

# PERSONNEL BOARD

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



**REGULAR MEETING**  
**Thursday, April 28, 2022**  
**5:15 p.m.**

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



## AGENDA

### Personnel Board Members

Chair: Steve Early  
Vernetta Buckner  
Mindy Pines  
Larry Wirsig  
Kyra Worthy

1. **ROLL CALL**
2. **AGENDA REVIEW**
3. **STATEMENT OF CONFLICT OF INTEREST**
4. **APPROVAL OF MINUTES**
  - a. Regular Meeting of February 24, 2022
5. **PUBLIC COMMENT**
6. **CONSENT AGENDA**

None
7. **NEW BUSINESS**
  - a. APPROVE the revisions to the Employment Program Manager job specification
8. **UNFINISHED/OLD BUSINESS**

None
9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**

None
10. **CONSIDERATION OF PROBLEMS AND REPORTS**
  - a. RPOA Grievance Appeal Hearing continued from February 24, 2022

**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.

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- 11. PUBLIC COMMENT PRIOR TO CLOSED SESSION**
- 12. CLOSED SESSION**
  - a. Public Employee Discipline/Grievance (Gov. Code § 54957): Deliberation of Employee Martin grievance hearing
- 13. REPORT ON CLOSED SESSION ACTIONS, IF APPLICABLE**
- 14. ADJOURNMENT**

**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://us06web.zoom.us/j/85011892620?pwd=MkV5eDEzRTlOcFdJNFJxOGtaTnZ0Zz09>

**Webinar ID: 850 1189 2620      Passcode: ezyKB0**

**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, April 28, 2022 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, April 28, 2022. 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**

**February 24, 2022  
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:17 p.m. on February 24, 2022.

**1. ROLL CALL**

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

Absent: None

Deputy City Attorney Jaclyn Gross introduced Pam Lee as Personnel Board counsel during the meeting filling in for Bruce Soublet. A possibility of Bruce Soublet being called as a witness during the RPOA appeals grievance hearing deemed a replacement as counsel to the Personnel Board necessary.

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

- a. Regular Meeting of February 24, 2022.

**SPEAKERS:**

- None

Board Member Pines made a motion to approve the minutes of January 27, 2022. Chair Early seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, M. Williams. K. Worthy. NAY: None. ABSENT: ABSTAIN: None.

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

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

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: email received and read

**6. CONSENT AGENDA**

- None

**7. NEW BUSINESS**

**SPEAKERS:**

- None

**8. UNFINISHED/OLD BUSINESS**

- None

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

- None

**10. CONSIDERATION OF PROBLEMS AND REPORTS**

a. RPOA Grievance Appeal Hearing

Counsel Pam Lee informed all parties that the hearing would include evidence and testimony for the record and cautioned not to use Zoom chat since it would not be included as part of the hearing record.

RPOA Grievance Appeal Hearing commenced at 5:30 p.m.

At 9:55 p.m., it was agreed by all parties that the Grievance Appeal Hearing would be continued to the next regularly scheduled meeting on Thursday, March 24, 2022.

**11. ADJOURNMENT**

Meeting adjourned at approximately 10:00 p.m.

## **Dorothy Mandujano**

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**From:** Cordell Hindler  
**Sent:** Friday, February 18, 2022 4:26 PM  
**To:** Personnel Board  
**Subject:** public comments

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

good Evening, Chair Early, Board Members and Staff,

I do have a couple of items for Placement on the March 24 Agenda:

1. Approval to Revise the Existing Classification of Chief of Staff { Office of the City Manager
2. Approval to Retitle the Existing Classification of Deputy Budget and Financial Services Agency Director

I had Spoken with the Finance Director and she is Okay with it,

The Chief of Staff Does Play an Important Role in Representing the City at Not only City Council, Boards & Commissions

Sincerely  
Cordell



# STAFF REPORT

## HUMAN RESOURCES DEPARTMENT

**DATE:** April 28, 2022

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

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

**SUBJECT:** APPROVE THE REVISIONS TO THE EMPLOYMENT PROGRAM  
MANAGER JOB SPECIFICATION

### **BACKGROUND**

A vacancy for the position of Employment Program Manager exists in the Employment and Training division of the Community Services Department. While reviewing the job classification in preparation to open the recruitment, it was discovered that minor revisions were necessary. This classification was established on January 27, 1994, and it has not been revised since then.

### **RECOMMENDATION**

The Human Resources Department recommends approval of the revisions to the classification of Employment Program Manager.

### **DISCUSSION**

Tamara Walker, Deputy Director of Community Services, Employment & Training, reviewed the job specification to remove or replace obsolete language. For example, affirmative action was repealed with Proposition 209, so it was necessary to remove language that is now illegal. Staff made a few other minor adjustments for clarity, such as spelling out acronyms.

### **CONCLUSION**

On March 11, 2022, the City sent the draft revisions to the specification to IFPTE Local 21 and invited the union to meet and confer regarding the drafted description. Representatives of IFPTE Local 21 support the revised class specification. HR staff is recommending approval of the revisions so that the recruitment for this position can commence.

**Attachments:** Proposed Employment Program Manager Job Specification Clean  
Proposed Employment Program Manager Job Specification Redline  
Original Employment Program Manager Job Specification

**PROPOSED**

**EMPLOYMENT PROGRAM MANAGER**

**DEFINITION**

Under direction, plans, organizes, coordinates and administers programs designed to enhance the employment and training opportunities for Richmond residents; oversees Workforce Innovation and Opportunity Act (WIOA) programs and provides support and direction to department staff; ensures that contractors with the City adhere to Minority Business Enterprise/Women Business Enterprise (MBE/WBE) goals and polices; provides expert professional assistance and safety guidance to City staff regarding programmatic areas; fosters cooperative working relationships with the City, other public agencies, business and community groups and the public; performs related work as assigned.

**CLASS CHARACTERISTICS**

This class has programmatic responsibility in one of two major areas, both designed to enhance the employability of Richmond residents. While responsibilities may relate to oversight of specified employment and training programs or the development of employment opportunities, successful performance of the work requires developed administrative, strategic and design-thinking and public contact skills. This class is distinguished from the Deputy Director of Community Services – Employment and Training, in that the latter has overall management responsibility for all City employment training and contract compliance matters.

**EXAMPLES OF DUTIES**

Essential:

1. Plans, develops, implements, reviews and evaluates employment and training and/or contract compliance; coordinates assigned areas of responsibility activities with those of other City departments, public agencies and business and community groups.
2. Plans, directs and reviews the work of assigned staff; trains staff in work procedures and provides technical assistance to staff as required.
3. Oversees and coordinates the work of consultants providing professional/technical assistance in specified programmatic areas and/or direct client training services; prepares requests for proposal, negotiates and administers contracts and authorizes payment for services provided.

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EMPLOYMENT PROGRAM MANAGER  
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4. Ensures that client service providers and/or contractors receiving City funds meet funding-source requirements and City goals and requirements; ensures that proper documentation is maintained.
5. Acts as a department representative with members of public, business and community groups to develop and implement a variety of employment and training programs and strategies; makes presentations as required.
6. Coordinates and provides input into departmental management processes, including budget development and goals and objectives implementation, staff assignment and training and related administrative areas.
7. Monitors legislative and programmatic developments in the area to which assigned; evaluates their impact upon City employment, training and contracting activities; recommends and implements procedural improvements as appropriate.
8. Develops and oversees program tracking and reporting systems; prepares or directs the preparation of reports, correspondence, program information and other written materials.

Important

1. Provides technical assistance regarding area of assignment to support staff in other programmatic areas.
2. Uses a variety of standard office equipment and drives a City or personal vehicle to attend meetings and inspect training and contractor business sites.

**MINIMUM QUALIFICATIONS**

Knowledge of: WIOA principles, practices and funding sources specific to the programmatic area to which assigned; employment and training or contract compliance; supervisory principles and practices, work planning, scheduling and review and employee training; funding sources and programmatic requirements related to the program area to which assigned; socioeconomic, financial and political and issues influencing employment and training activities; applicable laws, ordinances and regulations; principles and techniques of program planning, implementation, analysis and evaluation; principles and practices of budget development and administration office administrative practices and procedures; computer applications related to the work.

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**EMPLOYMENT PROGRAM MANAGER**  
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Skill in: strategic and design thinking; planning; organizing; coordinating and overseeing varied employment and training programs activities; directing and reviewing the work of others and training others in work procedures; analyzing complex programmatic and technical problems, and implementing effective courses of action; interpreting, explaining and applying ordinances, regulations, policies and procedures; representing the City effectively in meetings with governmental, business and community groups and the public; maintaining accurate records and files; preparing clear and concise reports, correspondence and other written materials; establishing and maintaining effective working relationships with those contacted in the course of the work.

**EDUCATION/EXPERIENCE**

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, social services or a field related to the work and four years of experience in a combination of direct service delivery and/or administrative or programmatic support in program related to employment or training. Some experience in monitoring or enforcing contract provisions is desirable.

**LICENSE/CERTIFICATION**

Must possess a valid California Driver's License.

**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 inspect work and training sites and to attend meetings.

Accommodation may be made for some of the above qualifications for individuals requiring and requesting such accommodation.

## **EMPLOYMENT PROGRAM MANAGER**

### **DEFINITION**

Under direction, plans, organizes, coordinates and administers programs designed to enhance the employment and training ~~opportunities for~~ of Richmond residents; oversees ~~JTPA~~ [Workforce Innovation and Opportunity Act \(WIOA\)](#) programs and provides ~~support and direction to department~~ [staff support to the Private Industry Council](#); ensures that contractors with the City adhere to [Minority Business Enterprise/Women Business Enterprise \(MBE/WBE\)](#) ~~affirmative actions~~ goals and policies; provides expert professional assistance and safety guidance to City staff regarding programmatic areas; fosters cooperative working relationships with the City, other public agencies, business and community groups and the public; performs related work as assigned.

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### **EXAMPLES OF DUTIES**

Essential:

1. Plans, develops, implements, ~~and~~ reviews and evaluates employment and training and/or contract compliance ~~and related affirmative action projects and programs~~; coordinates assigned areas of responsibility activities with those of other City departments, public agencies and business and community groups.
2. Plans, directs and reviews the work of assigned staff; trains staff in work procedures and provides technical assistance to staff as required.

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**EMPLOYMENT PROGRAM MANAGER**  
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ORIGINAL

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