

PERSONNEL BOARD

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



REGULAR MEETING
Thursday, June 23, 2022
5:15 p.m.

ALL BOARDMEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE



AGENDA

Personnel Board Members

Chair Larry Wirsig
Vernetta Buckner
Mindy Pines
Kyra Worthy

1. **ROLL CALL**
2. **AGENDA REVIEW**
3. **STATEMENT OF CONFLICT OF INTEREST**
4. **APPROVAL OF MINUTES**
 - a. Regular Meeting of May 26, 2022
5. **PUBLIC COMMENT**
6. **CONSENT AGENDA**
 - None
7. **NEW BUSINESS**
 - a. **APPROVE** the revisions to Building Inspector and Code Enforcement Officer I/II job specifications
 - b. **APPROVE** the revisions to the Construction and Maintenance Supervisor job specification
 - c. **APPROVE** the revisions to the Capital Projects Manager job specification
 - d. **APPROVE** bargaining unit change for job classifications Deputy Director of PW – Operations & Maintenance and Deputy Director of Finance from Local21 Mid-Management to Executive Management
 - e. **APPROVE** the revision/retitle of Electrician to Flexibly Staffed Electrician I/II and the establishment of Senior Electrician classifications

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 or (510) 620-6974 at least three business days before the meeting date.

8. UNFINISHED/OLD BUSINESS

- a. **DISCUSS** nomination of and **ELECT** Personnel Board Vice Chair
- b. **CONSIDER AND SCHEDULE** a Personnel Board Hearing on an appeal of a grievance alleging violation of a collective bargaining agreement (Employee T)

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

- None

10. CONSIDERATION OF PROBLEMS AND REPORTS

11. PUBLIC COMMENT PRIOR TO CLOSED SESSION

12. CLOSED SESSION

- a. Public Employee Discipline/Grievance (Gov. Code § 54957): Deliberation of RPOA 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. Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, June 23, 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 by 12:00 Noon on Thursday, June 23, 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 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 26, 2022
MINUTES**

The regular meeting was called to order at 5:20 p.m. on May 26, 2022.

1. ROLL CALL

Present: Mindy Pines, Board Member
Larry Wirsig, Board Member
Kyra Worthy, Board Member

Absent: Vernetta Buckner, Board Member

All Personnel Board members, counsel, and Human Resources staff introduced themselves at the beginning of the meeting.

2. AGENDA REVIEW

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- Regular Meeting of April 28, 2022.

SPEAKERS:

- None

Board Member Pines made a motion to approve the minutes of April 28, 2022. Board Member Worthy seconded the motion. Minutes were approved by the following vote: YEA: M. Pines, L. Wirsig, K. Worthy. NAY: None. ABSENT: V. Buckner. ABSTAIN: None.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: email received and read

6. CONSENT AGENDA

- None

7. NEW BUSINESS

- a. ELECT Personnel Board Chair and Vice Chair

Audio recordings of Personnel Board Meetings are available at:

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

Board Member Pines made a motion to nominate Board Member Larry Wirsig as Chair. Board Member Worthy seconded the motion. Board Member Larry Wirsig accepted and was elected Personnel Board Chair by the following vote: YEA: M. Pines, L. Wirsig, K. Worthy. NAY: None. ABSENT: V. Buckner. ABSTAIN: None.

Board Member Pines nominated Personnel Board Member Vernetta Buckner as Vice Chair.

Since Board Member V. Buckner was not present at the meeting, it was decided best to consider the election during the June meeting.

- b. CONSIDER AND SCHEDULE a Personnel Board Hearing on an appeal of a grievance alleging violation of a collective bargaining agreement (Employee P)

Employee P Representative Zach Lopes and City representative Lars Reed agreed to grievance hearing date of July 28th following the regularly scheduled meeting.

Personnel Board Members agreed to hear the grievance on Thursday, July 28th by the following vote: YEA: M. Pines, L. Wirsig, K. Worthy. NAY: None. ABSENT: V. Buckner. ABSTAIN: None.

SPEAKER:

Cordell Hindler: Agreed with the July 20th as a hearing date for the grievances hence giving all parties the time necessary to gather evidence.

Chair Wirsig inquired about the grievance process and materials for review for which Counsel Pam Lee responded.

- c. CONSIDER AND SCHEDULE a Personnel Board Hearing on an appeal of a grievance alleging violation of a collective bargaining agreement (Employee T)

Due to non-attendance of representatives for Employee T and for the City, item will be placed on the June 23 agenda.

8. UNFINISHED/OLD BUSINESS
9. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)
 - None
10. CONSIDERATION OF PROBLEMS AND REPORTS
 - a. None
12. ADJOURNMENT

Meeting adjourned at approximately 5:44 p.m.

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

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, May 20, 2022 5:20 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 have some items to be placed on the June 23rd Agenda

1. Receive a Presentation from Segal Consulting on the Class and comp study
- 2.. Approval to Revise the Existing Classification of {Chief of Staff,} Office of the City Manager

Sincerely
Cordell



STAFF REPORT

HUMAN RESOURCES DEPARTMENT

DATE: June 23, 2022

TO: Chair Wirsig and Members of the Personnel Board

FROM: Anil Comelo, Interim Deputy City Manager

SUBJECT: APPROVE THE REVISIONS TO THE BUILDING INSPECTOR AND CODE ENFORCEMENT OFFICER I/II JOB SPECIFICATIONS

BACKGROUND

Vacancies for the position of Building Inspector and Code Enforcement Officer I/II exist in the Community Development Department. In reviewing the job classifications in preparation for opening recruitments, it was discovered that revisions were necessary to update outdated language. The job classifications were last updated December 3, 1998, and January 28, 1999, respectively.

RECOMMENDATION

The Human Resources Department recommends approval of the revisions to the classifications of Building Inspector and Code Enforcement Officer I/II.

ANALYSIS

Building Inspector:

Chris Castanchoa, Building Official, Community Development, reviewed the job specification for Building Inspector to update and refine the job specification, but to also replace obsolete language. For example, the certifying organization, ICBO, is no longer in existence and has been replaced by the organization, ICC; therefore the job specification needs to be updated to be current with the recognized certifying organization.

Code Enforcement Officer I/II:

Eva Mann, Code Enforcement Manager, Community Development, reviewed the job specification for Code Enforcement Officer I/II to review and replace obsolete language. For example, the certification required is no longer referred to as Code Compliance Certification. Rather the recognized certification now required is to receive the designation of Certified Code Enforcement Officer from the California Association of Code Enforcement Officers (CACEO).

Personnel Board Staff Report

On April 22, 2022, the City sent the drafted classification specifications to SEIU 1021; and invited the union to meet and confer regarding the drafted description. Representatives of SEIU 1021 support the revised class specifications.

Manager: Teresa Fairbanks, Human Resources Manager

Attachments: Proposed Building Inspector Job Specification Clean
Proposed Building Inspector Job Specification Edited
Original Building Inspector Job Specification

Proposed Code Enforcement Officer I/II Job Specification Clean
Proposed Code Enforcement Officer I/II Job Specification Edited
Original Code Enforcement Officer I/II Job Specification

CITY OF RICHMOND, CA

Class Code: 1060
Established: 1952
Revision: 6/23/2022
Bargaining Unit: SEIU Local 1021
FLSA: Non-exempt
(Formerly: *Building Inspector II*)
EEO Code: TE-306

PROPOSED

BUILDING INSPECTOR

DEFINITION

Under general supervision, performs responsible field and office work in connection with the inspection of a variety of structures during various phases of construction, reconstruction, or alteration to assure conformance with approved plans and specifications and the requirements of applicable codes and regulations; and to do related work as required.

This is an entry-level class in the Building Division that allows the employee to develop journey-level knowledge and skills. This classification is distinguished from the Senior Building Inspector classification in that the latter, incumbents are responsible for the more difficult, responsible and complex inspection situations, are expected to exercise considerable independence and discretion on assignments, and lead and train assigned building inspection staff.

CLASS CHARACTERISTICS

Incumbents in this class are generally assigned to conduct site inspections in any one or combination of the following areas: architectural, structural, electrical, plumbing, energy and mechanical. Work is usually performed independent of direct supervision.

EXAMPLES OF DUTIES

1. Performs multi-trade inspections on various phases of building construction and equipment installations for compliance with the applicable codes.
2. Provides technical and referral information to contractors, owners, and permittees on construction and alteration methods and materials as needed during actual construction or installation.
3. Inspects work at each of the required stages of completion and approves or indicates necessary corrective action of defects in workmanship, materials, or equipment, in writing, if necessary; makes final inspections, prepares inspection reports and records results of inspection work completed.
4. Inspects the structural parts of buildings such as foundations, floors, framing, roofs, and masonry.
5. Inspects electrical installations such as services and subpanels, and ensures that all wiring materials are approved for the purpose intended.

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BUILDING INSPECTOR
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6. Inspects plumbing equipment, fixtures, and installations of sewer, water, and gas lines, and drain, waste, and vent systems.
7. Inspects heating, ventilating, air conditioning and mechanical installations, parts, and equipment.
8. Investigates code violations, posts stop work notices and reports findings.
9. Makes field checks of construction, alterations and repair work being done without proper permits.
10. Inspects installations for compliance with applicable codes.
11. Maintains records and files of inspections made.

MINIMUM QUALIFICATIONS

General Knowledge of: principles, practices, techniques, and terminology relating to building inspection, building, electrical, mechanical, and plumbing construction methods and materials; State and City laws, codes, and ordinances relating to building construction, rehabilitation and zoning; types of building materials and the variations and their qualities; and California Building Standards Code.

Ability to: interpret applicable codes, ordinances and regulations enforceable by the City; apply technical knowledge of building trades work to the practical application; make sound independent judgments in inspection work within established guidelines; detect deviations from plans, specifications and standard installation practices; estimate cost of materials and labor; read and interpret diagrams, plans, and specifications; make accurate arithmetic computations; maintain cooperative working relationship with engineers, architects, contractors and the general public.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

Education: Completion of the twelfth grade or equivalent, preferably supplemented by additional training in building inspection technology, structural engineering, public administration, or a related field.

Experience: Two years in one of the related building or construction trades, or in the application of Municipal Code enforcement relating to zoning, building construction, or permit administration.

LICENSE/ CERTIFICATE

Possession of a valid California Driver License in an on-going requirement.

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BUILDING INSPECTOR
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International Code Council (ICC) certification or certification from an equivalent nationally recognized certification agency at time of appointment as a building inspector is highly desirable. Certification must be obtained within the probationary period and will be a condition of continued employment.

PHYSICAL DEMANDS

Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and light lifting. Exposure to dust, noise, cold, heat, outdoors, construction hazards, and chemicals.

CITY OF RICHMOND, CA

Class Code: ~~TE-~~
3061060

Established: 1952

Revision: 12/3/98

Bargaining Unit: SEIU Local 1021

FLSA: Non-exempt

(Formerly: *Building Inspector II*)

EEO Code: TE-306

BUILDING INSPECTOR

DEFINITION

Under general supervision, performs responsible field and office work in connection with the inspection of a variety of structures during various phases of construction, ~~reconstruction~~reconstruction, or alteration to assure conformance with approved plans and specifications and the requirements of applicable codes and regulations; and to do related work as required.

This is an entry-level class in the Building Division that allows the employee to develop journey-level knowledge and skills. This classification is distinguished from the Senior Building Inspector classification in that the latter, incumbents are responsible for the more difficult, responsible and complex inspection situations, are expected to exercise considerable independence and discretion on assignments, and lead and train assigned building inspection staff.

CLASS CHARACTERISTICS

Incumbents in this class are generally assigned to conduct ~~on the site~~ investigations inspections in any one or combination of the following areas: architectural, structural, electrical, plumbing, ~~heating, ventilating, air conditioning, refrigeration and zoning~~energy and mechanical. Work is usually performed independent of direct supervision.

EXAMPLES OF DUTIES

1. Performs multi-trade inspections on various phases of building construction and equipment installations for compliance ~~to with~~ the ~~various building~~applicable codes.
2. Provides technical and referral information to contractors, ~~and owners, and~~ permittees on construction and alteration methods and materials ~~and approves alternate methods or changes in plans~~ as needed during actual construction or installation.
3. Inspects work at each of the required stages of completion and approves or indicates necessary corrective action of defects in workmanship, materials, or equipment, in writing, if necessary; makes final inspections, prepares inspection reports ~~of inspection~~ and records results of inspection work completed.
4. Inspects the structural parts of buildings such as foundations, floors, framing, roofs,

**CITY OF RICHMOND
BUILDING INSPECTOR
PAGE 2**

~~plaster~~ and masonry.

5. Inspects electrical installations such as services and subpanels, and ensures that all wiring materials are approved for the purpose intended.
6. Inspects plumbing ~~parts, equipment, and fixtures, and~~ installations ~~of~~, sewer, water, and gas lines, and ~~disposal, drain, waste, and vent~~ systems.
7. Inspects heating, ventilating, air conditioning and ~~refrigeration—mechanical~~ installations, ~~parts, parts,~~ and equipment.
8. Investigates code violations, posts stop work notices and reports findings.
9. Makes field checks of construction, alterations and repair work being done without proper permits.
10. Inspects ~~plans and layouts~~ installations for compliance with applicable codes.
11. Maintains records and files of inspections made.

MINIMUM QUALIFICATIONS

General Knowledge ~~of: principles of: principles,~~ practices, ~~techniques, techniques,~~ and terminology relating to building inspection, building, electrical, ~~mechanical, mechanical,~~ and plumbing construction methods and materials; State and ~~county~~ City laws, codes, and ordinances relating to building construction, rehabilitation and zoning; types of building materials and the variations and their qualities; and Uniform-California Building Standards Code.

Ability to: interpret applicable codes, ordinances and regulations enforceable by the City; apply technical knowledge of building trades work to the practical application; make sound independent judgments in ~~complex, difficult~~ inspection work within established guidelines; detect deviations from plans, specifications and standard installation practices; ~~prepare work specifications in rehabilitation; accurately~~ estimate cost of materials and labor; read and interpret diagrams, plans, ~~and~~ specifications; make accurate arithmetic computations ~~rapidly and accurately~~; maintain cooperative working relationship with engineers, architects, ~~contracts, contractors~~ and the general public; ~~train other inspection staff as necessary.~~

EDUCATION AND EXPERIENCE

~~Two (2) years of journey level craft or inspection experience in the building, plumbing, electrical or construction fields OR a Bachelors Degree in architecture, engineering, construction, building inspection technology and two (2) years of related experience OR a Associate Degree in the above fields and four (4) years of related experience are required.~~

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

**CITY OF RICHMOND
BUILDING INSPECTOR
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Education: Completion of the twelfth grade or equivalent, preferably supplemented by additional training in building inspection technology, structural engineering, public administration, or a related field.

Experience: Two years in one of the related building or construction trades, or in the application of Municipal Code enforcement relating to zoning, building construction, or permit administration.

LICENSE/ CERTIFICATE

Possession of a valid California Driver License in an on-going requirement.

~~International Code Council (ICC) certification or certification from an equivalent nationally recognized certification agency at time of appointment as a building inspector is highly desirable. Certification must be obtained within the probationary period and will be a condition of continued employment. Possession of an ICBO Combination Inspector Certificate at the time of appointment or the acquiring of the certificate by the completion of the probationary period is required.~~

PHYSICAL DEMANDS

Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and light lifting. Exposure to dust, noise, cold, heat, outdoors, ~~confined work space~~, construction hazards, and chemicals.

ORIGINAL
BUILDING INSPECTOR

DEFINITION

Under supervision, performs responsible field and office work in connection with the inspection of a variety of structures during various phases of construction, reconstruction or alteration to assure conformance with approved plans and specifications and the requirements of applicable codes and regulations; and to do related work as required.

CLASS CHARACTERISTICS

Incumbents in this class are generally assigned to conduct on the site investigations in any one or combination of the following areas: structural, electrical, plumbing, heating, ventilating, air conditioning, refrigeration and zoning. Work is usually performed independent of direct supervision.

EXAMPLES OF DUTIES

1. Performs multi-trade inspections on various phases of building construction for compliance to the various building codes.
2. Provides technical and referral information to contractors and owners on construction and alteration methods and materials and approves alternate methods or changes in plans as needed during actual construction or installation.
3. Inspects work at each of the required stages of completion and approves or indicates necessary corrective action of defects in workmanship, materials, or equipment, in writing, if necessary; makes final inspections, prepares reports of inspection and work completed.
4. Inspects the structural parts of buildings such as foundations, floors, framing, roofs, plaster and masonry.
5. Inspects electrical installations such as services and subpanels, and ensures that all wiring materials are approved for the purpose intended.
6. Inspects plumbing parts and installation, sewer, water, and gas lines, and disposal systems.
7. Inspects heating, ventilating, air conditioning and refrigeration installations, parts and equipment.
8. Investigates code violations, posts stop work notices and reports findings.
9. Makes field checks of construction, alterations and repair work being done without proper permits.
10. Inspects plans and layouts for compliance with codes.
11. Maintains records and files of inspections made.

MINIMUM QUALIFICATIONS**General Knowledge of:**

Principles, practices, techniques and terminology relating to building inspection, building, electrical, mechanical and plumbing construction methods and materials; State and county laws, codes, and ordinances relating to building construction, rehabilitation and zoning; types of building materials and

BUILDING INSPECTOR

the variations and their qualities; and Uniform Building Code.

Ability to:

Interpret applicable codes, ordinances and regulations enforceable by the City; apply technical knowledge of building trades work to the practical application; make sound independent judgments in complex difficult inspection work within established guidelines; detect deviations from plans, specifications and standard installation practices; prepare work specifications in rehabilitation; accurately estimate cost of materials and labor; read and interpret diagrams, plans, specifications; make arithmetic computations rapidly and accurately; maintain cooperative working relationship with engineers, architects, contractors and the general public; train other inspection staff as necessary.

Education and Experience

Two (2) years of journey level craft or inspection experience in the building, plumbing, electrical or construction fields OR a Bachelors Degree in architecture, engineering, construction, building inspection technology and two (2) years of related experience OR a Associate Degree in the above fields and four (4) years of related experience are required.

License:

Possession of a valid California Drivers License in an on-going requirement.

Certificate:

Possession of an ICBO Combination Inspector Certificate at the time of appointment or the acquiring of the certificate by the completion of the probationary period is required.

WORKING CONDITIONS

Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and light lifting. Exposure to dust, noise, cold, heat, outdoors, confined work space, construction hazards, and chemicals.

CITY OF RICHMOND, CA

Job Class Code: 1095 (I) / 1100 (II)

Established: 1/28/99

Revised: 6/23/2022

Bargaining Unit: SEIU Local 1021

FLSA: Non-exempt

EEO Class Code: TE-305 (I) / TE-303 (II)

PROPOSED

CODE ENFORCEMENT OFFICER I/II

DEFINITION

Under general supervision, to perform technical office and field work in enforcement codes and ordinances and public education; to assist in processing and presenting related notices, reports and public hearing documents; to do related work as required.

CLASS CHARACTERISTICS

Code Enforcement Officer I – This is the entry-level class in the code compliance series. Positions assigned to this class perform the more routine and standardized tasks. Assignments are performed within the procedural framework established by higher-level employees. However, as experience is acquired, the incumbent will perform tasks of increasing responsibility. Promotion to Code Enforcement Officer II shall be by departmental review and examination.

Code Enforcement Officer II – This is the journey-level class, and incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF DUTIES – (Illustrative Only)

Depending upon assignment, duties may include, but are not limited to, the following:

1. Conducts field checks to uncover possible violations of a variety of City codes and ordinances, including zoning, nuisance, property maintenance and housing.
2. Investigates possible violations; contacts responsible individuals in person and in writing; performs follow-up investigations to see that remedial action has been taken and to insure compliance.
3. Works closely with homeowners, businesses and community groups to enhance and preserve the quality of neighborhoods through public relations, educational and code enforcement activities.
4. Coordinates inspections and dispositions of cases with various City departments, including police and fire, county agencies and other local agencies, including utilities.

**CITY OF RICHMOND
CODE ENFORCEMENT OFFICER I/II
PAGE 2**

5. Responds to citizen complaints regarding code violations; exercises appropriate judgment in prioritizing calls; investigates and resolves problems and provides information to public by phone and in person regarding code regulations.
6. Assists in determining appropriate disposition of outstanding cases after consulting with the City Attorney, building and planning personnel; assists the City Attorney's office in preparing cases for court action; issues citations for infractions as provided by the Municipal Code.
7. Routinely prepares reports, recommendations and correspondence; some requiring lengthy research.
8. Organizes and maintains manual and computerized records of investigations, hearings and related activities.
9. Inputs and retrieves a variety of information using a computer terminal.
10. Analyzes and makes recommendations on policy development.

MINIMUM QUALIFICATIONS

Thorough Knowledge of: Basic codes, ordinances, laws and regulations pertaining to code abatement; safe and efficient work practices as they relate to code enforcement; modern office procedures and methods; basic computer knowledge regarding word processing and data bases; basic principles of records maintenance and report preparation; working in a diverse community.

Ability to: Learn and apply principles, practices, methods and techniques of code violation investigation and enforcement to facts observed with impartiality and efficiency; learn City codes, ordinances, laws and regulations pertaining to code abatement; learn, interpret and apply State and local policies, procedures, laws and regulations; learn general City services and the municipal organizational structure as they relate to code enforcement; learn court procedures, including, but not limited to, citation issuance and obtaining various types of inspection warrants and court documents; maintain and update records, logs and reports; operate photography equipment under various conditions; operate a variety of office equipment, including computer equipment; respond to inquiries, complaints and requests for service in a fair, tactful and timely manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Code Enforcement Officer I: Equivalent to high school diploma and thirty (30) semester or forty-five (45) quarter units in planning, architecture, criminal justice, public or business administration or a related field

And

Two (2) years of experience working with the public and in the interpretation of rules, laws or procedures. Experience may be substituted for education on a year-for-year basis.

Code Enforcement Officer II: Equivalent to high school diploma and equivalent to an Associate of Arts degree in planning, criminal justice, environmental studies, public or business administration or a related field

And

Three (3) years of experience working with the public and in the interpretation of rules, laws or procedures of which one (1) year must be in code inspection and enforcement experience. Experience may be substituted for education on a year-for-year basis up to two (2) years of general experience.

LICENSE/CERTIFICATION

Code Enforcement Officer I: Possession of a valid California Driver License is an on-going requirement.

Code Enforcement Officer II: Possession of a valid California Driver License is an on-going requirement.

The acquiring of a California Association of Code Enforcement Officers (CACEO) designation as a Certified Code Enforcement Officer at the time of appointment or prior to the completion of the probationary period is required.

PHYSICAL DEMANDS

Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb and light lifting. Exposure to dust, noise, cold, heat, outdoors, confined workspace, electrical and mechanical hazards and chemicals. In some instances, there may be exposure to high crime areas in the community.

CITY OF RICHMOND, CA

Job Class Code: ~~TE-305 (I)~~1095 (I) /
TE-303 (II)1100 (II)

Established: 1/28/99

Revised: TBD

Bargaining Unit: SEIU Local 1021

FLSA: Non-exempt

EEO Class Code: TE-305 (I) / TE-303 (II)

CODE ENFORCEMENT OFFICER I/II

DEFINITION

Under general supervision, to perform technical office and field work in enforcement codes and ordinances and public education; to assist in processing and presenting related notices, reports and public hearing documents; to do related work as required.

CLASS CHARACTERISTICS

Code Enforcement Officer I – This is the entry-level class in the code compliance series. Positions assigned to this class perform the more routine and standardized tasks. Assignments are performed within the procedural framework established by higher-level employees. However, as experience is acquired, the incumbent will perform tasks of increasing responsibility. Promotion to Code Enforcement Officer II shall be by departmental review and examination.

Code Enforcement Officer II – This is the journey-level class, and incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF DUTIES – (Illustrative Only)

Depending upon assignment, duties may include, but are not limited to, the following:

1. Conducts field checks to uncover possible violations of a variety of City codes and ordinances, including zoning, nuisance, property maintenance and housing.
2. Investigates possible violations; contacts responsible individuals in person and in writing; performs follow-up investigations to see that remedial action has been taken and to insure compliance.
3. Works closely with homeowners, businesses and community groups to enhance and preserve the quality of neighborhoods through public relations, educational and code enforcement activities.

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CODE ENFORCEMENT OFFICER I/II
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4. Coordinates inspections and dispositions of cases with various City departments, including police and fire, county agencies and other local agencies, including utilities.
5. Responds to citizen complaints regarding code violations; exercises appropriate judgment in prioritizing calls; investigates and resolves problems and provides information to public by phone and in person regarding code regulations.
6. Assists in determining appropriate disposition of outstanding cases after consulting with the City Attorney, building and planning personnel; assists the City Attorney's office in preparing cases for court action; issues citations for infractions as provided by the Municipal Code.
7. Routinely prepares reports, recommendations and correspondence; some requiring lengthy research.
8. Organizes and maintains manual and computerized records of investigations, hearings and related activities.
9. Inputs and retrieves a variety of information using a computer terminal.
10. Analyzes and makes recommendations on policy development.

MINIMUM QUALIFICATIONS

Thorough Knowledge of: Basic codes, ordinances, laws and regulations pertaining to code abatement; safe and efficient work practices as they relate to code enforcement; modern office procedures and methods; basic computer knowledge regarding word processing and data bases; basic principles of records maintenance and report preparation; working in a diverse community.

Ability to: Learn and apply principles, practices, methods and techniques of code violation investigation and enforcement to facts observed with impartiality and efficiency; learn City codes, ordinances, laws and regulations pertaining to code abatement; learn, interpret and apply State and local policies, procedures, laws and regulations; learn general City services and the municipal organizational structure as they relate to code enforcement; learn court procedures, including, but not limited to, citation issuance and obtaining various types of inspection warrants and court documents; maintain and update records, logs and reports; operate photography equipment under various conditions; operate a variety of office equipment, including computer equipment; respond to inquiries, complaints and requests for service in a fair, tactful and timely manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Code Enforcement Officer I: Equivalent to high school diploma and thirty (30) semester or forty-five (45) quarter units in planning, architecture, criminal justice, public or business administration or a related field

And

Two (2) years of experience working with the public and in the interpretation of rules, laws or procedures. Experience may be substituted for education on a year-for-year basis.

Code Enforcement Officer II: Equivalent to high school diploma and equivalent to an Associate of Arts degree in planning, criminal justice, environmental studies, public or business administration or a related field

And

Three (3) years of experience working with the public and in the interpretation of rules, laws or procedures of which one (1) year must be in code inspection and enforcement experience. Experience may be substituted for education on a year-for-year basis up to two (2) years of general experience.

LICENSE/CERTIFICATION

Code Enforcement Officer I: Possession of a valid California Driver License is an on-going requirement.

Code Enforcement Officer II: Possession of a valid California Driver License is an on-going requirement.

The acquiring of [Code Compliance Certification](#) [California Association of Code Enforcement Officers \(CACEO\) designation as a Certified Code Enforcement Officer](#) at the time of appointment or prior to the completion of the probationary period is required.

PHYSICAL DEMANDS

Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb and light lifting. Exposure to dust, noise, cold, heat, outdoors,

**CITY OF RICHMOND
CODE ENFORCEMENT OFFICER I/II
PAGE 4**

confined workspace, electrical and mechanical hazards and chemicals. In some instances, there may be exposure to high crime areas in the community.

CITY OF RICHMOND, CA

Class Code: TE-305 (I) / TE-303 (II)

Established: 1/28/99

Bargaining Unit: SEIU Local 1021

FLSA: Non-exempt

ORIGINAL

CODE ENFORCEMENT OFFICER I/II

DEFINITION

Under general supervision, to perform technical office and field work in enforcement codes and ordinances and public education; to assist in processing and presenting related notices, reports and public hearing documents; to do related work as required.

CLASS CHARACTERISTICS

Code Enforcement Officer I – This is the entry-level class in the code compliance series. Positions assigned to this class perform the more routine and standardized tasks. Assignments are performed within the procedural framework established by higher-level employees. However, as experience is acquired, the incumbent will perform tasks of increasing responsibility. Promotion to Code Enforcement Officer II shall be by departmental review and examination.

Code Enforcement Officer II – This is the journey-level class, and incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF DUTIES – (Illustrative Only)

Depending upon assignment, duties may include, but are not limited to, the following:

1. Conducts field checks to uncover possible violations of a variety of City codes and ordinances, including zoning, nuisance, property maintenance and housing.
2. Investigates possible violations; contacts responsible individuals in person and in writing; performs follow-up investigations to see that remedial action has been taken and to insure compliance.
3. Works closely with homeowners, businesses and community groups to enhance and preserve the quality of neighborhoods through public relations, educational and code enforcement activities.
4. Coordinates inspections and dispositions of cases with various City departments, including police and fire, county agencies and other local agencies, including utilities.

**CITY OF RICHMOND
CODE ENFORCEMENT OFFICER I/II
PAGE 2**

5. Responds to citizen complaints regarding code violations; exercises appropriate judgment in prioritizing calls; investigates and resolves problems and provides information to public by phone and in person regarding code regulations.
6. Assists in determining appropriate disposition of outstanding cases after consulting with the City Attorney, building and planning personnel; assists the City Attorney's office in preparing cases for court action; issues citations for infractions as provided by the Municipal Code.
7. Routinely prepares reports, recommendations and correspondence; some requiring lengthy research.
8. Organizes and maintains manual and computerized records of investigations, hearings and related activities.
9. Inputs and retrieves a variety of information using a computer terminal.
10. Analyzes and makes recommendations on policy development.

MINIMUM QUALIFICATIONS

Thorough Knowledge of: Basic codes, ordinances, laws and regulations pertaining to code abatement; safe and efficient work practices as they relate to code enforcement; modern office procedures and methods; basic computer knowledge regarding word processing and data bases; basic principles of records maintenance and report preparation; working in a diverse community.

Ability to: Learn and apply principles, practices, methods and techniques of code violation investigation and enforcement to facts observed with impartiality and efficiency; learn City codes, ordinances, laws and regulations pertaining to code abatement; learn, interpret and apply State and local policies, procedures, laws and regulations; learn general City services and the municipal organizational structure as they relate to code enforcement; learn court procedures, including, but not limited to, citation issuance and obtaining various types of inspection warrants and court documents; maintain and update records, logs and reports; operate photography equipment under various conditions; operate a variety of office equipment, including computer equipment; respond to inquiries, complaints and requests for service in a fair, tactful and timely manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**CITY OF RICHMOND
CODE ENFORCEMENT OFFICER I/II
PAGE 3**

EDUCATION AND EXPERIENCE

Code Enforcement Officer I: Equivalent to high school diploma and thirty (30) semester or forty-five (45) quarter units in planning, architecture, criminal justice, public or business administration or a related field

And

Two (2) years of experience working with the public and in the interpretation of rules, laws or procedures. Experience may be substituted for education on a year-for-year basis.

Code Enforcement Officer II: Equivalent to high school diploma and equivalent to an Associate of Arts degree in planning, criminal justice, environmental studies, public or business administration or a related field

And

Three (3) years of experience working with the public and in the interpretation of rules, laws or procedures of which one (1) year must be in code inspection and enforcement experience. Experience may be substituted for education on a year-for-year basis up to two (2) years of general experience.

LICENSE/CERTIFICATION

Code Enforcement Officer I: Possession of a valid California Driver License is an on-going requirement.

Code Enforcement Officer II: Possession of a valid California Driver License is an on-going requirement.

The acquiring of Code Compliance Certification at the time of appointment or prior to the completion of the probationary period is required.

PHYSICAL DEMANDS

Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb and light lifting. Exposure to dust, noise, cold, heat, outdoors, confined workspace, electrical and mechanical hazards and chemicals. In some instances, there may be exposure to high crime areas in the community.



STAFF REPORT

HUMAN RESOURCES DEPARTMENT

DATE: June 23, 2022

TO: Chair Wirsig and Members of the Personnel Board

FROM: Anil Comelo, Interim Deputy City Manager

SUBJECT: APPROVE THE REVISIONS TO THE CONSTRUCTION AND MAINTENANCE SUPERVISOR JOB SPECIFICATION

BACKGROUND

In review of cross-training and career progression opportunities for Abatement Services in the Public Works Department, it was discovered there is a need to revise the job classification of Construction and Maintenance Supervisor to incorporate abatement services. Inclusion of abatement into the job classification will address succession planning and allow for career growth. The job classification was last revised October 26, 1977.

RECOMMENDATION

The Human Resources Department recommends approval of the revisions to the classification of Construction and Maintenance Supervisor.

ANALYSIS

Construction and Maintenance Supervisor:

After a review of the Abatement Services division, a gap was discovered that prevented succession planning and the establishment of a career ladder for employees in the abatement services division. Human Resources and Public Works management staff identified the job specification of Construction and Maintenance Supervisor as one that bridges the gap and allows for a career ladder to be established. The job specification was reviewed and minor updates are recommended to the classification to include abatement duties and responsibilities.

On April 22, 2022, the City sent the drafted classification specifications 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.

Personnel Board Staff Report

Manager: Teresa Fairbanks, Human Resources Manager

Attachments: Proposed Construction and Maintenance Supervisor Job
Specification Clean
Proposed Construction and Maintenance Supervisor Job
Specification Edited
Original Construction and Maintenance Supervisor Job
Specification

City of Richmond

Job Class Code: 2165
EEO Class Code: SM-806
Established: 9/4/1962
Retitled/Revision: 6/23/2022
Bargaining Unit: Mid-Management
IFPTE Local 21
FLSA: Exempt
Formerly: Construction and Maintenance Foreman

PROPOSED

CONSTRUCTION AND MAINTENANCE SUPERVISOR

DEFINITION

Under direction, plans, assigns and supervises a crew in the abatement, maintenance, repair and construction of streets, storm drains, sanitary sewer, and related public works facilities; and does related work as required.

CLASS CHARACTERISTICS

Positions in this class are responsible for the continuous supervision of an assigned work crew involved in the abatement, construction, repair, and maintenance of streets and roads, drainage and sewerage systems, landscaped areas and other public works facilities. Incumbents are responsible for the efficient use of personnel and equipment, and direct operations through lead workers. This class differs from Maintenance Leadworker in that positions in the supervisor class have full satisfactory responsibilities whereas leadworker lacks disciplinary authority and such formal supervisory responsibilities as coordination of work schedules, ultimate accountability for the quality and quantity of work produced, or delegation of authority to other workers.

EXAMPLES OF DUTIES

1. Plans, assigns, and supervises the maintenance and construction work for a specific area such as roadways, traffic signs and lines, and storm and sanitary sewers.
2. Schedules, assigns, and directs the operation of street and sewer construction and maintenance equipment; supervises the instruction and training of assigned personnel in the operation of all types of equipment, and hand and power tools.
3. Checks and determines that crews are fully equipped; inspects maintenance, repair and construction jobs, and provides technical supervision; prepares and submits cost and material estimates; and maintains records and prepares reports on status work in progress and resources used.
4. Interviews and recommends the hiring of personnel; plans and directs the training of subordinates.
5. Makes recommendations concerning repair and replacement of equipment, and arranges for procurement and issuance of equipment and supplies to work crews.

6. Inspects area of responsibility at regular intervals to assess efficiency of services; identifies operational problems and unsafe conditions and develops plan to alleviate them; answers all complaints regarding services in area of responsibility.
7. Plans, assigns, and supervises the abatement/removal of Illegal dumping, weeds, graffiti, homeless encampments, private property abatements, fencing, including board ups and demolitions; abatement of graffiti, board up, and demolition work such as roadways, alleyways, city redevelopment properties, private properties, and Neighborhood Clean-Ups.
8. Keeps records and directs the operation of Graffiti Abatement, demolitions, Neighborhood Clean-Ups, Homeless Encampments abatement, weed abatement, and Board Ups activity.

MINIMUM QUALIFICATIONS

Ability to supervise, including ability to plan, organize, assign, coordinate, and review the work of assigned subordinates performing construction and maintenance work on public facilities; schedule and assign personnel and the use of materials and equipment to assure desired quality and quantity of work; inspect for and detect field maintenance and construction problems and take quick and effective action by changing operation instructions and reassigning personnel and equipment; work effectively with subordinates, and identify and prevent sources of conflict from arising between them; compute time requirements and amount of personnel, materials and equipment needed for various jobs; and interpret and apply work guidelines and rules to the normal day-to-day operations.

Ability to train subordinates by overseeing the work and providing direction, including ability to explain work requirements and the mechanics of specific tasks clearly and accurately; plan, organize, and schedule training in the efficient and safe work practices for the use and operation of equipment, tools and supplies; and demonstrate, explain and instruct subordinates on the use of individual pieces of equipment and tools.

Thorough knowledge of work practices and public work crews, including use of hand, power and pneumatic tools, materials and supplies used in the maintenance, repair and construction of public work facilities; the operations and capabilities of earth moving equipment such as track loaders, bulldozers, graders, and backhoes, and hauling equipment such as trucks and light construction equipment; basic construction methods relating to grading, placement of asphalt concrete, concrete construction, installing storm and sanitary drains, excavation work and backfilling; lubricating and other preventive services required to maintain equipment; and trade skills, task sequences, and time segments typically required for such work.

Thorough knowledge of safe work practices relating to use of hand and power tools, safe practices required when operating heavy and light construction equipment, and appropriate traffic safety regulations.

Experience

Four years of public works maintenance and construction experience which would demonstrate possession of the abilities and knowledges listed.

License required

Possession of or ability to obtain a valid, Class C, California Driver's License before date of appointment.

City of Richmond

Job Class Code: 2165

EEO Class Code: SM-806

Established: 9/4/1962

Retitled/Revision: [10/26/1977](#)/[6/23/2022](#)

Bargaining Unit: Mid-Management

IFPTE Local 21

FLSA: Exempt

Formerly: Construction and Maintenance Foreman

CONSTRUCTION AND MAINTENANCE SUPERVISOR

DEFINITION

Under direction, plans, assigns and supervises a crew in the [abatement](#), maintenance, repair and construction of streets, storm drains, sanitary [sewer](#), and related public works facilities; and does related work as required.

CLASS CHARACTERISTICS

Positions in this class ~~are~~ responsible for the continuous supervision of an assigned work crew involved in the [abatement](#), construction, repair, [and](#) maintenance of streets and roads, drainage and sewerage systems, landscaped areas and other public works facilities. Incumbents are responsible for the efficient use of personnel and equipment, and direct operations through lead workers. This class differs from Maintenance Leadworker in that positions in the supervisor class have full satisfactory responsibilities whereas leadworker lacks disciplinary authority and such formal supervisory responsibilities as coordination of work schedules, ultimate accountability for the quality and quantity of work produced, or delegation of authority to other workers.

EXAMPLES OF DUTIES

1. Plans, assigns, and supervises the maintenance and construction work for a specific area such as roadways, traffic signs and lines, and storm and sanitary sewers.
2. Schedules, assigns, and directs the operation of street and sewer construction and maintenance equipment; supervises the instruction and training of assigned personnel in the operation of all types of equipment, and hand and power tools.
3. Checks and determines that crews are fully equipped; inspects maintenance, repair and construction jobs, and provides technical supervision; prepares and submits cost and material estimates; and maintains records and prepares reports on status work in progress and resources used.
4. Interviews and recommends the hiring of personnel; plans and directs the training [of](#) subordinates.

5. Makes recommendations concerning repair and replacement of equipment, and arranges for procurement and issuance of equipment and supplies to work crews.

6. Inspects area of responsibility at regular intervals to assess efficiency of services; identifies operational problems and unsafe conditions and develops plan to alleviate them; answers all complaints regarding services in area of responsibility.

7. Plans, assigns, and supervises the abatement/removal of illegal dumping, weeds, graffiti, homeless encampments, private property abatements, fencing, including board ups and demolitions; abatement of graffiti, board up, and demolition work such as roadways, alleyways, city redevelopment properties, private properties, and Neighborhood Clean-Ups.

8. Keeps records and directs the operation of Graffiti Abatement, demolitions, Neighborhood Clean-Ups, Homeless Encampments abatements, weed abatement, and Board Ups activity.

MINIMUM QUALIFICATIONS

Ability to supervise, including ability to plan, organize, assign, coordinate, and review the work of assigned subordinates performing construction and maintenance work on public facilities; schedule and assign personnel and the use of materials and equipment to assure desired quality and quantity of work; inspect for and detect field maintenance and construction problems and take quick and effective action by changing operation instructions and reassigning personnel and equipment; work effectively with subordinates, and identify and prevent sources of conflict from arising between them; compute time requirements and amount of personnel, materials and equipment needed for various jobs; and interpret and apply work guidelines and rules to the normal day-to-day operations.

Ability to train subordinates by overseeing the work and providing direction, including ability to explain work requirements and the mechanics of specific tasks clearly and accurately; plan, organize, and schedule training in the efficient and safe work practices for the use and operation of equipment, tools and supplies; and demonstrate, explain and instruct subordinates on the use of individual pieces of equipment and tools.

Thorough knowledge of work practices and public work crews, including use of hand, power and pneumatic tools, materials and supplies used in the maintenance, repair and construction of public work facilities; the operations and capabilities of earth moving equipment such as track loaders, bulldozers, graders, and backhoes, and hauling equipment such as trucks and light construction equipment; basic construction methods relating to grading, placement of asphalt concrete, concrete construction, installing storm and sanitary drains, excavation work and backfilling; lubricating and other preventive services required to maintain equipment; and trade skills, task sequences, and time segments typically required for such work.

| Thorough knowledge of safe work practices relating to use of hand and power tools, safe practices required when operating heavy and light construction equipment^{2,3} and appropriate traffic safety regulations.

| Experience

Four years of public works maintenance and construction experience which would demonstrate possession of the abilities and knowledges listed.

| License required

Possession of or ability to obtain a valid, Class H/C, California Driver's License before date of appointment.

ORIGINAL

CONSTRUCTION AND MAINTENANCE SUPERVISOR

DEFINITION

Under direction, plans, assigns and supervises a crew in the maintenance, repair and construction of streets, storm drains, sanitary sewed, and related public works facilities; and does related work as required.

CLASS CHARACTERISTICS

Positions in this class and responsible for the continuous supervision of an assigned work crew involved in the construction, repair, maintenance of streets and roads, drainage and sewerage systems, landscaped areas and other public works facilities. Incumbents are responsible for the efficient use of personnel and equipment, and direct operations through lead workers. This class differs from Maintenance Leadworker in that positions in the supervisor class have full satisfactory responsibilities whereas leadworker lacks disciplinary authority and such formal supervisory responsibilities as coordination of work schedules, ultimate accountability for the quality and quantity of work produced, or delegation of authority to other workers.

EXAMPLES OF DUTIES

1. Plans, assigns, and supervises the maintenance and construction work for a specific area such as roadways, traffic signs and lines, and storm and sanitary sewers.
2. Schedules, assigns, and directs the operation of street and sewer construction and maintenance equipment; supervises the instruction and training of assigned personnel in the operation of all types of equipment, and hand and power tools.
3. Checks and determines that crews are fully equipped; inspects maintenance, repair and construction jobs, and provides technical supervision; prepares and submits cost and material estimates; and maintains records and prepares reports on status work in progress and resources used.
4. Interviews and recommends the hiring of personnel; plans and directs the training subordinates.
5. Makes recommendations concerning repair and replacement of equipment, and arranges for procurement and issuance of equipment and supplies to work crews,
6. Inspects area of responsibility regular intervals to assess efficiency of services; identifies operational problems and unsafe conditions and develops plan to alleviate them; answers all complaints regarding services in area of responsibility.

MINIMUM QUALIFICATIONS

Ability to: supervise, including ability to plan, organize, assign, coordinate, and review the work of assigned subordinates performing construction and maintenance work on public facilities; schedule and assign personnel and the use of materials and equipment to assure desired quality and quantity of work; inspect for and detect field maintenance and construction problems and take quick and effective action by changing operation instructions and reassigning personnel and equipment; work effectively with subordinates, and identify and prevent sources of conflict from arising between them; compute time requirements and amount of personnel, materials and equipment needed for various jobs; and interpret and apply work guidelines and rules to the normal day-to-day operations; train subordinates by overseeing the work and providing direction, including ability to explain work requirements and the mechanics of specific tasks clearly and accurately; plan, organize, and schedule training in the efficient and safe work practices for the use and operation of equipment, tools and supplies; and demonstrate, explain and instruct subordinates on the use of individual pieces of equipment and tools.

Thorough knowledge of: work practices and public work crews, including use of hand, power and pneumatic tools, materials and supplies used in the maintenance, repair and construction of public work facilities; the operations and capabilities of earth moving equipment such as track loaders, bulldozers, graders, and backhoes, and hauling equipment such as trucks and light construction equipment; basic construction methods relating to grading, placement of asphalt concrete, concrete construction, installing storm and sanitary drains, excavation work and backfilling; lubricating and other preventive services required to maintain equipment; and trade skills, task sequences, and time segments typically required for such work; safe work practices relating to use of hand and power tools, safe practices required when operating heavy and light construction equipment; and appropriate traffic safety regulations.

EDUCATION/EXPERIENCE

Four years of public works maintenance and construction experience which would demonstrate possession of the abilities and knowledges listed.

LICENSE/CERIFICATION

Possession of or ability to obtain a valid, Class III, California Driver's License before date of appointment.



STAFF REPORT

HUMAN RESOURCES DEPARTMENT

DATE: June 23, 2022

TO: Chair Wirsig and Members of the Personnel Board

FROM: Anil Comelo, Interim Deputy City Manager

SUBJECT: APPROVE THE REVISIONS TO THE CAPITAL PROJECTS MANAGER
JOB SPECIFICATION

BACKGROUND

A vacancy exists for the position of Capital Projects Manager in the Public Works Department. The City recently conducted a recruitment and was unsuccessful in yielding a single qualified candidate. In reviewing the failed recruitment, it was discovered that the requirement to have a current valid registration as a Professional Engineer in the State of California for this position was a contributing factor. The job classification was last updated June 28, 2007.

RECOMMENDATION

The Human Resources Department recommends approval of the revision to the classification of Capital Projects Manager.

ANALYSIS

The City of Richmond has a need to fill the vacant position, Capital Projects Manager. After a failed recruitment that yielded no qualified applicants, Human Resources conducted a subsequent review of the classification with Joe Leach, the Director of Public Works, to update and refine the job specification. The current valid registration as a Professional Engineer in the State of California is being changed from a certification requirement to a desirable qualification as this position does not perform any engineering duties, and by removing this requirement, it does not impact the scope of duties and responsibilities of the position and it will serve to improve recruitment efforts.

On June 9, 2022, the City sent the drafted classification 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 specifications.

Personnel Board
Staff Report

Manager: Teresa Fairbanks, Human Resources Manager

Attachments: Proposed Capital Projects Manager Job Specification Clean
Proposed Capital Projects Manager Job Specification Edited
Original Capital Projects Manager Job Specification

CITY OF RICHMOND, CA

Class Code: 2100
Established: 02/24/00
Revision: 6/23/2022
Bargaining Unit: IFPTE Local 21
FLSA: Exempt
EEO Code OA-129

PROPOSED
CAPITAL PROJECTS MANAGER

DEFINITION

The Capital Projects Manager develops the strategic plan; organizes, coordinates and directs the operation of the Capital Improvement Program within the Engineering Division of the Public Works Department; and performs related work as required.

CLASS CHARACTERISTICS

This is a single position management class characterized by responsibility for directing, planning and coordinating the administrative and fiscal aspects of the City's Capital Improvements Program. This position reports directly to the City Engineer (unless otherwise directed by the Director of Public Works) and supervises the Capital Projects support staff. This position serves as a liaison with City department heads and staff to the City Council's Public Safety Standing Committee.

EXAMPLES OF DUTIES

1. Responsible for preparing and implementing the City's Infrastructure Master Plan. The Infrastructure Master Plan is to include the following planning components: Streets and sidewalks, sanitary sewer system, buildings, storm water system, waste water treatment, buildings and parks. The Infrastructure Master Plan provides the basis for the City's Capital Improvements Program and associated budget.
2. Provides leadership in planning, organizing, financing, scheduling and implementation of the City's Capital Improvements Program, including concept development, design, financing, contracting, construction, closeout and move in by user departments.
3. Develops the Capital Improvements Program and annual program updates. Presents Capital Improvements Program to the City Council. Provides the

**CITY OF RICHMOND
CAPITAL PROJECTS MANAGER
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- City Council with reports and recommendations on major capital improvement projects and issues.
4. Develops funding strategies for various Capital Improvements Program projects that may include Federal and State grants, bond funding, lease purchase agreements, certificates of participation, debt financing, joint powers agreements or other forms of financing.
 5. Develops Capital Improvements Program projects, financial strategies and resolution of issues in the collaboration with City Finance Department staff.
 6. Assists in the negotiation of contracts and supervision of the services delivered by project consultants, including, but not limited to, professional design, engineering, planning and construction management; and other professionals as needed.
 7. Coordinates the development and implementation of project plans, specifications and estimates, schedules, status reports and budgets.
 8. Prepares and presents the Capital Improvements Program budget to the City Council and various stakeholders as required.
 9. Continually assesses program effectiveness and customer service, and institutes change as needed.
 10. Prepares appropriate divisional reports, bids, correspondence, policies and procedures.
 11. Attends private and public meetings, making presentations to project teams, neighborhood councils, community groups, relevant agencies and the City Council.
 12. Develops a comprehensive public relations campaign designed to both inform the public regarding the scope of a project as well as alert the public to unavoidable projects impacts (e.g., street closures, reduced parking, etc.).
 13. Awareness of project acceptance/commissioning and incorporation into the City's asset management system.

MINIMUM QUALIFICATIONS

A combination of experience, education and/or training which substantially demonstrates the following knowledge, skills and abilities:

Thorough Knowledge of:

Principles of project management, planning, organizing, coordinating and scheduling; contract negotiation tactics and strategies; project financing strategies and techniques; principles of Capital Improvements Program design, construction, planning and management; applicable Federal, State and local laws relating to construction, including components of the California Environmental Quality Act, OSHA, safety and securities; public administration, including the principles and practices of governmental budgeting, fiscal management, human resources management, and the organization and functions of City government; office administration and electronic data operations, including personal computers and software (e.g. Microsoft Office 365 Suite, Project Management, ArcGIS/ESRI, etc.) ; and research methods including information gathering, data collection analysis and reporting.

Skills and Ability to:

Plan, organize, direct and manage complex capital improvement projects from inception to completion; select, supervise and evaluate the work of appropriate consultants including architects, engineers, project managers, planners, financial advisors, and project teams effectively and efficiently; work effectively with elected officials and department heads in developing plans for meeting current and future facility needs; communicate effectively orally and in writing; make presentations before a wide variety of groups; and prepare clear and concise reports, correspondence and technical memorandum; display effective interpersonal, team building and leadership skills; and establish and maintain positive working relationships.

EDUCATION/EXPERIENCE

The knowledge, skills and abilities listed above may be acquired through various types of experience, education and training.

**CITY OF RICHMOND
CAPITAL PROJECTS MANAGER
PAGE 4**

Completion of the requirements for a degree with a major in Civil Engineering, Construction Management, or a related field;

AND

Six (6) years of progressively responsible engineering or master planning experience; of which two (2) years shall have been in a supervisory capacity and two (2) years shall have included Infrastructure Master Planning.

LICENSE/

Possess and maintain a valid Class C California Driver License.

DESIRABLE QUALIFICATIONS

Possession of a valid registration as a Professional Engineer in the State of California.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

Be willing and available to work regular and irregular hours as necessary.

Be willing to travel and have the ability to work under adverse conditions such as inclement weather, wind, dust, loud noise, heat, chemicals, gases, and to work in the proximity of equipment, machinery and/or construction, and remodeling work sites as necessary.

PHYSICAL REQUIREMENTS

Meet the physical demands that are typical to office settings and compatible with the requirements for attending office meetings during the day or evening.

CITY OF RICHMOND, CA

Class Code: ~~OA-~~
1292100

Established: 02/24/00

Revision:

~~06/28/07~~6/23/2022

Bargaining Unit: IFPTE Local 21

FLSA: Exempt

EEO Code OA-129

CAPITAL PROJECTS MANAGER

DEFINITION

The Capital Projects Manager develops the strategic plan; organizes, coordinates and directs the operation of the Capital Improvement Program Projects Division ~~efwithin~~ the Engineering Division of the Public Works Department; and performs related work as required. ~~This position may also be designated as acting City Engineer in the absence of the City Engineer.~~

CLASS CHARACTERISTICS

This is a single position management class characterized by responsibility for directing, planning and coordinating the administrative and fiscal aspects of the City's Capital Improvements Program. -This position reports directly to the City Engineer ~~(unless otherwise directed by the Director of Public Works-Director)~~ and supervises the Capital Projects support staff. -This position serves as a liaison with City department heads and staff to the City Council's Public Safety Standing Committee.

EXAMPLES OF DUTIES

1. Responsible for preparing and implementing the City's Infrastructure Master Plan. -The Infrastructure Master Plan is to include the following planning components: -Streets and sidewalks, sanitary sewer system, buildings, storm water system, waste water treatment, buildings and parks. -The Infrastructure Master Plan provides the basis for the City's Capital Improvements Plan-Program and associated Budgetbudget.
2. Provides leadership in planning, organizing, financing, scheduling and implementation of the City's Capital Improvements PlanProgram, including concept development, design, financing, contracting, construction, closeout and move in by user departments.

CITY OF RICHMOND
CAPITAL PROJECTS MANAGER
PAGE 2

3. Develops the Capital Improvements Program and annual program updates. Presents Capital Improvements Program to the City Council. Provides the City Council with reports and recommendations on major capital improvement projects and issues.
4. Develops funding strategies for various Capital Improvements Program ~~capital program~~ projects that may include Federal and State grants, bond funding, lease purchase agreements, certificates of participation, debt financing ~~and~~, joint powers agreements or other forms of financing.
5. Develops Capital Improvements Program ~~capital~~ projects, financial strategies and resolution of issues ~~with in~~ the collaboration ~~of with~~ City Finance Department staff.
6. Assists in the negotiation of contracts and supervision of the services delivered by project consultants, including, but not limited to, professional design, engineering, planning and construction management; and other professionals as needed.
7. Coordinates the development and implementation of project plans, specifications and estimates, schedules, status reports and budgets.
8. Prepares and presents the Capital Improvements Program Budget ~~budget~~ to the City Council and various stakeholders as required.
9. Continually assesses program effectiveness and customer service, and institutes change as needed.
10. Prepares appropriate divisional reports, bids, correspondence, policies and procedures.
11. Attends private and public meetings, making presentations to project teams, neighborhood councils, community groups, relevant agencies and the City Council.
12. Develops a comprehensive public relations campaign designed to both inform the public regarding the scope of ~~the total a~~ project as well as alert the public to unavoidable projects impacts (e.g., street closures, reduced parking, etc.).

**CITY OF RICHMOND
CAPITAL PROJECTS MANAGER
PAGE 3**

12.13. Awareness of project acceptance/commissioning and incorporation into the City's asset management system.

MINIMUM QUALIFICATIONS

A combination of experience, education and/or training which substantially demonstrates the following knowledge, skills and abilities:

Thorough Knowledge of:

Principles of project management, planning, organizing, coordinating and scheduling; contract negotiation tactics and strategies; project financing strategies and techniques; principles of ~~capital~~ Capital Improvements program ~~Program~~ design, construction, planning and management; applicable Federal, State and local laws relating to construction, including components of the California Environmental Quality Act, OSHA, safety and securities; public administration, including the principles and practices of governmental budgeting, fiscal management, human resources management, and the organization and functions of City government; office administration and electronic data operations, including personal computers and software (e.g. Microsoft Office 365 Suite, Project Management, ArcGIS/ESRI, etc.) ~~Excel, Word, Project Management, etc.~~; and research methods including information gathering, data collection analysis and reporting.

Skills and Ability to:

Plan, organize, direct and manage complex capital improvement projects from inception to completion; select, supervise and evaluate the work of appropriate consultants including architects, engineers, project managers, planners, financial advisors, and project teams effectively and efficiently; work effectively with elected officials and department heads in developing plans for meeting current and future facility needs; communicate effectively orally and in writing; make presentations before a wide variety of groups; and prepare clear and concise reports, correspondence and technical memorandum; display effective interpersonal, team building and leadership skills; and establish and maintain positive working relationships.

EDUCATION/EXPERIENCE

**CITY OF RICHMOND
CAPITAL PROJECTS MANAGER
PAGE 4**

The knowledge, skills and abilities listed above may be acquired through various types of experience, education and training.

Completion of the requirements for a major-degree with a major in Civil Engineering, Construction Management, or a related field;

AND

Six (6) years of progressively responsible engineering or master planning experience; of which two (2) years shall have been in a supervisory capacity and two (2) years shall have included Infrastructure Master Planning.

LICENSE/CERTIFICATION

Possess and maintain a valid Class C California Driver License.

DESIREABLE QUALIFICATIONS

Have Possession of a valid registration as a Professional Engineer in the State of California.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

Be willing and available to work regular and irregular hours as necessary.

Be willing to travel and have the ability to work under adverse conditions such as inclement weather, wind, dust, loud noise, heat, chemicals, gases, and to work in the proximity of ~~around~~ equipment, machinery and/or construction, and remodeling work sites as necessary.

PHYSICAL REQUIREMENTS

Meet the physical demands that are typical to office settings and compatible with the requirements for attending office meetings during the day or evening.

CITY OF RICHMOND, CA

CLASS CODE: OA-129
ESTABLISHED: 02/24/00
REVISED: 06/28/07
GROUP: IFPTE Local 21
FLSA: Exempt

ORIGINAL

CAPITAL PROJECTS MANAGER

DEFINITION

The Capital Projects Manager develops the strategic plan; organizes, coordinates and directs the operation of the Capital Projects Division of the Engineering Department; and performs related work as required. This position may also be designated as acting City Engineer in the absence of the City Engineer.

CLASS CHARACTERISTICS

This is a single position management class characterized by responsibility for directing, planning and coordinating the administrative and fiscal aspects of the City's Capital Improvement Program. This position reports directly to the City Engineer and supervises the Capital Projects support staff. This position serves as a liaison with City department heads and staff to the City Council's Public Safety Standing Committee.

EXAMPLES OF DUTIES

1. Responsible for preparing and implementing the City's Infrastructure Master Plan. The Infrastructure Master Plan is to include the following planning components: Streets and sidewalks, sanitary sewer system, buildings, storm water system, waste water treatment, buildings and parks. The Infrastructure Master Plan provides the basis for the City's Capital Improvements Plan and Budget.
2. Provides leadership in planning, organizing, financing, scheduling and implementation of the City's Capital Improvements Plan, including concept development, design, financing, contracting, construction, closeout and move in by user departments.
3. Develops the Capital Improvements Program and annual program updates. Presents Capital Improvements Program to the City Council. Provides the City Council with reports and recommendations on major capital improvement project and issues.

CITY OF RICHMOND, CA
CAPITAL PROJECTS MANAGER
Page 2 of 4

4. Develops funding strategies for various capital program projects that may include Federal and State grants, bond funding, lease purchase agreements, certificates of participation, debt financing and joint powers agreements.
5. Develops capital projects, financial strategies and issues with the collaboration of City Finance staff.
6. Assists in the negotiation of contracts and supervision of the services delivered by project consultants; professional design, engineering, planning and construction management; and other professionals as needed.
7. Coordinates the development and implementation of project plans, schedules, status reports and budgets.
8. Prepares and presents the Capital Improvement Budget to the City Council.
9. Continually assesses program effectiveness and customer service, and institutes change as needed.
10. Prepares appropriate divisional reports, bids, correspondence, policies and procedures.
11. Attends private and public meetings, making presentations to project teams, neighborhood councils, community groups, relevant agencies and the City Council.
12. Develops a comprehensive public relations campaign designed to both inform the public regarding the scope of the total project as well as alert the public to unavoidable projects impacts (e.g., street closures, reduced parking, etc.).

MINIMUM QUALIFICATIONS

A combination of experience, education and/or training which substantially demonstrates the following knowledge, skills and abilities:

Thorough Knowledge of:

Principles of project management, planning, organizing, coordinating and scheduling;

Contract negotiation tactics and strategies;

Project financing strategies and techniques;

Principles of capital program design, construction planning and management;

Applicable Federal, State and local laws relating to construction, including components of the California Environmental Quality Act, OSHA, safety and securities;

Public administration, including the principles and practices of governmental budgeting, fiscal management, human resources management, and the organization and functions of City government;

Office administration and electronic data operations, including personal computers and software (Excel, Word, Project Management, etc.); and

Research methods including information gathering, data collection analysis and reporting.

Skills and Ability to:

Plan, organize, direct and manage complex capital improvement projects from inception to completion;

Select, supervise and evaluate the work of appropriate consultants including architects, engineers, project managers, planners, financial advisors, and project teams effectively and efficiently;

Work effectively with elected officials and department heads in developing plans for meeting current and future facility needs;

Communicate effectively orally and in writing; make presentations before a wide variety of groups; and prepare clear and concise reports, correspondence and technical memorandum;

Display effective interpersonal, team building and leadership skills; and
Establish and maintain positive working relationships.

EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education and training.

Education and Experience:

Completion of the requirements for a major in Engineering, Construction Management, or a related field; AND

Six (6) years of progressively responsible engineering or master planning experience; of which two (2) years shall have been in a supervisory capacity and two (2) years shall have included Infrastructure Master Planning.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Be willing and available to work regular and irregular hours as necessary.
2. Possess and maintain a valid Class C California Driver's license.
3. Be willing to travel and have the ability to work under adverse conditions such as inclement weather, wind, dust, loud noise, heat, chemicals, gases, around equipment, machinery and/or construction, and remodeling work sites as necessary.
4. Have a valid registration as a Professional Engineer in the State of California.

PHYSICAL REQUIREMENTS

Meet the physical demands that are typical to office settings and compatible with the requirements for attending office meetings during the day or evening.



STAFF REPORT

HUMAN RESOURCES DEPARTMENT

DATE: June 23, 2022

TO: Chair Wirsig and Members of the Personnel Board

FROM: Anil Comelo, Interim Deputy City Manager

SUBJECT: APPROVE THE BARGAINING UNIT CHANGE FOR JOB CLASSIFICATIONS DEPUTY DIRECTOR OF PW – OPERATIONS & MAINTENANCE AND DEPUTY DIRECTOR OF FINANCE FROM IFPTE LOCAL 21 MID-MANAGEMENT TO IFPTE LOCAL 21 EXECUTIVE MANAGEMENT

BACKGROUND

Vacancies for the position of Deputy Director of Public Works – Operations & Maintenance and Deputy Director of Finance exist in the Public Works and Finance Departments, respectively.

In preparation to open recruitments for these vacancies, it was discovered that these two job classifications are currently assigned under the IFTPE Local 21 Mid-Management bargaining unit. It is necessary to update the bargaining unit of these two job classifications to IFTPE Local 21 Executive Management to effectively recruit and to align with other Deputy Director job classifications covered under the Executive Management bargaining unit.

RECOMMENDATION

The Human Resources Department recommends approval of the bargaining unit change for job classifications of Deputy Director of Public Works – Operations & Maintenance and Deputy Director of Finance from IFTPE Local 21 Mid-Management to IFPTE Local 21 Executive Management.

ANALYSIS

On November 16, 2021, City Council approved the collective bargaining agreement between the City and Executive Management Employees represented by IFPTE Local 21. At the time of adoption, job classifications for Deputy Director positions were identified as covered classifications under this bargaining agreement. In March of 2022, City Council authorized positions of Deputy Director of Public Works – Operations and Maintenance for the Public Works Department and Deputy Director of Finance for the Finance Department. These positions were not active at the time when the bargaining

Personnel Board Staff Report

agreement for Executive Management was adopted on November 16, 2021, therefore the bargaining unit was not reassigned to Executive Management for these classifications.

On June 2, 2022, the City sent the request to update the bargaining unit to IFPTE Local 21; and invited the union to meet and confer regarding the requested change. Representatives of IFPTE Local 21 support the update to change the bargaining unit from Mid-Management to Executive Management.

Manager: Teresa Fairbanks, Human Resources Manager

Attachments: Classifications Covered under Executive Management Unit

ATTACHMENT A
COVERED CLASSIFICATIONS

Administrative Chief
Assistant City Attorney
Assistant Police Chief
Chief Assistant City Attorney
City Clerk
City Engineer
City Prosecutor
Community and Economic Development Agency Director
Community Engagement Manager
Confidential Investigative and Appeals Officer
Deputy City Attorney I
Deputy City Attorney II
Deputy City Manager
Deputy Director of Community Services – Employment & Training
Deputy Director of Community Services - Library
Deputy Director of Community Services – Recreation
Deputy Director of Public Works (City Engineer)
Deputy Director, Rent Program
Deputy Fire Chief
Deputy Police Chief
Director of Community Development
Director of Community Services
Director of Finance
Director of Human Resources
Director of Information Technology
Director of Infrastructure Maintenance and Operations
Director of Public Works
Director of Water Resource Recovery
Employment and Training Director
Executive Director Housing Authority
Executive Director, Rent Program
Fire Chief
Hearing Examiner Rent Program
Housing Director
Human Resources Personnel Officer
Internal Auditor
Labor Relations/Training Manager
Library/Community Services Director
Library and Cultural Services Director
Neighborhood Safety Director
Planning and Building Services Director
Planning Manager
Police Chief
Port Director
Project Manager I
Project Manager II
Project Manager III
Public Works Operations & Maintenance Director
Recreation Director
Redevelopment Director
Rent Board General Counsel
Resident Services Administrative Officer
Risk Manager
Senior Assistant City Attorney
Staff Attorney Rent Program



STAFF REPORT

HUMAN DEPARTMENT

DATE: June 23, 2022

TO: Chair Wirsig and Members of the Personnel Board

FROM: Anil Comelo, Human Resources Director

SUBJECT: APPROVE THE REVISION/RETITLE OF ELECTRICIAN TO FLEXIBLY STAFFED ELECTRICIAN I/II AND THE ESTABLISHMENT OF SENIOR ELECTRICIAN CLASSIFICATIONS

BACKGROUND:

SEIU Local 1021 Union leaders petitioned the Public Works Director to revise the Electrician job specification to include duties associated with underground service alerts (USA) and increase compensation to address the increased set of responsibilities.

Public Works management and Human Resources agreed with the Union's analysis, and staff revised the Electrician job specification to include duties related to underground service alerts. In addition, the Human Resources staff revised the Electrician job specification to a flexibly staffed Electrician I/II job specification and created a Senior Electrician job specification.

The Electrician position was created in 1956 and was last revised on January 22, 2009.

RECOMMENDATION:

The Human Resources Department recommends approval of the Electrician I/II flexibly staffed job specification and Senior Electrician job specifications.

ANALYSIS:

Public Works management determined that there was a need to perform duties related to underground service alerts (USA) when contractors started new construction projects in the City. This task includes mapping underground electrical conduits and lines to ensure infrastructure is not damaged when contractors drill into the streets and roadways.

After a meeting with Human Resources, Public Works management, Union representatives, and the Electricians employee representative, it was determined that the

Personnel Board Staff Report

Electrician job specification should be revised to include this additional duty. In addition, a need was identified to create the Electrician series. The goal was to allow for career progression at the Senior level and allow for the hire of less experienced candidates at the Electrician I level who can, with training, grow into a journey level Electrician at the II level. As a result, Human Resources staff revised, retitled, and created the following job specifications:

Electrician I/II

Human Resources staff created a flexibly staffed Electrician I/II from the former Electrician job specification to include the USA duties. The flexibly staffed Electrician I/II series will allow for entry-level and journey-level employment opportunities.

Senior Electrician

The Senior Electrician job specification is created to provide a lead worker position. This classification will provide valuable leadership, knowledge, guidance, and hands-on support to the electrician staff.

It has been the Human Resources staff's experience that recruiting electricians is challenging. By creating an entry-level position, more candidates will meet the minimum qualifications and thus be given the opportunity to be trained and eventually move to the journey-level position. In addition, the Senior Electrician creates a much-needed lead role in the Electrician series. Establishing these classifications will improve recruitment outcomes, create growth opportunities, and support succession planning. And further, these changes align with the Human Resources mission to modernize and update our current job specifications.

The Union approved these changes through the meet-and-confer process on Friday, June 10, 2022, and a side letter agreement was drafted to memorialize the agreement.

ANALYST: Sharrone Taylor, Human Resources Manager

Attachments: Proposed Electrician I/II Job Specification Clean
Proposed Electrician I/II Job Specification Edited
Electrician Job Specification Original
Proposed Senior Electrician Job Specification Clean

ELECTRICIAN I/II

DEFINITION

Under supervision in the field or a shop, performs the installation, repair, and maintenance of electrical, electronic, solid-state equipment and wiring systems, and performs related duties as required.

CLASS CHARACTERISTICS

The Electrician is responsible for performing a variety of regular assignments and functions requiring specialized knowledge related to electrician duties.

Electrician I: Is an entry-level classification in the Electrician series. This class is distinguished by the Electrician II by the performance of less complex tasks and under the direction and technical advice of higher-level Electricians. Incumbents may progress to the Electrician II level after adequately demonstrating the ability to perform more complex tasks with minimal supervision or input.

Electrician II: Is the journey level classification in the Electrician series. The incumbent must fulfill assignments and provide technical advice to Electrician I personnel. Work in this class is distinguished from the Electrician I by the greater complexity of work assigned, the independence with which the incumbent operates, and the judgment and initiative required in the day-to-day assignments.

EXAMPLES OF DUTIES (Illustrative Only)

1. Performs various duties related to the installation of a variety of electrical, electronic, and solid-state equipment.
2. Performs routine maintenance on various types of electrical control devices.
3. Repairs complex electrical and electronic equipment such as traffic actuated traffic signals.
4. Repairs solid-state circuits and transistor equipment.
5. Makes additions, extensions, or alterations in the electrical installations of power, light, heat, and appliances.
6. Draws and interprets schematic diagrams of routine electrical or electronic circuits.
7. Keeps traffic signals operating properly.

**CITY OF RICHMOND
ELECTRICIAN I/II (PROPOSED)
PAGE 2**

8. Keeps simple records and makes reports.
9. Performs duties associated with underground service alerts (USA) including but not limited to locating, identifying, and marking requests in compliance with USA priority guidelines and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, methods, materials, tools, and equipment used in the installation, maintenance, and repair of electrical or electronic equipment; electrical safety orders of the Division of Industrial Safety; and National Electric Code.

Ability to: interpret and work from plans, drawings, and specifications; work with hand tools; keep simple records and make reports; independently analyze situations and adopt an effective course of action; direct and train helpers; follow oral and written instruction; and establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

Electrician I:

Completion of an accredited electrical apprenticeship program or two (2) years of experience in the repair, maintenance and installation of electrical equipment, electrical control devices, or solid-state electronic equipment

Electrician II:

Completion of an accredited electrical apprenticeship program and at least two years of experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment or four (4) years of journey level experience in the repair, maintenance and installation of electrical equipment, electrical control devices, or solid-state electronic equipment

LICENSE/CERTIFICATION

Must obtain a valid Class B California Driver License within twelve months of appointment and maintain the Class B license throughout employment and have a satisfactory driving record.

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ELECTRICIAN I/II (PROPOSED)
PAGE 3**

PHYSICAL DEMANDS

Incumbents in this classification will be required to crawl into confined space, climb ladders, bend, stoop, and stand for long periods of time.

Other requirements

Standby duty is a requirement of this position.

ELECTRICIAN I/II (PROPOSED)

DEFINITION

Under supervision in the field or a shop, performs the installation, repair, and maintenance of electrical, electronic, solid-state equipment and wiring systems, and performs related duties as required.

CLASS CHARACTERISTICS

The Electrician is responsible for performing a variety of regular assignments and functions requiring specialized knowledge related to electrician duties.

Electrician I: Is an entry-level classification in the Electrician series. This class is distinguished by the Electrician II by the performance of less complex tasks and under the direction and technical advice of a higher-level Electricians. Incumbents may progress to the Electrician II level after adequately demonstrating the ability to perform more complex tasks with minimal supervision or input.

Electrician II: Is the journey level classification in the Electrician series. The incumbent must fulfill assignments and provide technical advice to Electrician I personnel. Work in this class is distinguished from the Electrician I by the greater complexity of work assigned, the independence with which the incumbent operates, and the judgment and initiative required in the day-to-day assignments.

EXAMPLES OF DUTIES (Illustrative Only)

1. Performs various duties related to the installation of a variety of electrical, electronic, and solid-state equipment.
2. Performs routine maintenance on various types of electrical control devices.
3. Repairs complex electrical and electronic equipment such as traffic actuated traffic signals.
4. Repairs solid-state circuits and transistor equipment.
5. Makes additions, extensions, or alterations in the electrical installations of power, light, heat, and appliances.

CITY OF RICHMOND
ELECTRICIAN I/II (PROPOSED)
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6. Draws and interprets schematic diagrams of routine electrical or electronic circuits.
7. Keeps traffic signals operating properly.
8. Keeps simple records and makes reports.
- 8-9. Performs duties associated with underground service alerts (USA) including but not limited to locating, identifying, and marking requests in compliance with USA priority guidelines and procedures.

MINIMUM QUALIFICATIONS KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, methods, materials, tools, and equipment used in the installation, maintenance, and repair of electrical or electronic equipment; electrical safety orders of the Division of Industrial Safety; and National Electric Code.

Ability to: interpret and work from plans, drawings, and specifications; work with hand tools; keep simple records and make reports; independently analyze situations and adopt an effective course of action; direct and train helpers; follow oral and written instruction; and establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS
EDUCATION/EXPERIENCE

Electrician I:

Completion of an accredited electrical apprenticeship program or two (2) years of experience in the repair, maintenance and installation of electrical equipment, electrical control devices, or solid-state electronic equipment

Electrician II:

Completion of an accredited electrical apprenticeship program and at least two years of experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment or four (4) years of journey level experience in the repair, maintenance and installation of electrical equipment, electrical control devices, or solid-state electronic equipment

LICENSE/CERTIFICATION

CITY OF RICHMOND
ELECTRICIAN I/II (PROPOSED)
PAGE 3

Must ~~obtain possess and maintain~~ a valid Class B California Driver License ~~within twelve months of appointment and maintain the Class B license at the time of appointment and~~ throughout employment and have a satisfactory driving record.

PHYSICAL DEMANDS

~~Incumbents~~~~The incumbent~~ in of this classification will be required to crawl into confined space, climb ladders, bend, ~~and~~ stoop, and stand for long periods of time.

Other requirements

Standby duty is a requirement of this position.

ORIGINAL
ELECTRICIAN

DEFINITION

Under supervision in the field or a shop, performs the installation, repair and maintenance of electrical, electronic, solid state equipment and wiring systems, and performs related duties as required.

EXAMPLES OF DUTIES

1. Performs various duties related to the installation of a variety of electrical, electronic and solid state equipment.
2. Performs routine maintenance on various types of electrical control devices.
3. Repairs complex electrical and electronic equipment such as traffic actuated traffic signals.
4. Repairs solid-state circuits and transistor equipment.
5. Makes additions, extensions or alterations in the electrical installations of power, light, heat and appliances.
6. Draws and interprets schematic diagrams of routine electrical or electronic circuits.
7. Keeps traffic signals operating properly.
8. Keeps simple records and makes reports.

MINIMUM QUALIFICATIONS

Knowledge of: principles, methods, materials, tools and equipment used in the installation, maintenance and repair of electrical or electronic equipment; electrical safety orders of the Division of Industrial Safety; and National Electric Code.

Ability to: interpret and work from plans, drawings and specifications; work with hand tools; keep simple records and make reports; independently analyze situations and adopt an effective course of action; direct and train helpers; follow

**CITY OF RICHMOND
ELECTRICIAN
PAGE 2**

oral and written instruction; and establish and maintain effective working relationships.

EDUCATION/EXPERIENCE

Completion of an accredited electrical apprenticeship program or four (4) years of journey level experience in the repair, maintenance and installation of electrical equipment, electrical control devices or solid-state electronic equipment

LICENSE/CERTIFICATION

Must possess and maintain a valid Class B California Driver License at the time of appointment and throughout employment and have a satisfactory driving record.

PHYSICAL DEMANDS

The incumbent of this classification will be required to crawl into confined space, climb ladders, bend and stoop and stand for long periods of time.

Other requirements

Standby duty is a requirement of this position.

SENIOR ELECTRICIAN(PROPOSED)

DEFINITION

Under general supervision, performs a wide variety of electrical installation and repair tasks, including the most challenging and complex, in a wide variety of situations, requiring journey-level skills in the electrical trades; directs the work of Electrician I/II and crews as required; makes day-to-day assignments of individuals and crews to fill work orders, and does other related work as required. In addition, manages small project budgets and supervises and inspects the work of others, and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to lead the work assigned to the Electrician I/II classifications. Work in this class is distinguished from the Electrician II by the responsibility to provide lead worker direction and technical supervision to project work as needed and check out and solve the most difficult problems encountered by the individuals and crews in the field. This class differs from the Electrical Supervisor as it does not have direct disciplinary authority or the full scope of supervisory and managerial responsibilities.

EXAMPLES OF DUTIES (Illustrative Only)

1. Implements day-to-day assignments of individuals and crews to complete work orders, establishes work schedules and assigns staff. Supervise projects as assigned.
2. Performs electrical and electronic maintenance, installation, and repair on a wide variety of electrical and electronic equipment used in street lighting, traffic signal control, inside and field wiring, irrigation pumps and motors, HVAC, telephone systems, and related electrical systems and equipment;
3. Troubleshoots a variety of work orders, including the most difficult and complex concerning operational problems with the environment; determine solutions that are, to the degree possible, quick, long-lasting, economical, and practical; and reports the more involved requirements to and coordinates solutions with the supervisor.
4. Operates a variety of power tools and equipment used in the electrical and electronic maintenance, installation, and repair trade.
5. Maintains a cooperative working relationship with the managers and staff.
6. Estimates materials and requisitions supplies, materials, etc. for each project/task.

CITY OF RICHMOND, CA
SENIOR ELECTRICIAN
PAGE 2

7. Maintains and completes records of time, equipment, and supplies usage for assigned projects, worksheets, accident reports, maintenance requests, etc.
8. Reviews and approves time records of crews directed.
9. Checks maintenance and repair work performed by staff and outside contractors and reports results to supervisor.
10. Provides instruction and training to Electrician I/II personnel concerning proper work methods, use of tools and equipment, and relevant safety precautions, ensures that safety standards are being utilized, and enforces State and Authority safety requirements.
11. Provides direction and instruction for duties associated with underground service alerts (USA), including but not limited to locating, identifying, and marking requests in compliance with USA priority guidelines and procedures
12. Conducts safety meetings; coordinates activities with other affected divisions; drives trucks and may perform work as an on-site supervisor on major or complex jobs.
13. Participates in meetings as required; responds to emergencies as necessary.
14. Works limited on-call evenings and weekends refers after-hours/weekend emergency calls to appropriate parties and personally takes care of the problem.
15. Performs related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: the methods, materials, machines, equipment, and tools used in the electrical trades and their use; journey-level knowledge in the electrician field sufficient to allow training of others and accomplishment of the most difficult assignments; methods and procedures in the use of common specialty hand and power equipment and tools, including trucks and related equipment associated with the electrician trade; principles of supervision and effective communication and motivation; applicable local and State codes; safe work practices and State and Authority safety and hazardous material requirements.

Skill in: planning, estimating, coordinating, and scheduling the work of crews; preparing and maintaining a variety of accurate written records and reports; operating and maintaining equipment and tools used in the field; establishing and maintaining effective working relationships with those encountered in the course of the work; and identifying and implementing effective courses of action to complete assigned work.

Ability to: plan, organize and monitor the work of the Electricians; understand, interpret and explain regulations and policies governing operations in City facilities and buildings; make decisions and independent judgments; communicate effectively and work with managers and employees; direct the work individuals and crews, and motivate efficient and effective work; read, interpret and prepare blueprints and working drawings; follow

written and oral instructions; prepare written records relating to material usage and work project reports.

MINIMUM QUALIFICATIONS

Completion of an accredited electrical apprenticeship program and at least two years of experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment or six (6) years of journey-level experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment

License

Must obtain a valid Class B California Driver License within twelve months of appointment and maintain it throughout employment and have a satisfactory driving record

PHYSICAL DEMANDS

Incumbents in this classification will be required to crawl into confined spaces, climb ladders, bend, stoop, and stand for long periods of time.

Other Requirements

Standby duty is a requirement of this position.



STAFF REPORT

PERSONNEL BOARD

DATE: June 23, 2022

TO: Chair Early and members of the Personnel Board

FROM: Anil Comelo, Interim Human Resources Director

SUBJECT: **DISCUSS** NOMINATION OF AND **ELECT** PERSONNEL BOARD VICE CHAIR.

BACKGROUND:

September 23, 2021, annual election of Chair and Vice Chair was adopted by the seated Personnel Board Members. Personnel Board Member Larry Wirsig was nominated and elected at the May 26, 2022 Personnel Board Meeting. A nomination for Vice Chair was discussed. Election of Vice Chair was postponed to next meeting of June 23, 2022.

RECOMMENDATION:

DISCUSS nomination of and **ELECT** Personnel Board Vice Chair.

ANALYSIS:

Vice Chair nominee was not in attendance at the May meeting therefore the nomination and election were postponed to June meeting for further discussion.

CONCLUSION:

The Human Resources Department is recommending the election of a Vice Chair as per the procedures for annual election adopted in September 2021.

Analyst: Dorothy Mandujano, Administrative Services Analyst

Attachments: Procedures for Annual Election of Chair and Vice Chair



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: June 23, 2022

TO: Chair Wirsig and Members of the Personnel Board

FROM: Anil Comelo, Interim Deputy City Manager

SUBJECT: CONSIDER AND SCHEDULE a Personnel Board Hearing on an appeal of a grievance alleging violation of a collective bargaining agreement (Employee T)

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 T alleging that the City of Richmond has violated the collective bargaining agreement between the City and RPOA. Section 30 of the MOU affords the RPOA the opportunity to request a Personnel Board hearing. In a letter dated April 8, 2022, the RPOA filed an appeal of a suspension and demotion on behalf of member Employee T to request the removal of suspension and removal from specialty assignment be overturned. The Hearing would be held pursuant to Personnel Rule IX Appeals-Hearings.

Recommended Board action is:

1. Schedule the hearing for a special meeting or for a time following the conclusion of the Board's regular meeting, whichever date is agreed upon.
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 T filed a grievance alleging violation of the collective bargaining agreement between the City and RPOA. 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 schedule a grievance appeal hearing and that notice of the hearing date and procedural matters are provided to the employee and the City.