

PERSONNEL BOARD

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



REGULAR MEETING
Thursday, May 25, 2023

5:15 p.m.

@ 440 Civic Center Plaza – City Council Chambers
PLEASE NOTE HYBRID MEETING FORMAT



AGENDA

Personnel Board Members

Chair: Larry Wirsig
Vice Chair: Vernetta Buckner
Philip Front
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
 - c. **APPROVE** revision to job specification for Payroll Manager
 - d. **APPROVE** the revision/retitle of Public Information Officer to Community Engagement Manager job description
 - e. **APPROVE** revision to job description for Police Administrative Manager
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.

NOTICE: SEATING IN THE CHAMBERS WILL BE LIMITED TO THE FIRST 39 PEOPLE AND MASKS ARE STRONGLY ENCOURAGED.

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: In Person: Anyone who desires to address the Personnel Board on items appearing on the agenda, including PUBLIC COMMENT, must complete and file a yellow speaker's card with Human Resources prior to the Personnel Board's consideration of the item. Once the Humna Resources has announced the item, no person shall be permitted to speak on the item other than those persons who have submitted their names to Human Resources. Each speaker will be allowed up to TWO (2) MINUTES to address the Personnel Board.

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, May 25, 2023, by 12:00 Noon.

Public comment for an agenda item may be submitted by: sending an email to [:personnel_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us) by 12:00 Noon on Thursday, May 25, 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>

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: May 25, 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

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.

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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.

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: May 25, 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 May 25, 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:



STAFF REPORT

HUMAN RESOURCES DEPARTMENT

DATE: May 25, 2023

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Interim Human Resources Director

SUBJECT: APPROVE REVISION TO JOB SPECIFICATION FOR PAYROLL
MANAGER

BACKGROUND

The City of Richmond is currently recruiting for the vacant Payroll Manager position. This is a critical position with the Finance Department. Due to recruiting challenges, the decision was made to modify the minimum qualification to add an equivalent combination of education and experience.

RECOMMENDATION

The Human Resources Department recommends approval of the edit to the Payroll Manager job specification.

ANALYSIS

The Payroll Manager currently requires a Bachelors degree and five years of payroll experience. The City is moving toward including equivalent combination language with regards to minimum education and experience requirements for many positions. By adding this option to the specification for Payroll Manager, more applicants will be able to participate in the recruitment process if they have a similar combination of education and experience equivalent to the minimum requirements.

CONCLUSION

On March 17, 2023, the City sent the draft revisions to the specification to IFPTE Local 21 Mid-Management Unit and invited the union to meet and confer regarding the drafted description. HR staff recommends approval of the edit to the job specification.

ANALYST: Catherine Selkirk, Human Resources Manager

Personnel Board May 25, 2023

Payroll Manager Staff Report

Attachments: Proposed Payroll Manager Job Specification Clean
 Proposed Payroll Manager Job Specification Redline
 Original Payroll Supervisor Job Specification

ORIGINAL
PAYROLL MANAGER

DEFINITION

Under general direction, manages the work of the payroll unit of the Finance Department and represents the City's interests in all payroll, benefit, and pension matters. This consists of implementing and monitoring payroll processes and procedures; managing and directing the work of subordinate staff; serving as the functional lead for the City's computerized payroll system; and performing related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for managing the City's payroll processing, distribution, and reporting. Responsibilities include records maintenance and the preparation of payroll reports in accordance with union agreements and City, State and Federal, and local laws, rules, and regulations. The incumbent is expected to be knowledgeable on payroll, general accounting procedures, and ordinances, rules and regulations governing the processing of a municipal payroll. Incumbents exercise considerable judgment in decision-making in the day-to-day operations of the payroll unit.

EXAMPLES OF DUTIES (Illustrative Only)

1. Direct, supervise, coordinate, and participate in all activities related to the City's payroll function, including the administration of the City-wide time-and-attendance system, preparation and review of tax and other reports related to payroll activities, implementation of periodic City-wide salary and benefit changes, preparation of a variety of reports, schedules, and reconciliations and providing them to the auditors, and ensuring compliance with applicable City, State, Federal, and local laws, rules, and regulations.
2. Plans, organizes, assigns, directs, reviews, and evaluates the work of assigned staff; interprets City policies and procedures to employees; and is responsible for morale, productivity, and discipline of unit staff.
3. Direct the processing and review and/or approval of payroll batching reports, error reports, payroll registers, payroll warrants, and wire requests, tax deposits, tax tables, periodic tax returns, and reports, personnel action

- forms, employee timecards, annual paid-time-off accruals and payoffs, annual W-2's and 1099's, rate schedules, pay period tables.
4. Manage compliance with: State, Federal, and local tax laws, and quarterly and annual payroll reporting, tax deposit reporting, involuntary deductions (IRS, EDD, FTB), union benefit trusts payment and reporting, pension requirements, and other post-employment employee benefit obligations.
 5. Establish and maintain sound internal controls in accordance with financial policies/regulations/procedures, ensuring fiscal records are reconciled monthly. Research discrepancies between the general ledger and payroll system(s).
 6. Perform short-and long-range planning and goal setting; participate in the development and implementation of policies, procedures, goals, and objectives.
 7. Stay current on City, State, Federal legislation, and local laws affecting payroll and interpret, implement, make recommendations to management and train staff on appropriate ordinances, rules, regulations, and Memoranda of Understanding (MOU).
 8. Oversee the maintenance of the payroll system; provide expertise and take lead role in providing technical assistance in testing payroll system updates and other payroll changes.
 9. Identify payroll requirements when new pay policies, pay systems, and/or benefits are implemented; determine the most effective implementation strategy related to a variety of changes in pay and benefits resulting from labor negotiations or classification and compensation studies; ensure legal and financial compliance with Memoranda of Understanding.
 10. Communicate policy and procedure interpretations with staff to ensure that work is efficiently coordinated and understood.
 11. Ensure proper management of employee deductions system (benefits premiums, retirement contributions, defined contribution plans, flexible spending accounts), including accurate and timely reporting and remittance of employee deductions.
 12. Review and approve all vouchers for payment of payroll liabilities.
 13. Respond to audits and internal and external inquiries regarding payroll and benefit transactions.
 14. Provide support to City departments in matters pertaining to payroll.
 15. Research, verify, calculate, and approve payroll data for processing.
 16. Supervise the maintenance of payroll records.
 17. Interface with outside agencies, insurance companies and auditors on pay-related matters.

18. Research and analyze data regarding salaries and benefits for cost studies; participate in financial modeling; may participate in labor negotiations by providing cost analyses and making recommendations about policy language and implementation
19. Review and approve all manual payroll checks.
20. Analyze payroll input data, reports and systems for accuracy and effectiveness.
21. Ensure that wage and tax reports are done accurately and on time.
22. Participate in the preparation and administration of the payroll section budget.
23. Prepare and coordinate the City's budget projections with the Budget Division.
24. Coordinate the data necessary for all payroll related updates.
25. Collaborate with staff from the Human Resources Department (HR) and Information Technology Department to develop payroll applications that uphold internal controls, ensure accurate employee data (compensation, benefits, deduction, etc.), and facilitate the implementation and maintenance of payroll and HR master files; test and implement systems changes to resolve problems, improve processes and/or meet new requirements.
26. Perform related payroll and other related assignments as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: operations, services, and activities of a comprehensive in-house payroll system; principles and practices of municipal payroll preparation, audit and distribution; principles and methods of accounting records management; principles and practices of business data processing particularly related to the processing of payroll information and the interpretation of input/output documents; State, Federal, and local rules and regulations governing payroll processing and distribution, including tax laws; public retirement system regulations; practices and techniques of automated accounting and financial recordkeeping and report preparation; City policies and labor agreement provisions; computer systems and software applications such as word processing, spreadsheets, and automated payroll systems; financial modeling principles; supervisory principles and practices.

Skill in: organizing, assigning, directing, reviewing and evaluating the work of assigned staff; training staff in work procedures; interpreting, explaining and applying a variety of laws and regulations governing payroll administration; developing forms, records, systems and procedures for achieving internal control

CITY OF RICHMOND, CA
PAYROLL MANAGER
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of payroll operations; extensive computer skills with an emphasis in advanced Excel functions; reviewing and verifying the accuracy of financial data and information and ensuring appropriate authorizations as required; preparing clear, concise and complete payroll reports and other written correspondence; performing accurate arithmetic calculations and making accurate financial reconciliations; recommending improved payroll processing and reporting methods and procedures; exercising sound independent judgment within established guidelines; establishing and maintaining effective working relationships with those contacted in the course of work; and excellent written and oral communication skills

Ability to: supervise, organize, and review the work of assigned staff involved in payroll activities; coordinate, direct, and manage processes of a complex payroll system; recommend and implement goals, objectives, policies, and procedures for providing payroll services; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable Federal, State, and local policies, laws, regulations, and Memoranda of Understanding; plan and manage projects independently; conduct effective research; establish and maintain successful relationship with staff and customers.

MINIMUM QUALIFICATIONS

Education/Experience: Possession of a Bachelor's Degree from an accredited college or university with major coursework in finance, accounting, or public administration, or a closely related field; AND five (5) years of responsible payroll experience, of which two (2) years were in a supervisory capacity. Experience in a public agency or governmental setting is highly desirable. Certification as a Certified Payroll Professional is also desirable.

CITY OF RICHMOND, CA

Class Code: 2354
EEO Class Code: PR-339
Established: 05/28/09
Revision: 12/16/2020
Revision/Retitle: 9/22/2022
Bargaining Unit: IFPTE Local 21
FLSA: Exempt
Formerly Lead Payroll Coordinator; Payroll Supervisor

PAYROLL MANAGER

DEFINITION

Under general direction, manages the work of the payroll unit of the Finance Department and represents the City's interests in all payroll, benefit, and pension matters. This consists of implementing and monitoring payroll processes and procedures; managing and directing the work of subordinate staff; serving as the functional lead for the City's computerized payroll system; and performing related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for managing the City's payroll processing, distribution, and reporting. Responsibilities include records maintenance and the preparation of payroll reports in accordance with union agreements and City, State and Federal, and local laws, rules, and regulations. The incumbent is expected to be knowledgeable on payroll, general accounting procedures, and ordinances, rules and regulations governing the processing of a municipal payroll. Incumbents exercise considerable judgment in decision-making in the day-to-day operations of the payroll unit.

EXAMPLES OF DUTIES (Illustrative Only)

1. Direct, supervise, coordinate, and participate in all activities related to the City's payroll function, including the administration of the City-wide time-and-attendance system, preparation and review of tax and other reports related to payroll activities, implementation of periodic City-wide salary and benefit changes, preparation of a variety of reports, schedules, and reconciliations and providing them to the auditors, and ensuring compliance with applicable City, State, Federal, and local laws, rules, and regulations.
2. Plans, organizes, assigns, directs, reviews, and evaluates the work of assigned staff; interprets City policies and procedures to employees; and is responsible for morale, productivity, and discipline of unit staff.
3. Direct the processing and review and/or approval of payroll batching reports, error reports, payroll registers, payroll warrants, and wire requests, tax deposits, tax tables, periodic tax returns, and reports, personnel action forms, employee timecards, annual paid-time-off accruals and payoffs, annual W-2's and 1099's, rate schedules, pay period tables.

CITY OF RICHMOND, CA
PAYROLL MANAGER
PAGE 2

4. Manage compliance with: State, Federal, and local tax laws, and quarterly and annual payroll reporting, tax deposit reporting, involuntary deductions (IRS, EDD, FTB), union benefit trusts payment and reporting, pension requirements, and other post-employment employee benefit obligations.
5. Establish and maintain sound internal controls in accordance with financial policies/regulations/procedures, ensuring fiscal records are reconciled monthly. Research discrepancies between the general ledger and payroll system(s).
6. Perform short-and long-range planning and goal setting; participate in the development and implementation of policies, procedures, goals, and objectives.
7. Stay current on City, State, Federal legislation, and local laws affecting payroll and interpret, implement, make recommendations to management and train staff on appropriate ordinances, rules, regulations, and Memoranda of Understanding (MOU).
8. Oversee the maintenance of the payroll system; provide expertise and take lead role in providing technical assistance in testing payroll system updates and other payroll changes.
9. Identify payroll requirements when new pay policies, pay systems, and/or benefits are implemented; determine the most effective implementation strategy related to a variety of changes in pay and benefits resulting from labor negotiations or classification and compensation studies; ensure legal and financial compliance with Memoranda of Understanding.
10. Communicate policy and procedure interpretations with staff to ensure that work is efficiently coordinated and understood.
11. Ensure proper management of employee deductions system (benefits premiums, retirement contributions, defined contribution plans, flexible spending accounts), including accurate and timely reporting and remittance of employee deductions.
12. Review and approve all vouchers for payment of payroll liabilities.
13. Respond to audits and internal and external inquiries regarding payroll and benefit transactions.
14. Provide support to City departments in matters pertaining to payroll.
15. Research, verify, calculate, and approve payroll data for processing.
16. Supervise the maintenance of payroll records.
17. Interface with outside agencies, insurance companies and auditors on pay-related matters.

**CITY OF RICHMOND, CA
PAYROLL MANAGER
PAGE 3**

18. Research and analyze data regarding salaries and benefits for cost studies; participate in financial modeling; may participate in labor negotiations by providing cost analyses and making recommendations about policy language and implementation
19. Review and approve all manual payroll checks.
20. Analyze payroll input data, reports and systems for accuracy and effectiveness.
21. Ensure that wage and tax reports are done accurately and on time.
22. Participate in the preparation and administration of the payroll section budget.
23. Prepare and coordinate the City's budget projections with the Budget Division.
24. Coordinate the data necessary for all payroll related updates.
25. Collaborate with staff from the Human Resources Department (HR) and Information Technology Department to develop payroll applications that uphold internal controls, ensure accurate employee data (compensation, benefits, deduction, etc.), and facilitate the implementation and maintenance of payroll and HR master files; test and implement systems changes to resolve problems, improve processes and/or meet new requirements.
26. Perform related payroll and other related assignments as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: operations, services, and activities of a comprehensive in-house payroll system; principles and practices of municipal payroll preparation, audit and distribution; principles and methods of accounting records management; principles and practices of business data processing particularly related to the processing of payroll information and the interpretation of input/output documents; State, Federal, and local rules and regulations governing payroll processing and distribution, including tax laws; public retirement system regulations; practices and techniques of automated accounting and financial recordkeeping and report preparation; City policies and labor agreement provisions; computer systems and software applications such as word processing, spreadsheets, and automated payroll systems; financial modeling principles; supervisory principles and practices.

Skill in: organizing, assigning, directing, reviewing and evaluating the work of assigned staff; training staff in work procedures; interpreting, explaining and applying a variety of laws and regulations governing payroll administration; developing forms, records, systems and procedures for achieving internal control of payroll operations; extensive computer skills with an emphasis in advanced

Excel functions; reviewing and verifying the accuracy of financial data and information and ensuring appropriate authorizations as required; preparing clear, concise and complete payroll reports and other written correspondence; performing accurate arithmetic calculations and making accurate financial reconciliations; recommending improved payroll processing and reporting methods and procedures; exercising sound independent judgment within established guidelines; establishing and maintaining effective working relationships with those contacted in the course of work; and excellent written and oral communication skills

Ability to: supervise, organize, and review the work of assigned staff involved in payroll activities; coordinate, direct, and manage processes of a complex payroll system; recommend and implement goals, objectives, policies, and procedures for providing payroll services; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable Federal, State, and local policies, laws, regulations, and Memoranda of Understanding; plan and manage projects independently; conduct effective research; establish and maintain successful relationship with staff and customers.

MINIMUM QUALIFICATIONS

Required Education/Experience:

- ~~Possession of a~~ Bachelor's Degree from an accredited college or university ~~with major coursework~~ in finance, accounting, or public administration, or a closely related field; ~~AND~~
- ~~f~~Five (5) ~~to seven (7)~~ years of responsible payroll experience, of which ~~at least~~ two (2) years were in a ~~lead or~~ supervisory capacity. Experience in a public agency or governmental setting is highly desirable. Certification as a Certified Payroll Professional is also desirable.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

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PAYROLL MANAGER

DEFINITION

Under general direction, manages the work of the payroll unit of the Finance Department and represents the City's interests in all payroll, benefit, and pension matters. This consists of implementing and monitoring payroll processes and procedures; managing and directing the work of subordinate staff; serving as the functional lead for the City's computerized payroll system; and performing related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for managing the City's payroll processing, distribution, and reporting. Responsibilities include records maintenance and the preparation of payroll reports in accordance with union agreements and City, State and Federal, and local laws, rules, and regulations. The incumbent is expected to be knowledgeable on payroll, general accounting procedures, and ordinances, rules and regulations governing the processing of a municipal payroll. Incumbents exercise considerable judgment in decision-making in the day-to-day operations of the payroll unit.

EXAMPLES OF DUTIES (Illustrative Only)

1. Direct, supervise, coordinate, and participate in all activities related to the City's payroll function, including the administration of the City-wide time-and-attendance system, preparation and review of tax and other reports related to payroll activities, implementation of periodic City-wide salary and benefit changes, preparation of a variety of reports, schedules, and reconciliations and providing them to the auditors, and ensuring compliance with applicable City, State, Federal, and local laws, rules, and regulations.
2. Plans, organizes, assigns, directs, reviews, and evaluates the work of assigned staff; interprets City policies and procedures to employees; and is responsible for morale, productivity, and discipline of unit staff.
3. Direct the processing and review and/or approval of payroll batching reports, error reports, payroll registers, payroll warrants, and wire requests, tax deposits, tax tables, periodic tax returns, and reports, personnel action forms, employee timecards, annual paid-time-off accruals and payoffs, annual W-2's and 1099's, rate schedules, pay period tables.

CITY OF RICHMOND, CA
PAYROLL MANAGER
PAGE 2

4. Manage compliance with: State, Federal, and local tax laws, and quarterly and annual payroll reporting, tax deposit reporting, involuntary deductions (IRS, EDD, FTB), union benefit trusts payment and reporting, pension requirements, and other post-employment employee benefit obligations.
5. Establish and maintain sound internal controls in accordance with financial policies/regulations/procedures, ensuring fiscal records are reconciled monthly. Research discrepancies between the general ledger and payroll system(s).
6. Perform short-and long-range planning and goal setting; participate in the development and implementation of policies, procedures, goals, and objectives.
7. Stay current on City, State, Federal legislation, and local laws affecting payroll and interpret, implement, make recommendations to management and train staff on appropriate ordinances, rules, regulations, and Memoranda of Understanding (MOU).
8. Oversee the maintenance of the payroll system; provide expertise and take lead role in providing technical assistance in testing payroll system updates and other payroll changes.
9. Identify payroll requirements when new pay policies, pay systems, and/or benefits are implemented; determine the most effective implementation strategy related to a variety of changes in pay and benefits resulting from labor negotiations or classification and compensation studies; ensure legal and financial compliance with Memoranda of Understanding.
10. Communicate policy and procedure interpretations with staff to ensure that work is efficiently coordinated and understood.
11. Ensure proper management of employee deductions system (benefits premiums, retirement contributions, defined contribution plans, flexible spending accounts), including accurate and timely reporting and remittance of employee deductions.
12. Review and approve all vouchers for payment of payroll liabilities.
13. Respond to audits and internal and external inquiries regarding payroll and benefit transactions.
14. Provide support to City departments in matters pertaining to payroll.
15. Research, verify, calculate, and approve payroll data for processing.
16. Supervise the maintenance of payroll records.
17. Interface with outside agencies, insurance companies and auditors on pay-related matters.

CITY OF RICHMOND, CA
PAYROLL MANAGER
PAGE 3

18. Research and analyze data regarding salaries and benefits for cost studies; participate in financial modeling; may participate in labor negotiations by providing cost analyses and making recommendations about policy language and implementation
19. Review and approve all manual payroll checks.
20. Analyze payroll input data, reports and systems for accuracy and effectiveness.
21. Ensure that wage and tax reports are done accurately and on time.
22. Participate in the preparation and administration of the payroll section budget.
23. Prepare and coordinate the City's budget projections with the Budget Division.
24. Coordinate the data necessary for all payroll related updates.
25. Collaborate with staff from the Human Resources Department (HR) and Information Technology Department to develop payroll applications that uphold internal controls, ensure accurate employee data (compensation, benefits, deduction, etc.), and facilitate the implementation and maintenance of payroll and HR master files; test and implement systems changes to resolve problems, improve processes and/or meet new requirements.
26. Perform related payroll and other related assignments as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: operations, services, and activities of a comprehensive in-house payroll system; principles and practices of municipal payroll preparation, audit and distribution; principles and methods of accounting records management; principles and practices of business data processing particularly related to the processing of payroll information and the interpretation of input/output documents; State, Federal, and local rules and regulations governing payroll processing and distribution, including tax laws; public retirement system regulations; practices and techniques of automated accounting and financial recordkeeping and report preparation; City policies and labor agreement provisions; computer systems and software applications such as word processing, spreadsheets, and automated payroll systems; financial modeling principles; supervisory principles and practices.

Skill in: organizing, assigning, directing, reviewing and evaluating the work of assigned staff; training staff in work procedures; interpreting, explaining and applying a variety of laws and regulations governing payroll administration; developing forms, records, systems and procedures for achieving internal control of payroll operations; extensive computer skills with an emphasis in advanced

CITY OF RICHMOND, CA
PAYROLL MANAGER
PAGE 4

Excel functions; reviewing and verifying the accuracy of financial data and information and ensuring appropriate authorizations as required; preparing clear, concise and complete payroll reports and other written correspondence; performing accurate arithmetic calculations and making accurate financial reconciliations; recommending improved payroll processing and reporting methods and procedures; exercising sound independent judgment within established guidelines; establishing and maintaining effective working relationships with those contacted in the course of work; and excellent written and oral communication skills

Ability to: supervise, organize, and review the work of assigned staff involved in payroll activities; coordinate, direct, and manage processes of a complex payroll system; recommend and implement goals, objectives, policies, and procedures for providing payroll services; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable Federal, State, and local policies, laws, regulations, and Memoranda of Understanding; plan and manage projects independently; conduct effective research; establish and maintain successful relationship with staff and customers.

MINIMUM QUALIFICATIONS

Required Education/Experience:

- Bachelor's Degree from an accredited college or university in finance, accounting, or public administration, or a closely related field;
- Five (5) to seven (7) years of responsible payroll experience, of which at least two (2) years were in a lead or supervisory capacity. Experience in a public agency or governmental setting is highly desirable. Certification as a Certified Payroll Professional is also desirable.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities



STAFF REPORT

HUMAN RESOURCES DEPARTMENT

DATE: May 25, 2023

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Interim Human Resources Director

SUBJECT: APPROVE THE REVISION/RETITLE OF PUBLIC INFORMATION OFFICER TO COMMUNITY ENGAGEMENT MANAGER JOB DESCRIPTION

BACKGROUND

At the request of the previous City Manager, the former Human Resources Director, placed a Community Engagement Manager position placeholder in the FY 2020/2021 budget and established the salary range in the Executive Management Unit. The intention was to create the classification in collaboration with the City Manager and Police Department at a later date during the fiscal year and to recruit and fill the position. Unfortunately, the job description was never developed.

The current City Manager and the Police Chief would like to move forward with revising the Public Information Officer job description to encompass community engagement task and create the new classification of Community Engagement Manager. Currently, the public information and community engagement duties are dispersed among current staff. The addition of a dedicated position will fulfill a highly critical role in the City and will serve as the principal staff resource for the development and implementation of a comprehensive public information program. In addition, the incumbent will provide full community engagement services to our residents.

RECOMMENDATION

The Human Resources Department recommends approval of the retitling of the classification of Public Information Officer to Community Engagement Manager and the associated edits to the job specification.

ANALYSIS

Human Resources Staff have revised the current Public Information Officer job description to modernize and expand the job duties. In addition, this classification is

Personnel Board

Community Engagement Manager

moving from IFPTE Local 21 mid-management bargaining unit to IFPTE Local 21 executive management bargaining unit. The City requires a position to act as a liaison with our stakeholders, which includes the residents, community-based organizations, and neighborhood organizations to ensure greater community interaction, a high level of customer service, and focused direct service delivery. In addition, the position will be the first point of contact for the media, and will coordinate and disseminate information related to services, programs, and events. By creating this new classification, the City will be able to provide a higher level of service to the community and manage our public information demands in a timely and efficient manner.

CONCLUSION

On March 13, 2023, the City sent the draft revisions to the specification to IFPTE Local 21 Mid-Management Unit and IFPTE Local 21 Executive Management Unit and invited the union to meet and confer regarding the drafted description. The Union notified Human Resources on March 20, 2023, that they are in agreement with these changes. HR staff recommends approval of the retitling of the classification of Public Information Officer to Community Engagement Manager and the associated edits to the job specification.

ANALYST: Jessica Somera, Senior Personnel Analyst

Attachments: Proposed Community Engagement Manager Job Specification Clean
Proposed Community Engagement Manager Job Specification Redline
Original Public Information Officer Job Specification

PUBLIC INFORMATION OFFICER

DEFINITION

Under general direction of the City Manager, to serve as the principal staff resource for development and implementation of a comprehensive public information and community relations program for the City maintaining close contact with all departments and acting as liaison with the community and news media regarding the coordination and dissemination of information relating to services, programs and events; does related work as required.

EXAMPLES OF DUTIES

1. Develop and implement a public information and community relations program to encourage comprehensive media coverage of City activities, inform on local issues and activities, create a positive public image of the City; promote community involvement/awareness of City activities; improve community access to City services.
2. Coordinates news releases and other public information with various City departments, public officials and media representatives.
3. In cooperation with departmental staff, plan, organize and coordinate advertising and public relations programs to promote favorable publicity for the City.
4. Participate with and provide assistance to elected officials and staff in preparation of media presentations, exhibits, reports, newsletters and informational materials prepared for public or in-house distribution, including gathering and analyzing information, writing and editing of materials.
5. Work with departmental staff and other agencies in developing useful information tools, encouraging volunteerism and civic and employee unity to strengthen the sense of community identity.
6. When assigned, serve as City representative at community meetings, civic and neighborhood events.
7. Answer inquiries and provide information to the public.
8. Receive and refer citizen complaints to appropriate department/agency for disposition.
9. Develop and implement a program to train City employees in public contact techniques.
10. In cooperation with departmental staff, coordinate conduct of City-sponsored community events.
11. Develop and implement a program to welcome new businesses and residents and an employee recognition program.
12. Assist in the reception of dignitaries, groups or visiting classes; conduct tours of Civic Center and other public community facilities.

MINIMUM QUALIFICATIONS

Knowledge of

media relations, open government and citizen participation concepts.

public information, public media, public relations techniques, resources and methods.

office practices and procedures.

local, regional and state government and their relationship.

Ability to

deal effectively with community and neighborhood organizations.

establish and maintain constructive relationships with media representatives, elected officials, departmental staff, community and neighborhood groups.

prepare a wide variety of informational and educational materials in an easily understandable, attractive and economic format.

communicate in writing and verbally.

meet the public and discuss problems and complaints tactfully, courteously and effectively.

organize and carry-out a variety of projects simultaneously.

work well with and elicit the cooperation of others.

Education/Experience

Any combination of education and experience equivalent to graduation from a four-year accredited college in journalism and three years of professional writing experience which would demonstrate possession of the knowledges, skills and abilities listed above.



Classification Specification

Classification Title	Public Information Officer <u>Community Engagement Manager (Draft)</u>
Job Code	
FLSA Status	

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GENERAL SUMMARY

Under general direction of the Department Head, serves as the principal staff resource for development and implementation of a comprehensive public information and community relations program for the City, maintaining close contact with all departments and acting as liaison with the community and news media regarding the coordination and dissemination of information relating to services, programs and events; performs related work as required. Leads all aspects of community outreach, engagement and administration of other related ancillary efforts. leadership role supporting all aspects of community outreach, engagement, and administration of other related ancillary efforts

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.

- Develops and implements a public information and community relations program to encourage comprehensive media coverage of City activities, inform on local issues and activities, create a positive public image of the City; promotes community involvement and awareness of City activities; improves community access to City services.
- Coordinates news releases and other public information with various City departments, public officials and media representatives.
- Collaborates with departmental staff to plan, organize and coordinate advertising and public relations programs to promote favorable publicity for the City.
- Participates with and assists re-elected officials and staff in the preparation of media presentations, exhibits, reports, newsletters and informational materials prepared for public or in-house distribution; including gathering and analyzing information, writing and editing of materials.
- Works with departmental staff and other agencies in developing useful information tools, encouraging volunteerism and civic and employee unity to strengthen the sense of community identity.

Classification Specification

Classification Title	Community Engagement Officer
Job Code	
FLSA Status	

- Serves as City representative at community meetings, civic and neighborhood events, as assigned.
- Answers inquiries and provides information to the public.
- Receives and refers citizen complaints to appropriate department/agency for disposition.
- Develops and implements a program to train City employees in public contact techniques.
- Coordinates with departmental staff to conduct various City-sponsored community events.
- Develops and implements a program to welcome new businesses and residents; develops and implements an employee recognition program.
- Assists in the reception of dignitaries, groups or visiting classes; conducts tours of Civic and other public community facilities.
- Closely partners, collaborates, and works with internal and external partners and/or contractors on the planning, developing, and operationalizing of the work efforts designated as outreach and community engagement.
- ; prepares reports, memoranda, and correspondence; and maintains statistical records.
- Implements and closely monitors budget expenditures; provides executive management with an early warning and practical options to potential cost overruns.
- 7. Directs the allocation of resources to achieve timely outcomes and measurable goals within budget; adjusts plans and programs to meet emerging or new programs, while continuing to address major departmental priorities
- 8. Assists in developing and implementing policies to ensure the efficient operation of section or program
- Performs related work as required.

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Classification Specification

Classification Title	Community Engagement Officer
Job Code	
FLSA Status	

SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, contractors, or temporary employees.

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 requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is significant 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 no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Any combination of education and experience equivalent to graduation from a four-year accredited college in Journalism, Communications, Public Relations, Marketing, or related field and three (3) years of progressively responsible communications, media relations, public relations and/or marketing experience in a complex organizations professional writing experience which would demonstrate possession of the knowledges, skills and abilities listed.
- Experience in community engagement, public policy, and/or project management is highly desirable.

Required Licenses or Certifications

- None

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Media relations, open government and citizen participation concepts
- Public information, public media, public relations techniques resources and methods
- Office practices and procedures

Classification Specification

Classification Title	Community Engagement Officer
Job Code	
FLSA Status	

- Local, regional and state government and their relationship

Skill in:

- Organization and time management
- Community outreach and engagement
- Program planning and coordination
- Community meeting organization and facilitation
- Public speaking

Ability to:

- Deal effectively with community and neighborhood organizations.
- Establish and maintain constructive relationships with media representatives, elected officials, departmental staff, and community and neighborhood groups
- Co-facilitate policy development workshops and discussions, build trust with and amongst participants, and elicit authentic community input and feedback throughout the policy implementation process
- Build strong working relationships with internal and external stakeholders to accomplish tasks related to the implementation of City programs and policies.
- Meet the public and discuss problems and complaints tactfully, courteously and effectively
- Prepare a wide variety of informational and educational materials in an easily understandable, attractive and economic format
- Organize and carry-out a variety of projects simultaneously
- Communicate effectively, both orally and in writing
- Work independently and collaboratively and cooperatively with others

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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		

Classification Specification

Classification Title	Community Engagement Officer
Job Code	
FLSA Status	

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.

- This position is relatively free from unpleasant environmental conditions or hazards. Office Environment.
- **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:



Classification Specification

Classification Title	Community Engagement Manager (Draft)
Job Code	
FLSA Status	

GENERAL SUMMARY

Under general direction of the Department Head, serves as the principal staff resource for development and implementation of a comprehensive public information and community relations program for the City, maintaining close contact with all departments and acting as liaison with the community and news media regarding the coordination and dissemination of information relating to services, programs and events; performs related work as required. Leads all aspects of community outreach, engagement and administration of other related ancillary efforts.

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.

- Develops and implements a public information and community relations program to encourage comprehensive media coverage of City activities, inform on local issues and activities, create a positive public image of the City; promotes community involvement and awareness of City activities; improves community access to City services.
- Coordinates news releases and other public information with various City departments, public officials and media representatives.
- Collaborates with departmental staff to plan, organize and coordinate advertising and public relations programs to promote favorable publicity for the City.
- Participates with and assists re-elected officials and staff in the preparation of media presentations, exhibits, reports, newsletters and informational materials prepared for public or in-house distribution; including gathering and analyzing information, writing and editing of materials.
- Works with departmental staff and other agencies in developing useful information tools, encouraging volunteerism and civic and employee unity to strengthen the sense of community identity.
- Serves as City representative at community meetings, civic and neighborhood events, as assigned.

Classification Specification

Classification Title	Community Engagement Officer
Job Code	
FLSA Status	

- Answers inquiries and provides information to the public.
- Receives and refers citizen complaints to appropriate department/agency for disposition.
- Develops and implements a program to train City employees in public contact techniques.
- Coordinates with departmental staff to conduct various City-sponsored community events.
- Develops and implements a program to welcome new businesses and residents; develops and implements an employee recognition program.
- Assists in the reception of dignitaries, groups or visiting classes; conducts tours of Civic and other public community facilities.
- Closely partners, collaborates, and works with internal and external partners and/or contractors on the planning, developing, and operationalizing of the work efforts designated as outreach and community engagement.
- Prepares reports, memoranda, and correspondence; and maintains statistical records.
- Implements and closely monitors budget expenditures; provides executive management with an early warning and practical options to potential cost overruns.
- Directs the allocation of resources to achieve timely outcomes and measurable goals within budget; adjusts plans and programs to meet emerging or new programs, while continuing to address major departmental priorities
- Assists in developing and implementing policies to ensure the efficient operation of section or program
- Performs related work as required.

Classification Specification

Classification Title	Community Engagement Officer
Job Code	
FLSA Status	

SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, contractors, or temporary employees.

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 requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is significant 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 no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Any combination of education and experience equivalent to graduation from a four-year accredited college in Journalism, Communications, Public Relations, Marketing, or related field and three (3) years of progressively responsible communications, media relations, public relations and/or marketing experience in a complex organizations which would demonstrate possession of the knowledges, skills and abilities listed.
- Experience in community engagement, public policy, and/or project management is highly desirable.

Required Licenses or Certifications

- None

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Media relations, open government and citizen participation concepts
- Public information, public media, public relations techniques resources and methods
- Office practices and procedures

Classification Specification

Classification Title	Community Engagement Officer
Job Code	
FLSA Status	

- Local, regional and state government and their relationship

Skill in:

- Organization and time management
- Community outreach and engagement
- Program planning and coordination
- Community meeting organization and facilitation
- Public speaking

Ability to:

- Deal effectively with community and neighborhood organizations. Establish and maintain constructive relationships with media representatives, elected officials, departmental staff, and community and neighborhood groups
- Co-facilitate policy development workshops and discussions, build trust with and amongst participants, and elicit authentic community input and feedback throughout the policy implementation process
- Build strong working relationships with internal and external stakeholders to accomplish tasks related to the implementation of City programs and policies.
- Meet the public and discuss problems and complaints tactfully, courteously and effectively
- Prepare a wide variety of informational and educational materials in an easily understandable, attractive and economic format
- Organize and carry-out a variety of projects simultaneously
- Communicate effectively, both orally and in writing
- Work independently and collaboratively and cooperatively with others

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		

Classification Specification

Classification Title	Community Engagement Officer
Job Code	
FLSA Status	

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.

- This position is relatively free from unpleasant environmental conditions or hazards. Office Environment.
- **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:



STAFF REPORT

HUMAN RESOURCES DEPARTMENT

DATE: May 25, 2023

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Interim Human Resources Director

SUBJECT: APPROVE THE REVISION OF POLICE ADMINISTRATIVE MANAGER
JOB DESCRIPTION

BACKGROUND

The Police Chief would like to revise the Police Administrative Manager job description to include language regarding the reporting structure and add the working conditions and physical demands of the job, as these areas are included in other Police Department job descriptions.

RECOMMENDATION

The Human Resources Department recommends approval of the revisions to the job specification.

ANALYSIS

Human Resources Staff have revised the current Police Administrative Manager job description to include language regarding the reporting structure and added the working conditions and physical demands.

CONCLUSION

On May 1, 2023, the City sent the draft revisions to the specification to IFPTE Local 21 Mid-Management Unit and invited the union to meet and confer regarding the drafted description. The Union notified Human Resources on May 9, 2023, that they are in agreement with these changes. HR staff recommends approval of the revisions of the classification of Police Administrative Manager.

ANALYST: Jessica Somera, Senior Personnel Analyst

Personnel Board

Police Administrative Manager

Attachments: Proposed Police Administrative Manager Job Specification Clean
Proposed Police Administrative Manager Job Specification Redline
Original Police Administrative Manager Job Specification

City of Richmond , CA

Class Code: OA-169
Established: 01/27/00
Group: RMEA
FLSA: Non-Exempt

POLICE ADMINISTRATIVE MANAGER

DEFINITION

Under administrative direction of the Chief of Police, performs administrative and analytical tasks related to budget preparation, monitoring and control; supervises support services staff including dispatch, records, crime analysis, planning and budget and technology; coordinates administrative activities for all elements of the Department and acts as departmental liaison with other City staff in the resolution of complaints, and coordinates, writes, and edits responses to the City Council and various Commission and/or community groups. Performs related duties as required.

CLASS CHARACTERISTICS

This is a single position classification in the Police Department. The incumbent has responsibility for overall developing and explaining formats and internal deadlines, and projecting revenues and expenditures; and coordinates Police Department input to the City's policies, procedures and programs. In addition, this position serves as a Department representative in matters requiring intra and interdepartmental efforts.

EXAMPLES OF DUTIES

1. Directs the preparation of the Police Department budget, establishing formats and deadlines for submittal; projects revenues, monitors and analyzes expenditures.
2. Makes recommendations to the Police Chief regarding policies and resource requirements necessary to carry out long and short-term goals.
3. Coordinates the Police Department's input to the City's policies, procedures and programs; assists with presentations to the City Council, City Commissions and community groups as required.
4. Analyzes, reviews and revises policies and practices for conformance with changing regulations and policies, as well as needs directed by long-term planning; and conducts research and special studies regarding police services and programs and makes recommendations on departmental policies and procedures.

5. In consultation with appropriate staff members, reviews and monitors overall financial administration including the departmental budget, financial reports, cost of service analysis and organizational reviews.
6. Identifies and analyzes operational problems, working with staff to evaluate alternatives and implement appropriate solutions; participates in management team meetings to establish overall direction, policies, and procedures of the department.
7. Coordinates and administers specialized and on-going studies and programs requiring inter-divisional and inter-departmental participation.
8. Prepares and edits staff reports to the City Council on Police issues.
9. Acts as manager for all Departmental administrative functions and for a wide variety of special projects.
10. Assigns, supervises and evaluates sworn and non-sworn staff assigned in functional areas and recommends disciplinary actions; prepares and reviews reports and recommendations concerning the activities of a division or section.
11. Prepares and administers grant applications.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

principles of municipal budget preparation, administration and analysis, monitoring and expenditure control; principles and practices of personnel administration including supervision, evaluation and training; methods of research, program analysis and report preparation; public relations techniques; and pertinent Federal, State, and local laws, codes, regulations and ordinances; and of related computer applications.

Ability to:

to analyze fiscal, budgetary, or administrative problems and propose solutions; manage and coordinate the work of assigned sworn, technical, and clerical staff; select supervise, evaluate and train staff; interpret and explain City and department policies and procedures; direct the development and implementation of various training programs; understand the organization and the operation of the Police Department and of outside agencies as necessary to assume assigned responsibilities; research, analyze and evaluate programs, policies and procedures; prepare clear concise reports; to interact effectively with others and elicit their cooperation; establish and maintain effective working relationships; work independently; read, interpret, and understand complex rules, regulations, ordinances and laws; to operate personal computers and other work related office equipment; and to attend evening and weekend meetings.

Education and Experience

Any combination of education and experience equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field and five years of administrative and analytical experience in a municipality preferably in a law enforcement agency including supervisory experience . Possession of a Masters Degree is highly desirable.

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EXAMPLES OF DUTIES (Illustrative Only)

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POLICE ADMINISTRATIVE MANAGER
PAGE 2

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12. Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of: Principals of municipal budget preparation, administration and analysis, monitoring and expenditure control; principles and practices of personnel administration including supervision, evaluation and training; methods of research, program analysis and report preparation; public relations techniques; and pertinent Federal, State, and local laws, codes, regulations and ordinances, and of related computer applications.

Ability to: To analyze fiscal, budgetary, or administrative problems and propose solutions; manage and coordinate the work of assigned sworn, technical, and clerical staff, select supervise, evaluate and train staff; interpret and explain City and department policies and procedures; direct the development and implementation of various training programs; understand the organization and the operation of the Police Department and of outside agencies as necessary to assume assigned responsibilities; research, analyze and evaluate programs, policies and procedures; prepare clear concise reports; to interact effectively with others and elicit their cooperation; establish and maintain effective working relationships; work independently; read, interpret, and understand complex rules, regulations, ordinances and laws; to operate personal computers and other work related office equipment; and to attend evening and weekend meetings.

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WORKING CONDITIONS

Work is performed primarily in a typical temperature controlled office environment, subject to typical office noise and environment. Primary functions require sufficient physical ability to and mobility to work in an office setting: to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and the verbally communicate to exchange information.

PHYSICAL DEMANDS

This position requires prolonged sitting, standing, walking, reaching twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Near/far vision and acute hearing is required when providing phone and personal service.

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