforced by police personnel; and the proper and effective use of police equipment and tools.

Ability to: Make decisions under pressure and within deadlines on the basis of thorough consideration of all pertinent facts, laws, ordinances, court cases, city and departmental policies and regulations, and relevant precedents; included is the ability to identify possible alternative methods of solutions as well as to foresee the likely advantages and disadvantages of such alternatives; and accept responsibility for decisions.

Supervise, including the ability to plan, assign, coordinate and review the work of subordinate officers and personnel; evaluate the nature and severity of employee misconduct and initiate appropriate disciplinary action when necessary; to motivate, train and work effectively with subordinates.

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POLICE LIEUTENANT  
PAGE 3**

Communicate effectively, including the ability to organize and present relatively complex material in a clear, concise and accurate manner, both orally and in written memoranda, letters and reports; and to explain decisions, procedures, laws, ordinances and requirements to individuals of differing educational levels, backgrounds and interests in such a way that understanding is assured.

Meet and deal effectively with others, including the ability to work effectively with persons of widely varying organizational affiliations and social and ethnic backgrounds; and to remain poised while dealing with pressure by others.

Prepare detailed reports based on oral and written material, including the ability to research, compile, organize and write routine and special staff reports, and defend report findings and methodology persuasively.

**EXPERIENCE**

Permanent status as a Police Sergeant is required before promotion to this class.

**License**

Possession of a valid California Driver's License is a continuing requirement for all positions in this class.

## **POLICE LIEUTENANT**

### **DEFINITION**

Under general direction, administers a major activity (division) within a bureau of the City Police Department and/or serves as the responsible official (watch commander) in charge of police operation during regular non-duty hours of superiors; and does related work as required.

### **CLASS CHARACTERISTICS**

This class is distinguished from the Police Sergeant class in that there is broader program responsibility and greater authority to act for the department. Positions in this class assist bureau commanders in forecasting work, determine priority and plan work schedules; see that departmental policy or other instructions are implemented; assign manpower, equipment and supplies according to need; have authority to assign overtime within limits or initiate justification for overtime not previously authorized; are responsible for the status of equipment and materials; check quality and quantity of work performed by subordinates; evaluate data and keep superiors informed of important occurrences; and schedule and approve leave. Periodic rotation may be made of an incumbent to patrol investigative or administrative bureaus.

### **EXAMPLES OF DUTIES**

1. Directs and assist in the work of a major functional unit of the Police Department.
2. Coordinates, assigns and directs the work of the Police Department on an assigned shift during the regular non-duty hours of superior officers.
3. As assigned, researches, compiles, organizes and writes reports on a variety of law enforcement matters.
4. Reviews reports of preceding shifts, noting special instructions or unusual conditions; discusses problems of traffic control, arrests, patrol activities and related subjects, and issues assignments and instructions to Police Sergeants, officers and support personnel going on duty.
5. Inspects officers, equipment, prisoners and jail cells.

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POLICE LIEUTENANT  
PAGE 2**

6. Investigates traffic conditions and reviews patrol activities; accompanies officers, observes their work and, when necessary, takes charge of investigations of serious crimes or situations.
7. Makes investigations of complaints and crime reports, reviews reports of assigned officers for completeness and accuracy, and maintains records of shift activities.
8. Appears in court to present evidence and testimony in connection with criminal prosecution as required.
9. Reports to superiors any important crimes or incidents, and the performance of subordinates on the shift.
10. Assists the bureau commanders in forecasting and scheduling work.
11. Ensures that material and equipment are properly stored, protected and maintained.
12. Enforces personnel and safety regulations; resolves employee complaints; and initiates disciplinary action as required.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of: Federal, state, and local laws, City ordinances and departmental policy, rules and procedures pertaining to the apprehension, arrest, detention and civil rights of persons and search and seizure of evidence; the elements of felony and misdemeanor cases; the local ordinances regularly enforced by police personnel; and the proper and effective use of police equipment and tools.

Ability to: Make decisions under pressure and within deadlines on the basis of thorough consideration of all pertinent facts, laws, ordinances, court cases, city and departmental policies and regulations, and relevant precedents; included is the ability to identify possible alternative methods of solutions as well as to foresee the likely advantages and disadvantages of such alternatives; and accept responsibility for decisions.

Supervise, including the ability to plan, assign, coordinate and review the work of subordinate officers and personnel; evaluate the nature and severity of employee misconduct and initiate appropriate disciplinary action when necessary; to motivate, train and work effectively with subordinates.

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Communicate effectively, including the ability to organize and present relatively complex material in a clear, concise and accurate manner, both orally and in written memoranda, letters and reports; and to explain decisions, procedures, laws, ordinances and requirements to individuals of differing educational levels, backgrounds and interests in such a way that understanding is assured.

Meet and deal effectively with others, including the ability to work effectively with persons of widely varying organizational affiliations and social and ethnic backgrounds; and to remain poised while dealing with pressure by others.

Prepare detailed reports based on oral and written material, including the ability to research, compile, organize and write routine and special staff reports, and defend report findings and methodology persuasively.

**EDUCATION/EXPERIENCE**

Effective February 1, 2025, possession of a Bachelor of Arts/Sciences degree from an accredited college or university<sup>1</sup>.

~~Permanent status as a Police Sergeant is required before promotion to this class. Three years of supervisory experience equivalent to a City of Richmond Police Sergeant.~~

**License**

Possession of a valid California Driver's License is a continuing requirement for all positions in this class.

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<sup>1</sup> The possession of a Bachelor of Arts/Sciences degree is not required for an employee hired or promoted (excludes employees in an interim or acting assignment) to Police Lieutenant prior to February 1, 2025.

## **POLICE LIEUTENANT**

### **DEFINITION**

Under general direction, administers a major activity (division) within a bureau of the City Police Department and/or serves as the responsible official (watch commander) in charge of police operation during regular non-duty hours of superiors; and does related work as required.

### **CLASS CHARACTERISTICS**

This class is distinguished from the Police Sergeant class in that there is broader program responsibility and greater authority to act for the department. Positions in this class assist bureau commanders in forecasting work, determine priority and plan work schedules; see that departmental policy or other instructions are implemented; assign manpower, equipment and supplies according to need; have authority to assign overtime within limits or initiate justification for overtime not previously authorized; are responsible for the status of equipment and materials; check quality and quantity of work performed by subordinates; evaluate data and keep superiors informed of important occurrences; and schedule and approve leave. Periodic rotation may be made of an incumbent to patrol investigative or administrative bureaus.

### **EXAMPLES OF DUTIES**

1. Directs and assist in the work of a major functional unit of the Police Department.
2. Coordinates, assigns and directs the work of the Police Department on an assigned shift during the regular non-duty hours of superior officers.
3. As assigned, researches, compiles, organizes and writes reports on a variety of law enforcement matters.
4. Reviews reports of preceding shifts, noting special instructions or unusual conditions; discusses problems of traffic control, arrests, patrol activities and related subjects, and issues assignments and instructions to Police Sergeants, officers and support personnel going on duty.
5. Inspects officers, equipment, prisoners and jail cells.

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6. Investigates traffic conditions and reviews patrol activities; accompanies officers, observes their work and, when necessary, takes charge of investigations of serious crimes or situations.
7. Makes investigations of complaints and crime reports, reviews reports of assigned officers for completeness and accuracy, and maintains records of shift activities.
8. Appears in court to present evidence and testimony in connection with criminal prosecution as required.
9. Reports to superiors any important crimes or incidents, and the performance of subordinates on the shift.
10. Assists the bureau commanders in forecasting and scheduling work.
11. Ensures that material and equipment are properly stored, protected and maintained.
12. Enforces personnel and safety regulations; resolves employee complaints; and initiates disciplinary action as required.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of: Federal, state, and local laws, City ordinances and departmental policy, rules and procedures pertaining to the apprehension, arrest, detention and civil rights of persons and search and seizure of evidence; the elements of felony and misdemeanor cases; the local ordinances regularly enforced by police personnel; and the proper and effective use of police equipment and tools.

Ability to: Make decisions under pressure and within deadlines on the basis of thorough consideration of all pertinent facts, laws, ordinances, court cases, city and departmental policies and regulations, and relevant precedents; included is the ability to identify possible alternative methods of solutions as well as to foresee the likely advantages and disadvantages of such alternatives; and accept responsibility for decisions.

Supervise, including the ability to plan, assign, coordinate and review the work of subordinate officers and personnel; evaluate the nature and severity of employee misconduct and initiate appropriate disciplinary action when necessary; to motivate, train and work effectively with subordinates.

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POLICE LIEUTENANT  
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Communicate effectively, including the ability to organize and present relatively complex material in a clear, concise and accurate manner, both orally and in written memoranda, letters and reports; and to explain decisions, procedures, laws, ordinances and requirements to individuals of differing educational levels, backgrounds and interests in such a way that understanding is assured.

Meet and deal effectively with others, including the ability to work effectively with persons of widely varying organizational affiliations and social and ethnic backgrounds; and to remain poised while dealing with pressure by others.

Prepare detailed reports based on oral and written material, including the ability to research, compile, organize and write routine and special staff reports, and defend report findings and methodology persuasively.

**EDUCATION/EXPERIENCE**

Effective February 1, 2025, possession of a Bachelor of Arts/Sciences degree from an accredited college or university<sup>1</sup>.

Three years of supervisory experience equivalent to a City of Richmond Police Sergeant.

**License**

Possession of a valid California Driver's License is a continuing requirement for all positions in this class.

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<sup>1</sup> The possession of a Bachelor of Arts/Sciences degree is not required for an employee hired or promoted (excludes employees in an interim or acting assignment) to Police Lieutenant prior to February 1, 2025.

**CURRENT**  
**POLICE CAPTAIN**

**DEFINITION**

Under general direction, manages a major bureau of the City Police Department or assists the Police Chief with overall operation of the department; and does related work as required.

**CLASS CHARACTERISTICS**

Incumbents in this class are responsible for formulating objectives, setting standards of performance, programming personnel, and equipment utilization, making and adjusting work assignments, and reporting to the Police Chief on accomplishments and work effectiveness. An incumbent is expected to carry out bureau programs within policy and budgetary guidelines. With the exception of one position which assists the Chief with the overall operation of the department, the other positions are responsible for bureau level administration. Periodic rotation may be made of an incumbent to be in charge of one of the bureaus of the department or to provide direct assistance to the Chief.

**EXAMPLES OF DUTIES**

1. Plans, organizes, leads and controls an assigned bureau of a municipal police department or assists the Chief with the overall operation of the department.
2. Consults with the Police Chief and other key people in the formulation of goals, programs and policies.
3. Directs the gathering of data and maintenance of records.
4. Analyzes information and determines course of action to be taken.
5. Makes special studies and develops recommendations.
6. Takes immediate command of personnel in emergencies and personally directs involved operations or special investigations.
7. May personally perform difficult investigative work or other specialized technical activity.

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POLICE CAPTAIN  
PAGE 2**

8. Uses discretionary authority in dealing with complaints of the public, preparing correspondence and responding to requests for service or information,
9. Is responsible for the care, use and condition of equipment and facilities assigned, for maintenance of safe work practices and conditions; and for the safety, training and development of subordinates.
10. Enforces laws, ordinances, departmental and City rules and regulations.
11. Makes periodic inspections of facilities, equipment and personnel during their tour of duty.

**MINIMUM QUALIFICATIONS**

Thorough knowledge of: Principles, practices and trends of modern police administration, including the constitutional limits on police power; the administrative processes of law enforcement; rules of evidence and search and seizure; and relations between the police, the community, the courts, other law enforcement agencies and other city departments.

Skills in: Supervision, including the ability to plan, organize, assign, coordinate, review and evaluate the effectiveness of the assigned bureau; evaluate the nature and severity of employee misconduct and initiate appropriate disciplinary action when necessary and motivate, train and work effectively with subordinates.

Resolving differences between persons of conflicting interests, including ability to negotiate or conciliate sensitive issues arising between persons of widely varying organizational affiliations and social and ethnic backgrounds; and possession of a level of awareness sufficient to recognize the legitimate interests of both parties, and the ability to apply the necessary patience, firmness and understanding in resolving the issues.

Communicating effectively, including the ability to organize and present relatively complex material in a clear, concise and accurate manner, both orally and in written memoranda, letters and reports; and to explain decisions, procedures and requirements which have impact on law enforcement to other senior command officers; to other city departments, boards, commissions, and community organizations; and to individuals with differing educational levels, backgrounds and interests in such a way that understanding is assured.

Ability to: Comprehend problems and draw valid conclusions, including the ability to determine and evaluate facts, analyze complex departmental issues and

**CITY OF RICHMOND  
POLICE CAPTAIN  
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problems, and develop well documented conclusions with practical recommendations.

Plan and organize work effectively, including the ability to identify work to be done, establish priorities and hold to self-imposed schedules in accomplishing required tasks; and to coordinate and integrate the activities of several different, but related, projects or departmental segments; and possession of the capacity to adjust to change, work pressures or difficult situations without undue stress.

Take command at the scene of major law enforcement confrontation, including ability and initiative to command and the responsibility at large disorderly or emergency situations involving citizens and subordinate law enforcement personnel.

**EXPERIENCE**

Two years of supervisory experience at the Police Sergeant level or above.

License: Possession of a valid California Driver's License is a continuing requirement for all positions in this class.

## **POLICE CAPTAIN**

### **DEFINITION**

Under general direction, manages a major bureau of the City Police Department or assists the Police Chief with overall operation of the department; and does related work as required.

### **CLASS CHARACTERISTICS**

Incumbents in this class are responsible for formulating objectives, setting standards of performance, programming personnel, and equipment utilization, making and adjusting work assignments, and reporting to the Police Chief on accomplishments and work effectiveness. An incumbent is expected to carry out bureau programs within policy and budgetary guidelines. With the exception of one position which assists the Chief with the overall operation of the department, the other positions are responsible for bureau level administration. Periodic rotation may be made of an incumbent to be in charge of one of the bureaus of the department or to provide direct assistance to the Chief.

### **EXAMPLES OF DUTIES**

1. Plans, organizes, leads and controls an assigned bureau of a municipal police department or assists the Chief with the overall operation of the department.
2. Consults with the Police Chief and other key people in the formulation of goals, programs and policies.
3. Directs the gathering of data and maintenance of records.
4. Analyzes information and determines course of action to be taken.
5. Makes special studies and develops recommendations.
6. Takes immediate command of personnel in emergencies and personally directs involved operations or special investigations.
7. May personally perform difficult investigative work or other specialized technical activity.

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8. Uses discretionary authority in dealing with complaints of the public, preparing correspondence and responding to requests for service or information,
9. Is responsible for the care, use and condition of equipment and facilities assigned, for maintenance of safe work practices and conditions; and for the safety, training and development of subordinates.
10. Enforces laws, ordinances, departmental and City rules and regulations.
11. Makes periodic inspections of facilities, equipment and personnel during their tour of duty.

**MINIMUM QUALIFICATIONS**

Thorough knowledge of: Principles, practices and trends of modern police administration, including the constitutional limits on police power; the administrative processes of law enforcement; rules of evidence and search and seizure; and relations between the police, the community, the courts, other law enforcement agencies and other city departments.

Skills in: Supervision, including the ability to plan, organize, assign, coordinate, review and evaluate the effectiveness of the assigned bureau; evaluate the nature and severity of employee misconduct and initiate appropriate disciplinary action when necessary and motivate, train and work effectively with subordinates.

Resolving differences between persons of conflicting interests, including ability to negotiate or conciliate sensitive issues arising between persons of widely varying organizational affiliations and social and ethnic backgrounds; and possession of a level of awareness sufficient to recognize the legitimate interests of both parties, and the ability to apply the necessary patience, firmness and understanding in resolving the issues.

Communicating effectively, including the ability to organize and present relatively complex material in a clear, concise and accurate manner, both orally and in written memoranda, letters and reports; and to explain decisions, procedures and requirements which have impact on law enforcement to other senior command officers; to other city departments, boards, commissions, and community organizations; and to individuals with differing educational levels, backgrounds and interests in such a way that understanding is assured.

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problems, and develop well documented conclusions with practical recommendations.

Plan and organize work effectively, including the ability to identify work to be done, establish priorities and hold to self-imposed schedules in accomplishing required tasks; and to coordinate and integrate the activities of several different, but related, projects or departmental segments; and possession of the capacity to adjust to change, work pressures or difficult situations without undue stress.

Take command at the scene of major law enforcement confrontation, including ability and initiative to command and the responsibility at large disorderly or emergency situations involving citizens and subordinate law enforcement personnel.

**EDUCATION/EXPERIENCE**

Effective February 1, 2025, possession of a Bachelor of Arts/Sciences degree from an accredited college or university<sup>1</sup>.

Two years of management experience equivalent to a City of Richmond Police Lieutenant, or three years of supervisory experience equivalent to a City of Richmond Police Sergeant.

~~Two years of supervisory experience at the Police Sergeant level or above.~~

License: Possession of a valid California Driver's License is a continuing requirement for all positions in this class.

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<sup>1</sup> The possession of a Bachelor of Arts/Sciences degree is not required for an employee hired or promoted (excludes employees in an interim or acting assignment) to Police Captain prior to February 1, 2025.

## **POLICE CAPTAIN**

### **DEFINITION**

Under general direction, manages a major bureau of the City Police Department or assists the Police Chief with overall operation of the department; and does related work as required.

### **CLASS CHARACTERISTICS**

Incumbents in this class are responsible for formulating objectives, setting standards of performance, programming personnel, and equipment utilization, making and adjusting work assignments, and reporting to the Police Chief on accomplishments and work effectiveness. An incumbent is expected to carry out bureau programs within policy and budgetary guidelines. With the exception of one position which assists the Chief with the overall operation of the department, the other positions are responsible for bureau level administration. Periodic rotation may be made of an incumbent to be in charge of one of the bureaus of the department or to provide direct assistance to the Chief.

### **EXAMPLES OF DUTIES**

1. Plans, organizes, leads and controls an assigned bureau of a municipal police department or assists the Chief with the overall operation of the department.
2. Consults with the Police Chief and other key people in the formulation of goals, programs and policies.
3. Directs the gathering of data and maintenance of records.
4. Analyzes information and determines course of action to be taken.
5. Makes special studies and develops recommendations.
6. Takes immediate command of personnel in emergencies and personally directs involved operations or special investigations.
7. May personally perform difficult investigative work or other specialized technical activity.

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8. Uses discretionary authority in dealing with complaints of the public, preparing correspondence and responding to requests for service or information,
9. Is responsible for the care, use and condition of equipment and facilities assigned, for maintenance of safe work practices and conditions; and for the safety, training and development of subordinates.
10. Enforces laws, ordinances, departmental and City rules and regulations.
11. Makes periodic inspections of facilities, equipment and personnel during their tour of duty.

**MINIMUM QUALIFICATIONS**

Thorough knowledge of: Principles, practices and trends of modern police administration, including the constitutional limits on police power; the administrative processes of law enforcement; rules of evidence and search and seizure; and relations between the police, the community, the courts, other law enforcement agencies and other city departments.

Skills in: Supervision, including the ability to plan, organize, assign, coordinate, review and evaluate the effectiveness of the assigned bureau; evaluate the nature and severity of employee misconduct and initiate appropriate disciplinary action when necessary and motivate, train and work effectively with subordinates.

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Ability to: Comprehend problems and draw valid conclusions, including the ability to determine and evaluate facts, analyze complex departmental issues and

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problems, and develop well documented conclusions with practical recommendations.

Plan and organize work effectively, including the ability to identify work to be done, establish priorities and hold to self-imposed schedules in accomplishing required tasks; and to coordinate and integrate the activities of several different, but related, projects or departmental segments; and possession of the capacity to adjust to change, work pressures or difficult situations without undue stress.

Take command at the scene of major law enforcement confrontation, including ability and initiative to command and the responsibility at large disorderly or emergency situations involving citizens and subordinate law enforcement personnel.

**EDUCATION/EXPERIENCE**

Effective February 1, 2025, possession of a Bachelor of Arts/Sciences degree from an accredited college or university<sup>1</sup>.

Two years of management experience equivalent to a City of Richmond Police Lieutenant, or three years of supervisory experience equivalent to a City of Richmond Police Sergeant.

License: Possession of a valid California Driver's License is a continuing requirement for all positions in this class.

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<sup>1</sup> The possession of a Bachelor of Arts/Sciences degree is not required for an employee hired or promoted (excludes employees in an interim or acting assignment) to Police Captain prior to February 1, 2025.



# STAFF REPORT

## **PERSONNEL BOARD OR DEPARTMENT**

**DATE:** December 15, 2021

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

**FROM:** Anil Comelo, Interim Deputy City Manager

**SUBJECT:** APPROVE THE NEW CLASSIFICATION OF OFFICE OF NEIGHBORHOOD SAFETY FIELD COORDINATOR

## **BACKGROUND**

The Office of Neighborhood Safety Field Coordinator classification is crucial to implementing the Office of Neighborhood Safety mission to produce sustained reductions in firearm assaults and related retaliations and deaths. Upon the request of the Director of Community Services, the Human Resources Department and the Office of Neighborhood Safety reviewed the job duties of the existing Recreation Program Coordinator.

The review revealed that the Recreation Program Coordinator was performing the following duties, which are not included in the Recreation Coordinator's classification specification:

- Assists with developing and facilitating community engagement activities, gun violence prevention programs, and intervention initiatives to reduce gun violence within the City of Richmond to promote well-being and public safety. Provide daily leadership for the Neighborhood Change Agents.
- Ensure the Neighborhood Change Agents receive training and life-coaching
- Implement the daily outreach plan.
- Develop crisis response.
- Conduct conflict mediation.
- Collect gun violence intel and intervene as required.
- Provide clients with social services referrals as needed.

The Human Resources Department recommends creating the classification of Office of Neighborhood Safety Field Coordinator as there is not an existing classification that includes the job duties of the position, and the City wishes to accurately account for the work that is being performed.

## **RECOMMENDATION**

APPROVE the new classification of Office of Neighborhood Safety Field Coordinator.

# Personnel Board Staff Report

## **ANALYSIS**

The Director of Community Services petitioned the Human Resources Department to perform a classification review on the Recreation Program Coordinator in the Office of Neighborhood Safety. The purpose was to assess if this specification accurately describes the current duties and responsibilities of the position. Human Resources staff reviewed the classification, met with department representatives and the incumbent employee, and determined that the Recreation Program Coordinator inaccurately described the position's responsibilities. Human Resources staff reviewed other City specifications and determined that an existing specification would not fit the specific duties required of this position. Human Resources staff collaborated with the Office of Neighborhood Safety staff and surveyed similar programs nationwide to develop a new specification that captures the existing duties. As a result, the Office of Neighborhood Safety Field Coordinator classification best describes the work currently being done, and that should continue.

On November 30, 2021, the City forwarded the drafted classification specification to SEIU Local 1021 and invited the union to meet and confer regarding the drafted description. Representatives of SEIU Local 1021 provided no comments to the proposed class specification.

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

**Attachments:** Proposed Office of Neighborhood Safety Field Coordinator Specification

**OFFICE OF NEIGHBORHOOD SAFETY FIELD COORDINATOR (PROPOSED)**

**DEFINITION**

Under direction, plans, organizes and administers programs and projects in the Office of Neighborhood Safety. The incumbent provides lead direction to the Neighborhood Change Agents and does related work as required.

**CLASS CHARACTERISTICS**

The incumbent assists management with the development of violence intervention and prevention strategies, coordinates, and implements violence intervention and prevention programs and activities, assigns work, and provides lead direction to the Neighborhood Change Agents. The incumbent exercises considerable judgment and discretion in establishing work plans and priorities with guidelines established by laws, regulations, codes, departmental and City policy.

**EXAMPLES OF DUTIES**

*The following duties are illustrative:*

1. Coordinates activities; plans, develops, and implements Office of Neighborhood Safety programs.
2. Assigns work and provides lead direction to the Neighborhood Change Agents; gives orientation of departmental policy, procedures, and rules; trains, assists, and occasionally substitutes for staff in conducting program activities.
3. Conducts weekly meetings with the Neighborhood Change Agents to develop and reinforce and violence prevention and intervention strategies.
4. Ensures that Neighborhood Change Agents are adequately trained and receive coaching and support.
5. Supports management with grant-related activities (i.e. grant writing, budgeting, management, reporting, etc.).
6. Coordinates program data collection, ensuring that the data is submitted timely and accurately.
7. Prepares and assists in the preparation of periodic progress and special reports related to programs and activities.
8. Prepares and maintains records regarding staff attendance, accident and incident reports, and similar program-related documents.
9. Prepares various written material, including letters, memos, publicity flyers, news releases, narrative reports, and program brochures for internal and external dissemination.

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**OFFICE OF NEIGHBORHOOD SAFETY FIELD COORDINATOR (PROPOSED)**

**PAGE 2**

10. Assists management in the development and implementation of comprehensive strategies and industry best practices in violence prevention.
11. Participates in collaboration with various community stakeholders, including governmental agencies, community-based service providers and non-profit organizations, faith-based organizations, business and professional community, educational institutions, diversity of ethnicity, specific community organizations, and other stakeholders committed to youth outreach to expand the program reach and to provide social service references to program participants.
12. May perform the work of a Neighborhood Change Agent.
13. As needed, serves as spokesperson for the Office of Neighborhood Safety and may make verbal presentations to stakeholders.
14. Performs related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: methods, techniques, and procedures in the delivery of the violence intervention and prevention programs; principles and procedures for implementing and directing violence intervention and prevention services and activities; complex situations within the Richmond community; principles and practices of program budget monitoring; principles and practices of assigning and reviewing the work of others.

Skilled in: crisis response and conflict mediation; gathering complex and sensitive information for the purpose of mitigating potentially volatile situations; using appropriate judgment, discretion, and decision making in accordance with level of responsibility and within guidelines established by laws, regulations, codes, departmental and City policy.

Ability to: assist in developing and coordinating a violence intervention and prevention program suited to the needs of the community; plan, organize, coordinate and implement a violence intervention and prevention program; establish and maintain effective working relationships with stakeholders; analyze, interpret and explain section policies and procedures; communicate effectively orally and in writing; train and participate in the evaluation of personnel; prepare detailed reports and other written material.

**MINIMUM QUALIFICATIONS**

Any combination of experience and training that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**CITY OF RICHMOND**  
**OFFICE OF NEIGHBORHOOD SAFETY FIELD COORDINATOR (PROPOSED)**  
**PAGE 3**

Equivalent to a Bachelor's degree from an accredited college or university with major work in criminal justice, sociology, human development, or related subject **and** one (1) year of full-time violence intervention and prevention program experience in a public or private social or community services agency.

or

Possession of an Associates of Arts degree, with coursework in criminal justice, sociology, human development or related subject **and** three years of full-time violence intervention and prevention program experience in a public or private social or community services agency.

or

Any combination of violence intervention and prevention program training and experience equivalent to five (5) years of public or private social or community services agency.

**LICENSE/CERTIFICATION**

Possession of or ability to obtain a valid California Driver's License at date of appointment

**PHYSICAL DEMANDS**

In addition to requiring sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information in person and over the telephone, duties also require sufficient mobility to attend meetings. Incumbent may be required to work in the field. Accommodation may be made for some of the above qualifications for individuals requiring and requesting such accommodation.