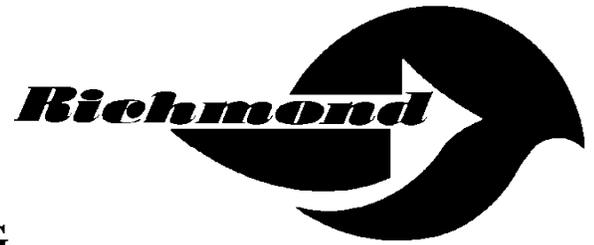


PERSONNEL BOARD

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



REGULAR MEETING
Thursday, February 23, 2023
5:15 p.m.

ALL BOARDMEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE



AGENDA

Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Kyra Worthy

1. **ROLL CALL**
2. **AGENDA REVIEW**
3. **STATEMENT OF CONFLICT OF INTEREST**
4. **APPROVAL OF MINUTES**
 - a. Regular Meeting of October 27, 2022
5. **PUBLIC COMMENT**
6. **CONSENT AGENDA**

None
7. **NEW BUSINESS**
 - a. **DISCUSS** nomination of and **ELECT** PERSONNEL BOARD CHAIR and VICE CHAIR
 - b. **APPROVE** the establishment of a Paralegal classification
8. **UNFINISHED/OLD BUSINESS**
9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
10. **CONSIDERATION OF PROBLEMS AND REPORTS**
11. **ADJOURNMENT**

NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include two (2) copies; one (1) for the Secretary to the Board and one (1) for Board Counsel.

COMMUNICATION ACCESS INFORMATION This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Laura Marquez, ADA Coordinator at ADACoordinator@ci.richmond.ca.us or (510) 620-6974 at least three business days before the meeting date.

CORONAVIRUS DISEASE (COVID-19) ADVISORY

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20). Both provide updated coronavirus information.

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

and

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

DUE TO THE SHELTER IN PLACE ORDERS, attendance in the Personnel Board meeting will be by teleconference only. Public comment will be confined to items appearing on the agenda and will be limited to the method provided below. Consistent with Executive Order N-29-20, this meeting will utilize teleconferencing only. The following provides information on how the public can participate in this meeting.

How to watch the meeting from home: The meeting may be accessed by using the following Zoom meeting link:

<https://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, February 23, 2023 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, February 23rd, 2023. 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**

**October 27, 2022
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:17 p.m. on October 27, 2022.

1. ROLL CALL

Present: Larry Wirsig, Chair
Vernetta Buckner, Board Member
Kyra Worthy, Board Member

Absent: None

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- a. Regular Meeting of July 28, 2022

SPEAKERS:

- None

Vice Chair Buckner made a motion to approve the minutes of July 28, 2022. Chair Wirsig seconded the motion. Minutes were approved by the following vote: YEA: V. Buckner, L. Wirsig, K. Worthy. NAY: None. ABSENT: None. ABSTAIN: None.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: email received and read

6. CONSENT AGENDA

- None

Audio recordings of Personnel Board Meetings are available at:

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

7. NEW BUSINESS

SPEAKERS:

Cordell Hindler: Recommended scheduling the hearing as a Special Meeting since a hearing after a regular meeting makes for a lengthy meeting.

- a. **CONSIDER AND SCHEDULE** a Personnel Board Hearing on an appeal of a grievance alleging violation of a collective bargaining agreement (“Employee M”)

Employee M representative K. Mastagni and City representative C. Malone were present to discuss hearing schedule.

Representatives and Personnel Board Members agreed to meet for grievance hearing on December 8, 2022, 5:15 p.m.

Electronic and paper copy of grievance evidence due to Human Resources by November 30 for distribution to all parties including Personnel Board Members.

SPEAKERS:

Cordell Hindler: Recommends the approval of Payroll Manager.

- b. **APPROVE** the retitling of Payroll Supervisor to Payroll Manager and **APPROVE** revisions to the associated job specification

Principal Personnel Analyst Catherine Selkirk presented the Payroll Manager classification and reasoning for revisions.

Chair Wirsig made a motion to approve the retitling of Payroll Supervisor to Payroll Manager and Approve revisions to the associated job specification. Vice Chair Buckner seconded the motion. Payroll Manager job specification was approved by the following vote: YEA: V. Buckner, L Wirsig, K. Worthy. NAY: None. ABSENT: None. ABSTAIN: None.

SPEAKERS:

Cordell Hindler: Recommends approval of the GIS Administrator job specification.

- c. **APPROVE** the revisions to the GIS Administrator job specification

Principal Personnel Analyst Catherine Selkirk presented the minor revisions to the GIS Administrator job specification.

Chair Wirsig made a motion to approve the revisions to the GIS Administrator job specification. Vice Chair Buckner seconded the motion. GIS Administrator job specification was approved by the following vote: YEA: V. Buckner, L Wirsig, K. Worthy. NAY: None. ABSENT: None. ABSTAIN: None.

Audio recordings of Personnel Board Meetings are available at:
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8. UNFINISHED/OLD BUSINESS

- None

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

- None

10. CONSIDERATION OF PROBLEMS AND REPORTS

- None

11. ADJOURNMENT

Meeting adjourned at approximately 5:42 p.m.

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, October 21, 2022 5:36 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 Wirsig, Board Members and Staff,

I have some items to be Placed for the December 21st Agenda

1. Approve the Retitling of Port Director to Director of Economic Development

And Approve revisions to the associated job specification

2. Approve revisions to The Port Administrator Specification

I am bringing these Items forward Because I have Looked at the City of Fremont and the Director Reports to the

Assistant City Manager

Sincerely
Cordell



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: February 23, 2023

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Interim Human Resources Director

SUBJECT: ELECT PERSONNEL BOARD CHAIR AND VICE CHAIR

BACKGROUND:

September 23, 2021, annual election of Chair and Vice Chair was adopted by the seated Personnel Board Members.

RECOMMENDATION:

ELECT Personnel Board Chair and Vice Chair.

DISCUSSION:

CONCLUSION:

The Human Resources Department is recommending the election of a Chair and Vice Chair as per the procedures for annual election

Attachments: Procedures for Annual Election of Chair and Vice Chair

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

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

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

Adopted: 9/23/2021



STAFF REPORT

HUMAN RESOURCES DEPARTMENT

DATE: February 23, 2023
TO: Chair Wirsig and Members of the Personnel Board
FROM: Sharrone Taylor, Interim Human Resources Director
SUBJECT: APPROVE THE ESTABLISHMENT OF A PARALEGAL JOB CLASSIFICATION

BACKGROUND

The City Attorney's Office has expressed a high need to establish a Paralegal job classification.

RECOMMENDATION

The Human Resources Department recommends approval of the job specification for the new Paralegal classification.

ANALYSIS

The Human Resources (HR) Department has been working with the City Attorney's Office regarding their staffing needs. The department needs a Paralegal, which is a job classification that does not currently exist. HR has worked with staff from the City Attorney's Office to develop a job specification for the Paralegal classification.

The Paralegal will perform complex legal, confidential, and administrative duties and support the attorneys in the City Attorney's Office. The position will be responsible for performing legal research and other legal services requiring a paraprofessional understanding of the law and legal procedures necessary to effectively support attorneys. The Paralegal will relieve licensed attorneys from legal responsibilities which can be appropriately delegated to especially skilled, non-licensed personnel.

This classification will be represented by General Employees Bargaining Unit Service Employees International Union (SEIU), Local 1021. On October 26, 2022, the City sent a draft job specification to union representatives. SEIU is in favor of developing the classification. Staff sent SEIU the final proposed specification on February 3, 2023.

ANALYST: Catherine Selkirk, Principal Personnel Analyst

Personnel Board February 23, 2023
Paralegal Staff Report

Attachments: Proposed Paralegal Job Specification



Classification Specification

Classification Title	Paralegal
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Provides paralegal support and assistance to attorneys in the City Attorney's Office, and performs complex legal, confidential, and administrative duties.

DISTINGUISHING CHARACTERISTICS

This is a paraprofessional class that is responsible for performing legal research and other legal services requiring a paraprofessional understanding of the law and legal procedures necessary to effectively support attorneys. This class is distinguished from the Law Office Supervisor class series in that the Paralegal independently performs a variety of sophisticated tasks, relieving licensed attorneys from legal responsibilities which can be appropriately delegated to especially skilled, non-licensed personnel, while the Law Office Supervisor performs a variety of duties in direct administrative support of the legal professional staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Drafts responses to Public Records Act requests, reviews records and determines applicable exemptions and coordinates production.
- Prepares and drafts ordinances, resolutions, and contracts.
- Provides paralegal research assistance to members of the City Attorney's Office.
- Researches and drafts memoranda in response to requests for legal services or inquiries from other City departments, including research of case and statutory law.
- Reviews all City staff communications, and reports to the City Council before submittal to the City Clerk for agenda preparation.
- Reviews agreements and supporting documentation for all City departments that are submitted for legal review.

Classification Specification

Classification Title	Paralegal
Job Code	
FLSA Status	Non-exempt

- Reviews draft contracts, ordinance revisions, and resolutions prepared by City departments.
- Reviews title reports and legal descriptions.
- Prepares easements and property acquisition documentation.
- Reviews adequacy of insurance certificates and bonds presented by private parties for matters such as subdivisions, agreements, and encroachment permits.
- Responds to difficult or non-routine inquiries, and interprets legal requirements and provisions relative to appropriate legal codes, regulations, precedents, or cases and procedures.
- Participates in budget preparation and administration/monitoring.
- Prepares cost estimates for budget recommendations.
- Processes bills and payments as assigned.
- Receives, processes, and monitors the progress of correspondence, memoranda, and other documents through the City Attorney's Office.
- Establishes and maintains a wide variety of filing and reporting systems as necessary.
- Develops recordkeeping procedures and provides associated information to relevant parties.
- Prepares, compiles, and types correspondence and related reports.
- Plans, prioritizes, assigns, supervises, and reviews the work of support staff; participates in the selection of staff.
- Files exhibits, briefs, appeals, pleadings, and other legal documents with the court, opposing counsel, or other agencies as appropriate.
- Coordinates service of subpoenas; schedules witnesses to testify at hearings.
- Assists with drafting agreements, ensuring consistency among documents, and compliance with policies and procedures.
- Builds and maintains positive working relationships with co-workers, other City employees, and the public, using principles of good customer service.
- Performs related duties as required.

Classification Specification

Classification Title	Paralegal
Job Code	
FLSA Status	Non-exempt

SUPERVISORY RESPONSIBILITIES

- Work could require supervising and monitoring performance for a regular group of employees (one (1) or more full-time employees), including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division – or program/promotional-level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Three (3) to five (5) years of increasingly responsible experience performing support functions in a law office environment
- A certificate of completion of a paralegal or legal assistant program approved by the American Bar Association, or an Associate's degree from an accredited college or university that requires successful completion of a minimum of 24 semester, or equivalent, units in law-related courses
- Work experience may not be substituted for the certificate or degree

Required Licenses or Certifications

- California driver's license is an ongoing requirement

Classification Specification

Classification Title	Paralegal
Job Code	
FLSA Status	Non-exempt

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles and practices of paralegal support functions related to municipal government operations, including zoning, planning, real property, and civil and criminal procedures.
- Legal terminology, forms, documents, and procedures used in composing, processing, and filing a variety of legal documents and reports.
- Methods of legal research and analysis and legal writing and document preparation. Pertinent local, state, and federal laws, ordinances, and rules; applicable court rules, deadlines, and related requirements.
- Principles and practices of budget monitoring.
- Principles of supervision, training, and performance evaluation.
- Modern office equipment and systems, including word processing, spreadsheet, database applications, and automated records management systems.
- Correct English usage, including spelling, punctuation, and grammar.

Skill in:

- Analytical thinking
- Problem solving
- Organization and time management

Ability to:

- Provide paralegal support and assistance to attorneys in the City Attorney's Office.
- Intermittently review documents related to department operations.
- Observe, identify, and problem solve office operations and procedures.
- Understand, interpret, and explain departmental policies and procedures.
- Explain operations, and problem solve office issues for the public and with staff.
- Research, analyze, and prepare recommendations related to assigned cases.
- Organize, plan, prioritize, and assign the work to assigned staff.
- Supervise, train, and evaluate assigned staff.
- Interpret and explain rules, regulations, laws, and pertinent City policies and procedures.
- Assist in the development and monitoring of the City Attorney's Office's budget.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.

Classification Specification

Classification Title	Paralegal
Job Code	
FLSA Status	Non-exempt

- Ability to function well in a high-paced and sometimes stressful environment.
- Ability to maintain confidentiality and to exercise discretion and good judgment.
- Proficient with Microsoft Office Suite or related software.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Classification Specification

Classification Title	Paralegal
Job Code	
FLSA Status	Non-exempt

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Date approved by the Personnel Board:

Date(s) Revised: