

# PERSONNEL BOARD

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



**SPECIAL MEETING**  
**Thursday, June 15, 2023**

**6:15 p.m.**

**@ 450 Civic Center Plaza – Richmond Room**  
**PLEASE NOTE HYBRID MEETING FORMAT**



## AGENDA

### Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Phillip Front

Kyra Worthy

1. ROLL CALL
2. AGENDA REVIEW
3. STATEMENT OF CONFLICT OF INTEREST
4. APPROVAL OF MINUTES
5. PUBLIC COMMENT
6. CONSENT AGENDA
7. NEW BUSINESS
  - a. APPROVE the revised job descriptions per the Segal classification and compensation study adopted by the city council
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](mailto:ADACoordinator@ci.richmond.ca.us) or (510) 620-6974 at least three business days before the meeting date.

**PERSONNEL BOARD AGENDA**

**June 15, 2023**

**PAGE 2**

NOTICE: SEATING WILL BE LIMITED 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](mailto:personnel_board@ci.richmond.ca.us). Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, June 15, 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, June 15,2023. 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](mailto:personnel_board@ci.richmond.ca.us) or submitted by phone at 510-620-6588. Requests will be granted whenever possible and resolved in favor of accessibility.



# STAFF REPORT

## PERSONNEL BOARD OR DEPARTMENT

**DATE:** June 15, 2023

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

**FROM:** Sharrone Taylor, Interim Human Resources Director

**SUBJECT:** APPROVE THE REVISED JOB DESCRIPTIONS PER THE SEGAL CLASSIFICATION AND COMPENSATION STUDY ADOPTED BY THE CITY COUNCIL

### **BACKGROUND:**

On April 21, 2020, the City entered into a contract with The Segal Group, Inc. to conduct a comprehensive city-wide classification and compensation study. The focus was to ensure internal job equity by reviewing compensable factors, creating a market-based salary structure, and developing updated job descriptions aligned with the current market and industry standards.

Segal's strategy to update and modernize the job descriptions involved a comprehensive process:

- Segal developed and distributed to the workforce a customized Job Description Questionnaire (JDQ)
- Conducted open employee presentations to all employees who wished to attend to explain the project objectives and answer questions to manage employees' expectations.
- Upon completion of the JDQ by employees, supervisors/managers reviewed the content and verified the accuracy of the information provided.
- As needed, conducted follow-up interviews to clarify job roles and responsibilities.
- Identified key characteristics to understand internal relationships of jobs such as supervisory responsibilities, education, experience, knowledge, and skills.
- Consolidated/created jobs to reflect work being performed.
- Consolidated titles in several career families
- Created new titles.
- Developed titling protocols to provide consistency in the use of titles.

# Personnel Board Staff Report

The result is approximately 250 revised and new job descriptions. The Human Resources Department will be bringing forth job descriptions in the classified service to the Personnel Board for approval.

## **RECOMMENDATION:**

APPROVE the revised job descriptions that comprise Attachment A (SEIU Local 1021) and Attachment B (IFPTE Local 21) and the retitling of positions as listed in this staff report.

## **ANALYSIS:**

After Segal completed their initial analysis, Human Resources (HR) staff released the draft results of the study in June 2022. Thereafter, the HR Department engaged in the meet and confer process with the Unions. The City has come to an agreement with the bargaining units over job titles and the amended wage scale and continues to come to agreement about the job descriptions. The City Council adopted the ratified contract amendment with SEIU Local 1021 on May 30, 2023, and the ratified contract amendment with Local 21 Mid-Management Bargaining Unit on June 6, 2023.

In October 2022, the Unions were sent new and revised job descriptions in their original format from The Segal Group. Upon review of the job descriptions, it was discovered by HR staff and the Unions that some of the job descriptions lacked pertinent and essential information. In addition, the job descriptions were not uniform, and job families lacked fluidity between the classifications. Therefore, HR staff embarked on an exhaustive and extensive process to finalize the job descriptions. HR staff met with the Unions, City Manager, department heads, departmental representatives, and employees to review and finalize the job descriptions. Special attention was given to ensuring the job descriptions adequately reflected the staff's current job duties and aligned with the market and industry standards. The Unions were allowed to have dedicated study sessions to review their job descriptions. Meanwhile, City staff continued worked on formatting, proofing, and cleaning the job descriptions.

After their review, the Unions submitted counter proposals and worked with HR to agree on the content of the job descriptions. This task has been completed for a first batch of job descriptions. HR staff finalized the job descriptions, and they were distributed to the bargaining units again for their final approval.

After many months and extensive review, the City and the Unions have come to agreement on the first batch of job descriptions, and we are submitting them for your approval tonight. The job descriptions are as follows (retitles and new titles notated):

# Personnel Board

## Staff Report

### SEIU Local 1021 General Employees:

- Accountant I
- Accountant II
- Accounting Assistant (retitled from Accounting Assistant II)
- Assistant Police Property Technician
- Business License Specialist
- Cable TV Engineering Support Assistant
- Cable TV Production Support Assistant
- Carpenter
- Crime Analysis Technician
- Crime Prevention Specialist
- Deputy City Clerk
- Duplicating Mail Specialist (retitled from Duplicating Mail Specialist II)
- Environmental Compliance Inspector
- Family Literacy Specialist
- Housing Assistance Representative (retitled from Housing Representative I)
- Housing Program Specialist (retitled from Housing Program Specialist I)
- Housing Program Specialist, Senior (retitled from Housing Program Specialist III)
- Housing Representative (retitled from Housing Representative II)
- Information Technology Assistant
- Learning Center Coordinator (retitled from Learning Center Manager II)
- Painter

### Local 21 Mid-Management Bargaining Unit

- Accounting Manager
- Associate Civil Engineer
- Business Systems Analyst I (retitled from Business Analyst I)
- Business Systems Analyst II (retitled from Business Analyst II)
- Cable Television Manager
- Cable TV Programming Coordinator
- Code Enforcement Supervisor
- Economic Development Administrator
- Equipment Services Superintendent
- Equipment Supervisor
- Human Resources Manager
- Industrial Building Inspector
- Infrastructure Administrator (retitled from Engineering & Infrastructure Administrator)
- Parks Supervisor
- Port Marketing and Operations Manager
- Programmer Analyst I
- Programmer Analyst II

# Personnel Board

## Staff Report

- Public Works Administrative Manager
- Public Works Streets Maintenance Superintendent
- Public Works Abatement Superintendent (retitled from Public Works Superintendent)
- Rent Program Services Analyst I
- Rent Program Services Analyst II
- Senior Programmer Analyst
- Senior Business Assistance Officer
- Stationary Engineer Supervisor
- Streets Supervisor (retitled from Construction and Maintenance Supervisor)
- Telecommunications Coordinator (retitled from Telecommunications Manager)
- Web Coordinator

HR staff is continuing to negotiate the remaining job descriptions with the SEIU Local 1021 and IFPTE Local 21 Unions. This process is expected to extend for several weeks as bargaining units review the job descriptions and the Human Resources staff finalize them to bring them forth for approval by the Personnel Board.

Once the Personnel Board approves the job descriptions, HR staff will take the finalized salary schedule to the City Council for their approval, and Human Resources staff will implement the classification and compensation study.

The HR Department recommends approval of the revised and updated job descriptions and retitled classifications.

**ANALYSTS:** Sharrone Taylor, Interim Human Resources Director  
Catherine Selkirk, Human Resources Manager  
Jessica Somera, Senior Personnel Analyst  
Kristi Florence, Personnel Analyst  
Nicole Williams, Personnel Analyst

**Attachments:**

Attachment A: SEIU Local 1021 Job Descriptions  
Attachment B: IFTPTE Local 21 Job Descriptions



## Classification Specification

<b>Classification Title</b>	Accountant I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Under supervision, performs varied accounting tasks; prepares analytical and narrative accounting reports; performs financial and operational auditing work; and performs other work as required.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Accountant series and is flexibly staffed with Accountant II. This position works under defined guidelines to develop sufficient knowledge to independently perform and assume working-level responsibilities involving routine accounting functions of limited complexity.

### 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.*

- Enters and reviews general ledger entries.
- Performs fiscal recordkeeping and reconciliations, and maintains records.
- Prepares cash receipt vouchers and other journal entries; posts a variety of accounting data to general ledger accounts from subsidiary data and reports; prepares and maintains expenditure and budgetary control accounts and records; and gathers data for financial reports.
- Prepares reports of limited complexity on the status of various accounts; prepares relatively simple financial statements not involving problems of analysis or presentation; and prepares routine working papers, bank reconciliations, schedules, exhibits, and summaries.
- Examines a variety of accounting and other documents to verify accuracy of computations, ascertains that all transactions are properly supported and are in accordance with pertinent practices and procedures, and are classified and recorded according to appropriate accounting standards; reconciles reports and financial data with financial statements.

## Classification Specification

<b>Classification Title</b>	Accountant I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Assists in mid-year, year-end, and various other audits, including providing information requested by auditors.
- May examine documents such as vouchers, warrants, requisitions, purchase orders, receiving records, and invoices; reviews posting to determine that the correct allocation has been made; determines whether expenditures have been made according to contractual requirements and authorized procedures, and whether books are properly maintained; reviews policies and procedures to determine compliance therewith; and notes discrepancies.
- Works on special projects as assigned.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Job requires occasional direction of helpers, assistants, seasonal employees, interns, 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 moderate fiscal responsibility. May be responsible for the billing, collection, and/or accounting of funds. May be responsible for the handling and balancing of cash.

### **MINIMUM QUALIFICATIONS**

#### **Required Education and Experience**

- Bachelor's degree in Accounting, Finance, or Business Administration, with a finance emphasis or related field; or five (5) to seven (7) years of accounting experience, including experience with bank reconciliations, bookkeeping, account reconciliations, and analysis of financial statements with at least one (1) year at the Senior Accounting Assistant level.

## Classification Specification

<b>Classification Title</b>	Accountant I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Generally Accepted Accounting Principles
- Accounting and business law terminology
- Finance and accounting programs
- Auditing principles and theories
- Modern office practices and equipment, including computers, spreadsheet, and word processing applications, and other applicable software

#### Skill in:

- Analysis, organization, and time management

#### Ability to:

- Collect, compile, and organize data
- Read and interpret or prepare financial statements, bank reconciliations, and financial reports
- Maintain complete and accurate records and files
- Make decisions, and solve problems effectively
- Delegate tasks and train assigned staff
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Learn specific accounting information systems

### 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		

## Classification Specification

<b>Classification Title</b>	Accountant I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

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.*

- 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.

## Classification Specification

<b>Classification Title</b>	Accountant I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

## **ACCOUNTANT I**

### **DEFINITION**

Under supervision, performs varied accounting tasks; prepares analytical and narrative accounting reports; performs financial and operational auditing work; and does other work as required.

### **CLASS CHARACTERISTICS**

This is the entry level in the Accountant class series. Incumbents are expected to have knowledge of the principles and practices of accounting. An Accountant works under definite guidelines to develop sufficient knowledge to independently perform and assume working-level responsibilities involving routine accounting functions of limited complexity, under the supervision of higher level Accountants.

### **EXAMPLES OF DUTIES**

1. In a training capacity, learns the laws, rules and regulations, procedures and techniques relating to accounting functions.
2. Prepares cash receipt vouchers and other journal entries; posts a variety of accounting data to general ledger accounts from subsidiary data and reports; prepares and maintains expenditure and budgetary control accounts and records; gathers data for financial reports.
3. Prepares reports of limited complexity on the status of various accounts; prepares relatively simple financial statements not involving problems of analysis or presentation; prepares routine working papers, bank reconciliations, schedules, exhibits, and summaries.
4. Examines a variety of accounting and other documents to verify accuracy of computations, ascertains that all transactions are properly supported and are in accordance with pertinent practices and procedures, and are classified and recorded according to appropriate accounting standards; reconciles reports and financial data with financial statements.
5. May supervise clerical personnel.
6. May assist in internal and external audits.
7. May assist in the examination of accounting systems, preparation of reports on findings and analyses of recommendations.

8. May examine documents such as vouchers, warrants, requisitions, purchase orders, receiving records and invoices; reviews posting to determine that the correct allocation has been made; determines whether expenditures have been made according to contractual requirements and authorized procedures, and whether books are properly maintained; reviews policies and procedures to determine compliance therewith; notes discrepancies.

### **MINIMUM QUALIFICATIONS**

General Knowledge of: accounting principles and theories including working knowledge of accounting and business law terminology; the accounting cycle and the inter-relationship and significance of data contained in various accounts; the principles and procedures used in the preparation of financial statements and bank reconciliations; accounting procedures and transactions used in controlling and subsidiary accounts, accruals, deferrals and estimated items, sales and collections, the closing process and receivables and payables; and the principles and methods involved in implementing and maintaining financial internal controls.

Some Knowledge of: auditing principles and theories including the methods and procedures involved in conducting audits of accounts of financial records of organizations.

Ability to: analyze data, define problem areas, and draw logical conclusions; communicate effectively both orally and in writing; apply knowledge of mathematics in computing percentages, discounts, interests, profits and loss, and other calculations performed in a financial operation; establish effective working relationships within the department and with other departments; understand and apply the principles, laws, and procedures involved in accounting and auditing functions.

### **Education/Experience**

Equivalent to a four-year degree with a major in accounting or finance, OR five years of experience in accounting/bookkeeping with at least one year at the Sr. Accounting Assistant level.

### **License Required**

Possession of a valid California Driver License may be required for some assignments.



## Classification Specification

<b>Classification Title</b>	Accountant II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs a variety of professional accounting tasks as they relate to the preparation of statistical and narrative reports. Supervises segment of the accounting operation as assigned, evaluates accounting and/or operating systems and procedures and management policies, and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This class is the experienced or professional classification in the Accountant series and is flexibly staffed with Accountant I Incumbents are expected to have a comprehensive understanding of accounting systems and programs, and apply sound accounting principles to facilitate fiscal control and analysis. Incumbents will exercise independent judgment in selecting analytical techniques, and will be responsible for the development and administration of the budget.

### 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.*

- Prepares cash receipts vouchers and other journal entries, and makes adjusting and closing entries; maintains expenditure and budgetary control accounts and records; and collects and reports statistical and accounting data on direct, indirect, and general costs, revenues, and reimbursements.
- Prepares reports of some complexity on the status of various accounts; prepares trial balances, and prepares financial reports and statements; and prepares working papers, reconciliations, schedules, exhibits, and summaries.
- Examines a variety of accounting and other documents to verify accuracy of computations and to ascertain that all transactions are properly supported, are in accordance with pertinent practices and procedures, and are classified and recorded according to appropriate accounting standards.
- Reconciles reports and financial data with financial statements; reviews documents authorizing expenditure from various accounts and funds for conformance with existing legal and procedural requirements.

## Classification Specification

<b>Classification Title</b>	Accountant II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Contacts City and other staff, contractors, suppliers, or the general public as required to resolve questions of an accounting nature; prepares necessary correspondence.
- Recommends new or revised accounting procedures subject to review and approval at higher levels; interprets and applies rules and regulations of the City.
- Assists in the preparation of budgets; assembles, reviews, and evaluates supporting accounting and statistical data.
- Reviews accounting systems and procedures; recommends changes in procedures to meet departmental and legal requirements, and may assist in their installation; recommends the design of new forms; and consults with and advises departmental accounting personnel on accounting procedures.
- The role may be assigned to oversee/manage accounting of any certain part of the financial management such as grants, and may be required to provide expert advice and leadership to the City staff that are handling grants.
- May assign, supervise, and review the work of clerical staff in making ledger entries, reconciliations, maintaining payroll records, and performing other fiscal recordkeeping work.
- May conduct audits of records of agencies using funds monitored by the City; examines and analyzes accounting records and systems; and prepares audit report and recommendation on findings.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires the direction of helpers, assistants, seasonal employees, interns, 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 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.

## Classification Specification

<b>Classification Title</b>	Accountant II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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 moderate fiscal responsibility. May be responsible for the billing, collection, and/or accounting of funds. May be responsible for the handling and balancing of cash.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree in Accounting, Finance
- One (1) year of professional Accountant experience in municipal finance, or two (2) years of professional Accountant experience in the private sector
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Generally Accepted Accounting Principles
- Accounting and business law terminology
- Finance and accounting programs
- Auditing principles and theories
- Treasury operations, including cash management
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Organization and time management
- Coordinating multiple projects

#### Ability to:

- Communicate effectively, both orally and in writing
- Collect, organize, interpret, summarize, and analyze data
- Maintain accurate records and files
- Interpret and apply laws, regulations, policies, and procedures

## Classification Specification

<b>Classification Title</b>	Accountant II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Prepare clear and concise reports
- Establish and maintain effective working relationships
- Prepare financial statements and bank reconciliations
- Delegate tasks to staff

### 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	X		
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		

## Classification Specification

<b>Classification Title</b>	Accountant II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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 works 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:**

**ACCOUNTANT II**

**DEFINITION**

Depending on assignment, under direction, performs a variety of professional accounting tasks as they relate to the preparation of statistical and narrative reports; supervises segment of the accounting operation as assigned; evaluates accounting and/or operating systems and procedures and management policies; and does related work as required.

**CLASS CHARACTERISTICS**

This is the experienced or professional level in the Accountant class series. Incumbents are expected to have a comprehensive understanding of accounting systems and programs and apply sound accounting principles to facilitate fiscal control and analysis.

**EXAMPLES OF DUTIES**

1. Prepares cash receipts vouchers and other journal entries, and makes adjusting and closing entries; posts or oversees the posting of general ledger accounts; maintains expenditure and budgetary control accounts and records; collects and reports statistical and accounting data on direct, indirect, and general costs, revenues, and reimbursements.
2. Prepares reports of some complexity on the status of various accounts; prepares trial balances and prepares financial reports and statements; prepares working papers, reconciliations, schedules, exhibits, and summaries.
3. Examines a variety of accounting and other documents to verify accuracy of computations and to ascertain that all transactions are properly supported, are in accordance with pertinent practices and procedures, and are classified and recorded according to appropriate accounting standards; reconciles reports and financial data with financial statements; reviews documents authorizing expenditure from various accounts and funds for conformance with existing legal and procedural requirements.
4. Contacts City and other staff, contractors, suppliers, or the general public as required to resolve questions of an accounting nature; prepares necessary correspondence.
5. Recommends new or revised account-keeping procedures subject to review and approval at higher levels; interprets and applies rules and regulations of the City.

**CITY OF RICHMOND**  
**ACCOUNTANT II**  
**PAGE 2**

6. Assists in the preparation of budgets; assembles, reviews and evaluates supporting accounting and statistical data.
7. May assign, supervise and review the work of clerical staff in making ledger entries, reconciliations, maintaining payroll records, and performing other fiscal record keeping work; trains new employees, evaluates performance, and recommends on personnel matters.
8. May conduct audits of records of agencies using funds monitored by the City; examines and analyzes accounting records and systems; prepares audit report and recommendation on findings.
9. Reviews accounting systems and procedures; recommends changes in procedures to meet departmental and legal requirements, and may assist in their installation; recommends the design of new forms; consults with and advises departmental accounting personnel on accounting procedures.

**MINIMUM QUALIFICATIONS**

Thorough knowledge of: accounting principles and theories including a good working knowledge of accounting and business law terminology; the accounting cycle and the inter-relationship and significance of data contained in various accounts; the principles and procedures used in the preparation of financial statements and back reconciliations; accounting procedures and transactions used in controlling and subsidiary accounts, accruals, deferrals and estimated items, sales and collections, the closing process and receivables and payables; and the principles and methods involved in implementing and maintaining financial internal controls.

General knowledge of: auditing principles and theories including the methods and procedures involved in conducting audits of accounts and financial records of large organizations, including the uses of audit work paper techniques.

Some knowledge of: the mathematical techniques and concepts involved in collecting, organizing, interpreting, summarizing, analyzing and graphically presenting numerical data, including ability to analyze data, define problem areas and draw logical conclusions; the principles and functions of management as they apply to a financial operation, including ability to interpret and apply legal and administrative concepts to accounting systems and budget administration; electronic data processing techniques related to accounting procedures and practices.

Ability to: communicate effectively both orally and in writing, including ability to prepare comprehensive, clear and concise accounting and auditing reports, and financial statements; establish effective working relationships within and outside the department; organize, lay out and supervise the work of others (may be required for some assignments) including ability to plan, organize and direct a small audit program.

**CITY OF RICHMOND  
ACCOUNTANT II  
PAGE 3**

**Education/Experience**

Equivalent to a four year degree with a major in accounting or finance AND two years of professional experience in private industry OR one year of professional experience in municipal finance.

A FOUR YEAR DEGREE IN ACCOUNTING, FINANCE, OR A CLOSELY RELATED FIELD OR CMTA CERTIFICATION AT THE TIME OF APPOINTMENT OR WITHIN ONE YEAR (MAINTAINING CERTIFICATION IS AN ONGOING REQUIREMENT) AND ONE YEAR OF PROFESSIONAL ACCOUNTING EXPERIENCE WHICH DEMONSTRATES THE RELATED KNOWLEDGES AND ABILITIES.

**License Required**

Possession of a valid California Driver License may be required for some assignments.



## Classification Specification

<b>Classification Title</b>	Accounting Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs a variety of routine-to-difficult accounting support duties, which may include receiving, entering, processing, and creating accounting documents, receiving and reconciling payments, coding payments to appropriate accounts, and providing clerical and customer service support.

### DISTINGUISHING CHARACTERISTICS

This class is an accounting office support series. Initially under close supervision, incumbents learn office and City procedures, including accounts receivable and payable, payroll, business license and cashing procedures. As experience is gained, there is greater independence of action within established guidelines.

### 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.*

- Creates and issues invoices, and oversees collection efforts on outstanding invoices or business licenses.
- Answers telephones, and assists customers with questions and issues.
- Receives and processes incoming utility tax, franchise fees, grants, property tax, and miscellaneous payments, and applies funds as appropriate.
- Maintains accounting, financial, and statistical records, and prepares periodic or special reports.
- Reviews and reconciles bank statements, and matches invoices, receiving reports, and other requests for payment with purchase order or contract documents.
- Ensures proper authorization and compliance with City policies and procedures.
- Reconciles and prepares payment requests for non-purchase order expenditures such as utility and telephone payments; makes correction prior to processing; prepares and reconciles tax reports; and prepares invoices and provides information to vendors regarding invoices and purchase orders.

## Classification Specification

<b>Classification Title</b>	Accounting Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Completes forms to authorize payroll or personnel status changes, maintains and updates payroll records, explains payroll deductions to City employees, and answers questions regarding City policies and ordinances.
- Performs a variety of general administrative support duties such as typing, proofreading, and filing.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Job has no responsibility for the direction or supervision of others.

### **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.

### **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**

- High School diploma or GED equivalent. At least two (2) years of relevant college-level course work, or an Associate's degree from an accredited college or university in Accounting or a related field is highly desirable
- One (1) to three (3) years of accounting clerical experience, including experience in customer service and general accounting, bookkeeping, accounts receivable, accounts payable, or collections
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### **Required Licenses or Certifications**

- None

## Classification Specification

<b>Classification Title</b>	Accounting Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Principles and practices of recordkeeping and bookkeeping
- Business arithmetic as applied to accounting and auditing office support functions
- Modern office practices and equipment, including computers and applicable software
- Contract agreements

#### Skill in:

- Organization and time management

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Prepare, maintain, and reconcile various financial, accounting, statistical, and numerical records
- Follow oral and written instructions
- Interpret reports
- Work independently

### 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	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often

## Classification Specification

<b>Classification Title</b>	Accounting Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

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 in an office environment 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:**

## **ACCOUNTING ASSISTANT I/II**

### **DEFINITION**

Under general supervision, in a centralized accounting or departmental setting, provides a variety of routine to difficult financial, statistical and accounting office support to the Finance Department; may perform general administrative office support duties, including typing, recordkeeping; performs related work as assigned.

### **CLASS CHARACTERISTICS**

Accounting Assistant I is the entry-level class of this accounting office support series. Initially under close supervision, incumbents learn office and City procedures, including accounts receivable and payable, payroll, business license and cashing procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Accounting Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Accounting Assistant II in the journey class of this series, fully competent to perform a variety of financial, accounting and auditing office support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Specific duties, including the amount of typing, word processing and use of an on-line computer system, will vary with the organizational unit to which assigned. This class is distinguished from Senior Accounting Assistant in that the latter performs the more difficult and complex accounting clerical assignments and/or acts as a working lead over assigned accounting clerical support staff.

### **EXAMPLES OF DUTIES**

1. Collects fees and other monies for various City services, issuing receipts and balancing accounts on a regular basis; follows-up on delinquent accounts and initiates collections procedures in accordance with City policy.
2. Reviews and reconciles bank statements; matches invoices, receiving reports and other requests for payment with purchase order or contract documents.
3. Ensures proper authorization and compliance with City policies and procedures.

**CITY OF RICHMOND, CA**  
**ACCOUNTING ASSISTANT I/II**  
**PAGE 2**

4. Inputs information to a computer system or manually prepares forms to produce warrants.
5. Reconciles and prepares payment requests for non-purchase order expenditures such as utility and telephone payments; effects correction prior to processing; prepares and reconciles tax reports; prepares invoices and provides information to vendors regarding invoices and purchasing orders.
6. Assists with the production of various periodic billing; receives checks by mail and processes and balances accounts receivables.
7. Completes forms to authorize payroll or personnel status changes; maintains and updates payroll records; explains payroll deductions to City employees; answers factual questions regarding City policies and ordinances.
8. Maintains accounting and financial and statistical records and prepares periodic or special reports.
9. Performs a variety of general administrative office support duties such as typing, proofreading, filing and answering the telephone.
10. Enters and retrieves data from an on-line personal computer system; may use such technology to produce standard reports.

**MINIMUM QUALIFICATIONS**

**NOTE:** The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics

**General Knowledge of:** financial record keeping and bookkeeping practices and procedures; the specific functional area to which assigned (i.e., accounts receivable or accounts payable or payroll); office practices and procedures, including filing and the operation of standard; office equipment; correct business English usage and the standard format for typed materials; business arithmetic as applied to accounting and auditing office support functions; basic business data processing principles and use of word processing equipment.

**Skill in:** preparing, maintaining and reconciling various financial, accounting, statistical and numerical records; performing detailed accounting clerical work accurately; organizing and maintaining office files; making accurate arithmetic calculations; using initiative and sound independent judgment within established guidelines; operating standard office equipment including a calculator, word processor or on-line computer; prioritizing work and coordinating several activities; establishing and maintaining effective working relationships with those contacted in the course of work; understanding and carrying out oral and written directions.

**CITY OF RICHMOND, CA  
ACCOUNTING ASSISTANT I/II  
PAGE 3**

**Education/Experience**

Accounting Assistant I: Equivalent to graduation from high school.

Accounting Assistant II: In addition to the above, two years of bookkeeping, payroll, accounting or financial clerical or office experience.

NOTE: Specified positions may require typing accurately at the rate of 30 net words per minute from printed copy.



## Classification Specification

<b>Classification Title</b>	Assistant Police Property Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Under the direction of the Police Property Technician, is responsible for the receipt, security, control, and maintenance of all incoming property and other items of evidence.

### DISTINGUISHING CHARACTERISTICS

This is a non-sworn classification in the Police Department. Duties are performed within the confines of the Police Property Room under the supervision of the Police Property Technician. This position is distinguished from the Police Property Technician in that the latter has supervisory responsibilities over non-sworn department staff assigned to the Police Property Room.

### 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.*

- Receives property and other items of evidence. Logs and stores property and evidence.
- Operates the Police Department computer system for data entry, retrieval, and control of property/evidence.
- Releases property/evidence to law enforcement and/or to the courts for investigative purposes or lab analysis. Releases property to prospective owners.
- Assists the Police Property Technician in the determination of which items are to be destroyed, which items are to be retained for charitable contributions, and which items are to be auctioned by the City.
- Assists the Police Property Technician in the disposal of firearms, illegal contraband, narcotics, and other obsolete evidence.
- Maintains latent fingerprint cards. Logs, stores, and develops crime scene photographs.
- Provides court testimony as necessary.
- Performs related work as required.

## Classification Specification

<b>Classification Title</b>	Assistant Police Property Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

### 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

- High School diploma or GED equivalent
- Experience storing and maintaining inventory of materials is desirable. Experience in storing and maintaining materials in a highly-controlled environment similar to the property and evidence materials maintained in a police department or other law enforcement environment is highly desirable
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- The laws and procedures to the receipt, storage, security, and disposal of property and other items of evidence according to state and federal laws, and departmental operating procedures
- Indexing, filing, logging, and maintaining records

## Classification Specification

<b>Classification Title</b>	Assistant Police Property Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

**Skill in:**

- Organization and time management
- Data entry

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain a clean and orderly property storage area

### 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		

## Classification Specification

<b>Classification Title</b>	Assistant Police Property Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Loud noises (85+ decibels such as heavy trucks, construction)		X	
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### 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 requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**  
**Date(s) Revised:**

DRAFT

**ASSISTANT POLICE PROPERTY TECHNICIAN**

**DEFINITION**

Under the direction of the Police Property Technician is responsible for the receipt, security, control and maintenance of all incoming property and other items of evidence; to protect the integrity of evidence throughout the judicial process; and to perform related duties as required.

**CLASS CHARACTERISTICS**

This is a non-sworn classification in the Police Department. Duties are performed within the confines of the Police Property Room under the supervision of the Police Property Technician. This position is distinguished from the Police Property Technician in that the latter has supervisory responsibilities over non-sworn department staff assigned to the Police Property Room.

**EXAMPLES OF DUTIES**

1. Receives property and other items of evidence; logs and stores property and evidence.
2. Operates the Police Department computer system for data entry, retrieval and control of property/evidence.
3. Releases property/evidence to law enforcement and/or to the courts for investigative purposes or lab analysis; releases property to their prospective owners.
4. Assists the Police Property Technician in the determination of items to be destroyed; which are to be retained for charitable contributions; and which are to be auctioned by the City.
5. Assists the Police Property Technician in the disposal of firearms, illegal contraband, narcotics, and other obsolete evidence.
6. Maintains latent fingerprint cards; logs, stores and develops crime scene photographs.
7. Provides court testimony as necessary.
8. Assists the Police Property Technician in related duties as required.

**CITY OF RICHMOND  
ASSISTANT POLICE PROPERTY TECHNICIAN  
PAGE 2**

**MINIMUM QUALIFICATIONS**

**Knowledge of:** the laws and procedures to the receipt, storage, security and disposal of property and other items of evidence according to state and federal laws and departmental operating procedures; and of indexing, filing, logging and maintaining records.

**Ability to:** operate computers for the purpose of data entry and retrieval; establish and maintain good working relationships with fellow employees and representative of other Law Enforcement agencies; deal with people of different racial, ethnic and economic groups in a tactful and effective manner; and maintain a clean and orderly property storage area.

**Education and Experience:**

Equivalent to graduation from high school or possession of a G.E.D. certificate. Experience storing and maintaining inventory of materials is desirable. Experience in storing and maintaining materials in a highly controlled environment similar to the property and evidence materials maintained in a police department or other law enforcement environment is highly desirable.

## **BUSINESS LICENSE SPECIALIST**

### **DEFINITION**

Under general supervision, performs a variety of office and field work in the application and enforcement of City ordinances dealing with business licenses, permits and occupancy taxes; collects fees, keeps records and does related work as required.

### **CLASS CHARACTERISTICS**

This is a single position class allocated to the Finance Department. The incumbent works under minimal supervision and is expected to make independent judgments and decisions on assigned duties.

### **EXAMPLES OF DUTIES**

1. Studies, interprets and applies necessary portions of the Richmond Municipal Code and other ordinances, codes and directives pertaining to business licenses.
2. Receives applications for business licenses and renewals; computes license fees, issues licenses and receives payments.
3. Explains license fee procedures and requirements to the public.
4. Performs field audits to check businesses for compliance with license requirements.
5. Coordinates work with other departments and agencies involved in licensing functions.
6. Develops and prepares written brochures, guidelines and special materials to acquaint public with licensing procedures; composes and types correspondence.
7. May make special studies and recommendations designed to improve licensing process or to increase receipt of licensing revenue.
8. May file legal actions and testify in court on matters relating to business licensing.

**CITY OF RICHMOND  
BUSINESS LICENSE SPECIALIST  
PAGE 2**

9. Investigates verbal and written complaints, and makes recommendations on resolving these to supervisor; issues citations to individuals for non-compliance to business license codes, ordinances or regulations.
10. May supervise part-time or temporary clerical employees.

**MINIMUM QUALIFICATIONS**

General Knowledge of: Records management and financial record keeping.

Skill in: Communicating effectively, orally and in writing; performing basic mathematical calculations rapidly and accurately; preparation of business correspondence and reports.

Ability to: Deal effectively with clientele and obtain compliance with the City business license tax ordinance; type at a rate of 25 wpm; interpret and apply ordinances, codes and other regulations, and explain them to the public; establish and maintain cooperative working relationships with business officials, the general public and others contacted in the course of work; plan and organize work effectively; perform job tasks on own initiative, over long periods of time, with minimal supervision; learn City geography.

**EDUCATION/EXPERIENCE**

Education and experience equivalent to graduation from high school AND three (3) years of increasingly responsible experience demonstrating possession of the required knowledge, skills and abilities listed above.

**LICENSES/CERTIFICATIONS**

Possession of a valid California Driver License by the time of appointment.



## Classification Specification

<b>Classification Title</b>	Business License Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs a variety of office and field work in the application and enforcement of City ordinances dealing with business licenses, permits, and occupancy taxes. Collects fees, keeps records, and interacts with the public regarding business license procedures and requirements.

### DISTINGUISHING CHARACTERISTICS

This is a single position class allocated to the Finance Department. The incumbent works under minimal supervision and is expected to make independent judgments and decisions on assigned duties.

### 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.*

- Reviews and processes applications for business licenses and renewals, computes license fees, issues licenses, and receives payments.
- Explains business license procedures and requirements to the public by phone or in person to ensure City policies and procedures are properly followed.
- Collects fees and other monies for various City services. Maintains records, and reconciles payments by entering payment data into the City bank account.
- Compiles data and creates reports for petty cash.
- Investigates verbal and written complaints, and makes recommendations on resolving these to supervisor. Issues citations to individuals for non-compliance to business license codes, ordinances, or regulations.
- Coordinates work with other departments and agencies involved in licensing functions.
- Performs related work as required.

## Classification Specification

<b>Classification Title</b>	Business License Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### SUPERVISORY RESPONSIBILITIES

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

### 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 moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent. At least two years of relevant college-level course work. An Associate degree from an accredited college or university in Accounting is highly desirable.
- One (1) to three (3) years of increasingly responsible experience demonstrating possession of the required knowledge, skills, and abilities listed above.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- None

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Municipal codes for business license requirements

## Classification Specification

<b>Classification Title</b>	Business License Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Basic accounting principles and practices
- Principles and practices of financial recordkeeping

**Skill in:**

- Customer service

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain accurate and complete records
- Prepare and reconcile various financial reports
- Maintain confidentiality of information
- Investigate data, and resolve discrepancies

### 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	X		
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		

## Classification Specification

<b>Classification Title</b>	Business License Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

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 in an office environment 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:**



## Classification Specification

<b>Classification Title</b>	Cable TV Engineering Support Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs tasks related to the daily technical/engineering aspects of cable television productions, and may lead the work of other television interns and volunteers.

### DISTINGUISHING CHARACTERISTICS

This class assists with technical aspects of production of the City's cable television station's various projects. Assignments may include on-site work at City Hall as well as on-location work.

### 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.*

- Installs and performs regular maintenance/calibration of all forms of video/audio processing equipment.
- Assists in maintaining records of equipment used to monitor performance, and facilitates planning for maintenance and supplies.
- Provides audio and visual equipment setup and cleanup for City events.
- Operates soundboard, inputs graphics, and provides technical assistance during meetings and events.
- Shoots and edits video and audio footage. Provides field and studio production duties as needed.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

### 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.*

## Classification Specification

<b>Classification Title</b>	Cable TV Engineering Support Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Work requires regular interaction involving exchange and receipt of information.
- 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 no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Equivalent to a certificate program in communications, engineering, tv production, or related field
- Experience in cable television engineering, film production, or IT support may be substituted for education up to two (2) years
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Types, uses, and maintenance of television production equipment

#### Skill in:

- Critical thinking
- Troubleshooting
- Organization and time management
- Customer service

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Plan, set up, operate, and maintain television production systems

## Classification Specification

<b>Classification Title</b>	Cable TV Engineering Support Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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	X		
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 requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.

## Classification Specification

<b>Classification Title</b>	Cable TV Engineering Support Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

CITY OF RICHMOND, CA

Class Code: PP-547  
Established: 7/26/01  
Group: Local 790  
FLSA: Non-Exempt

## CABLE TELEVISION ENGINEERING SUPPORT ASSISTANT

### DEFINITION

Under supervision, performs routine but responsible tasks related to the daily technical/engineering aspects of cable television productions; may lead the work of other television interns and volunteers; and performs related work as required.

### CLASS CHARACTERISTICS

This class will be on-call to assist with technical aspects of production in the station's various projects. Assignments may include on-site work at City Hall as well as on-location work.

### EXAMPLES OF DUTIES

1. Installs and performs regular maintenance/calibration of all forms of video/audio processing equipment.
2. Assists in maintaining record of equipment used to monitor performance and facilitates planning for maintenance and supplies.
3. Operates equipment to test or to assist regular operators.
4. Provides field and studio production duties as needed.

### MINIMUM QUALIFICATIONS

#### KNOWLEDGE OF:

Types, uses and maintenance of television production equipment.

#### ABILITY TO:

Plan, set up, operate, troubleshoot and maintain television production systems; communicate effectively, both orally and in writing; and establish and maintain effective working relationships with television staff, City officials, City employees and the public.

CITY OF RICHMOND, CA  
CABLE TELEVISION ENGINEERING  
SUPPORT ASSISTANT

Page 2

**EDUCATION AND EXPERIENCE**

Equivalent to a Certificate Program from an accredited college or university in Communications, Engineering, Television Production or a closely related field. Technical/engineering work experience (paid or volunteer) may be substituted for college on a year-to-year basis, maximum of two (2) years substitution.

**LICENSE/CERTIFICATION**

Possession of a valid California Driver's License is an on-going requirement for this position.

**PHYSICAL DEMANDS**

Must be able to lift a 35-pound camera.



## Classification Specification

<b>Classification Title</b>	Cable TV Production Support Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs media production duties as a videographer, editor, and photographer, and assists staff of KCRT Television in various technical areas of the station's operation.

### DISTINGUISHING CHARACTERISTICS

This class is an entry-level classification offering opportunities for incumbents to become involved in all technical aspects of television production. Incumbents assist KCRT production staff with the station's various projects. Assignments may include on-site work at City Hall as well as on-location work.

### 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.*

- Participates in video production, including operation of television cameras, audio equipment, and set-up of lighting.
- Assists in set construction, electronics, news gathering, and electronic field production.
- Shoots video in the field. May be required to serve as a field producer, as well as go out on shoots without any other support personnel.
- Edits tape using linear and non-linear editors, and duplicates tapes.
- Produces graphics and animations utilizing a computer for productions and promotions.
- Carries out minor equipment maintenance, and troubleshoots problems.
- Broadcasts the City Council and commission meetings.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

## Classification Specification

<b>Classification Title</b>	Cable TV Production Support Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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 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 no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- Current enrollment or graduation from a communications program is desired, or possession of equivalent experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Audio, lighting, and graphics
- Video editing and television production techniques

#### Skill in:

- Troubleshooting equipment
- The operation of television cameras
- Organization and time management

#### Ability to:

- Communicate effectively, both orally and in writing

## Classification Specification

<b>Classification Title</b>	Cable TV Production Support Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Establish and maintain effective working relationships
- Perform field productions independently
- Make decisions in the field without direct supervision
- Operate television cameras, editing equipment, and/or computer graphics
- Lift and operate a 35 pound camera

### 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	X		
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		

## Classification Specification

<b>Classification Title</b>	Cable TV Production Support Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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 requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

CITY OF RICHMOND, CA

Revised: 1/25/01  
Class Code: PP-545  
Established: 11/18/93  
Unit Group: General  
FLSA: Non-Exempt

## CABLE TV PRODUCTION SUPPORT ASSISTANT

### DEFINITION

Under the general supervision of the Programming or Engineering Coordinator, the Cable TV Production Support Assistant will assist the regular staff of KCRT in various technical areas of the station's operation.

### CLASS CHARACTERISTICS

This is a part-time entry level position offering opportunities for incumbents to become involved in all technical aspects of television production. The Cable TV Production Support Assistant will be on call to assist KCRT production staff in the station's various projects. Assignments may include on-site work at City Hall as well as on-location work as a program is being taped.

### EXAMPLES OF DUTIES

1. Participates in video production, including operation of television cameras, audio equipment and set-up of lighting. Assists in set construction, logs tapes, electronics news gathering and electronic field production.
2. Edits tape using linear and non-linear editors and duplicates tapes.
3. Produces graphics and animations utilizing a computer for productions and promotions.
4. May be required to serve as a field producer as well as go out on shoots without any other support personnel.
5. Carries out minor equipment maintenance and troubleshoots problems.

### MINIMUM QUALIFICATIONS

#### General Knowledge of:

Audio, lighting, graphics, videotape editing and television production techniques.

CITY OF RICHMOND, CA  
CABLE TV PRODUCTION SUPPORT ASSISTANT  
PAGE 2

Ability to:

Perform field productions independently and be able to make decisions in the field without direct supervision.

Operate television cameras, editing equipment and/or computer graphics.

Lift and operate a 35-pound camera.

Education and Experience:

Current enrollment or graduation from a communications program is desired or possession of equivalent experience.

License:

Must possess a valid California Driver's License or be able to obtain a valid license by date of appointment.



## Classification Specification

<b>Classification Title</b>	Carpenter
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs interior and exterior carpentry work involving the construction, maintenance, and repair of buildings and structures.

### DISTINGUISHING CHARACTERISTICS

This classification is distinguished by the experience and the ability to perform skilled carpentry work. This classification may require a flexible work schedule in order to meet the needs of the department.

### 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.*

- Constructs framing, floors, roofs, and walls for frame buildings and structures.
- Constructs forms for reinforced concrete walls, gutters, underground vaults, and other concrete structures.
- Designs and builds various types of wood cabinets, counters, and furniture. Repairs furniture, roofs, and facilities.
- Moves and assembles office furniture and cubicles.
- Builds, installs, and repairs window frames, sashes, doors, door frames, screens, and partitions.
- Adjusts, repairs, and replaces window hardware and glass, glazing as needed.
- Installs wallboard, and prepares walls for stucco and plaster work.
- Maintains and services carpenter equipment and tools.
- Orders materials, and maintains records of work performed and materials used.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

## Classification Specification

<b>Classification Title</b>	Carpenter
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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 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 no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- Three (3) to five (5) years of carpentry experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Various construction trades
- Principles of carpentry
- Woodshop machinery and safety techniques
- Various construction materials, including wood, metal, and plastics

#### Skill in:

- The use of hand and power tools
- Organization and time management

## Classification Specification

<b>Classification Title</b>	Carpenter
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Read and interpret blueprints, and work from plans and specifications
- Prepare simple sketches and plans of proposed construction
- Estimate labor and material requirements for construction jobs
- Follow oral and written instructions
- Maintain records of work performed

### 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		

## Classification Specification

<b>Classification Title</b>	Carpenter
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Loud noises (85+ decibels such as heavy trucks, construction)			X
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### 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 requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

CITY OF RICHMOND

Class Code: SC-710  
Group: Local 790  
FLSA: Non-Exempt

## CARPENTER

### DEFINITION

Under general direction, will perform all phases of carpenter and cabinet work involving the construction, maintenance, and repair of buildings and structures; and do related work as required.

### TYPICAL TASKS

Constructs framing, floors, roofs, and walls for frame buildings and structures; constructs forms for reinforced concrete walls, gutters, underground vaults, and other concrete structures; makes various types of wood cabinets, counters, and furniture; repairs furniture, roofs, and makes general repairs to buildings; constructs and repairs street barricades, builds forms, frames, stairways, and shelving; builds, installs, and repairs window frames, sashes, doors, door frames, screens and partitions; glazes windows, applies roof and floor coverings; installs wallboard, prepares walls for stucco and plaster work, maintains and services carpenter equipment and tools, drives a light truck, keeps records of work performed and materials used; may inspect work contracted out by the Building Maintenance Division.

### EMPLOYMENT STANDARDS

High school graduation or a G.E.D. Certificate; satisfactory completion of an accredited apprenticeship in carpentry and three years of experience as a journeyman carpenter.

Possession of a valid California Driver's License.

Ability to perform carpentry work on a journeyman level; possess skill and ability to use hand and power tools safely and efficiently; ability to read and interpret blueprints, ability to work from plans and specifications, and to do layout work; ability to prepare simple sketches and plans of proposed construction and cabinet work; ability to estimate labor and material requirements for construction jobs; ability to supervise the work of others; ability to follow written and oral instructions, and keep records regarding work performances and costs of various construction jobs being accomplished; ability to work harmoniously, effectively, and efficiently with others.



## Classification Specification

<b>Classification Title</b>	Crime Analysis Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Utilizes automated law-enforcement databases and software applications to gather, categorize, analyze, and disseminate information concerning current and prior criminal activity. Performs complex coding, data verification, data entry, and data retrieval duties. May present findings and crime patterns to departmental staff and the public.

### DISTINGUISHING CHARACTERISTICS

This is a specialized, technical support classification with responsibility for working with law-enforcement databases; performing routine statistical and analytical research of crime data; and for interacting with police officers, members of the public and other personnel to provide reliable and consistent statistical information. Incumbents are responsible for resolving day-to-day work problems, including the performance of complex coding, data verification, data entry, and data retrieval duties that require the use of independent judgment and the application of technical and analytical skills. This classification is distinguished from the Crime Analyst classification in that the Crime Analysis Technician provides technical support to the Crime Analyst who is responsible for developing specialized intelligence-led information and implementing a systemic process for the collection and dissemination of such information.

### 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.*

- Performs complex coding, data entry, data verification, and data retrieval of information from law-enforcement databases and software applications according to specified procedures and regulations.
- Assists in the analysis of criminal justice information, including criminal pattern detection, suspect-crime correlations, target-suspect profiles, crime forecasting, and statistics and trends in support of police operations.
- Participates in conducting surveys and studies by gathering, compiling, tabulating, and reporting data.

## Classification Specification

<b>Classification Title</b>	Crime Analysis Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Prepares and circulates various crime bulletins. Provides information to officers, police administrators, and members of the public.
- Identifies crime patterns, and reports findings.
- Reviews, interprets, categorizes, and enters information into databases. Creates reports, charts, graphs, maps, and other means of conveying relevant and detailed information clearly and accurately. Updates and revises data in database systems as cases progress.
- Accesses various types of sensitive and confidential information from local, state, federal, open-source, external and internal systems, including the New World Suite of products, Crime View suite of products, and other databases. Researches information such as criminal history, stolen property, firearms, and missing persons in various computer systems according to specific needs and purposes.
- Participates in crime research and analysis activities with other local, state, and federal agencies. Provides information to others requiring the use of judgment and the interpretation of policies, rules, procedures, and administrative orders.
- Organizes and maintains files.
- Performs a variety of office administrative duties such as ordering supplies, transmitting information, and keeping reference materials up to date.
- Attends law enforcement meetings for crime information exchange and crime analysis techniques.
- May train others in the use and capabilities of various computer-database systems.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Job has no responsibility for the direction or supervision of others.

### **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 significant in terms of time, money, or public/employee relations.

## Classification Specification

<b>Classification Title</b>	Crime Analysis Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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

- Associate's degree in Crime Analysis, Research Methodology, Statistics, Criminology, Administration of Justice, or a closely-related field
- One (1) to three (3) years of experience in analysis-related work that includes statistical data collection, using computerized databases, records management systems, and computer-aided dispatch in a law enforcement agency. A Bachelor's degree in Crime Analysis, Criminal Justice, Criminology, or a closely-related field, or possession of a Department of Justice (DOJ) certification in Crime and Intelligence Analysis may substitute for the required experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Desirable Qualifications

- Knowledge of principles of and developments in crime-analysis methods, techniques, and data sources; criminology theory and practices; Federal Uniform Crime Reporting (UCR) system; and principles of law-enforcement administration and crime prevention

#### Required Licenses or Certifications

- None

#### Additional Requirements

- Must pass a polygraph and an extensive background examination. As a condition of employment, psychological, medical, and drug testing are also required.
- Must be willing to work such hours as necessary to accomplish the job requirements, which may include travelling to attend meetings, seminars, and conferences.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Automated law-enforcement computer information systems

## Classification Specification

<b>Classification Title</b>	Crime Analysis Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Applicable laws, rules, regulations, and administrative orders relating to law-enforcement records
- Law-enforcement codes and terminology
- Criminal justice system terminology and proceedings
- Research methodology, statistical interpretation, and methods of report presentation
- Record management systems, and data processing principles and procedures
- Correct English usage, including spelling, grammar, and punctuation

**Skill in:**

- Organization and time management
- Coding and verifying data, and identifying incomplete and inaccurate information

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Gather, categorize, and disseminate information
- Evaluate data and problems, identify the underlying principles, reasons or facts of information, and exercise sound judgment in making decisions in accordance with established regulations and procedures
- Research, prepare, and maintain a variety of reports, records, and manual and computer files
- Prepare, interpret, compile, summarize, and present reports and statistical data in a logical and understandable format
- Maintain confidentiality of information
- Read and interpret rules, policies, procedures, and administrative orders

### 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		

## Classification Specification

<b>Classification Title</b>	Crime Analysis Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other			
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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 requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**



## Classification Specification

<b>Classification Title</b>	Crime Prevention Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs a variety of paraprofessional police duties in the areas of community relations and crime prevention. Provides staff assistance to sworn personnel to create effective community and crime prevention.

### DISTINGUISHING CHARACTERISTICS

This is a paraprofessional civilian class. Incumbents will be assigned to the Administrative Bureau of the Police Department, typically working with the Crime Prevention and Community Relations unit. Incumbents are responsible for the planning, implementation and monitoring of Community Relations and Crime Prevention programs and projects.

The Crime Prevention Specialist will receive training in the area of his/her assignment. Initially, the incumbent will work under general supervision, but with experience works with increasing independence. After the training period, incumbents are expected to work with limited supervision.

Due to the sensitivity of the work performs, Crime Prevention Specialists will be required to attend periodic workshops and training sessions to ensure they remain current on the laws, rules, regulations, practices and procedures applicable to the programs they administer.

### 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.*

- Coordinates various community-directed self-help, educational, and crime prevention programs and activities, including Neighborhood Watch, Police Activities League (PAL), Ride-A-Long, Christmas Toy Drives, and Child Fingerprinting.
- Utilizes computer-aided dispatch system to run review prior to police reports for program screening purposes; performs light typing, filing, and logging of information.

## Classification Specification

<b>Classification Title</b>	Crime Prevention Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Responds to correspondence from Crime Victim's Programs and community inquiries regarding crime prevention and other related information. Corresponds with crime victims and relatives of crime victims to describe available benefits to which they may be entitled.
- Attends and conducts meetings with community groups to increase community awareness and reduce the incidence of crime. Mediates neighborhood disputes where there is a concern of violence, and reviews and records various complaints from public on community relations type problems.
- Schedules crime prevention presentations for schools, businesses, or organizations.
- Screens requests, conducts interviews, reviews police reports, and makes referrals to outside social service agencies, and determines eligibility for Victims of Violent Crimes Program.
- Conducts tours of the Police Department, and acts as the department liaison with various community groups, faith-based groups, and neighborhood councils.
- Makes daily court runs to pick up and deliver criminal documents, and performs court-liaison tasks.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Job has no responsibility for the direction or supervision of others.

### **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 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 no fiscal responsibility.

### **MINIMUM QUALIFICATIONS**

#### **Required Education and Experience**

- High School diploma or GED equivalent

## Classification Specification

<b>Classification Title</b>	Crime Prevention Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- One (1) to three (3) years of experience in a position involving public contact with responsibility for answering both telephone and personal inquiries, preferably in a law enforcement or social service setting
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### Additional Requirements

- Must be available to attend evening meetings and special programs and activities on weekends.
- Must pass a polygraph and an extensive background examination. As a condition of employment, psychological, medical, and drug testing are also required.

## REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

### Knowledge of:

- Modern office practices and equipment, including applicable software
- Procedures of police work, state laws, City ordinances, Penal/Municipal codes, and the City's geography

### Skill in:

- Organization and time management
- Conflict resolution
- Negotiating

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Analyze situations, and in crisis situations adopt a quick, effective, and responsible course of action
- Learn City ordinances, rules, and regulations affecting area of assigned responsibility
- Provide verbal instructions and information in a clear and concise manner
- Make detailed observations, accurately remember facts, and compile descriptive reports

## Classification Specification

<b>Classification Title</b>	Crime Prevention Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Work effectively under pressure with frequent interruptions and with limited supervision
- Exercise good judgment in making decisions according to Department procedures, policies, and practices
- Solicit volunteer participation, and properly assign participants to programs

### 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		

## Classification Specification

<b>Classification Title</b>	Crime Prevention Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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 requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards. In addition to the requirements listed above, this classification requires sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information with individuals from various ethnic and socio-economic groups in person and over the telephone. Duties also require sufficient mobility to attend meetings, prolonged sitting motion, walking, kneeling, squatting, and stooping.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

## **CRIME ANALYSIS TECHNICIAN**

### **DEFINITION**

Under general supervision, uses automated law-enforcement databases and software applications to gather, categorize, analyze, and disseminate information concerning current and prior criminal activity; performs complex coding, data verification, data entry, and data retrieval duties; may present findings and crime patterns to departmental staff and the public; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is a specialized, technical support classification with responsibility for working with law-enforcement databases; performing routine statistical and analytical research of crime data; and for interacting with police officers, members of the public and other personnel to provide reliable and consistent statistical information. Incumbents are responsible for resolving day-to-day work problems, including the performance of complex coding, data verification, data entry, and data retrieval duties that require the use of independent judgment and the application of technical and analytical skills. This classification is distinguished from the Crime Analyst classification in that the Crime Analysis Technician provides technical support to the Crime Analyst who is responsible for developing specialized intelligence-led information and implementing a systemic process for the collection and dissemination of such information.

### **EXAMPLES OF DUTIES**

1. Conducts research; performs complex coding, data entry, data verification and data retrieval of information from law-enforcement databases and software applications according to specified procedures and regulations.
2. Assists in the analysis of criminal justice information, including criminal pattern detection, suspect-crime correlations, target-suspect profiles, crime forecasting, and statistics and trends in support of police operations.
3. Participates in conducting surveys and studies by gathering, compiling, tabulating and reporting data.
4. Prepares and circulates various crime bulletins; at the direction of the supervisor, provides information to officers, police administrators, and members of the public.
5. Identifies crime patterns and reports findings.

**CITY OF RICHMOND  
CRIME ANALYSIS TECHNICIAN  
PAGE 2**

6. Reviews, interprets, categorizes, and enters information into databases; creates reports, charts, graphs, maps, and other means of conveying relevant and detailed information clearly and accurately; updates and revises data in database systems as cases progress.
7. Accesses various types of sensitive and confidential information from local, state, federal, open-source, external and internal systems, including but not limited to, the New World Suite of products, Crime View suite of products, and other databases; researches information such as criminal history, stolen property, firearms, and missing persons in various computer systems according to specific needs and purposes.
8. May train others in the use and capabilities of various computer database systems.
9. Participates in crime research and analysis activities with other local, state, and federal agencies; provides information to others requiring the use of judgment and the interpretation of policies, rules, procedures, and administrative orders.
10. Organizes and maintains files.
11. Performs a variety of office administrative duties such as ordering supplies, transmitting information, and keeping reference materials up to date.
12. Attends law enforcement meetings for crime information exchange and crime analysis techniques.
13. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of: Automated law enforcement computer information systems; applicable laws, rules, regulations, and administrative orders relating to law-enforcement records; law enforcement codes and terminology; criminal justice system terminology and proceedings; research methodology, statistical interpretation, and methods of report presentation; record management systems and data processing principles and procedures; Correct English usage, including spelling, grammar, and punctuation.

Skill in: Gathering, categorizing, and disseminating information; evaluating data and problems, identifying the underlying principles, reasons or facts of information, and exercising sound judgment in making decisions in accordance with established regulations and procedures; organizing, researching, preparing, and maintaining a variety of reports, records, and manual and computer files; coding and verifying data and identifying incomplete and inaccurate information; preparing, interpreting,

**CITY OF RICHMOND  
CRIME ANALYSIS TECHNICIAN  
PAGE 3**

compiling, summarizing, and presenting reports and statistical data in a logical and understandable format; maintaining the confidentiality of information; establishing and maintaining positive customer-service attitude and effective working relationships with those contacted in the course of the work; organizing, prioritizing, and coordinating work activities; reading and interpreting rules, policies, procedures, and administrative orders; using initiative and sound judgment within established procedural guidelines; and communicating clearly and effectively, both orally and in writing.

Other Requirements: Must be able to pass a detailed background investigation; and must be willing to work such hours as necessary to accomplish the job requirements, which may include travelling to attend meetings, seminars and conferences.

**DESIRABLE QUALIFICATIONS**

Principles of and developments in crime-analysis methods, techniques, and data sources; criminology theory and practices; Federal Uniform Crime Reporting (UCR) system; and principles of law-enforcement administration and crime prevention.

**EDUCATION/EXPERIENCE**

Equivalent to graduation from high school **AND** an Associate of Arts or Science Degree, or 60 semester/90 quarter college units that include coursework in crime analysis, research methodology, statistics, criminology, administration of justice, or a closely-related field; **AND** experience in analysis-related work that includes statistical data collection, using computerized databases, records management systems, and computer-aided dispatch in a law enforcement agency.

**OR**

Department of Justice (DOJ) certification in Crime and Intelligence Analysis

**OR**

A Bachelor's Degree in Crime Analysis, Criminal Justice, Criminology, or a closely-related field.

**CITY OF RICHMOND**

Class Code: TE-532

Established: 5/13/87

Previously Titled: Police Community Relations Aide

Revised/Retitled: 6/25/97

FLSA: Non-Exempt

## **CRIME PREVENTION SPECIALIST**

### **DEFINITION**

Under the general supervision of an assigned Police Sergeant, performs a variety of paraprofessional police duties in the areas of community relations and crime prevention; provides staff assistance to sworn personnel to create effective community and crime prevention; and performs related work as required.

### **CLASS CHARACTERISTICS**

This is a paraprofessional civilian class. Incumbents will be assigned to the Administrative Bureau of the Police Department, typically working with the Crime Prevention and Community Relations unit. Incumbents are responsible for the planning, implementation and monitoring of Community Relations and Crime Prevention programs and projects.

The Crime Prevention Specialist will receive training in the area of his/her assignment. Initially, the incumbent will work under general supervision, but with experience works with increasing independence. After the training period, incumbents are expected to work with limited supervision.

Incumbents in this class will be required to wear uniforms, but will be unarmed. They will not have sworn Police Officer status or Powers of Arrest. Attendance at evening meetings and occasional weekend presentations to community groups is a normal responsibility of the positions in this class. The duties require initiative, resourcefulness and frequent contact with the public.

Due to the sensitivity of the work performed, Crime Prevention Specialists will be required to attend periodic workshops and training sessions to ensure they remain current on the laws, rules, regulations, practices and procedures applicable to the programs they administer.

### **EXAMPLES OF DUTIES**

1. Coordinates various community-directed self help and crime prevention programs and activities which may include Neighborhood Watch, D.A.R.E. (Drug Abuse Resistance Education), PAL, Ride-A-Long, Christmas and Child Fingerprinting.

## **Crime Prevention Specialist**

Page 2

2. Utilizes computer-aided dispatch system to run and review prior police reports for program screening purposes; performs light typing, filing and logging of information.
3. Responds to correspondence from Crime Victim's Programs and citizen's inquiries regarding crime prevention and other related information; and corresponds with crime victims and relatives of crime victims to describe available benefits to which they may be entitled.
4. Attends and conducts meetings with community groups in an effort to increase community awareness and reduce the incidence of crime utilizing the A.R.E.S. Robot.
5. Mediates neighborhood disputes where there is a concern or fear of violence and reviews and records various complaints from public on community relations type problems.
6. Schedules crime prevention presentations for schools, businesses, or organizations.
7. Screens requests, conducts interviews, reviews police reports and makes referrals to outside social service agencies and determines eligibility for Victims of Violent Crimes Program.
8. Conducts tours of Police Department and acts as department liaison with various Community Groups, such as the Ministerial Alliance and neighborhood councils.
9. Makes daily court runs to pick up and deliver criminal documents and performs related court liaison tasks.

### **MINIMUM QUALIFICATIONS FOR EMPLOYMENT**

#### **Knowledge of:**

procedures of police work, state laws, City ordinances, Penal/Municipal codes and the City's geography.

#### **Ability to:**

analyze situations and in crisis situations adopt a quick effective and responsible course of action; communicate with persons in tense and emotionally sensitive where relations may be strained; develop and maintain satisfactory relations with people so as to bring about compliance with requests through persuasion, including initiative to confront persons who are violating the laws and bring about corrective action through counseling and mediating; work cooperatively with supervisors, peers, program participants, community groups, governmental agencies and the general public;

**Ability to:(Cont.)**

learn City ordinances, rules, and regulations affecting area of assigned responsibility and apply this knowledge in order to perform assigned duties; learn City ordinances, rules, and regulations affecting area of assigned responsibility and apply this knowledge in order to accomplish work; read, write and speak English, including the ability to provide verbal instructions and information in a clear and concise manner; and ability to understand thorough written and oral directions; make detailed observations, accurately remember facts and compile descriptive reports; work effectively under pressure with frequent interruptions and with limited supervision; exercise good judgement in making decisions according to Department procedures, policies, and practices; solicit volunteer participation and properly assign participants to programs; and to establish and monitor program budgets.

**Experience/Education Requirements:**

**Education:** Education equivalent to graduation from high school or possession of a G.E.D. certificate, and two years paid experience in a position involving public contact with responsibility for answering both telephone and personal inquiries preferably in a law enforcement or social service setting.

**License Requirement:**

Possession of a valid California Driver's License by the date of appointment.

**Physical Requirements:**

In addition to the requirements listed above this classification requires sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information with individuals from various ethnic and socio-economic groups in person and over the telephone, duties also require sufficient mobility to attend meetings; prolonged sitting; repetitive motion; walking, kneeling, squatting and stooping.

**Other Requirements:**

Must be available to attend evening meetings and special programs and activities on weekends.



## Classification Specification

<b>Classification Title</b>	Deputy City Clerk
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Under direction, performs a wide variety of technical and specialized clerical duties in support of the daily administration of the City Clerk's office operations and activities, and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a specialized journey level clerical classification, characterized by the responsibility to perform the most complex activities in support of the City Clerk function, and for administration of the City's records management program. Receives general direction from the City Clerk, and may exercise lead direction over clerical staff engaged in the routine processing of the City's automated records management program

### 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.*

- Prepares draft and final Council agendas.
- Organizes agenda materials for filing.
- Maintains the City Clerk's record filing system.
- Attends City Council meetings, takes back-up minutes, and prepares drafts of Council minutes for City Clerk review.
- Processes Council actions in the form of resolutions and ordinances.
- Assigns code numbers, and makes appropriate distributions.
- Prepares Notices of Decision following Council meetings.
- Prepares ordinances for newspaper publication and codification, and public hearing notices for annexation and general plan amendments.
- Maintains records related to financial claims against the City, and makes distribution of documents to appropriate parties.
- Acts as a Notary Public for the City of Richmond.

## Classification Specification

<b>Classification Title</b>	Deputy City Clerk
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Serves as a Passport processing agent.
- Assists the City Clerk in the conduct of municipal elections.
- Maintains records for the follow-up on agreements, leases, terms of office, and other actions.
- Provides a variety of general office and/or administrative support for the City Clerk.
- Assists the general public over the phone and at the counter.
- Processes requests for public records.
- May act in the absence of the City Clerk, and relieves the City Clerk of a variety of complex administrative and technical details.
- May provide lead direction and work review for assigned office support staff.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires providing guidance and the potential to oversee another employee. This position may oversee work quality, training, instructing, and work assignments.

### **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.*

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions, or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact, and the ability to respond to aggressive interpersonal interactions.
- 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.

## Classification Specification

<b>Classification Title</b>	Deputy City Clerk
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent; college or business school training is desirable
- Four (4) years of responsible secretarial or office administrative experience
- Experience in dealing with governmental, community, and business representatives is desirable

#### Required Licenses or Certifications

- Notary Public, and Passport Agent certifications

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Office administration principles and practices
- City Council meeting procedures
- Modern office practices and equipment, including applicable software
- English language, including spelling, grammar, punctuation, vocabulary, and business communication
- Principles of records management, including file maintenance
- Basic municipal government practices and functions
- Passport processing guidelines and procedures
- Basic supervisory principles and practices
- Standard business arithmetic

#### Skill in:

- Organization and time management
- Multi-tasking

#### Ability to:

- Demonstrate good judgment and decision making
- Establish and maintain effective working relationships
- Maintain accurate records
- Communicate effectively, both orally and in writing
- Compose and communicate clear and concise information in written correspondence
- Prioritize work assignments

## Classification Specification

<b>Classification Title</b>	Deputy City Clerk
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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.*

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards.

## Classification Specification

<b>Classification Title</b>	Deputy City Clerk
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- **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:**

DRAFT

**DEPUTY CITY CLERK**

**DEFINITION**

Under direction, performs a full range of professional and technical work in support of the City Clerk's Office operations and activities; may provide lead direction for assigned support staff; and performs related work as required.

**CLASS CHARACTERISTICS**

This position is responsible for the supervision and coordination of the agenda process, attendance at City Council meetings, and preparation of official City Council minutes. The incumbent assists the department head in overall departmental planning, administration, and operations for a variety of functions prescribed by the City Charter, ordinances of the City of Richmond, laws of the State of California, and other declared City services. This class is distinguished from the City Clerk in that the latter has overall statutory and management responsibility for all of the City Clerk's Office activities and services.

**EXAMPLES OF DUTIES**

1. Plans for and implements Wide Area Networks (WAN), Local Area Networks (LAN), and telecommunications.
2. Collaborates with City personnel regarding programming work for software, machine requirements, and system-related matters. Prepares draft and final Council agendas.
3. Organizes agenda materials for filing.
4. Maintains the City Clerk's record filing system.
5. Attends City Council meetings, takes back-up minutes and prepares drafts of Council minutes for City Clerk review; processes Council actions in the form of resolutions and ordinances; assigns code numbers and makes appropriate distributions; prepares Notices of Decision following Council meetings; prepares ordinances for newspaper publication and codification, and public hearing notices for annexation and general plan amendments.
6. Maintains records related to financial claims against the City and makes distribution of documents to appropriate parties.
7. Acts as a Notary Public for the City of Richmond.

**CITY OF RICHMOND  
DEPUTY CITY CLERK  
PAGE 2**

8. Serves as a Passport processing agent.
9. Assists the City Clerk in the conduct of municipal elections.
10. Maintains records for the follow-up on agreements, leases, and terms of office and other actions.
11. Provides a variety of general office and/or administrative support for the City Clerk; assists the general public over the phone and at the counter; may act in the absence of the City Clerk, and relieves the City Clerk of a variety of complex administrative and technical details.
12. May provide lead direction and work review for assigned office support staff.
13. Monitors changes and developments in the field of expertise by attending seminars, conferences, and lectures, and by regularly reviewing professional literature.
14. Coordinates project development and implementation activities with system consultants and contract personnel.

**MINIMUM QUALIFICATIONS**

Knowledge of: Standard office administrative practices and procedures; English language, including spelling, grammar, punctuation, vocabulary, and business communication; principles of records management, including file maintenance; basic municipal government practices and functions; Passport processing guidelines and procedures; basic supervisory principles and practices; operation of standard office equipment, including a personal computer; standard business arithmetic.

Skill in: Analyzing and resolving administrative situations and problems; researching, compiling and summarizing a variety of informational materials; composing correspondence independently or from brief instructions; directing the work of others, and training them in work procedures; exercising sound, independent judgment within general policy guidelines; preparing clear, concise, and complete Council meeting, other agency, committees, and commissions documentation, written correspondence, and reports; typing at a rate of 50 net words per minute from printed copy; organizing work, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction; establishing and maintaining effective working relationships with City staff and other public and private agencies as well as the general public; planning, assigning, and reviewing the work of others; training others in work procedures.

**CITY OF RICHMOND  
DEPUTY CITY CLERK  
PAGE 3  
EDUCATION AND EXPERIENCE**

Education equivalent to graduation from high school. College or business school training is desirable.

**AND**

Four (4) years of responsible secretarial or office administrative experience. Experience in dealing with governmental, community, and business representatives is desirable.

**OTHER REQUIREMENTS**

Certification as a Notary Public and the ability to maintain certification throughout employment is an ongoing requirement of this position.



## Classification Specification

<b>Classification Title</b>	Duplicating Mail Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs a variety of mail processing, pick-up and delivery, duplicating, and basic office tasks in support of various City activities and functions.

### DISTINGUISHING CHARACTERISTICS

This class performs a variety of tasks in support of mail and duplicating services for a variety of City departments. The work normally includes the performance of physical and driving duties, in addition to providing limited general office support. Once learned, the work is performed under specific guidelines and general supervision.

### 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.*

- Picks up and delivers mail to and from the post office. Processes incoming and outgoing mail, including sorting, franking, and logging departmental charges for postage.
- Completes forms for specialized mail services, and delivers mail to departmental areas.
- Processes duplicating request forms, and logs departmental charges for copies reproduced. Duplicates short-run materials on photocopier.
- Confers with various City staff regarding printing needs and duplicating equipment operation, and provides technical advice as required.
- Cleans and makes minor repairs to equipment. Notifies supervisor or maintenance contractor when repair is required.
- Orders, stocks, and uses a variety of paper, inks, and repellent solutions, cleaning fluids and toners.
- Assists with basic office or other support related to the stockroom or mail service area.
- Maintains records of production costs and distribution of printed materials.

## Classification Specification

<b>Classification Title</b>	Duplicating Mail Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

### 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 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 no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- Three (3) years of experience involving stock inventory, mail processing and delivery, and/or reproduction services
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Basic storekeeping, mail processing, and distribution principles and practices
- Principles and practices of duplicating equipment operation

## Classification Specification

<b>Classification Title</b>	Duplicating Mail Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Skill in:

- The operation of reproduction and mail equipment, including duplicating equipment and postage meter

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain accurate records
- Follow oral and written instructions
- Provide minor maintenance and repair

### 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	X		
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		

## Classification Specification

<b>Classification Title</b>	Duplicating Mail Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Toxic or caustic chemicals, substances, or waste	X		
Loud noises (85+ decibels such as heavy trucks, construction)	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 requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Heavy Work** – Exerting up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

CITY OF RICHMOND, CA

CLASS CODE: OC-608 (I)  
CLASS CODE: OC-634 (II)  
ESTABLISHED: 01/24/90  
REVISED: 02/28/13  
GROUP: GENERAL  
FLSA: NON-EXEMPT

*(formerly Duplicating/Mail Assistant and Senior Duplicating/Mail Assistant)*

## **DUPLICATING/MAIL SPECIALIST I/II**

### **DEFINITION**

Under general supervision, performs a variety of mail processing, pick-up and delivery, duplicating and basic office tasks in support of various City activities and functions; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

DUPLICATING/MAIL SPECIALIST I is the entry level class of this office support series. This class performs a variety of basic tasks in support of mail and duplicating services for a variety of City departments. The work normally includes the performance of physical and driving duties, in addition to providing limited general office support. Once learned, the work is performed under specific guidelines and required general supervision. This class is distinguished from the Duplicating/Mail Specialist II in that the latter performs more difficult duplicating/mail support functions.

DUPLICATING/MAIL SPECIALIST II is the journey level class of this series, fully competent to independently perform a variety of the more complex mail and reproduction support assignments, and also, to provide and final work review for assigned support staff. This is not a supervisory class in that the selection and evaluation of employees is not assigned to this level - however, incumbents may provide lead direction to a limited number of employees.

### **EXAMPLES OF DUTIES (DUPLICATING MAIL SPECIALIST I)**

1. Picks up and delivers mail to and from the post office.
2. Processes incoming and outgoing mail, including sorting, franking and logging departmental charges for postage.
3. Completes forms for specialized mail services.
4. Arranges with post office for resetting of postage meter.
5. Delivers mail to departmental areas.

CITY OF RICHMOND, CA  
**DUPLICATING/MAIL SPECIALIST I/II**  
Page 2 of 3

6. Processes duplicating request forms and logs departmental charges for copies reproduced.
7. Duplicates short-run materials on photocopier.
8. Operates, adjusts and performs minor maintenance on associated equipment to produce a variety of printed and graphic materials.
9. Assists in stocking and maintenance of paper and binding supplies inventory.
10. Operates folding and hole punch machines and other departmental standard equipment.
11. Cuts and pads forms as requested by various departments.
12. Assists with basic office or other support related to the stockroom or mail service area.

**EXAMPLE OF DUTIES (DUPLICATING/MAIL SPECIALIST II)**

All of the duties as specified in Duplicating/Mail Assistant I including the following:

1. Receives work orders for offset and photocopy reproduction; determines priority for work and assigns or personally sets up and runs copies using an offset press or other duplicating equipment.
2. Orders, stocks and uses a variety of paper, inks and repellent solutions, cleaning fluids and toners.
3. Cleans and makes minor repairs to equipment and notifies supervisor or maintenance contractor when repair is required.
4. Confers with various City staff regarding printing needs and duplicating equipment operation, and providing technical advice as required.
5. Maintains records of production costs and distribution of printed materials.
6. Provides lead direction, work review and training for assigned support staff.

7. Provides duplicating supplies to departments and orders a wide variety of paper supplies for the City; maintains stock of paper and binding supplies.
8. Performs the more complex technical reproduction support assignments; assists in a variety of assigned special projects and services; and performs related work as required.

### **MINIMUM QUALIFICATIONS**

Knowledge of: Basic storekeeping, mail processing and distribution principles and practices; principles and practices of duplicating equipment operation; adjustment and minor repair; qualities and uses of various types of paper stock and ink; operation of reproduction and mail equipment including duplicating equipment and postage meter; principles and practices of copy reproduction, collating, binding, stapling and related paper processing equipment operation; basic office recordkeeping practices and procedures; basic business arithmetic; and safe driving practices.

Skill in: Following oral and written directions; maintaining accurate records related to the work performed; making accurate arithmetic calculations; operating and providing minor maintenance and repair - on associated equipment; driving a motor vehicle in a safe and efficient manner; establishing and maintaining effective working relationships with those contacted in the course of the work; and providing work direction, review and training at the Duplicating/Mail Specialist II level.

### **OTHER REQUIREMENTS**

Must possess a valid California Driver's License and have a satisfactory driving record. Must be able to lift boxes weighing up to 50 pounds and maneuver heavier weights with proper material handling equipment.

### **EDUCATION AND EXPERIENCE**

DUPLICATING/MAIL SPECIALIST I: Equivalent to graduation from high school. No experience is required.

DUPLICATING/MAIL SPECIALIST II: Equivalent to graduation from high school and three (3) years of experience involving stock inventory, mail processing and delivery, and/or reproduction services.



## Classification Specification

<b>Classification Title</b>	Environmental Compliance Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Inspects, investigates, plans, and organizes regulatory compliance work associated with the City's Wastewater Pretreatment and Municipal Stormwater Programs. Assures the City's environmental compliance with applicable federal, state, and local codes and regulations.

### DISTINGUISHING CHARACTERISTICS

This is the entry level in the Environmental Compliance Inspector class series. Incumbent performs the full range of inspection, sampling, monitoring and enforcement activities, and is expected to interpret regulations and initiate appropriate enforcement actions after identifying non-compliance with local, state, and federal requirements. This position is distinguished from that of the Senior Environmental Compliance Inspector which is a lead position and provides technical guidance and coordination to Environmental Compliance Inspectors and performs the more complex technical regulatory work.

### 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.*

- Inspects sanitary and storm sewer discharges at industrial, commercial, construction and municipal activity sources, including, but not limited to, fats, oils, and grease (FOG), significant industrial users (SIUs), pump stations, corporation yards, illicit discharge screening sites, low-impact development treatment and hydrograph modification systems, City and storm sewers, interceptor systems, and from receiving waters.
- Performs routine physical, chemical, biological, and bacteriological tests on samples collected, including field and site tests.
- Investigates and traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems.

## Classification Specification

<b>Classification Title</b>	Environmental Compliance Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Communicates with facility representatives about violations, enforcement, discharge problems, and waste minimization. Plans and directs the issuance of violation notices, and makes court appearances, if necessary.
- Handles and preserves samples by following standard methods and Environmental Protection Agency regulations, and State Ambient Water Monitoring Program protocols to prevent sample degradation.
- Establishes chemical and biological sampling schedules for the purpose of identifying the sources of code violations.
- Establishes minimum standards for industrial, commercial, and construction sampling, monitoring, and pretreatment equipment.
- Maintains inspection records and associated documents current in database for tracking and reporting purposes.
- Enforces the Richmond Municipal Code, source control sections of the National Pollutant Discharge Elimination System for wastewater and stormwater permits, and other applicable regulations.
- Obtains data for the purpose of calculating sanitary and storm water sewer fees for industrial and commercial businesses within Richmond's city limit. Coordinates and attends public meetings and outreach events consistent with pollution prevention requirements of wastewater and stormwater permits. Receives and interprets laboratory data from wastewater, stormwater, and environmental samples. Applies results to regulatory requirements.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Job has no responsibility for the direction or supervision of others.

### **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 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.*

## Classification Specification

<b>Classification Title</b>	Environmental Compliance Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Position has no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree in Chemistry, Biology, Environmental Sciences, or a related field
- One (1) to three (3) years of related experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement
- Possession of a California Water Environment Association - Environmental Compliance Inspector Grade I certificate is required within twelve (12) months of the date of hire
- Ability to acquire a Grade II Environmental Compliance Inspector certificate within the first twenty-four (24) months of the date of hire
- Valid Environmental Compliance Inspector Grade II certificate

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Principles, practices, and techniques related to regulatory inspections, wastewater pretreatment, treatment, and analysis
- Wastewater and stormwater regulations
- Sampling and inspection techniques
- Basic principles of chemistry and bacteriology
- Safety practices involved in sampling wastewater and stormwater

#### Skill in:

- Organization and time management
- Mathematics
- Chemistry

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

## Classification Specification

<b>Classification Title</b>	Environmental Compliance Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Read and interpret a variety of maps, blueprints, schematics, flow diagrams, meters, dials, and gauges
- Present undesirable information to others under difficult circumstances where relations may be strained
- Diagnose and make minor repairs on a variety of equipment and instruments using common hand and power tools
- Determine volume, content, temperature, and conductivity of industrial waste, stormwater, and illicit discharges

### 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	

## Classification Specification

<b>Classification Title</b>	Environmental Compliance Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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 requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

## **ENVIRONMENTAL COMPLIANCE INSPECTOR**

### **DEFINITION**

Under direction the Environmental Compliance Inspector inspects, investigates, plans, and organizes regulatory compliance work associated with the City's Wastewater Pretreatment and Municipal Stormwater Programs; assures the City's environmental compliance with applicable federal, state and local codes and regulations; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

Under general supervision, incumbent performs the full range of inspection, sampling, monitoring and enforcement activities, and is expected to interpret regulations and initiate appropriate enforcement actions after identifying non-compliance with local, state, and federal requirements.

This position is distinguished from that of the Senior Environmental Compliance Inspector which is a lead position and provides technical guidance and coordination to Environmental Compliance Inspectors and performs the more complex technical regulatory work.

### **EXAMPLES OF DUTIES** - (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Inspects sanitary and storm sewer discharges at industrial, commercial, construction and municipal activity sources, including but not limited to, fats, oils and grease (FOG), significant industrial users (SIUs), pump stations, corporation yards, illicit discharge screening sites, low-impact development treatment and hydrograph modification systems, City and storm sewers, interceptor systems, and from receiving waters.
2. Performs routine physical, chemical, biological, and bacteriological tests on samples collected, including field and site tests.
3. Investigates and traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems.
4. Communicates with facility representatives about violations, enforcement, discharge problems, and waste minimization; plans and directs the

**CITY OF RICHMOND  
ENVIRONMENTAL COMPLIANCE INSPECTOR  
PAGE 2**

- issuance of violation notices, and makes court appearances, if necessary.
5. Handles and preserves samples by following standard methods and Environmental Protection Agency regulations and State Ambient Water Monitoring Program protocols to prevent sample degradation.
  6. Establishes chemical and biological sampling schedules for the purpose of identifying the sources of code violations.
  7. Establishes minimum standards for industrial, commercial, and construction sampling, monitoring, and pretreatment equipment.
  8. Maintains inspection records and associated documents current in database for tracking and reporting purposes.
  9. Enforce the Richmond Municipal Code, source control sections of the National Pollutant Discharge Elimination System for wastewater and stormwater permits, and other applicable regulations.
  10. Obtains data for the purpose of calculating sanitary and storm water sewer fees for industrial and commercial businesses within Richmond's city limit. Coordinates and attend public meetings and outreach events consistent with pollution prevention requirements of wastewater and stormwater permits. Receives and interprets laboratory data from wastewater, stormwater and environmental samples; applies results to regulatory requirements.
  11. Performs additional duties as required.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of: principles, practices and techniques related to regulatory inspections, wastewater pretreatment, treatment and analysis; wastewater and stormwater regulations; sampling and inspection techniques; basic principles of chemistry and bacteriology; and safety practices involved in sampling wastewater and stormwater.

Ability to: read and interpret a variety of maps, blueprints, schematics, flow diagrams, meters, dials, and gauges; present undesirable information to others under difficult circumstances where relations may be strained; diagnose and make minor repairs on a variety of equipment and instruments using common hand and power tools; determine volume, content, temperature, and conductivity of industrial waste, stormwater, and illicit discharges; accurately perform mathematical calculations; establish and maintain effective working relationships

**CITY OF RICHMOND  
ENVIRONMENTAL COMPLIANCE INSPECTOR  
PAGE 3**

with those encountered in the course of work, including co-workers, the public, and representatives from the industrial community, businesses, industries, regulatory agencies, or other municipalities and communicate effectively both orally and in writing and communicate compliance issues to responsible parties.

**EDUCATION AND EXPERIENCE**

A Bachelor's degree in chemistry, biology, environmental sciences, or a closely-related field, **AND** one (1) year of experience which demonstrates possession of the knowledge and abilities listed under minimum qualifications.

License/Certification: Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement. Possession of a California Water Environment Association - Environmental Compliance Inspector Grade I certificate is required within twelve (12) months of date of hire, and the ability to acquire a Grade II Environmental Compliance Inspector certificate within the first twenty-four (24) months of hire date is required. Maintaining a valid Environmental Compliance Inspector Grade II certificate is an on-going requirement.

**PHYSICAL REQUIREMENTS**

Must be able to work in an office or outdoor setting and have a range of hearing and vision equal to performing the essential functions of the job. Incumbent will be subject to a variety of weather conditions and noise, dust, vibrations, various chemicals, and odors associated with job responsibilities. Incumbent must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time. The position requires physical agility to climb ladders, stairs, embankments, and walk over rough terrain, and physical strength and stamina to safely lift and maneuver objects such as manhole covers and samplers weighing up to 85 pounds.

## FAMILY LITERACY SPECIALIST

### DEFINITION

Under supervision, manages tutoring activities, specifically focusing on families with young children; and to do related work as required.

### EXAMPLES OF DUTIES

Works with tutors to develop appropriate teaching methods and materials; maintains community awareness of family literacy activities through presentations, workshops and other methods; works closely with preschool and other community agencies to recruit learners; assists in interviewing potential learners and makes preliminary assessment of their skills; plans, coordinates and conducts workshops and activities demonstrating reading readiness techniques; selects books, manipulatives and other learning aids; assists in monitoring tutoring activities and maintains records; develops and coordinates workshops for tutors and learners; recruits and manages volunteers; prepares reports and statistical data; serves as a liaison to the library and community services staff on family literacy issues and programs; attends workshops and meetings.

### MINIMUM QUALIFICATIONS

**Knowledge of:** current practices, procedures, and methodologies related to child development and early childhood education; special needs of the adult non-reader; principles and practices of parent involvement and community organizing.

**Ability to:** train tutors; assist tutors in planning their teaching and coordinating their work; monitor and maintain records; select appropriate learning aids; prepare reports; promote interagency cooperation in support of the family literacy program; work a flexible schedule as needed.

**Skill in:** interpersonal relations with people of diverse backgrounds; oral and written communication; sensitivity to the needs of a multi-ethnic community.

### EDUCATION/EXPERIENCE

**Education:** Any combination of education and experience equivalent to graduation from college and two (2) years paid work experience which demonstrates possession of the knowledge, abilities and skills listed above.

AND

Possession of a valid California Drivers license.



## Classification Specification

<b>Classification Title</b>	Family Literacy Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Provides English as a second language instruction to adult learners who are actively recruited from the community.

### DISTINGUISHING CHARACTERISTICS

The class of Family Literacy Specialist is a technical level classification. Incumbents are responsible for planning and implementing family literacy programs following established curriculum.

### 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.*

- Prepares appropriate lesson plans for each class according to students' experience levels and specific needs.
- Initiates interactive learning activities in the classroom, encourages student participation, and addresses any student questions or concerns.
- Establishes and communicates clear objectives for lessons, units, and projects.
- Maintains an effective and productive classroom environment, and communicates with students regarding their individual progress and behavior.
- Conducts student assessments using assignments, tests, and projects.
- Assists in efforts to recruit learners from within the community.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

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

## Classification Specification

<b>Classification Title</b>	Family Literacy Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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 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 no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- At least two (2) years of relevant college-level course work, or an Associate's degree from an accredited college or university
- One (1) to three (3) years of experience working as a teacher or tutor
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- None

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Differentiated instruction
- Latest approaches to alternative education
- Data management system
- Modern office practices and equipment, including applicable software

#### Skill in:

- Organization and time management

#### Ability to:

- Communicate effectively, both orally and in writing and clearly express concepts and ideas

## Classification Specification

<b>Classification Title</b>	Family Literacy Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Manage the classroom to create a safe and supportive environment
- Actively listen, understand, and adapt to students' learning needs
- Speak publicly, and make oral presentations
- Demonstrate patience, and work with students of all ages and different ability levels
- Establish and maintain effective working relationships

### 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		

## Classification Specification

<b>Classification Title</b>	Family Literacy Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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 in an office environment and is relatively free from unpleasant environmental conditions or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**



## Classification Specification

<b>Classification Title</b>	Housing Assistance Representative
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Assists persons in leasing or buying suitable housing; assists persons in obtaining relocation assistance benefits; provides information to the public on housing assistance programs. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This is an entry-level position in the Richmond Housing Authority. Incumbents are expected to acquire the technical knowledge and skills required to assist with housing related duties. In addition, incumbents are required to acquire a knowledge of subsidized housing programs, real estate practices, relocation principles and contractual obligations to Housing and Urban Development Agency (HUD).

### 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.*

- Interviews clients seeking housing assistance, and provides information on housing services and programs. When necessary, directs clients to the proper agencies or people for further housing assistance.
- Maintains current and continuous information on availability of homes for rent or sale in Richmond; provides this information to the public.
- Provides assistance to clients regarding purchasing or renting dwellings through various housing programs; provides information on the operation of housing programs, legal and technical aspects of renting and buying housing, household budgeting and debt management, home maintenance and repair, and other information needed to successfully rent and purchase homes.
- Inspects relocation properties to assure that the properties meet the needs of displaced persons, and orders physical property inspections, as necessary.
- Assists clients in resolving real estate and legal problems involved in relocation and purchase of homes.

## Classification Specification

<b>Classification Title</b>	Housing Assistance Representative
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Monitors the progress of clients being assisted; establishes and maintains records and files on all clients; and prepares periodic reports and correspondence on the progress and problems encountered in serving clients.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

### 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 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 no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- One (1) to three (3) years of any combination of training, education, and experience that demonstrates the required skills, knowledge, and abilities to perform the job duties

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Federal, State and local laws; rules and regulations relating to subsidized low-income housing and assistance programs
- Real estate principles and practices
- HUD programs, guidelines, and rules

## Classification Specification

<b>Classification Title</b>	Housing Assistance Representative
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Federal and State relocation laws and regulations
- Local, State, and Federal laws pertaining to housing
- Modern office practices and equipment, including applicable software

**Skill in:**

- Project management
- Problem solving
- Organization and time management

**Ability to:**

- Learn, interpret, and apply laws, rules, and regulations pertaining to relocation and housing assistance programs
- Follow moderately-difficult oral and written instructions
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing

**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.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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			
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold ( <i>below 32 degrees</i> )	X		

## Classification Specification

<b>Classification Title</b>	Housing Assistance Representative
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Extreme heat (above 100 degrees)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (85+ decibels such as heavy trucks, construction)	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 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:**

## HOUSING REPRESENTATIVE I

### DEFINITION

Under supervision, assists persons in leasing or buying suitable housing; assists persons in obtaining relocation assistance benefits; provides information to the public on housing assistance programs; and does related work as required.

### CLASS CHARACTERISTICS

This is the entry level or training class for those persons desiring to work with people in the housing assistance field. Incumbents must possess alertness and basic maturity to permit development to the experienced Housing Representative II level. Although initial assignments may be relatively routine, they become increasingly difficult as the incumbent develops. The Housing Representative I differs from the Housing Representative II in that the latter is at the fully experienced level of responsibility and is expected to perform the full range of non-supervisory housing assistance duties.

### EXAMPLES OF DUTIES

1. Interviews clients seeking housing assistance; provides information on housing services and programs; when necessary, directs clients to the proper agencies or people for further housing assistance.
2. Maintains current and continuous information on availability of homes for rent or sale in Richmond; provides this information to the public.
3. Provides assistance to clients regarding purchasing or renting dwellings through various housing programs; provides information on the operation of housing programs, legal and technical aspects of renting and buying housing, household budgeting and debt management, home maintenance and repair, and other information needed to successfully rent and purchase homes.
4. Inspects relocation properties to assure that the properties meet the needs of displaced persons; orders physical property inspections as necessary.
5. Assists clients in resolving real estate and legal problems involved in relocation and purchase of homes.
6. Monitors the progress of clients being assisted; establishes and maintains records and files on all clients; prepares periodic reports and correspondence on the progress and problems encountered in serving clients.

### MINIMUM QUALIFICATIONS

Ability to

**HOUSING REPRESENTATIVE I  
PAGE 2**

**Learn, interpret and apply laws, rules and regulations pertaining to relocation and housing assistance programs.**

**Write and speak effectively.**

**Follow moderately difficult oral and written instructions.**

**Work with normal supervision.**

**License**

**Possession of, or ability to obtain prior to appointment, a valid California motor vehicle operator's license.**



## Classification Specification

<b>Classification Title</b>	Housing Program Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Provides comprehensive case management services on behalf of program participants to ensure appropriate delivery of rental housing assistance, and assists families achieve financial self-sufficiency. Entry-level classification in the Housing Program Specialist series.

### DISTINGUISHING CHARACTERISTICS

This is an entry-level position and normally performs the full range of duties, but with close supervision. The position is differentiated from the Housing Program Specialist, Senior in that the latter demonstrates advanced program and operational knowledge, and the ability to analyze situations that deviate from normal operations.

### 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.*

- Interviews, evaluates, and counsels prospective and continuing program participants on the elements of the rental housing assistance program.
- Performs required calculations (manually and in the management information system) for initial and continued eligibility for rental assistance; computes utility allowances.
- Provides technical assistance to participants and/or owners regarding their obligations under the rental housing assistance program.
- Obtains required independent verification of eligibility factors in compliance with federal regulations; updates and maintains participant files.
- Recertifies income and household composition; assists in debt collection from clients and/or owners.
- Monitors and enforces program compliance by owners and clients; initiates appropriate sanctions against program participants and/or owners for violation of program requirements.

## Classification Specification

<b>Classification Title</b>	Housing Program Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Disseminates information about the rental housing program to individuals and/or groups, as necessary.
- Inspects and surveys housing units; visits properties, and lists deficiencies; and enforces compliance with Housing Quality Standards (HQS), HUD, and RHA requirements.
- Gathers rent-comparability data; develops and maintains a system for surveying, tracking, documenting, storing, and retrieving information on rent comparability.
- Compiles, reviews, updates, and records rent data for the City of Richmond.
- Negotiates Housing Assistance Payment (HAP) contracts with owners.
- Provides information and assistance in litigation situations, if required.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Job has no responsibility for the direction or supervision of others.

### **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 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 no fiscal responsibility.

### **MINIMUM QUALIFICATIONS**

#### **Required Education and Experience**

- High School diploma or GED equivalent
- One (1) to three (3) years of experience in a position involving moderate public contact preferably in a social service, housing service, or other public service oriented environment, which required interaction with individuals from diverse ethnic and socio-economic backgrounds

## Classification Specification

<b>Classification Title</b>	Housing Program Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Federal, state, and local laws; rules and regulations relating to subsidized low-income housing and assistance programs, including basic inspection elements
- Community resource availability; subsidized low-income housing services
- Departmental policies and procedures
- Modern office practices and equipment, including applicable software

#### Skill in:

- Analytical thinking
- Problem solving
- Organization and time management

#### Ability to:

- Perform case management for individuals from diverse backgrounds
- Perform mathematical calculations accurately
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Respond appropriately and with sensitivity to issues affecting the safety, decency, and affordability of rental housing
- Maintain accurate and complete records
- Prepare clear and concise reports
- Multi-task and prioritize work in a fast-paced environment
- Respond appropriately to sensitive and/or confidential information
- Compose and communicate clear and concise information in written correspondence
- Type accurately at a rate of 40 net words per minute from printed copy

### 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.*

## Classification Specification

<b>Classification Title</b>	Housing Program Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

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.*

- 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.

## Classification Specification

<b>Classification Title</b>	Housing Program Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

CITY OF RICHMOND, CA

	I	TE - 326
	II	TE - 328
CLASS CODE:	III	TE - 330
ESTABLISHED:		12/11/85
REVISED:		06/22/06
UNIT GROUP:		LOCAL 790
FLSA:		NON-EXEMPT

## **HOUSING PROGRAM SPECIALIST I/II/III**

### **DEFINITION**

Under the supervision of an Assisted Housing Manager, the incumbent will perform duties and responsibilities related to case management, inspections, occupancy, and rent analysis; and will independently and effectively perform assigned Housing Program Specialist duties following HUD and Richmond Housing Authority (RHA) policy and procedural requirements.

### **CLASS CHARACTERISTICS**

The Housing Program Specialist functions as a case manager for financially disadvantaged families in need of rental housing assistance. Incumbents are expected to develop knowledge of the Federal rules governing the various rental housing programs and the local discretionary policies and make appropriate decisions relative to their application.

Housing Program Specialist I is the entry-level classification in the Housing Program Specialist series. Positions in this classification normally perform the full range of duties but with close supervision.

Housing Program Specialist II is the journey-level classification in the Housing Program Specialist series. Individuals are appointed to and incumbents progress to this level as they demonstrate program and operational knowledge and the ability to analyze situations that deviate from normal operations, the ability to consult various policy documents, and with minimal input from the supervisor, resolve problems.

Housing Program Specialist III is the advanced-level classification in the Housing Program Specialist series. Individuals are appointed to and incumbents progress to this level as they demonstrate clearly advanced program and operational knowledge and the ability to analyze complex situations and, with the assistance of general policies, develop and implement solutions.

**EXAMPLES OF DUTIES**

1. Interview, evaluate and counsel prospective and continuing program participants on the elements of the rental housing assistance program.
2. Perform required calculations (manually and in the management information system) for initial and continued eligibility for rental assistance; compute utility allowances.
3. Provide technical assistance to participants and/or owners regarding their obligations under the rental housing assistance program.
4. Obtain required independent verification of eligibility factors, in compliance with federal regulations; update and maintain participant files.
5. Recertify income and household composition; assist in debt collection from clients and/or owners.
6. Monitor and enforce program compliance by owners and clients; initiate appropriate sanctions against program participants and/or owners for violation of program requirements.
7. Disseminate information about the rental-housing program to individuals and/or groups as necessary.
8. Inspect and survey housing units; visit property and list deficiencies; enforce compliance with Housing Quality Standards (HQS), HUD and RHA requirements.
9. Prepare and submit all necessary inspection documents following HUD and RHA requirements.
10. Respond to questions from owners and clients; provide them with counsel regarding program rights and responsibilities; resolve conflicts.
11. Approve rents if within appropriate ranges; review and approve proposed initial rents outside set range; review and approve owners request for rent increases; set rent ranges following HUD and RHA requirements.
12. Gather rent comparability data; develop and maintain a system for surveying, tracking, documenting, storing and retrieving information on rent comparability.

13. Compile, review, update and record rent data for the City of Richmond.
14. Negotiate Housing Assistance Payment (HAP) contracts with owners.
15. Provide information and assistance in litigation situations, if required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Federal, State and local laws and rules and regulations relating to subsidized low-income housing and assistance programs, including basic inspection elements; community resource availability; subsidized low-income housing services; office practices and procedures, including filing and the operation of standard office equipment; correct English usage, including spelling, grammar and punctuation; business letter writing and the use of standard formats for typed materials; departmental policies and procedures; the use of basic business data processing principles; the use of personal computers.

**Ability to:**

Perform mathematical calculations accurately.

Communicate clearly orally and in writing.

Monitor annual activities and ensure timely completion.

Maintain orderly files.

Respond appropriately to sensitive and/or confidential information.

Work in a fast paced environment where work demands are constant.

Respond appropriately and with sensitivity to issues affecting the safe, decent, and affordability of rental housing.

Type accurately at a rate of 40 net words per minute from printed copy.

Operate a computer.

**EDUCATION AND EXPERIENCE**

**Housing Program Specialist I:** Equivalent to graduation from high school and two (2) years paid experience in a position involving moderate public contact preferably in a social service, housing service or other public service-orientated environment, which required interaction with individuals from diverse ethnic and socio-economic backgrounds; AND possession (or attainment within one (1) year) of certification in occupancy, rent calculations, and HQS inspections from an industry-recognized organization such as NAHRO, Nan McKay or Quadel.

**Housing Program Specialist II:** Equivalent to graduation from high school and a minimum of one (1) year paid experience as a Housing Program Specialist (or an equivalent position) in a Public Housing Authority; OR a minimum of two (2) years paid experience in a support position in a Public Housing Authority providing direct services to a Section 8 or Public Housing Program; AND possession (or attainment within one (1) year) of certification in occupancy, rent calculations, and HQS inspections from an industry-recognized organization such as NAHRO, Nan McKay or Quadel.

**Housing Program Specialist III:** Equivalent to graduation from high school and a minimum of two (2) years paid experience in a position equivalent to a Housing Program Specialist II in a Public Housing Authority; or one (1) year paid experience as a Housing Program Specialist II; AND possession of certification in occupancy, rent calculations, and HQS inspections from an industry-recognized organization such as NAHRO, Nan McKay or Quadel.

**LICENSE/CERTIFICATES/SPECIAL REQUIREMENTS**

Possession of, or the ability to obtain prior to employment, a valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.



## Classification Specification

<b>Classification Title</b>	Housing Program Specialist, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Provides comprehensive case management services on behalf of program participants to ensure appropriate delivery of rental housing assistance, and assists families achieve financial self-sufficiency.

### DISTINGUISHING CHARACTERISTICS

This is the senior-level classification in the Housing Program Specialist series. This position is differentiated from the Housing Program Specialist by the demonstration of program and operational knowledge, and the ability to analyze situations that deviate from normal operations. In addition, the Housing Program Specialist, Senior demonstrates the ability to consult various policy documents, and with minimal input from the supervisor, resolve problems.

### 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.*

- Interviews, evaluates, and counsels prospective and continuing program participants on the elements of the rental housing assistance program.
- Performs required calculations (manually and in the management information system) for initial and continued eligibility for rental assistance; computes utility allowances.
- Provides technical assistance to participants and/or owners regarding their obligations under the rental housing assistance program.
- Obtains required independent verification of eligibility factors, in compliance with federal regulations; updates and maintains participant files.
- Recertifies income and household composition; assists in debt collection from clients and/or owners.
- Monitors and enforces program compliance by owners and clients; initiates appropriate sanctions against program participants and/or owners for violation of program requirements.

## Classification Specification

<b>Classification Title</b>	Housing Program Specialist, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Disseminates information about the rental housing program to individuals and/or groups, as necessary.
- Inspects and surveys housing units; visits properties, and lists deficiencies; enforces compliance with Housing Quality Standards (HQS), HUD, and RHA requirements.
- Gathers rent comparability data; develops and maintains a system for surveying, tracking, documenting, storing, and retrieving information on rent comparability.
- Compiles, reviews, updates, and records rent data for the City of Richmond.
- Negotiates Housing Assistance Payment (HAP) contracts with owners.
- Provides information and assistance in litigation situations, if required.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, 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**

- High School diploma or GED equivalent
- One (1) to three (3) years of paid experience as a Housing Program Specialist II (or equivalent position) in a Public Housing Authority; or one (1) year as a Housing Program Specialist II. Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

## Classification Specification

<b>Classification Title</b>	Housing Program Specialist, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Required Licenses or Certifications

- Certification as a Section 8 or Public Housing Manager from an industry-recognized trainer

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Federal, state and local laws; rules and regulations relating to subsidized low-income housing and assistance programs, including basic inspection elements
- Community resource availability; subsidized low-income housing services
- Departmental policies and procedures
- Modern office practices and equipment, including applicable software

#### Skill in:

- Analytical thinking
- Problem solving
- Organization and time management

#### Ability to:

- Perform case management for individuals from diverse backgrounds
- Perform mathematical calculations accurately
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Respond appropriately and with sensitivity to issues affecting the safety, decency, and affordability of rental housing
- Maintain accurate and complete records
- Prepare clear and concise reports
- Multi-task and prioritize work in a fast-paced environment
- Work independently, and demonstrate sound judgment
- Respond appropriately to sensitive and/or confidential information
- Compose and communicate clear and concise information in written correspondence
- Type accurately at a rate of 40 net words per minute from printed copy

### 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.*

## Classification Specification

<b>Classification Title</b>	Housing Program Specialist, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

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.*

- 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.

## Classification Specification

<b>Classification Title</b>	Housing Program Specialist, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

CITY OF RICHMOND, CA

	I	TE - 326
	II	TE - 328
CLASS CODE:	III	TE - 330
ESTABLISHED:		12/11/85
REVISED:		06/22/06
UNIT GROUP:		LOCAL 790
FLSA:		NON-EXEMPT

## **HOUSING PROGRAM SPECIALIST I/II/III**

### **DEFINITION**

Under the supervision of an Assisted Housing Manager, the incumbent will perform duties and responsibilities related to case management, inspections, occupancy, and rent analysis; and will independently and effectively perform assigned Housing Program Specialist duties following HUD and Richmond Housing Authority (RHA) policy and procedural requirements.

### **CLASS CHARACTERISTICS**

The Housing Program Specialist functions as a case manager for financially disadvantaged families in need of rental housing assistance. Incumbents are expected to develop knowledge of the Federal rules governing the various rental housing programs and the local discretionary policies and make appropriate decisions relative to their application.

Housing Program Specialist I is the entry-level classification in the Housing Program Specialist series. Positions in this classification normally perform the full range of duties but with close supervision.

Housing Program Specialist II is the journey-level classification in the Housing Program Specialist series. Individuals are appointed to and incumbents progress to this level as they demonstrate program and operational knowledge and the ability to analyze situations that deviate from normal operations, the ability to consult various policy documents, and with minimal input from the supervisor, resolve problems.

Housing Program Specialist III is the advanced-level classification in the Housing Program Specialist series. Individuals are appointed to and incumbents progress to this level as they demonstrate clearly advanced program and operational knowledge and the ability to analyze complex situations and, with the assistance of general policies, develop and implement solutions.

**EXAMPLES OF DUTIES**

1. Interview, evaluate and counsel prospective and continuing program participants on the elements of the rental housing assistance program.
2. Perform required calculations (manually and in the management information system) for initial and continued eligibility for rental assistance; compute utility allowances.
3. Provide technical assistance to participants and/or owners regarding their obligations under the rental housing assistance program.
4. Obtain required independent verification of eligibility factors, in compliance with federal regulations; update and maintain participant files.
5. Recertify income and household composition; assist in debt collection from clients and/or owners.
6. Monitor and enforce program compliance by owners and clients; initiate appropriate sanctions against program participants and/or owners for violation of program requirements.
7. Disseminate information about the rental-housing program to individuals and/or groups as necessary.
8. Inspect and survey housing units; visit property and list deficiencies; enforce compliance with Housing Quality Standards (HQS), HUD and RHA requirements.
9. Prepare and submit all necessary inspection documents following HUD and RHA requirements.
10. Respond to questions from owners and clients; provide them with counsel regarding program rights and responsibilities; resolve conflicts.
11. Approve rents if within appropriate ranges; review and approve proposed initial rents outside set range; review and approve owners request for rent increases; set rent ranges following HUD and RHA requirements.
12. Gather rent comparability data; develop and maintain a system for surveying, tracking, documenting, storing and retrieving information on rent comparability.

13. Compile, review, update and record rent data for the City of Richmond.
14. Negotiate Housing Assistance Payment (HAP) contracts with owners.
15. Provide information and assistance in litigation situations, if required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Federal, State and local laws and rules and regulations relating to subsidized low-income housing and assistance programs, including basic inspection elements; community resource availability; subsidized low-income housing services; office practices and procedures, including filing and the operation of standard office equipment; correct English usage, including spelling, grammar and punctuation; business letter writing and the use of standard formats for typed materials; departmental policies and procedures; the use of basic business data processing principles; the use of personal computers.

**Ability to:**

Perform mathematical calculations accurately.

Communicate clearly orally and in writing.

Monitor annual activities and ensure timely completion.

Maintain orderly files.

Respond appropriately to sensitive and/or confidential information.

Work in a fast paced environment where work demands are constant.

Respond appropriately and with sensitivity to issues affecting the safe, decent, and affordability of rental housing.

Type accurately at a rate of 40 net words per minute from printed copy.

Operate a computer.

**EDUCATION AND EXPERIENCE**

**Housing Program Specialist I:** Equivalent to graduation from high school and two (2) years paid experience in a position involving moderate public contact preferably in a social service, housing service or other public service-orientated environment, which required interaction with individuals from diverse ethnic and socio-economic backgrounds; AND possession (or attainment within one (1) year) of certification in occupancy, rent calculations, and HQS inspections from an industry-recognized organization such as NAHRO, Nan McKay or Quadel.

**Housing Program Specialist II:** Equivalent to graduation from high school and a minimum of one (1) year paid experience as a Housing Program Specialist (or an equivalent position) in a Public Housing Authority; OR a minimum of two (2) years paid experience in a support position in a Public Housing Authority providing direct services to a Section 8 or Public Housing Program; AND possession (or attainment within one (1) year) of certification in occupancy, rent calculations, and HQS inspections from an industry-recognized organization such as NAHRO, Nan McKay or Quadel.

**Housing Program Specialist III:** Equivalent to graduation from high school and a minimum of two (2) years paid experience in a position equivalent to a Housing Program Specialist II in a Public Housing Authority; or one (1) year paid experience as a Housing Program Specialist II; AND possession of certification in occupancy, rent calculations, and HQS inspections from an industry-recognized organization such as NAHRO, Nan McKay or Quadel.

**LICENSE/CERTIFICATES/SPECIAL REQUIREMENTS**

Possession of, or the ability to obtain prior to employment, a valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.



## Classification Specification

<b>Classification Title</b>	Housing Representative
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Assists program participants in leasing or buying suitable housing; assists persons in obtaining relocation assistance benefits; provides information to the public on housing assistance programs; and does related work, as required.

### DISTINGUISHING CHARACTERISTICS

This is experienced-level classification. Incumbents are expected perform the full range of duties and make independent decisions on client problems. The incumbent will handle difficult and challenging work pertaining to the provision of housing assistance.

### 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.*

- Interviews clients seeking housing assistance; determines needs, counsels clients, and as necessary, assists clients seeking housing services from various departments and other agency programs.
- Maintains current and continuous information on availability of homes for rent or sale in Richmond; provides this information to the public.
- Assists clients in the purchase or rent of housing by accompanying or referring clients to real estate offices, property owners, and loan companies or escrow companies; acts as liaison between FHA and clients in securing FHA-owned properties.
- Counsels clients in individual or group sessions regarding purchasing or renting dwellings through various housing programs; provides information on the operation of housing programs, legal and technical aspects of renting and buying housing, household budgeting and debt management, home maintenance and repair, and other information needed to successfully rent and purchase homes.
- Provides post-occupancy assistance and renters in subsidized housing, including assistance in resolving defaults or delinquencies on mortgages, assistance in filing claims on construction defects, recertification of eligibility for assistance, and the resolution of tenant/landlord problems.

## Classification Specification

<b>Classification Title</b>	Housing Representative
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Explains provisions of relocation assistance programs to displaced persons for relocation benefits in accordance with state, local and federal laws and regulations, and prepares relocation claim forms and other necessary documentation.
- Inspects relocation properties to assure that the properties meet the needs of displaced persons; orders physical inspections as necessary.
- Assists homeowners displaced by code enforcement to develop plans for the construction of suitable replacement housing, including the development of architectural plans, securing financing, and preparing construction contracts.
- Assists clients in resolving real estate and legal problems involved in relocation and purchase of houses.
- Monitors the progress of clients being assisted; establishes and maintains records and files on all clients; and prepares periodic reports and correspondence on the progress and problems encountered in serving clients.
- Attends meetings, and provides information on housing services programs.
- May direct and train other employees doing similar work.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, 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 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 no fiscal responsibility.

## Classification Specification

<b>Classification Title</b>	Housing Representative
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- Three (3) years of any combination of training, education, and experience that demonstrates the required skills, knowledge, and abilities to perform the job duties

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Federal and state relocation laws and regulations
- Federal, state, and local housing assistance programs
- Modern office practices and equipment, including applicable software

#### Skill in:

- Problem solving
- Organization and time management

#### Ability to:

- Understand, interpret, and apply laws, rules, and regulations pertaining to relocation and housing assistance programs
- Provide clear and concise information on housing assistance programs
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Work with people, and evaluate problems associated with renting and purchasing housing
- Maintain complete and accurate records

### 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

## Classification Specification

<b>Classification Title</b>	Housing Representative
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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 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:**

## Classification Specification

<b>Classification Title</b>	Housing Representative
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

**Date(s) Revised:**

DRAFT

## HOUSING REPRESENTATIVE II

### DEFINITION

Under direction, assists persons in leasing or buying suitable housing; assists persons in obtaining relocation assistance benefits; provides information to the public on housing assistance programs; and does related work as required.

### CLASS CHARACTERISTICS

This is the experienced level Housing Representative class. Incumbents are expected to perform the full range of duties and make independent decisions on client problems. This class differs from the Housing Representative I in that incumbents in the latter are entry level or trainee incumbents and are not expected to handle the more difficult work until they gain experience on the job.

### EXAMPLES OF DUTIES

1. Interviews clients seeking housing assistance: determines needs, counsels clients, and as necessary, assists clients seeking housing services from various departments and other agency programs.
2. Maintains current and continuous information on availability of homes for rent or sale in Richmond; provides this information to the public.
3. Assists clients to purchase or rent housing by accompanying or referring clients to real estate offices, property owners, and loan companies or escrow companies; acts as liaison between FHA and clients in securing FHA-owned properties.
4. Counsels clients in individual or group sessions regarding purchasing or renting dwellings through various housing programs; provides information on the operation of housing programs; legal and technical aspects of renting and buying housing, household budgeting and debt management, home maintenance and repair, and other information needed to successfully rent and purchase homes.
5. Provides post-occupancy assistance to purchasers and renters in subsidized housing, including assistance in resolving defaults or delinquencies on mortgages, assistance in filing claims on construction defects, recertification of eligibility for assistance, and the resolution of tenant landlord problems.
6. Explains provisions of relocation assistance programs to displaced persons for relocation benefits in accordance with local, state, and federal laws and regulations, and prepares relocation claim forms and other necessary documentation.
7. Inspects relocation properties to assure that the properties meet the needs of displaced persons; orders physical property inspections as necessary.

- 8. Assists homeowners displaced by code enforcement to develop plans for the construction of suitable replacement housing, including the development of architectural plans, securing financing, and preparing construction contracts.**
- 9. Assists clients in resolving real estate and legal problems involved in relocation and purchase of houses.**
- 10. Monitors the progress of clients being assisted; establishes and maintains records and files on all clients; prepares periodic reports and correspondence on the progress and problems encountered in serving clients.**
- 11. Attends meetings and provides information on housing services programs.**
- 12. May direct and train other employees doing similar work.**

**MINIMUM QUALIFICATIONS**

**General knowledge of**

**Federal and state relocation laws and regulations.**

**Federal, state, and local housing assistance programs.**

**Ability to**

**Understand, interpret, and apply laws, rules, and regulations pertaining to relocation and housing assistance programs.**

**Clearly and concisely explain information on housing assistance programs.**

**Work with people and evaluate problems associated with renting and purchasing housing.**

**Write and speak effectively.**

**Experience**

**Three years of experience which would demonstrate the application of the knowledges and abilities listed as minimum qualifications.**

**License**

**Possession of, or ability to obtain prior to appointment, a valid California motor vehicle operator's license.**



## Classification Specification

<b>Classification Title</b>	Information Technology Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Provides computer operations and Information Technology (IT) Help Desk services and support to end users; provides administrative, purchasing, and budget support to the IT department; and oversees the Copy Center and Mailroom operations.

### CLASS CHARACTERISTICS

This class is responsible for such administrative responsibilities as budget, purchasing and recordkeeping, as well as providing support for technical staff in the more routine computer-related projects. Incumbent is expected to be able to respond to competing priorities and deadlines, and varying workloads.

### 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.*

- Manages communications and calendar for the Information Technology Director.
- Receives, verifies, and prepares bills and invoices. Gathers signatures and processes for payment.
- Provides Help Desk services and support to computer, radio, and telephone users. Re-routes IT service calls to proper technician or individual within the department.
- Picks up and delivers mail to and from the post office. Processes incoming and outgoing mail, including sorting and applying postage.
- Processes printing requests submitted to the Copy Center, including flyers, postcards, posters, newsletters, bindery, and mail. Sets up the documents prior to printing, and maintains products according to specifications, and/or relevant to documentation/instructions.
- Provides administrative support for bids and purchases; monitors contracts, and performs related tasks; and initiates purchase requisitions, and tracks delivery, invoices, and payment.
- Performs administrative duties, including ordering supplies, arranging for equipment repair, and maintaining files and records.

## Classification Specification

<b>Classification Title</b>	Information Technology Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Organizes and maintains various IT files and City-wide hardware and software inventory.
- Performs routine personnel, budget, and payroll duties.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

### 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 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 no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- At least two (2) years of relevant college-level course work, or an Associate degree from an accredited college or university in Information Technology, Computer Science, or a related field
- One (1) to three (3) years of experience providing administrative support and/or technical support to end users
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software

## Classification Specification

<b>Classification Title</b>	Information Technology Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Basic business data processing principles
- Mail processing, and distribution principles and practices
- Principles and practices of computer and telephone support services
- Information Technology policies and procedures

**Skill in:**

- Organization and time management
- Customer service
- Troubleshooting

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Work independently
- Diagnose telephone and computer problems
- Learn use of new technologies and applications
- Maintain complete and accurate files and records

### 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		

## Classification Specification

<b>Classification Title</b>	Information Technology Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

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 in an office environment 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:**

CITY OF RICHMOND, CA

CLASS CODE: PP-578  
ESTABLISHED: 05/26/05  
UNIT GROUP: GENERAL  
FLSA: NON-EXEMPT

## **INFORMATION TECHNOLOGY ASSISTANT**

### **DEFINITION:**

Under supervision, provides computer operations and help desk services and support to computer, radio and telephone users, and provides confidential and complex specialized office and administrative functions associated with information technology.

### **CLASS CHARACTERISTICS:**

This class is responsible for such administrative responsibilities as budget, purchasing and recordkeeping, as well as providing support for technical staff in the more routine computer-related projects. Incumbent is expected to be able to respond to competing priorities and deadlines, and varying workloads. Position may require both evening and weekend work.

### **EXAMPLES OF DUTIES:**

Performs routine to moderately difficult office support work under general supervision. Receives, logs and tracks all calls from users related to PC desktop, network, radio, cellular, and telephone questions and problems.

Completes telephone system move/add/change requests and acts as liaison with service technicians to resolve telephone problems.

Monitors and operates computer equipment and peripherals, processes batch jobs, prints bills, checks, reports and special forms, decollates and bursts; maintains logs in accordance with procedures; and performs routine maintenance and cleaning of hardware.

Maintains tape library, performs backups, coordinates off-site storage and archiving of backups.

Organizes and maintains various IT files and City-wide hardware and software inventory. Attends to a variety of office administrative details such as ordering supplies, arranging for the repair of equipment, transmitting information, and keeping reference materials up to date.

Operates standard office equipment.

May develop, operate and maintain a database, spreadsheet or other automated system.

Provides administrative support for bids and purchases, monitors contracts, and performs related tasks; and initiates purchase requisitions and tracks delivery, invoice and payment.

Types and composes correspondence, forms and specialized documents from drafts, notes or brief instructions, using a desktop computer; proofreads documents for accuracy, completeness and compliance with departmental policies and procedures.

Performs routine personnel, budget and payroll duties.

CITY OF RICHMOND, CA  
**INFORMATION TECHNOLOGY ASSISTANT**

Page 2

QUALIFICATIONS:

Knowledge of:

- Principles and practices of computer and telephone support services, computer hardware and software applications and associated security and backup procedures;
- Office management practices and procedures, including filing and the operation of standard office equipment, accounting procedures with regard to purchase orders, payment requisitions and funding codes; payroll procedures;
- Proper form for typed materials, business arithmetic, including percentages and decimals, and correct English usage, including spelling, grammar, and punctuation;
- Information Technology policies and procedures;
- Basic business data processing principles, computer operations processing and procedures, the use of a word processor or personal computer, and operations printers and related equipment;
- Computer application software, such as Microsoft Office, Netware, Exchange and Internet Explorer; and
- Principles of bids and contracts.

Ability to:

- Communicate clearly and easily with users and vendors of varying levels of technical expertise; ask questions and get information in order to diagnose telephone and computer problems and discern what level of support is needed when a problem is presented;
- Work as part of a team in stressful situations. Maintain composure and sense of humor in the face of heavy workload, constant interruptions and occasional angry customers;
- Operate a wide variety of telephone and computer hardware and software as well as standard office equipment and quickly learn use of new technologies and applications;
- Perform complex or difficult office support work, organize, prioritize and coordinate work activities and research and maintain office files;
- Compose routine correspondence from brief instructions;
- Make arithmetic calculations with speed and accuracy;
- Use initiative and sound independent judgment within established guidelines; and
- Establish and maintain effective working relationships with those contacted in the course of the work.

EXPERIENCE AND EDUCATION:

A two (2)-year degree in Computer Science, Information Technology or a closely related field and two (2) years of providing administrative and/or technical support to Information Technology staff. Related experience may be substituted for the educational requirement on a year-to-year basis. Specific experience with computer hardware, telephone systems, and bids and contracts is desirable.

CITY OF RICHMOND, CA  
**INFORMATION TECHNOLOGY ASSISTANT**

Page 3

PHYSICAL DEMANDS: Work requires extended periods of sitting and of keyboarding, reaching, stooping, pushing, pulling, manual dexterity, clear speech and visual and hearing acuity, and transporting and lifting of boxes and equipment weighing up to 50 lbs.

LICENSE OR CERTIFICATE: Possession of a valid Class C California Driver's License.



## Classification Specification

<b>Classification Title</b>	Learning Center Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Provides adult basic education instruction in small groups, and one-on-one arrangements.

### 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.*

- Instructs students in General Education Development (GED) and High School Diploma classwork, and prepares them for testing.
- Advises on and assists students with the Career Online High School Diploma program.
- Participates with staff in the development of curriculum and instructional materials.
- Conducts student orientations, assessments, and placements in the educational programming.
- Supports teaching and volunteer staff members in delivering educational services.
- Assists management with various programs, and prepares reports, as requested.
- Performs community outreach to build awareness of available educational programs.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

### 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

## Classification Specification

<b>Classification Title</b>	Learning Center Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

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 no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree with coursework in a related field from an accredited college or university
- One (1) to three (3) years of experience teaching diverse students
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- GED subject content
- Teaching modalities and methods
- Relevant teaching materials
- Latest approaches to alternative education
- Volunteer management best practices
- Modern office practices and equipment, including applicable software

#### Skill in:

- Organization and time management

#### Ability to:

- Communicate effectively, both orally and in writing, and clearly express concepts and ideas
- Differentiate student abilities, and manage multi-level classrooms

## Classification Specification

<b>Classification Title</b>	Learning Center Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Tutor students through all subjects of High School-level content
- Administer an online assessment test and interpret the results to determine appropriate instructional strategies
- Maintain confidential files on students
- Motivate and support students through a long-term educational process
- Speak publicly, and make oral presentations
- Analyze and interpret data to develop and compose reports

### 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		

## Classification Specification

<b>Classification Title</b>	Learning Center Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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 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:**

**LEARNING CENTER MANAGER II**

**DEFINITION**

Under supervision, manages the computer/audio/video component of LEAP's tutoring programs; provide training and technical assistance to staff at LEAP'S Learning Centers (i.e. main and out reach centers) on the computer/audio/video equipment, develops curricula, and pre-post assessment tools for learners and assist in training of tutors.

**EXAMPLES OF DUTIES**

1. Develop tools for pre- and post-assessment of learners.
2. Develop curricula for one-on-one and small group instruction.
3. Develop materials and implement training sessions for volunteer tutors.
4. Develop computer program for documenting attendance and progress of learners.
5. Develop guides for tutors regarding learner evaluation.
6. Evaluate and recommend purchase, installation and maintains software and hardware for computers.
7. Assist in grant development.
8. Participate in networking with local, state, and national adult literacy groups.
9. Work with learners when tutors are not available.
10. Assist in tutor and/or learner recruitment.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** current practices, procedures, and methodologies related to language development and the remediation of reading/writing needs of non-readers; methodologies and practices of computers and educational technology for literacy instructions.

**Ability to:** manage, organize and coordinate all activities in the learning center; develop working procedures; prepare accurate reports; train tutors and non-readers on computer use and assist them in developing appropriate lessons based on their overall reading/writing goals; coordinate and recommend educational software programs and hardware; develop, coordinate and present training, workshops and orientations for tutors and learners; work a flexible

**LEARNING CENTER MANAGER II**  
**PAGE 2**

schedule, including evenings and weekends.

**Skill in:** educational technology; interpersonal relations with people of diverse backgrounds; written communication to prepare reports and correspondence; oral communication with individuals and groups.

**Education/Experience**

Any combination of education and experience equivalent to graduation from college and four (4) years paid work experience which demonstrates possession of the knowledge, abilities and skills listed above.

**AND**

Possession of a valid California Drivers license.



## Classification Specification

<b>Classification Title</b>	Painter
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Under general supervision, performs skilled preparation and application of paint to City buildings.

### DISTINGUISHING CHARACTERISTICS

Incumbents in this position perform skilled painting work through the application of paint materials and other protective or decorative finishes to various types of interior and exterior surfaces in City facilities.

### 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.*

- Maintains City buildings by preparing interior and exterior surfaces such as drywall, wood, metal, glass, stucco, wallboard, brick, and cement, including the removal of paint or varnish by scraping or sanding, cleaning, and patching as needed, and skillfully applying paint using brushes or spray equipment.
- Completes estimates for time and materials needed for each assigned project.
- Prepares all equipment needed; Mixes and prepares paint including selecting, blending, and matching colors, and manages clean up procedures.
- Assists in other work areas as requested.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, 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.*

## Classification Specification

<b>Classification Title</b>	Painter
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- 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 no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- Three (3) to five (5) years of painting experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Paint preparation techniques
- Various applications of materials such as fillers, drywall taping, water-based and oil-based paints, lacquers, and varnishes
- Spraying equipment, scissor and aerial lifts, and other types of machinery

#### Skill in:

- Attention to detail
- Time management

#### Ability to:

- Work independently
- Communicate effectively
- Follow directions

## Classification Specification

<b>Classification Title</b>	Painter
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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.*

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards.

## Classification Specification

<b>Classification Title</b>	Painter
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

CITY OF RICHMOND

CLASS CODE: SC-750  
UNIT GROUP: LOCAL 790  
FLSA: NON-EXEMPT

## PAINTER

### DEFINITION

Under supervision, to do varied skilled painting; and to do related work as required.

### TYPICAL TASKS

Applies paints, varnishes and lacquers by using brushes or spray equipment; prepares work for painting and clear finish of walls and wood surfaces; patches, fills, tapes, tops, textures and sands as required; prepares metal, concrete and other types of surfaces for painting; mixes paint; paints building exteriors and interiors; does sign lettering on wood and metal; paints floors, furniture and office equipment and rust-proofs various surfaces; estimates time and material required for a job.

### EMPLOYMENT STANDARDS

Any combination of training and experience equivalent to completion of the twelfth grade and completion of an accredited apprentice training program in the painting trade.

Knowledge of the methods, materials, brushes, tools and equipment used in the painting trade; skill and ability in applying paints to various surfaces; ability to judge the proper paint requirements for all kinds of surfaces; familiarity with anti-corrosive treatment of metals; ability to understand and carry out written and oral instructions; ability to work harmoniously and effectively with others.



## Classification Specification

<b>Classification Title</b>	Accounting Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Develops and maintains City's complex record keeping and reporting systems, both governmental and enterprise, which include multiple program budgets and funds. Provides direction to professional and clerical accounting staff. Plans, organizes and administers the work of the accounting function of the City's Finance Department.

### DISTINGUISHING CHARACTERISTICS

This class is a manager responsible for municipal accounting procedures and records in the areas of accounts payable, revenue, general ledger and grant program accounting, encumbrance, expenditure and appropriation accounting and general obligation, revenue bond and sale/lease financial records. The incumbent performs accounting and analysis work of a complex nature to assess long-range financial and accounting problems, and ensures accurate reporting of the City's financial position, in addition to supervising professional accounting and office support staff. This position is responsible for the City's cash management function, including investments, banking and banking relationships, debt service administration, and cash flow analysis and administration.

### 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.*

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Confers with and advises City staff regarding accounting, financial, and technical procedures and legal requirements.
- Reviews bond reconciliations, journal entries, Treasurer's reports, and audit reports.
- Serves as liaison with various federal, state, and private auditors in the audit of the City's financial records. Directs staff in the internal or external audit of accounts in a variety of funds, projects, and grants for accuracy and completeness.
- Assists with payroll functions, including coordinating with personnel, overseeing process for W-2, and reviewing and approving payroll tax forms.

## Classification Specification

<b>Classification Title</b>	Accounting Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Implements and provides training for Government Accounting Standards Board (GASB) regulations regarding Other Post-Employment Benefits (OPEB)/Pension.
- Develops, reviews, and recommends improved accounting methods and procedures, and directs the implementation of new financial systems.
- Prepares a variety of complex analytical, statistical, and narrative reports and correspondence required by City administration and federal, state, and private agencies.
- Interviews and trains staff.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance by directing multiple groups of employees across more than one business function within an organization unit, including making recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, 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.*

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continually improve customer satisfaction.
- 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 major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree in Accounting, Finance, or a closely-related field

## Classification Specification

<b>Classification Title</b>	Accounting Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Five (5) to seven (7) years of general accounting and financial reporting experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Principles and practices of employee supervision
- Principles, practices, and terminology of general fund and governmental accounting
- Principles and practices of business data processing as related to the processing of accounting information and the interpretation of input/output documents
- Finance and accounting programs
- Auditing principles and theories
- Treasury operations, including cash management
- Principles of funding or income forecasting
- Payroll system
- Payroll law and union requirements
- Legislation affecting City accounting practices and procedures

#### Skill in:

- Organization and time management
- Analysis
- Leadership

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Plan, organize, administer, review, and evaluate accounting and related activities
- Evaluate and reconcile complex financial data to arrive at accurate conclusions and recommendations
- Prepare clear, concise, and complete financial reports
- Recommend improved accounting methods and procedures
- Interpret complex financial rules, regulations, and ordinances

## Classification Specification

<b>Classification Title</b>	Accounting Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### 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.*

- This position is in an office environment 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

## Classification Specification

<b>Classification Title</b>	Accounting Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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:**

DRAFT

**ACCOUNTING MANAGER**

**DEFINITION**

Under direction, plans, organizes and administers the work of the accounting function of the City's Finance Department; acts as Deputy City Treasurer; and performs related work as assigned.

**CLASS CHARACTERISTICS**

This class is a unit head responsible for municipal accounting procedures and records in the areas of accounts payable, revenue, general ledger and grant program accounting, encumbrance, expenditure and appropriation accounting and general obligation, revenue bond and sale/lease financial records. The incumbent performs accounting and analysis work of a complex nature to assess long-range financial and accounting problems, and ensures accurate reporting of the City's financial position, in addition to supervising professional accounting and office support staff. This position is responsible for the City's cash management function, including investments, banking and banking relationships, debt service administration, and cash flow analysis and administration. This class is distinguished from the Deputy Finance Director in that the latter has overall supervisory responsibility for Accounting, Treasury/Revenue Service and Cash Management Units.

**PRINCIPAL DUTIES (Illustrative Only)**

1. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the unit; and directs the preparation and administration of the unit's budget.
2. Plans, organizes, assigns, directs, reviews and evaluates the work of assigned staff; selects staffs and provides for their training and professional development; interprets City policies and procedures to employees; and is responsible for morale, productivity and discipline of unit staff.
3. Confers and advises City staff regarding accounting, financial and technical procedures and legal requirements.
4. Directs the preparation, maintenance, verification and reconciliation of a wide variety of accounting reports, invoices, records, statements and data processing input/output.

**CITY OF RICHMOND, CA**  
**ACCOUNTING MANAGER**  
**PAGE 2**

5. Develops, reviews and recommends improved accounting methods and procedures; and directs the implementation of new financial systems.
6. Assists various federal, state and private auditors in the audit of the City's financial records.
7. Interprets and applies legal and administrative concepts to various accounting functions.
8. Coordinates work activities with other unit staff to ensure proper interface of accounting transactions and adjustments.
9. Maintains current knowledge of legislation affecting City accounting practices and procedures; and implements revised procedures as required; and performs internal audits and analysis of control systems.
10. Prepares a variety of complex analytical, statistical and narrative reports and correspondence required by City administration and federal, state and private agencies.
11. Prepares and publishes the City's Comprehensive Annual Financial Report.
12. Manages the City's banking relationship and services.
13. Administers the City's debt service and bonded debt programs.

**QUALIFICATIONS**

Knowledge of: Principles, practices and terminology of general fund and governmental accounting; principles and practices of business data processing as related to the processing of accounting information and the interpretation of input/output documents; applicable laws regulating public fiscal operations; principles of budgetary administration and control; principles and practices of employee supervision, including selection, training, evaluation and discipline; administrative principles and methods, including goal setting, program development and implementation, budgeting and employee supervision.

Skill in: Planning, organizing, administering, reviewing and evaluating accounting and related activities; selecting, training, motivating and evaluating assigned staff; reviewing and verifying the accuracy of financial data and information, and associated legal documents; analyzing, evaluating and reconciling complex financial data to arrive at accurate conclusions and recommendations; preparing clear, concise and complete financial reports, and other written correspondence; performing accurate arithmetic calculations; recommending improved accounting methods and procedures; interpreting complex financial rules, regulations and ordinances; exercising sound, independent judgment within established policy guidelines; establishing and maintaining effective working relationships with those contacted in the course of work.

**EDUCATION/EXPERIENCE**

Graduation from a four (4)-year college or university with major course work in accounting, finance, business administration or a closely related field; five (5) years of professional accounting 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 Public Accountant and/or Certified Municipal Treasurer is also desirable.



## Classification Specification

<b>Classification Title</b>	Associate Civil Engineer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs complex engineering work requiring full professional competency in connection with the design and construction of streets, sewers, and other public works. Assists in the direction of a small group of subordinate engineers and sub-professional employees.

### DISTINGUISHING CHARACTERISTICS

This position is intended to allow a Junior or Assistant Engineer to continue to increase and to apply education and experience in municipal public works engineering after receiving a Professional Engineering License. The position is a first-line supervisory position and requires the making of performance evaluations and job assignments, as well as giving on-the-job training to subordinates.

The position is distinguished from the Junior and Assistant Engineer positions by the ability to handle projects requiring greater engineering skills and knowledge and by the ability to handle regular projects with greater ease and accuracy. More dependence is placed on the knowledge and application of rules, regulations, policies, ordinances, state laws, and other regulations or criteria dealing with municipal public works. More administrative and special assignments are handled requiring the ability to use clear and logical reports and communications.

### 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.*

- Prepares or directs the preparation of the more difficult and demanding engineering plans, designs, and specifications for the construction of streets, sidewalks, curbs, gutters, culverts, sewers, drainage facilities, and other public works projects.
- Checks improvement plans for subdivisions, and makes recommendations for changes in design.
- Prepares preliminary and final cost estimates. Prepares and checks legal descriptions for deeds, easements, and right-of-ways.

## Classification Specification

<b>Classification Title</b>	Associate Civil Engineer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Checks building plans and makes field inspections of buildings for conformance to regulations, codes, and ordinances pertaining to storm and sanitary sewers, drainage, and industrial waste disposal.
- Prepares or directs preparation of engineering drawings and documents necessary for assessment act proceedings.
- Makes preliminary investigations; studies pertaining to proposed public works projects. Answers inquiries, investigates complaints, and provides information to the public.
- Assembles and compiles data for work program and budget purposes.
- Provides lead direction to interdisciplinary design teams of staff or consultants in the preparation of project documents and completing related requirements.
- Participates in meetings and conferences on engineering problems with developers, engineers, contractors, and owners.
- Prepares written reports and correspondence for City Council, senior management, neighborhood groups, vendors, and other internal and external entities.
- Manages or directs the management of grant-related processes, including grant writing and reporting, implementation of grant-funded projects, and submission of timely reimbursement requests.
- Acts as Group Lead in absence of Senior Civil Engineer.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires providing guidance and the potential to oversee another employee. This position may oversee work quality, training, instructing, and work assignments.

### **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.
- 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.

## Classification Specification

<b>Classification Title</b>	Associate Civil Engineer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### 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

- Bachelor's degree in Civil Engineering, or an engineering discipline related to the area of assignment
- Three (3) to five (5) years of experience in professional engineering related to municipal public works engineering
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- Possession of a valid registration as a Professional Engineer in the State of California
- California Driver's License is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Basic principles of civil engineering as applied to the design and constructions of municipal public works
- Applicable federal, state, and local laws, rules, regulations, and procedures relating to design and construction of municipal public works
- Safety laws, regulations, and practices
- Office and records administration
- Surveying methods and practices
- Public Administration, including personnel management and supervision
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Analytical thinking
- Problem solving

## Classification Specification

<b>Classification Title</b>	Associate Civil Engineer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Organization and time management
- Leadership

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Prepare, evaluate, and review plans, designs, specification, cost estimates, correspondence, and reports
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials
- Represent the department and the City in meetings with governmental agencies, community groups, various businesses, regulatory organizations, and individuals

### 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	

## Classification Specification

<b>Classification Title</b>	Associate Civil Engineer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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 requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised: 02/22/2022**

## **ASSOCIATE CIVIL ENGINEER**

### **DEFINITION**

Under general supervision of a Senior Civil Engineer position is responsible for the performance of difficult engineering work requiring full professional competency in connection with the design and construction of streets, sewers, and other public works, which will normally involve the direction of a small group of subordinate engineers and sub-professional employees and does related work as required.

### **CLASS CHARACTERISTICS**

This position is intended to allow an Engineer I/II to continue to increase and to apply education and experience in municipal public works engineering after receiving a Professional Engineering License.

The position is a first-line supervisory position and requires the making of performance evaluations and job assignments, as well as giving on-the-job training to subordinates.

The position is distinguished from the Engineer I/II positions by the ability to handle projects requiring greater engineering skills and knowledge and by the ability to handle regular projects with greater ease and accuracy. More dependence is placed on the knowledge and application of rules, regulations, policies, ordinances, state laws, and other regulations or criteria dealing with municipal public works.

More administrative and special assignments are handled requiring the ability to use clear and logical reports and communications.

### **EXAMPLES OF DUTIES**

1. Prepares or directs the preparation of the more difficult and demanding engineering plans, designs, and specifications for the construction of streets, sidewalks, curbs, gutters, culverts, sewers, drainage facilities and other public works.
2. Checks improvement plans for subdivisions and makes recommendations for changes in design.
3. Prepares preliminary and final cost estimates.
4. Prepares and checks legal descriptions for deeds, easements and rights of way.

**CITY OF RICHMOND, CA  
ASSOCIATE CIVIL ENGINEER  
PAGE 2**

5. Checks building plans and makes field inspections of buildings for conformance to regulations, codes and ordinances pertaining to storm and sanitary sewers, drainage and industrial waste disposal.
6. Prepares or directs preparation of engineering drawings and documents necessary for assessment act proceedings.
7. Makes preliminary investigations, studies pertaining to proposed public works projects.
8. Answers inquiries, investigates complaints and provides information to the public.
9. Makes performance evaluations of subordinates.
10. Assembles and compiles data for work program and budget purposes.
11. Directs and checks the work of draftsmen, technical and professional personnel.
12. Participates in meetings and conferences on engineering problems with sub dividers, engineers, contractors, and owners.
13. Acts as Section Chief in absence of Senior Engineer.

**MINIMUM QUALIFICATIONS**

General Knowledge of: the basic principles of civil engineering as applied to the design and constructions of municipal public works; ability to prepare, evaluate and review plans, designs, specification, cost estimates, correspondence, and reports; knowledge of surveying methods and practices; ability to accept responsibility for supervising the work of subordinate professional and sub professional personnel; working knowledge of rules, regulations, laws, procedures related to municipal public works; ability to work well with others and to maintain effective relations with the general public, contractors and engineers.

**Education/Experience**

Any combination of training or experience equivalent to graduations from a four-year (4) college or university with major work in civil engineering and three years of experience in professional engineering related to municipal public works engineering.

**License/Certification**

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

Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement.



## Classification Specification

<b>Classification Title</b>	Business Systems Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs specialized professional and technical duties utilizing enterprise resource planning (ERP) systems. Combines business-planning expertise in finance, budgeting, operations, materials management (logistics), and/or human resources with information technology to analyze and translate departments' business requirements into system deployments.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Business Systems Analyst series. Incumbents at this level possess moderate levels of technical ERP systems skills and functional business knowledge in areas of finance, budgeting, operations, logistics, and/or human resources. Assignments at this level require a moderate level of independence. Positions at this level are distinguished by the ability to perform modifications and configurations in one application within the City's primary ERP system.

### 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.*

- Analyzes or directs the analysis of current systems software, proposes modifications, and evaluates new software for its impact on systems problems, standards, and procedures.
- Installs computer operating systems. Tests software systems to ensure proper functioning, and assists users to solve operating problems.
- Designs, codes, and tests special software required by the City. Creates application tools for system users, and writes customized programs.
- Conducts the analysis of business functions and high-level business processes to determine how to integrate them into City-wide business-application systems. Determines feasibility of opinions, and formulates and presents recommendations.
- Writes and tests complex programs for various mid-range and microcomputer platforms.

## Classification Specification

<b>Classification Title</b>	Business Systems Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Prepares technical documentation and procedure manuals.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

### 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.*

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continually improve customer satisfaction.
- 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

- Bachelor's degree in Management Information Systems, Business Administration, Accounting, Finance, Human Resources, Materials Management, or a closely related field
- One (1) year of progressively responsible experience in the field of enterprise resource planning system performing configurations, modifications, testing, and implementation duties
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

## Classification Specification

<b>Classification Title</b>	Business Systems Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- ERP software and application configuration for at least one (1) application area
- Business systems applications in finance, materials management (logistics), operations, and/or human resources
- Methods of developing business-process specifications
- Procedures and methods for testing business functions within ERP systems
- Principles and practices of producing effective project documentation, including business functions and technical ERP systems and processes
- Principles of public administration, accounting, organization and management, and business information systems and practices
- Project management techniques
- Software systems development cycle
- Principles and techniques of software and systems quality assurance and control

#### Skill in:

- Troubleshooting and technical problem solving
- Customer service
- Organization and time management

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Analyze, evaluate, and integrate business processes and procedures
- Apply creative thinking in the methods of ERP systems
- Analyze complex business problems, and develop appropriate solutions
- Work independently within established guidelines
- Develop and document business and technical ERP processes, functions, and procedures

### 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.*

## Classification Specification

<b>Classification Title</b>	Business Systems Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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.*

- This position is in an office environment 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.

## Classification Specification

<b>Classification Title</b>	Business Systems Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

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## Classification Specification

<b>Classification Title</b>	Business Systems Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs specialized professional and technical duties utilizing enterprise resource planning (ERP) systems. Combines business-planning expertise in finance, budgeting, operations, materials management (logistics), and/or human resources with information technology to analyze and translate departments' business requirements into system deployments.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Business Systems Analyst series. Incumbents independently perform configurations and modifications in two sub-application areas within one (1) primary ERP systems application. Assignments at this level require an in-depth and broader understanding of problem identification, analysis, and resolution. Incumbents at this level must apply a greater breadth and depth of knowledge in ERP systems than the Business Systems Analyst I.

### 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.*

- Analyzes or directs the analysis of current systems software, proposes modifications, and evaluates new software for its impact on systems problems, standards, and procedures.
- Installs computer operating systems. Tests software systems to ensure proper functioning, and assists users to solve operating problems.
- Designs, codes, and tests special software required by the City. Creates application tools for system users, and writes customized programs.
- Conducts the analysis of business functions and high-level business processes to determine how to integrate them into City-wide business application systems. Determines feasibility of opinions, and formulates and presents recommendations.
- Writes and tests complex programs for various mid-range and microcomputer platforms.

## Classification Specification

<b>Classification Title</b>	Business Systems Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Prepares technical documentation and procedural manuals.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

### 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.*

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continually improve customer satisfaction.
- 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

- Bachelor's degree in Management Information Systems, Business Administration, Accounting, Finance, Human Resources, Materials Management, or a closely related field
- Three (3) to five (5) years of experience in the field of enterprise resource planning systems performing configurations, modifications, testing, and implementations duties, including one (1) year performing configurations and modifications within a cross-application environment
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

## Classification Specification

<b>Classification Title</b>	Business Systems Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- ERP software and application configuration for at least one (1) application area
- Business systems applications in finance, materials management (logistics), operations, and/or human resources
- Methods of developing business-process specifications
- Procedures and methods for testing business functions within ERP systems
- Principles and practices of producing effective project documentation, including business functions and technical ERP systems and processes
- Principles of public administration, accounting, organization and management, and business information systems and practices
- Project management techniques
- Software systems development cycle
- Principles and techniques of software and systems quality assurance and control

#### Skill in:

- Troubleshooting and technical problem solving
- Customer service
- Organization and time management

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Analyze, evaluate, and integrate business processes and procedures
- Apply creative thinking in the methods of ERP systems
- Analyze complex business problems, and develop appropriate solutions
- Work independently within established guidelines
- Develop and document business and technical ERP processes, functions, and procedures

### 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.*

## Classification Specification

<b>Classification Title</b>	Business Systems Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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.*

- This position is in an office environment 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.

## Classification Specification

<b>Classification Title</b>	Business Systems Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

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## **BUSINESS ANALYST I/II**

### **DEFINITION**

Under close supervision of the Business Systems Manager, performs specialized professional and technical duties utilizing enterprise resource planning systems. Functioning in a liaison capacity, incumbents combine business-planning expertise in finance, budgeting, operations, materials management (logistics), and/or human resources with information technology to analyze and translate departments' business requirements into system deployments. Incumbents serve all departments within the City.

### **CLASS CHARACTERISTICS**

Business Systems Analyst I: is the entry level in the Business Systems Analyst series. Incumbents at this level possess moderate levels of technical ERP systems skills and functional business knowledge in areas of finance, budgeting, operations, logistics and/or human resources. Assignments at this level require a moderate level of independence. The duties, knowledge and abilities are the same as for the Business Systems Analyst II except that the work assigned is less complex and difficult. Positions at this level are distinguished by the ability to perform modifications and configuration in one application within the City's primary ERP system. Incumbents may advance to the journey level upon obtaining the requisite skills and experience.

Business Systems Analyst II: is the journey level in the business analyst series. Under minimal supervision, and with broad latitude for judgment, incumbents independently perform configuration and modification in two sub-application areas within one primary ERP systems application. Tasks assigned to this level require an in-depth and broader understanding of problem identification, analysis and resolution. Incumbents at this level must apply a greater breadth and depth of knowledge in ERP systems than the Business Systems Analyst I.

### **EXAMPLES OF DUTIES**

1. Analyzes or directs the analysis of current systems software, proposes modifications, and evaluates new software for its impact on systems problems, standards and procedures; installs computer operating systems; tests software systems to insure proper functioning; and assists users to solve operating problems.

**CITY OF RICHMOND  
BUSINESS ANALYST I/II  
PAGE 2**

2. Designs, codes and tests special software required by the City; creates application tools for system users; and writes customized programs.
3. Conducts the analysis of business functions and high-level business processes to determine how to integrate them into City-wide business application systems; determines feasibility of opinions; and formulates and presents recommendations.
4. Writes and tests complex programs for various mid-range and microcomputer platforms; and prepares technical documentation and procedure manuals.

**MINIMUM QUALIFICATIONS**

Knowledge of: ERP software and application configuration for at least one application area; Application software including presentation, spreadsheet and work processing applications; business systems applications in finance, materials management (logistics), operations and/or human resources; methods of developing business process specifications; procedures and methods for testing business functions within ERP systems; principles and practices of producing effective project documentation including business functions and technical ERP systems and processes; principles of public administration, accounting, organization and management, business information systems and practices; principles, practices and techniques of customer service; customers' current business processes; systematic approach to problem solving; time management and organizational skills; project management techniques; software systems development cycle; principles and techniques of software and systems quality assurance and control; principles and practices of technical problem solving.

Ability to: use troubleshooting and analytical skills, apply technical competency with strong computer skills; understand the attitudes and perspectives of supervisors, co-workers and customers; use appropriate interpersonal style and approach to ensure team cohesiveness and cooperation; communicate effectively orally and in writing; utilize time management skills and multi-tasking capabilities; analyze, evaluate and integrate business processes and procedures; apply creative thinking in the methods of ERP systems; analyze complex business problems and develop appropriate solutions; work independently within established guidelines; develop and document business and technical ERP processes, functions and procedures; work effectively in a diversified team; guiding and supporting project team members; establish and maintain cooperative working relationship with customers, employees, co-workers, managers and vendors; handle multiple and parallel projects of an ERP systems nature.

**EDUCATION/EXPERIENCE**

Business Analyst I: A Bachelor's Degree in Management Information Systems, Business Administration, Accounting, Finance, Human Resources, Materials Management or a related field; and one year of progressively responsible full time paid experience in the field of enterprise resource planning system performing

**CITY OF RICHMOND  
BUSINESS ANALYST I/II  
PAGE 3**

configurations, modifications, testing and implementations duties.

**OR**

Three years of experience in the City of Richmond as an advanced functional user in Finance, Human Resources, Operations or Materials Management. One year of which must include performing configurations and modifications within a primary application.

Business Analyst II: A Bachelor's Degree in Management Information Systems, Business Administration, Accounting, Finance, Human Resources, Materials Management or a related field; and three years of progressively responsible full time paid experience in the field of enterprise resource planning system performing configurations, modifications, testing and implementations duties. One year of which must include performing configurations and modifications within a cross application environment.

**OR**

Three years of experience in the City of Richmond class of Business Systems Analyst I. One year of which must include performing configurations and modifications within a primary applications or within at least two sub-applications of a primary application area.

**LICENSE/CERTIFICATION**

As periodically determined by the City to establish and/or maintain the minimal level of skills, knowledge and abilities required by this position and to meet the needs of the City.



## Classification Specification

<b>Classification Title</b>	Cable Television Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Supervises KCRT staff members and operations. Operates and schedules programming on the City's TV channel. Performs, supervises, and reviews remote video productions, and edits projects. Designs on-air billboards and on-air crawls, and recommends purchases.

### CLASS CHARACTERISTICS

This is a single-position classification in which the incumbent works under the general direction of the Director of Information Technology and has working responsibility for the City's video and governmental cable television productions. This position requires some supervision and coordination of subordinate 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.*

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Oversees day-to-day administration of the City CATV activities, including planning, developing, and implementing a wide range of technical cable television management assignments.
- Provides technical expertise for video-related productions in support of the City's community relations programs. Provides input and recommendations for long-term planning for the video-related technology needs of the City.
- Produces high-quality live cablecasts and video broadcasts on the City Government cable television channel.
- Provides technical support for City meetings, special projects, staff presentations, and other production-related events.
- Develops and enters programming schedules into the automated program playback system.
- Establishes and maintains video storage control system.

## Classification Specification

<b>Classification Title</b>	Cable Television Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Writes cable programming schedules for online publication, and performs social media outreach communications as requested.
- Ensures compliance with applicable FCC standards and guidelines.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance by directing multiple groups of employees across more than one (1) business function within an organization unit, including making recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, 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 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 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

- At least two (2) years of relevant college-level course work or an Associate degree from an accredited college or university in Broadcast TV or a closely related field
- Three (3) to five (5) years of experience with TV operations, video productions, scheduling, graphic design, and supervision

## Classification Specification

<b>Classification Title</b>	Cable Television Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

### Required Licenses or Certifications

- California driver's license is an ongoing requirement
- Professionally-recognized broadcast television and/or video certification is highly desirable.

## REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

### Knowledge of:

- Modern office practices and equipment, including applicable software
- TV regulations and scheduling
- Video and audio production
- Graphic programs and online services
- Social media platforms
- Principles and practices of employee supervision
- TV station operations

### Skill in:

- Editing
- Organization and time management
- Troubleshooting
- Proofreading

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Operate video conferencing software
- Review, edit, and execute TV productions
- Monitor departmental budget

## 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.*

## Classification Specification

<b>Classification Title</b>	Cable Television Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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.*

- This position is in an office environment 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.

## Classification Specification

<b>Classification Title</b>	Cable Television Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

## **CABLE TELEVISION MANAGER**

### **DEFINITION**

Under general direction of the Information Technology Director plans, implements, coordinates, and supervises the City's video and government cable television programming production efforts and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is a single-position classification in which the incumbent works under the general direction of the Information Technology Director and has working responsibility for the City's video and governmental cable television productions. This position requires some supervision and coordination of subordinate staff.

### **EXAMPLES OF DUTIES**

*The following duties are typical for this position. Incumbent may not perform all of the listed duties and/or may be required to perform duties other than those set forth below, in order to address business needs and changing business practices.*

1. Provides technical expertise for video-related productions in support of the City's community relations programs.
2. Assists with the long-term planning for the video- and production-related technology needs of the City.
3. Maintains City image and encourages community participation in City government by producing high-quality live cablecasts and video broadcasts on the City's government cable television channel.
4. Provides technical support for city meetings, special projects, staff presentations, and other production-related events.
5. Coordinates and monitors the activities of production personnel during field and studio productions.
6. Develops and enters programming schedules into the automated program playback system.
7. Establishes and maintains video storage control systems; collects and enters new and updated alphanumeric messages for the City's cable channel.
8. Performs social media outreach communications as requested.
9. Writes cable programming schedules for online publication.

**CITY OF RICHMOND  
CABLE TELEVISION MANAGER  
PAGE 2**

10. Compiles necessary information from departments to prepare announcements for the government cable channels; duplicates video in response to specific requests and for playback on the government cable channels.
11. Manages production duties to include technical directing, content creation, producing, and operating camera and audio equipment.
12. Ensures compliance with applicable Federal Communications Commission (FCC) directives, standards, and guidelines.
13. Works with cable company to ensure proper maintenance of the government access channel and its subsystems.
14. Provides support services for Council presentations such as operating projectors, taking photographs, and preparing alphanumeric crawls; checks and ensures adequate levels of video storage media.
15. Supervises the work of operation staff, interns, and weekend on-call personnel.

**MINIMUM QUALIFICATIONS**

Knowledge of: production techniques and procedures for video, audio, media, and broadcast production and post production, including editing, copywriting, development of production schedules, voice acting, master control operation, audio/video processing, and the use of open and closed captioning information in compliance with the Americans with Disabilities Act (ADA) standards and City policy; all applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area, including copyright laws and FCC rules, directives, and regulations; principles and techniques of television production; techniques of videotape editing including single and multisource media; operating procedures and maintenance; various types of video production equipment and audio visual equipment; filing and cataloging procedures; principles of operation of automated playback systems and alphanumeric display systems; supervisory practices and techniques.

Ability to: utilize video editing techniques such as assembly and inset editing; set up, operate, and maintain video production equipment including camera, electronic graphics, audio, and teleprompter; direct multi- and single-camera productions; train, coordinate, assign, and monitor the work of subordinate personnel; communicate effectively; establish and maintain effective working relationships with supervisors, associates, and the public.

**EDUCATION AND EXPERIENCE**

Any combination of education and/or television production experience equivalent to an Associate degree from an accredited college or university in Communications, Television Production, or a related field.

**AND**

**CITY OF RICHMOND  
CABLE TELEVISION MANAGER  
PAGE 3**

Six (6) years of progressively responsible experience in television production, including the responsibility for directing, technical operations, production activities, and/or the operation of video console and allied equipment, and of which a minimum of one (1) year was in the supervision of television operations staff.

**LICENSES/CERTIFICATIONS**

Certifications and/or licenses will be periodically determined by the City to establish and/or maintain the minimal level of skills, knowledge, and abilities required by this position and to meet the needs of the City.

Possession of a valid California Driver License is an ongoing requirement of this position.



## Classification Specification

<b>Classification Title</b>	Cable TV Programming Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs, coordinates, and supervises the production of videotape programs. Performs pre-production and post-production duties.

### DISTINGUISHING CHARACTERISTICS

This class is responsible for the coordination and production of programming. It is distinguished from the Senior Cable TV Production Assistant in that incumbents coordinate and monitor the activity of production personnel. It is distinguished from the Cable TV Manager in that the latter is responsible for overall management of the City's video and governmental cable television productions.

### 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.*

- Coordinates and monitors the activities of production personnel during field and studio productions.
- Develops and enters programming schedules into the automated program playback system.
- Establishes and maintains video tape library control systems. Collects and enters new and updated alphanumeric messages for the City's cable channel.
- Writes cable programming schedules for newspaper publication.
- Compiles necessary information from departments to prepare announcements for the government cable channels. Duplicates tapes and films in response to specific requests and for playback on the government cable channels.
- Performs production duties, including technical directing, creating and producing, and operating camera and audio equipment.
- Provides support services for Council presentations such as operating slide projector, taking photographs, and preparing alphanumeric crawls. Checks and ensures adequate levels of video tape stock.

## Classification Specification

<b>Classification Title</b>	Cable TV Programming Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Work requires 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 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

- Associate's degree in Media, Communications, Television Production, or a closely-related field
- Three (3) to five (5) years of experience in television production, including the responsibility for directing and/or performing technical operations, coordination of production activities, and/or operation of video console and allied equipment
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software

## Classification Specification

<b>Classification Title</b>	Cable TV Programming Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Principles and techniques of television production
- Techniques of videotape editing, including single and multisource
- Operating procedures, maintenance, and various types of video production equipment and audio visual equipment
- Filing and cataloging procedures
- Principles of operation of automated playback system and alphanumeric display systems
- Principles and practices of employee supervision

**Skill in:**

- The use of applicable TV equipment
- Organization and time management

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Utilize film and tape editing techniques such as assembly and inset editing
- Set up, operate and maintain video production equipment including camera, electronic graphics, audio, and teleprompter
- Direct multi- and single-camera productions

### 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	X		

## Classification Specification

<b>Classification Title</b>	Cable TV Programming Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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 requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised: 02/26/2022**

CITY OF RICHMOND, CA

Class Code: PR-278

Established: 3/28/90

Group: Mgmt.

FLSA: Exempt

Revised: 6/28/01

## CABLE TELEVISION PROGRAMMING COORDINATOR

### DEFINITION

Under general direction to plan, perform, coordinate, and supervise the production of video tape programs; perform pre-production and post-production duties, and perform other related work as required.

### EXAMPLES OF DUTIES

Coordinates and monitors the activities of production personnel during field and studio productions; develops and enters programming schedules into the automated program playback system; establishes and maintains video tape library control systems; collects and enters new and updated alphanumeric messages for the City's cable channel; writes cable programming schedules for newspaper publication; compiles necessary information from departments to prepare announcements for the government cable channels; duplicates tapes and films in response to specific requests and for playback on the government cable channels; performs production duties to include technical directing, creating and producing electronic graphics, directing field and studio productions and setting up and operating camera and audio equipment; provides support services for Council presentations such as operating slide projector, taking photographs, and preparing alphanumeric crawls; checks and ensures adequate levels of video tape stock; supervises the work of operation interns and weekend on-call personnel.

### MINIMUM QUALIFICATIONS

#### Knowledge of

Principles and techniques of television production; techniques of videotape editing including single and multisource; operating procedures, maintenance and various types of video production equipment and audio visual equipment; filing and cataloging procedures; principles of operation of automated playback system and alphanumeric display systems.

**CABLE TELEVISION PROGRAMMING COORDINATOR**

**PAGE 2**

**Ability to**

**Utilize film and tape editing techniques such as assembly and inset editing; set up, operate and maintain video production equipment including camera, electronic graphics, audio, and teleprompter; direct multi- and single-camera productions; train, coordinate, assign and monitor the work of subordinate personnel; communicate effectively with City employees and the public; establish and maintain effective working relationships with supervisors, associates and the public.**

**Education and Experience**

**Education: Equivalent to AA degree from an accredited college or university in Communications, Television Production, or closely related field.**

**Related experience in television production may be substituted for education on a year-to-year basis up to two (2) years.**

**AND**

**Experience: Four (4) years of responsible experience in television production, which included the responsibility for directing and/or performing technical operations, coordination of production activities, and/or operation of video console and allied equipment.**

**License: Possession of a valid California Driver's License.**



## Classification Specification

<b>Classification Title</b>	Code Enforcement Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Assists with the coordination of the City's code enforcement activities and permits. Performs more complex office and field duties associated with the interpretation, application, and enforcement of municipal and other related codes dealing with zoning, land use, cannabis, alcohol and tobacco, taxi, building, housing, dangerous buildings, private property inoperable vehicles, noise, litter, sanitation, weeds, and other public nuisance code provisions. Coordinates and provides training and supervision to code enforcement and clerical personnel.

### DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Code Enforcement series. This position is distinguished from the Code Enforcement Manager in that the manager is responsible for broad and complex planning, budgetary, and policy development, and represents the program before public bodies and the community. The supervisor oversees and coordinates the day-to-day first-line supervisory responsibilities, including organizing and assigning daily subordinate work details, and training and evaluating the work of subordinate 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.*

- Ensures compliance with City codes, resolutions, and ordinances which pertain to such areas as nuisances, zoning, cannabis, alcohol and tobacco, taxi, building codes, weed abatement, private property inoperable vehicles, substandard housing, dangerous buildings, health and safety, and other related property maintenance requirements.
- Receives and investigates complaints, and surveys the City for possible code violations.
- Explains ordinances to residents and works with the public to gain voluntary compliance with applicable City ordinances and codes.

## Classification Specification

<b>Classification Title</b>	Code Enforcement Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Inspects dwellings, buildings, vacant lots and, businesses and commercial properties for violations of applicable City ordinances and codes.
- Assists with issuing cannabis, alcohol and tobacco, and taxi permits.
- Assists with conducting cannabis, alcohol and tobacco, and taxi inspections.
- Prepares reports and notices regarding related ordinance, resolution and code violations.
- Utilizes various software programs to perform required research and maintain case investigation records.
- Issues citations and directives to offending parties, outlining or describing steps for compliance.
- Assists with the scheduling of the Unit's workload, and providing supervision, training, and technical assistance to subordinate code enforcement and clerical personnel.
- Assists in the preparation of billing and tax liens relative to administrative abatements and citations.
- Utilizes various police systems according to established protocols, including communicating on the police radio system, and accessing sensitive information in the California Law Enforcement Telecommunications System and through the Police Department's Computer Aided Dispatch (CAD) and data/case management systems.
- Serves as Acting Code Enforcement Manager as required.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires 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.

## Classification Specification

<b>Classification Title</b>	Code Enforcement Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- 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 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

- Associate's degree in Planning, Criminal Justice, Environmental Studies, Public or Business Administration, or a closely related field
- Three (3) to five (5) years of increasingly responsible experience in the area of code enforcement, including at least one (1) year at the supervisory or lead level
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- Certification as a Certified Code Enforcement Officer (CCEO) from California Association of Code Enforcement Officers (CACEO) is an ongoing requirement
- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Land use, zoning, health and safety, and related codes and ordinances
- P.C. 832 rules, evidence, and related procedures
- Basic map reading, and related legal descriptions of real property
- City of Richmond and Richmond Police Department policies and procedures
- Principles and practices of employee supervision

#### Skill in:

- Investigative techniques
- Organization and time management

## Classification Specification

<b>Classification Title</b>	Code Enforcement Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Understanding and interpreting City policies and procedures
- Understanding and interpreting applicable City codes and ordinances
- Explain Richmond Municipal Code regulations
- Research, extract, and retrieve appropriate data from other departments and outside agencies related to Code Enforcement issues and projects

### 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		

## Classification Specification

<b>Classification Title</b>	Code Enforcement Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

Loud noises (85+ decibels such as heavy trucks, construction)	X		
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### 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.*

- Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and light lifting. Exposure to dust, noise, cold, heat, odors, outdoors, confined space, electrical and mechanical hazards, and chemicals and controlled substances. In some instances, there may be exposure to high crime areas in the community. Position is required to carry oleoresin capsicum (OC) spray, commonly known as pepper spray.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

CITY OF RICHMOND, CA

**CLASS CODE:** PR-336  
**ESTABLISHED:** 06/26/08  
**GROUP:** RMEA  
**FLSA:** Exempt

## **CODE ENFORCEMENT SUPERVISOR**

### **DEFINITION**

Under general supervision, the incumbent in this position assists with the coordination of the City's code enforcement activities. The incumbent performs more complex office and field duties associated with the interpretation, application and enforcement of municipal and other related codes dealing with zoning, land use, building, housing, dangerous buildings, inoperable vehicles, noise, litter, sanitation, weeds and other public nuisance code provisions. The incumbent coordinates and provides training and supervision to code enforcement and clerical personnel and performs other related work as assigned.

### **CLASS CHARACTERISTICS**

The Code Enforcement Supervisor reports directly to the Code Enforcement Manager. This position is distinguished from the Code Enforcement Manager in that the manager is responsible for broad and complex planning, budgetary, and policy development and represents the program before public bodies and the community. The supervisor serves to oversee and coordinate the day-to-day first-line supervisory responsibilities, including organizing and assigning daily subordinate work details, and training and evaluating the work of subordinate staff.

### **EXAMPLE OF DUTIES** – (Illustrative Only)

Typical duties may include, but are not limited to, the following:

1. Ensuring compliance with City codes and ordinances which pertain to such areas as nuisances, zoning, building codes, weed abatement, inoperable vehicles, substandard housing, dangerous buildings, health and safety, and other related property maintenance requirements.
2. Receiving and investigating complaints and surveying the City for possible code violations.
3. Explaining ordinances to residents and working with the public to gain voluntary compliance with applicable City ordinances and codes.
4. Inspecting dwellings, buildings, vacant lots, businesses and commercial properties for violations of applicable City ordinances and codes.

5. Preparing reports and notices regarding related ordinance and code violations.
6. Utilizing various software programs to perform required research and maintain case investigation records.
7. Issuing when required, citations and directives to offending parties; outlining or describing steps for compliance.
8. Performing more complex and specialized duties associated with code enforcement.
9. Requesting assistance from other departments and outside agencies as necessary.
10. Assisting with the scheduling of the Unit's workload and providing supervision, training, and technical assistance to subordinate code enforcement and clerical personnel.
11. Assisting in the preparation of billing and tax liens relative to administrative abatements and citations.
12. Serving as Acting Code Enforcement Manager as required.
13. Performing other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Thorough Knowledge of:

- Land use, zoning, health and safety and related codes and ordinances;
- Investigative and persuasive techniques, effective public contact skills, basic computer operation, and report writing skills;
- P.C. 832 rules evidence and related procedures;
- Basic map reading and related legal descriptions of real property;
- City of Richmond and Richmond Police Department policies and procedures; and

CITY OF RICHMOND, CA  
**CODE ENFORCEMENT SUPERVISOR**  
Page 3 of 4

- Basic principles of supervision, including the ability to conduct training and complete performance evaluations.

The following abilities:

- Planning, organizing, assigning, supervising, and reviewing the work of subordinate Code Enforcement and administrative support personnel;
- Understanding and interpreting City policies and procedures;
- Understanding and interpreting applicable City codes and ordinances;
- Explaining Richmond Municipal Code regulations as assigned;
- Handling more complex and sensitive investigations and issues involving code enforcement;
- Handling misdemeanor complaint procedures;
- Communicating clearly, both orally and in writing;
- Establishing and maintaining cooperative work relationships with the public and with fellow employees;
- Researching, extracting, and retrieving appropriate data from other departments and outside agencies related to Code Enforcement issues and projects; and
- Working a flexible schedule that may include evenings and week-ends as needed.

**EDUCATION AND EXPERIENCE**

Education: An Associate's Degree in planning, criminal justice, environmental studies, public or business administration or a closely related field.

Experience: Four (4) years of increasingly responsible experience in the area of code enforcement comparable to that of a Code Compliance Officer I/II, of which at least one (1) year was at the supervisory or lead level.

**LICENSE/CERTIFICATION**

- Possession of a valid California Drivers' License.
- Possession of any combination of certificates from: Statewide California Association Code Enforcement Officials (SCACEO), California Association of Code Enforcement (CACE), or American Association of Code Enforcement (AACE). Zoning Enforcement Officer and Property Maintenance & Housing Inspector certificates are highly desirable.



## Classification Specification

<b>Classification Title</b>	Economic Development Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs administrative work in the planning, coordination, and implementation of the City's economic development functions, including the Port of Richmond, program development and management, and business recruitment and retention. Develops marketing strategies designed to promote City as a business destination. Conducts research and provides analysis on matters of economic health, economic and real estate trends, and international development. Ensures that economic development functions, programs, and activities conform with City plans, goals, timetables, applicable laws, and regulations.

### DISTINGUISHING CHARACTERISTICS

Reporting to the Director of Economic Development, this is a single position class responsible for planning and organizing city-wide marketing plans, economic development and promotional activities. The incumbent must exercise a high degree of professionalism and independent judgment in carrying out their work.

### 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.*

- Collaborates in the development and implementation of the Economic Development Element of the City's General Plan and is responsible for developing the economic development strategies consistent with the Economic Development Element of the General Plan.
- Develops, modifies, and evaluates economic development policies, programs, and procedures. Ensures that the City's economic development efforts are coordinated and complementary to the General Plan, and to the efforts of other public and private agencies, as well as with City departments.
- Manages economic development programs, including business attraction and recruitment, retention and expansion efforts, and coordinates the efforts of all City departments.
- Analyzes and interprets market information regarding a variety of complex data such as available sales tax revenues, retail and commercial space for rent, and

## Classification Specification

<b>Classification Title</b>	Economic Development Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

employment and venture capital trends to track, estimate, and promote development opportunities. Conducts surveys and other research efforts to determine feasibility. Makes recommendations regarding fiscal planning and economic analysis.

- Manages staff and outside contractors engaged in economic development programs and activities, and ensures coordination of economic development strategies, programs, and activities across departmental lines.
- Works closely with local businesses and groups, City departments, and other non-City entities to lead, coordinate, and collaborate on economic development strategies, programs, and activities.
- Coordinates and serves as City Liaison for the Economic Development Commission, and economic development activities with regional agencies and organizations, such as workforce training and industry trade councils.
- Makes budget recommendations and is responsible for ensuring that operations are conducted within authorized allocations.
- Attends and makes presentations at various staff and City Council meetings, public hearings, conferences, and other gatherings to promote the City's economic development.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires 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.
- May lead the work of other professional staff, including but not limited to, clerical and technical staff.

### **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.*

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continually improve customer satisfaction.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

## Classification Specification

<b>Classification Title</b>	Economic Development Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### 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

- Bachelor's degree in Business or Public Administration, Economics, Planning, Marketing, or a closely-related field
- Five (5) to seven (7) years of experience in economic development, including at least three (3) in a supervisory or lead position
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Economic development theories, principles, and practices
- Marketing and public relations theories, principles, and practices
- Real estate development principles, including financial aspects relating to feasibility and cost-benefit analysis
- Retail and commercial real estate marketing, finance, economics, and practices
- Principles of public administration related to budgeting
- Fiscal planning and economic analysis
- Governmental planning
- Federal and state redevelopment laws, regulations, and programs affecting economic development
- Land-use planning processes and practices, zoning, and California Environmental Quality Act (CEQA)
- Private sector business practices
- Supervisory principles

## Classification Specification

<b>Classification Title</b>	Economic Development Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

**Skill in:**

- Leadership
- Organization and time management

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Analyze complex problems, and develop appropriate recommendations and solutions
- Interpret and apply complex rules, regulations, laws, and ordinances
- Plan and organize work, set priorities, and exercise sound independent judgment within established guidelines, including using creative ways to solve issues

**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		

## Classification Specification

<b>Classification Title</b>	Economic Development Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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 requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**  
**Date(s) Revised:**

City of Richmond, CA

Class Code: OA-142  
Established: 10/6/86  
Revised: 01/29/04  
Bargaining Unit: Mgmt  
FLSA: Exempt

## **ECONOMIC DEVELOPMENT ADMINISTRATOR**

### **DEFINITION:**

Under administrative direction, administers and coordinates the City's economic development functions, including program development and management, marketing and public relations; ensures that economic development functions, programs and activities conform with City plans, goals and timetables, applicable laws and regulations; and performs other related work as required.

### **CLASS CHARACTERISTICS:**

This is a one-position class that reports to the Community and Economic Development Director. The incumbent works closely with the City Manager's Office, the Redevelopment Agency, the Planning Department, Employment and Training, and other key departments and staff to plan and develop economic development strategies, programs and activities.

### **EXAMPLES OF DUTIES:**

1. Collaborates in the development and implementation of the Economic Development Element of the City's General Plan. Is responsible for developing the economic development strategies consistent with the Economic Development Element of the General Plan.
2. Develops, modifies and evaluates economic development policies, programs and procedures. Ensures that the City's economic development efforts are coordinated and complementary to the General Plan, and to the efforts of other public and private agencies, as well as with City departments.
3. Evaluates economic development needs and makes recommendations relating to redevelopment or economic development project areas, including enterprise zones and target employment areas. Makes recommendations regarding fiscal planning and economic analysis.

4. Manages economic development programs, including business retention, business attraction, enterprise zone and target employment areas; and coordinates the efforts of all City departments.
5. Seeks out, meets and initiates discussions with developers and business representatives for projects that will enhance the City's economic base. Analyzes, reviews and recommends strategies and financing tools for development and redevelopment projects.
6. Manages staff and outside contractors engaged in economic development programs and activities; and ensures coordination of economic development strategies, programs and activities across departmental lines.
7. Works closely with the Chamber of Commerce, the Council of Industries, the Economic Development Council and other non-City entities to lead, coordinate and collaborate on economic development strategies, programs and activities.
8. Makes budget recommendations; and is responsible for ensuring that operations are conducted within authorized allocations.
9. Attends and makes presentations at various staff and City Council meetings, public hearings, conferences and other gatherings to promote the City's economic development.

#### **MINIMUM QUALIFICATIONS**

**Education:** Graduation from a four (4)-year college with a Bachelor's Degree, preferably in Business or Public Administration, Economics, Planning, Marketing or other related field.

**Experience:** A minimum of six (6) years professional experience in economic development, of which at least three (3) were in a supervisory or lead position.

**Desirables:** Graduate coursework in related subject is preferred.

**Thorough Knowledge of:** Economic development theories, principles and practices; marketing and public relations theories, principles and practices; California Enterprise Zone and Target Employment Areas programs; real estate development principles, including financial aspects relating to feasibility and cost-benefit analysis; retail and commercial real estate marketing, finance, economics and practices; and public and private financing methods and practices.

**Working Knowledge of:** Principles of public administration related to budgeting; fiscal planning and economic analysis; governmental planning; organizational management; Federal and State redevelopment laws, regulations and programs, affecting economic development; land-use planning processes and practices, zoning and CEQA; and private sector business practices.

**Skill in:** Management control, including the ability to direct and motivate diverse individuals toward the achievement of common program goals; and interpersonal relations, including ability to interact with the public, developers, City staff and officials in a positive manner.

**Ability to:** Analyze complex problems and develop appropriate recommendations and solutions; communicate effectively both orally and in writing, including the ability to communicate with diverse audiences on complex subject matters; plan and organize work effectively; plan, direct and evaluate the work of subordinate staff.

**License:** Must possess a valid California Driver's License that is an on-going requirement of this position.



## Classification Specification

<b>Classification Title</b>	Equipment Services Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Plans, organizes, and directs, through subordinate supervisors, the activities of the Equipment Services Division. Responsible for administration of the City-wide vehicle and equipment maintenance and procurement program within general policy guidelines. Formulates policy, develops goals and objectives, supervises staff, administers the division budget, and directs day-to-day activities.

### DISTINGUISHING CHARACTERISTICS

This class has division level responsibility for the administration of the City-wide vehicle and equipment maintenance program within general policy guidelines. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the division budget, and directing day-to-day activities. It is distinguished from Equipment Supervisor in that it has program planning and administration responsibilities for the entire division. It is further distinguished from Deputy Director of Public Works, which is responsible for the administration of several assigned divisions or programs.

### 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.*

- Plans, organizes, coordinates, administers, and directs the work of the Equipment Services Division. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Division.
- Directs maintenance and repair activities, including planning, estimation, scheduling, inspection, and monitoring work.
- Directs the preparation and administration of the division budget. Prepares and maintains a wide variety of written records and correspondence.
- Directs the selection, supervision, work evaluation, and discipline of division staff and provides training and development.
- Coordinates the work of the division with other City divisions and departments, outside agencies or concerned groups.

## Classification Specification

<b>Classification Title</b>	Equipment Services Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Assesses vehicle needs and reviews equipment availability.
- Administers the acquisition of vehicles and equipment and recommends standards for equipment and parts.
- Prepares written reports and correspondence related to the Equipment Services Division for City Council, senior management, neighborhood groups, vendors, and other internal and external entities.
- Manages or directs the management of grant-related processes including grant writing and reporting, implementation of grant-funded projects, and submission of timely reimbursement requests.
- Ensures compliance of division activities to pertinent codes, regulations, and guidelines. Monitors developments related to equipment maintenance and evaluated impact. Implements policy and procedure improvements.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance by directing multiple groups of employees across more than one business function within an organization unit, including making recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, 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.*

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continuously improve customer satisfaction.
- 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 major fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

## Classification Specification

<b>Classification Title</b>	Equipment Services Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Associate's degree in business or closely related field. Sixty (60) hours of City approved training in Human Resources principles and practices may be substituted for the required education. This training must be completed within one year of appointment in order to successfully complete probation. In addition, requires five (5) years of experience in streets maintenance and repair, at least two (2) years of which were at the supervisory level.
- Five (5) years minimum of experience in equipment maintenance and repair, at least two (2) years of which were at the supervisory level
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement
- 60 hours of supervisory training

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Principles and practices of vehicle and equipment maintenance and repair
- Processes and techniques of vehicle and equipment maintenance and repair
- Principles and policies of personnel administration management, direction, evaluation, and supervision of subordinates
- Modern office practices and equipment, including applicable software
- Budget development, implementation, and administration
- Safety regulations, safe work practices and safety equipment related to the work
- Planning, scheduling, and supervision techniques and practices
- Recordkeeping and inventory management

#### Skill in:

- Leadership
- Organization and time management
- Problem solving
- Customer service

#### Ability to:

- Communicate effectively, both orally and in writing

## Classification Specification

<b>Classification Title</b>	Equipment Services Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Establish and maintain effective working relationships
- Manage and direct a significant fleet and equipment services program
- Analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action
- Develop and implement goals, objectives, policies, procedures, work standards and management controls
- Prepare clear and concise records, reports, correspondence, and other written materials

### 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	X		
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	

## Classification Specification

<b>Classification Title</b>	Equipment Services Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### 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 requires frequent exposure to unpleasant environmental conditions and/or hazards. Frequent outside/shop work.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

CITY OF RICHMOND, CA

CLASS CODE: OA-200  
ESTABLISHED: 09/27/07  
GROUP: MGMNT  
FLSA: EXEMPT

## **EQUIPMENT SERVICES SUPERINTENDENT**

### **DEFINITION**

Under the administrative direction, plans, organizes, and directs, through subordinate supervisors, the activities of the Equipment Maintenance Division; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This class has division level responsibility for the administration of the City-wide vehicle and equipment maintenance program within general policy guidelines. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the division budget, and directing day-to-day activities. It is distinguished from Senior Equipment Supervisor in that it has program planning and administration responsibilities for the entire division. It is further distinguished from Deputy Director of Public Works, which is responsible for the administration of several assigned divisions or programs.

### **EXAMPLES OF DUTIES** – (Illustrative Only)

1. Plans, organizes, coordinates, administers and directs the work of the Equipment Maintenance Division; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Division;
2. Directs maintenance and repair activities, including planning, estimation, scheduling, inspection and monitoring work being performed;
3. Directs the preparation and administration of the division budget; prepares and maintains a wide variety of written records and correspondence;
4. Directs the selection, supervision, work evaluation and discipline of division staff and provides for their training and development; interprets City personnel and MOU provisions; provides technical assistance to staff;
5. Coordinates the work of the division with other City divisions and departments, outside agencies or concerned groups;

CITY OF RICHMOND, CA  
**EQUIPMENT SERVICES SUPERINTENDENT**  
Page 2 of 3

6. Assesses vehicle needs and reviews equipment availability;
7. Administers the acquisition of vehicles and equipment and recommends standards for equipment and parts;
8. Prepares written reports and correspondence related to the Equipment Services Division and for senior management and vendors;
9. Ensures compliance of division activities to pertinent codes, regulations and guidelines, monitors developments related to equipment maintenance, and evaluates their impact and implements policy and procedure improvements; and
10. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of:

1. Principles and practices of vehicle and equipment maintenance and repair;
2. Budget development, implementation, and administration;
3. Processes and techniques of vehicle and equipment maintenance and repair;
4. Safety regulations, safe work practices and safety equipment related to the work;
5. Planning, scheduling, and supervision techniques and practices; and
6. Recordkeeping and inventory management.

Skill in:

1. Planning, assigning, directing and coordinating a variety of functional specialties with overlapping work areas;
2. Managing and directing a large vehicle and equipment program;

CITY OF RICHMOND, CA  
**EQUIPMENT SERVICES SUPERINTENDENT**  
Page 3 of 3

3. Selecting, motivating, and evaluating staff and providing for their training and development;
4. Preparing, administering and monitoring a division budget;
5. Analyzing complex operational and administrative problems, evaluating alternatives and recommending or implementing effective courses of action;
6. Developing and implementing goals, objectives, policies, procedures, work standards and management controls;
7. Preparing clear and concise records, reports, correspondence and other written materials;
8. Exercising independent judgment within general policy guidelines; and
9. Establishing and maintaining effective working relationships with those encountered in the course of the work.

**EDUCATION AND EXPERIENCE**

Requires an A.A. degree in Engineering Technology, Facilities Management, Public or Business Administration or closely related field. Sixty hours (60) of City-approved training in Human Resources principals and practices may be substituted for the required education. This training must be completed within one (1) year of appointment in order to successfully complete probation. In addition, requires five (5) years of experience in equipment maintenance and repair, at least two (2) years of which were at the supervisory level.

**LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS**

Incumbent must possess a valid California Driver's License upon employment. License status must be maintained during the course of employment.

**PHYSICAL REQUIREMENTS**

Must be able to work in an office or outdoor setting and have a range of hearing and vision equal to performing the essential functions of the job. Will be subject to a variety of weather conditions and noise, dust, vibrations, various chemicals, and odors associated with job responsibilities. Must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time.



## Classification Specification

<b>Classification Title</b>	Equipment Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Under general supervision, supervises and participates in the work of employees engaged in the maintenance and repair of all City motorized equipment and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This class reports directly to the Equipment Services Superintendent and is responsible for the overall operation of the Equipment Section. Supervision may include participation in formal grievance procedures, as well as preparation of performance evaluations.

### 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.*

- Supervises a team of mechanics and provides diagnosing advice as needed.
- Manages workflow, delegates assignments, and troubleshoots issues to ensure efficient and optimal shop operations.
- Organizes and/or facilitates staff training to ensure the proper and safe operation of all power tools and equipment.
- Prepares monthly departmental billing statements.
- Maintains accurate and complete equipment repair files.
- Plans and implements preventative maintenance programs.
- Performs supervisory personnel functions including annual performance evaluations for assigned staff.
- Composes specifications for new equipment, vehicles and services within budget guidelines and departmental needs.
- Coordinates with vendors to prepare new equipment for active service.

## Classification Specification

<b>Classification Title</b>	Equipment Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Maintains communication with all City departments concerning requirements for daily equipment operation and maintenance.
- Enforces or directs the enforcement of all City and shop safety rules and practices; conducts safety meetings; and organizes safety programs.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (1 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/ effectiveness, issue 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.
- 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

- High School Diploma or GED equivalent
- Three (3) to five (5) years of experience as a journey level mechanic
- Completion of a trade school or on-the-job training program is highly desirable
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

## Classification Specification

<b>Classification Title</b>	Equipment Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- California Driver's License is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Repair of motorized equipment
- Occupational Safety and Health Standards
- Personnel practices and procedures
- Modern office practices and equipment, including applicable software

#### Skill in:

- Leadership
- Problem-solving
- Organization and time management

#### Ability to:

- Assign, supervise and evaluate the work of subordinate personnel
- Prepare routine operational reports and maintain related records
- Train and advise staff in the proper and safe operation of equipment
- Deal effectively and courteously with the general public
- Understand and effectively handle supervisory problems
- Train subordinates to work effectively and safely
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Make operating decisions in conformance with budget limitations
- Effectively manage supply inventory
- Conduct CAL OSHA-compliant regular safety training (i.e. weekly tailgate meetings)
- Maintain complete and accurate records

### 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	

## Classification Specification

<b>Classification Title</b>	Equipment Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

Street environment (near moving traffic)		X	
Construction site	X		
Confined space			X
Vehicle		X	
Warehouse environment		X	
Shop environment			X
Other			
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

City of Richmond, CA

Class Code: SC-745  
Established: 12/08/88  
Revised: 03/25/04  
FLSA: Exempt  
Group: RMEA

## **EQUIPMENT SUPERVISOR**

**DEFINITION:** Under general supervision, plans, assigns and supervises the maintenance and repair of all City motorized equipment; and does related work as required.

**CLASS CHARACTERISTIC:** Incumbents in this class report directly to the Superintendent of Equipment and Transportation and are responsible for the overall operation of the Equipment Section. Supervision may include participation in formal grievance procedures, as well as preparation of performance evaluations.

### **EXAMPLES OF DUTIES:**

1. Organizes and directs the daily maintenance of City equipment; supervises the operations of the repair, body and welding shops, the equipment parts stockroom, and equipment servicing.
2. Maintains and analyzes records for maintenance, planning and replacement programs; maintains file system of all City equipment in service and all rolling stock.
3. Writes specifications for new equipment, vehicles and services within budget guidelines and departmental needs; coordinates purchasing of equipment.
4. Maintains close and continuous contact with all City departments concerning requirements for daily equipment operation and maintenance.
5. Plans and directs preventive maintenance programs; coordinates the preparation and recommends the annual work program and budget for the equipment section.

6. Reviews and approves time cards, payroll sheets and overtime authorizations.
7. Trains and advises subordinates and other employees in the proper operation of City-owned equipment, including proper and safe operation of all power tools and equipment; sets up training schedules for shop personnel.
8. Enforces or directs the enforcement of all City and shop safety rules and practices; conducts safety meetings; and organizes safety programs.

#### **MINIMUM QUALIFICATIONS**

**Knowledge of:** The City's standard word processing and spreadsheet programs such as Word, Excel, SAP program and EMS program that is utilized for all of the City's fleet maintenance needs.

**Ability to:** Assign, supervise and evaluate the work of subordinate personnel; prepare routing operational reports and maintain related records; deal effectively and courteously with the general public; understand and effectively handle supervisory problems; train subordinates to work effectively and safely; and utilize the City's standard word processing and spreadsheet programs such as Word, Excel, SAP program and EMS program.

**Education/Experience:** Any combination of training and experience that would demonstrate possession of the listed knowledges and abilities AND five (5) years experience in fleet maintenance or as a journey level automotive mechanic, equipment mechanic or related field.

**License Required:** Possession of a valid California Driver's License is an ongoing requirement for this work.



## Classification Specification

<b>Classification Title</b>	Human Resources Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Plans, organizes, and provides direction and oversight for comprehensive human resources programs of the City including employee and labor relations, recruitment and selection, job analysis and classification, compensation, benefits administration, worker's compensation and risk/safety program management and employee development and training functions and activities in accordance with the mission, goals and objectives as articulated by the Director of Human Resources.

### DISTINGUISHING CHARACTERISTICS

Under general direction from the Director of Human Resources, the Human Resources Manager provides direct supervision to assigned professional, technical and administrative staff as assigned in one or more program areas within the department.

### 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.*

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Coordinates with City employees and supervisors to ensure workplaces follow federal and state workers' compensation guidelines for job safety, disability law, and claims management.
- Serves as a City-wide consultant by providing information concerning Human Resources Department policies, procedures, wage rates, and terms of labor contracts.
- Represents the Human Resources Department in interdepartmental, interagency, and public meetings. Serves on committees and task forces as assigned.
- Negotiates and initiates contractual agreements.
- Assists in developing City-wide and department goals, objectives, and policies.

## Classification Specification

<b>Classification Title</b>	Human Resources Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Analyzes job duties to determine job-related skills, knowledge, and abilities. Establishes job-related standards for employment and promotion and recommends allocation or reallocation of positions to appropriate classes.
- Prepares, administers, and monitors the departmental budget.
- Interacts with departments and outside vendors to execute contracts and/or process payments.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires managing and monitoring work performance by directing multiple groups of employees across more than one business function within an organization unit, including making recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, 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.*

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continuously improve customer satisfaction.
- 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 major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.

### **MINIMUM QUALIFICATIONS**

#### **Required Education and Experience**

- Bachelor's or Masters degree in Human Resources, Business Administration, Public Administration or a related field

## Classification Specification

<b>Classification Title</b>	Human Resources Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Five (5) to seven (7) years of management or lead experience in Human Resources, Labor Relations, or Employee Relations.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

### Required Licenses or Certifications

- Human Resources Management certification from an accredited institution is highly desirable.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Local, state, and federal laws and guidelines
- City Memorandums of Understandings, Personnel Rules, City Charter and other policies
- Principles and practices of employee supervision
- Procurement, purchasing, and contract principles and policies
- Payroll administration
- City benefits, policies, and deadlines
- Principles and practices of budget administration
- Governmental and administrative policies and procedures

#### Skill in:

- Organization and time management
- Analysis
- Attention to detail
- Conflict resolution
- Public speaking

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain confidentiality of information
- Research and interpret policies and procedures
- Stay abreast of current laws
- Meet scheduled deadlines

## Classification Specification

<b>Classification Title</b>	Human Resources Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Analyze data, define problem areas, and draw logical conclusions
- Prepare clear and concise reports, memoranda, policies, and correspondence
- Identify problem areas, collect and analyze data, draw valid conclusions from available information, and project consequences of decisions and recommendations

### 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	X		
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		

## Classification Specification

<b>Classification Title</b>	Human Resources Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### 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 in an office environment 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:**

## **HUMAN RESOURCES MANAGER**

### **DEFINITION**

To plan, organize, and provide direction and oversight for comprehensive human resources programs of the City including employee and labor relations, recruitment and selection, job analysis and classification, compensation, benefits administration, worker's compensation and risk/safety program management and employee development and training functions and activities in accordance with the mission, goals and objectives as articulated by the Director of Human Resources.

### **CLASS CHARACTERISTICS**

Under general direction from the Director of Human Resources, the Human Resources Manager provides direct supervision to assigned professional, technical and administrative staff as assigned in one or more program areas within the department.

### **EXAMPLES OF DUTIES**

*Depending on assigned areas, duties may include, but are not limited to, the following:*

1. Provide analytical support for labor relations matters and serve as an active member of the City's negotiation team as assigned.
2. Coordinate employee relations activities; provide assistance to management, supervisors, and staff in the interpretation of City policies and procedures and the processing of grievances; coordinate with legal counsel.
3. Perform or direct the performance of job analysis and classification studies; conduct compensation studies and participate in the development of compensation and benefit strategies; interpret, implement, and apply Memorandum of Understanding and resolutions related to employee compensation and benefits.
4. Oversee and/or conduct investigations of alleged harassment or discriminatory conduct affecting City employees; act as liaison with regulatory agencies to address formal complaints; prepare reports and documents as required.
5. Manage and conduct the planning, development, and implementation of the recruitment and selection process to obtain qualified candidates;

**CITY OF RICHMOND**  
**HUMAN RESOURCES MANAGER**  
**PAGE 2**

ensure equal employment opportunity for all candidates.

6. Research, compile, analyze, and evaluate general and statistical information regarding selection procedures, recruitment methods, benefits administration, compensation, and other personnel practices.
7. Direct and oversee the planning and conducting of various training and needs assessment activities.
8. Administer and direct a comprehensive benefits program; act as a liaison with benefit carriers in contract negotiations.
9. Administer and direct a comprehensive Worker's Compensation Program and/or Citywide Risk and Safety Program.
10. Prepare, administer, and assume responsibility for the budget for assigned program areas; forecast additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget, and monitor and control expenditures.
11. Direct, oversee, and develop the business work plan related to assigned program area; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures; and prepare various staff reports on operations and activities.
12. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor the distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of change.
13. Provide for the selection, training, professional development, and work evaluation of assigned staff; implement discipline as required; and provide policy guidance and interpretation to staff.
14. Interpret and apply City rules, policies and procedures, Memoranda of Understanding, and local, state and federal laws.
15. Develop and revise City policies, procedures, and programs.
16. Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the assigned program area.
17. Prepare and direct the preparation of a variety of written correspondence, reports, procedures, and other written materials.
18. Maintain and direct the maintenance of working and official department files.
19. Monitor changes in laws, regulations, and technology that may affect department operations; develop policy and procedural changes as required.

**CITY OF RICHMOND  
HUMAN RESOURCES MANAGER  
PAGE 3**

20. Provide professional assistance to City leadership and staff in areas of expertise.
21. Assume the responsibility of the director in the absence of the Director of Human Resources or as needed.
22. Ensure assigned programs meet all applicable laws, regulations, and City policies.
23. Build and maintain positive working relationships with co-workers, other City employees, and the community.
24. Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of: principles, practices, and techniques of human resources in a public agency setting including recruitment, selection, equal employment opportunity and employee orientation; job analysis and classification; compensation and benefit analysis and administration; employee relations, risk management and safety, including the interpretation of laws, regulations, policies, and procedures; public sector labor relations, including effective negotiation techniques, grievance resolution methods, and progressive discipline; practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports; applicable federal and state laws; City regulations, codes, policies, and procedures; administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff; principles and practices of budget development, administration, and accountability; organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned program; modern office practices, methods, and computer equipment and applications related to the work; English usage, grammar, spelling, vocabulary, and punctuation.

Ability to: provide a high level of customer service to the public and City staff; exercise discretion and maintain confidentiality of sensitive issues on a regular basis; plan, organize, administer, coordinate, review, and evaluate all areas of a comprehensive human resources management program; administer programs and the work of staff independently; provide for the selection, training, development, motivation, and work evaluation of staff; develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department; effectively manage work groups and hold individuals accountable; interpret, apply, and explain complex laws, codes, regulations, and ordinances; provide staff support in complex, sensitive, or difficult human resources related assignments requiring a high level of independent judgment,

**CITY OF RICHMOND  
HUMAN RESOURCES MANAGER  
PAGE 4**

strong analytical skills, and advanced knowledge of applicable laws, regulations, and contractual agreements; effectively represent the department and the City in meetings with governmental agencies, professional, regulatory, and legislative organizations; research, analyze, and evaluate new service delivery methods, procedures, and techniques; make sound, independent decisions in day-to-day activities and in emergency situations; conduct thorough fact finding or investigations as needed; conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports; prepare and present clear and concise reports, correspondence, policies, procedures, and other written materials; make accurate arithmetic, financial, and statistical computations; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical deadlines; operate modern office equipment including computer equipment and specialized software applications programs; identify and take appropriate action when unusual operating problems occur; maintain attention to detail and accuracy while meeting critical deadlines; communicate effectively both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of the work.

**EDUCATION/EXPERIENCE**

Five (5) years of increasingly responsible human resources management experience (such as assignments in the areas of recruitment, selection, classification, training, compensation, employee and labor relations, worker's compensation and risk/safety administration, employee benefits or other pertinent job related areas) including two (2) years of supervisory or lead experience are required.

Education equivalent to a Bachelor's Degree from an accredited college or university with major course work in human resources, business, or public administration or closely related field is required.

**LICENSE AND/OR CERTIFICATE**

Possession of and the ability to maintain a valid California Class C Driver's License is required.

**WORKING CONDITIONS**

Work is performed primarily in the office and typically involves a high degree of concentration, and sound judgment, especially in the consideration of technical and personnel problems. Attendance at night meetings and occasional weekend or after hours work may be required.

**PHYSICAL DEMANDS**

Work requires the ability to sit for long periods of time, stoop, kneel, reach, grasp, write, and perform repetitive hand motions for keyboarding. Exerts up to 20 pounds of force occasionally and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects. Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone. Visual ability sufficient to read and produce printed material and information displayed on a computer screen.



## Classification Specification

<b>Classification Title</b>	Industrial Building Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Under direction of the Building Official or their designee, supervises and coordinates inspection activities at the industrial facility (e.g., Richmond Chevron Refinery or other designated industrial facility) related to construction, reconstruction, or rehabilitation for compliance with laws and ordinances; performs related work, as assigned.

### DISTINGUISHING CHARACTERISTICS

This class is stationed at the industrial facility and manages the day-to-day City permit and inspection activities of the industrial facility. This position will perform field inspections and mechanical, electrical, and plumbing plan reviews. This position also coordinates functions with facility staff, other City departments, and outside agencies to ensure uniformity and consistency, and achieve code compliance.

### 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.*

- Plans, organizes, and oversees inspection and enforcement activities pertaining to the construction, reconstruction, and rehabilitation of industrial and commercial structures.
- Monitors special inspections and special inspection staff, and reviews special inspection reports. Evaluates and approves Special Inspectors and other inspectors for possession of appropriate qualifications.
- Together with the Plan Check Engineer, reviews and evaluates Fabrication Shop applications for listing as Approved Fabricators.
- Inspects work in progress and upon completion to ensure compliance with predetermined standards; resolves issues related to work in progress and operating problems.
- Checks plans and specifications of proposed buildings or structures, and electrical, mechanical and plumbing installations.

## Classification Specification

<b>Classification Title</b>	Industrial Building Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Interprets and reviews codes for contractors, industrial facility staff, architects, engineers, and others as required.
- Issues citations, correction notices, and "stop work" orders.
- Maintains records and files and prepares reports as required.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Job has no responsibility for the direction or supervision of others.

### **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.*

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
- 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**

- Associate's degree with coursework in a related field from an accredited college or university
- Three (3) to five (5) years of experience as a Senior Building Inspector with demonstrated and verifiable experience in industrial facilities
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

## Classification Specification

<b>Classification Title</b>	Industrial Building Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### Required Licenses or Certifications

- California driver's license is an ongoing requirement
- International Code Council (ICC) Combination Inspector certification. Certification must be maintained as an ongoing requirement.
- ICC Plans Examiner certification. Certification must be maintained as an ongoing requirement.
- Possession of or ability to obtain and maintain the required Transportation Worker Identification Credential (TWIG) card.
- Possession of a Building Official Certification is desirable.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- California Code of Regulations Title 24 (California Building Standards Code)
- Construction methods, materials, and safety standards; and principles and practices of plan checking and field inspection
- Building Department operations and procedures
- Principles and methods of conflict resolution
- Special Inspection requirements and programs
- Housing and Community Development (HCD) regulations
- Heavy steel construction including high strength bolting and welding operations
- Quality Assurance and Quality Control practices
- Industrial stairways, platforms, and guardrail systems; industrial electrical systems (high voltage power transformers, switch gears, substations, motor control centers, power control centers, protective relays, power poles, towers, line work, and grounding and bonding of processing plant electrical equipment); industrial lock-out-tag-out procedures, personal gas detection monitors
- Plant entry protocols; and rules governing laboratories
- Modern office practices and equipment, including applicable software

#### Skill in:

- Analytical thinking
- Problem-solving

## Classification Specification

<b>Classification Title</b>	Industrial Building Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Organization and time management

### Ability to:

- Interpret and enforce applicable codes, ordinances, and regulations in a uniform and systematic manner
- Read, examine, and write corrections for submitted plans
- Detect deviations from plans, specifications, and standard installation practices
- Work collaboratively to resolve complex code issues
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing

### 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		

## Classification Specification

<b>Classification Title</b>	Industrial Building Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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 requires outside work and occasional exposure to unpleasant environmental conditions and/or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

## **INDUSTRIAL BUILDING INSPECTOR**

### **DEFINITION**

Under direction of the Building Official or their designee, the Industrial Building Inspector supervises and coordinates inspection activities at the industrial facility (i.e. Richmond Chevron Refinery or other designated industrial facility) related to construction, reconstruction, or rehabilitation for compliance with laws and ordinances; and does related work as assigned.

### **CLASS CHARACTERISTICS**

Stationed at the industrial facility, the Industrial Building Inspector manages the day-to-day City permit and inspection activities of the industrial facility. This position will perform field inspections and mechanical, electrical, and plumbing plan reviews. This position also coordinates functions with facility staff, other City departments, and outside agencies to ensure uniformity and consistency, and achieve code compliance.

### **EXAMPLES OF DUTIES**

*The following duties are typical for this position. Incumbent may not perform all of the listed duties and/or may be required to perform duties other than those set forth below, in order to address business needs and changing business practices.*

1. Plans, organizes, and oversees inspection and enforcement activities pertaining to the construction, reconstruction, and rehabilitation of industrial and commercial structures.
2. Monitors special inspections and special inspection staff, and reviews special inspection reports. Evaluates and approves Special Inspectors and other inspectors for possession of appropriate qualifications.
3. Together with the Plan Check Engineer, reviews and evaluates Fabrication Shop applications for listing as Approved Fabricators.
4. Inspects work in progress and upon completion to ensure compliance with predetermined standards; resolves issues related to work in progress and operating problems.
5. Checks plans and specifications of proposed buildings or structures, and electrical, mechanical, and plumbing installations.
6. Interprets and reviews codes for contractors, industrial facility staff, architects, engineers, and others as required.
7. Issues citations, correction notices, and "stop work" orders

**CITY OF RICHMOND  
INDUSTRIAL BUILDING INSPECTOR  
PAGE 2**

8. Maintains records and files and prepares reports as required
9. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

Thorough knowledge of: California Code of Regulations Title 24 (California Building Standards Code); construction methods, materials, and safety standards; and principles and practices of plan checking and field inspection

Working knowledge of: Building Department operations and procedures; principles and methods of conflict resolution; special Inspection requirements and programs; Housing and Community Development (HCD) regulations; heavy steel construction including high strength bolting and welding operations; Quality Assurance and Quality Control practices; industrial stairways, platforms, and guardrail systems; industrial electrical systems (high voltage power transformers, switch gears, substations, motor control centers, power control centers, protective relays, power poles, towers, line work, and grounding and bonding of processing plant electrical equipment); industrial lock-out-tag-out procedures, personal gas detection monitors, and plant entry protocols; and rules governing laboratories

Skills and Abilities: Interpret and enforce applicable codes, ordinances, and regulations in a uniform and systematic manner; read, examine, and write corrections for submitted plans; detect deviations from plans, specifications, and standard installation practices; express ideas clearly and concisely, both orally and in writing; maintain cooperative working relationships with facility staff, other City departments, engineers, architects, and contractors to resolve complex code issues

**EDUCATION/EXPERIENCE:**

A minimum of five years of experience as a Senior Building Inspector, with demonstrated and verifiable experience in industrial facilities is required.

**LICENSES/CERTIFICATIONS:**

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

ICC Combination Inspector and Plans Examiner certifications are required at the time of hire and thereafter.

Possession of or ability to obtain and maintain the required Transportation Worker Identification Credential (TWIC) card.

Possession of a Building Official Certification is desired.

**PHYSICAL DEMANDS**

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



## Classification Specification

<b>Classification Title</b>	Infrastructure Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Provides professional process management; Computer-Aided Design and Drafting (CADD) management; engineering infrastructure management services; and other work related to the Engineering Division's digital and paper inventory of engineering infrastructure.

### DISTINGUISHING CHARACTERISTICS

This class has department level responsibility for the digital and paper inventory of engineering infrastructures. The incumbent is responsible for updating, maintaining, developing, archiving, and organizing all engineering infrastructure information; analyzing and recommending improvements to engineering infrastructure; recommending, coordinating, and implementing CADD standards; and supporting the Engineering Department staff as the CADD administrator.

### 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.*

- Utilizes computer technology including Geographic Information System (GIS), CADD, and third-party software to inventory engineering infrastructure; performs facilities mapping; models, analyzes, and recommends engineering infrastructure improvements; and drafts and collaborates on the design of engineering infrastructure improvements.
- Maintains the Engineering Division's map room in a clean and orderly fashion. Responsibilities include converting CADD files to engineering record documents; managing archival/scanning processes of engineering record documents; and researching, retrieving, and responding to requests for engineering record documents.
- Establishes and updates written procedures for engineering infrastructure digital and paper inventory. Develops, updates, implements, and enforces CADD Standards Manual; and provides technical CADD support and CADD software maintenance to the engineering staff.

## Classification Specification

<b>Classification Title</b>	Infrastructure Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Conducts field investigations and surveys; produces accurate field notes and translates information into electronic base maps and topographic maps for design and/or facilities mapping.
- Designs, drafts, and maps engineering infrastructures. Prepares alignments, cross sections, profiles, cut/fill quantities, and other graphical information for engineering staff to assess and make final design decisions; and manages plan production process including quality control.
- Maintains and updates the Public Works Department portion of the City's internal/external website along with updating related social media pages, as necessary.
- Manages consultant activities including contract specifications, budgeting, progress tracking, and deliverables; and assists in developing operation budgets related to the production of plans, annual CADD membership/licensing fees, and the Engineering Division's map room maintenance.
- Manages the engineering printing/plotting environment to include customizing plotting routines, writing pen table scripts, plotting batch scripts, ordering and maintaining plotter supplies, and troubleshooting.
- Provides database support to the source control program.
- Maintains the geometric network for sanitary sewer, storm water collection, and other engineering infrastructures (network and field attributes) including their network map books.
- Maintains responsibility for the integration of Closed Circuit Television (CCTV) software with GIS for sanitary sewer and storm water collection; and integration of sanitary sewer and storm water collection system modeling software with GIS.
- Consults and coordinates with the City's GIS Administrator on all matters pertaining to system-wide GIS functions.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Job has no responsibility for the direction or supervision of others.

### **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.*

## Classification Specification

<b>Classification Title</b>	Infrastructure Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continuously improve customer satisfaction.
- 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

- Bachelor's degree from an accredited college or university with course work in Engineering, Computer Science, Physical Sciences or a related field.
- Six (6) years' experience in managing digital inventories of engineering infrastructures, CADD management, CADD design drafting, CADD support, and GIS. Experience should include managing engineering GIS and/or CADD related projects.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Principles, practices, methods, and techniques used in engineering, record drawing preparation, and CADD design drafting
- Equipment, tools, material, and supplies used in engineering support functions
- Mathematical principles and concepts of algebra, geometry, trigonometry, and their application to computer-based engineering
- Basic surveying, hydraulics, construction principles and practices as they relate to the design, mapping, and record documentation of engineering facilities

## Classification Specification

<b>Classification Title</b>	Infrastructure Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- GIS software and tools (ARCInfo, ArcView); CADD software and tools including plotting (AutoCAD); third party software (Mobile GIS, GPS workflow, CMMS, CCTV, and modeling software); web authoring tools; and project management software tools and applications
- Modern office practices and equipment, including applicable software

### Skill in:

- Organization and time management
- Problem-solving

### Ability to:

- Troubleshoot complex engineering mapping, design, and drafting issues
- Interpret maps, database diagrams, construction plans, and survey notes
- Construct data structures and queries for database analysis
- Operate proficiently using AutoCAD to draft and set standards, AutoCAD Civil 3D to design, and AutoCAD MAP 3D to map engineering infrastructures
- Train engineering staff on the proper departmental application of CADD systems
- Perform both technical research and moderately complex engineering calculations, and provide reliable advice on engineering problems
- Update organizational websites and social media sites
- Prepare engineering technical documentation such as departmental user guides and manuals
- Manage contractor activities including writing contract specifications, budgeting, progress tracking and reviewing deliverables
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing

## 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

<b>Classification Title</b>	Infrastructure Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

CITY OF RICHMOND, CA

CLASS CODE: PR-344  
ESTABLISHED: 07/27/10  
GROUP: MGMNT  
FLSA: NON-EXEMPT

## **ENGINEERING INFRASTRUCTURE ADMINISTRATOR**

### **DEFINITION**

Under direction of the Capital Projects Manager, provide professional process management; Computer-Aided Design and Drafting (CADD) management; engineering infrastructure management services; and other work related to the Engineering Department's digital and paper inventory of engineering infrastructure.

### **CLASS CHARACTERISTICS**

This class has department level responsibility for the digital and paper inventory of engineering infrastructures. The incumbent is responsible for updating, maintaining, developing, archiving, and organizing all engineering infrastructure information; analyzing and recommending improvements to engineering infrastructure; recommending, coordinating, and implementing CADD standards; and supporting the Engineering Department staff as the CADD administrator.

### **EXAMPLES OF DUTIES** - (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Use computer technology including GIS, CADD, and third party software to inventory engineering infrastructures; perform facilities mapping; model, analyze, and recommend engineering infrastructure improvements; and draft and design engineering infrastructure improvements.
2. Maintain the Engineering Department's map room in a clean and orderly fashion. Responsibilities include converting CADD files to engineering record documents; managing archival/scanning processes of engineering record documents; and researching, retrieving, and responding to requests for engineering record documents.
3. Establish and update written procedures for engineering infrastructure digital and paper inventory. Develop, update, implement, and enforce CADD Standards Manual; and provide technical CADD support and CADD software maintenance to the engineering staff.
4. Conduct field investigations and surveys; produce accurate field notes, and translate information into electronic base maps and topographic maps for design and/or facilities mapping.

5. Responsible for the design, drafting, and mapping of engineering infrastructure. Able to prepare alignments, cross sections, profiles, cut/fill quantities, and other graphical information for engineering staff to assess and make final design decisions; and manages plan production process including quality control.
6. Maintain and update the engineering portion of the City's internal/external website.
7. Manage consultant activities including contract specifications, budgeting, progress tracking, and deliverables; and assist in developing operation budgets related to the production of plans, annual CADD membership/licensing fees, and the Engineering Department's map room maintenance.
8. Manage the engineering printing/plotting environment to include customizing plotting routines, writing pen table scripts, plotting batch scripts, ordering and maintaining plotter supplies, and troubleshooting.
9. Provide database support to the source control program.
10. Maintain the geometric network for sanitary sewer, storm water collection, and other engineering infrastructures (network and field attributes) including their network mapbooks.
11. Integration of Closed Circuit Television (CCTV) software with GIS for sanitary sewer and storm water collection; and integration of sanitary sewer and storm water collection system modeling software with GIS.
12. Consult and coordinate with the City's GIS Administrator on all matters pertaining to system-wide GIS functions.

### **MINIMUM QUALIFICATIONS**

Thorough Knowledge of: Principles, practices, methods, and techniques used in engineering, record drawing preparation, and CADD design drafting; equipment tools, material, and supplies used in engineering support functions; mathematical principles and concepts of algebra, geometry, trigonometry, and their application to computer-based engineering; basic surveying, hydraulics, construction principles and practices as they relate to the design, mapping, and record documentation of engineering facilities; GIS software and tools (ARCInfo, ArcView); CADD software and tools including plotting (AutoCAD); third party software (Mobile GIS, GPS workflow, CMMS, CCTV, and modeling software); web authoring tools; and project management software tools and applications.

Ability to: Troubleshoot complex engineering mapping, design, and drafting issues; interpret maps, database diagrams, construction plans, and survey notes; construct data structures and queries for database analysis; operate proficiently using AutoCAD to draft and set standards, AutoCAD Civil 3D to design, and AutoCAD MAP 3D to map engineering infrastructures; train engineering staff on the proper departmental application of CADD systems; perform technical research, perform moderately complex engineering calculations, and provide reliable advice on engineering problems; update organizational websites; prepare engineering technical documentation such as departmental user guides and manuals; manage contractor activities including writing contract specifications, budgeting, progress tracking and reviewing deliverables; communicate orally and in writing; and establish and maintain cooperative and effective relationships with staff at all levels and others contacted in the course of work.

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with major course work in Engineering, Computer Science, Physical Sciences or a related field. Six (6) years experience in managing digital inventories of engineering infrastructures, CADD management, CADD design drafting, CADD support, and GIS. Experience should include managing engineering GIS and/or CADD related projects. At least two (2) years of the six (6) years experience should be in local government.

License/Certification: Incumbent must possess a valid California Driver's License upon employment. License status must be maintained during the course of employment.

### **PHYSICAL REQUIREMENTS**

Vision sufficient to read computer screens and operating manuals; must be able to communicate effectively both orally and in writing with co-workers and external customers; must have flexibility to work standing for long periods of time, and capable of lifting heavy plan sets. This position emphasizes speech, hearing and vision.



## Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Under general supervision, supervises and participates in the work of employees engaged in the construction, operation and maintenance of parks, playgrounds, landscaped areas and related buildings and facilities; performs related work as required.

### DISTINGUISHING CHARACTERISTICS

Incumbents in this class report to the Senior Parks Supervisor and provide direct supervision of parks maintenance crews. Supervision may include participation in formal grievance procedures as well as preparations of performance evaluations. Incumbents differ from the Senior Parks Supervisor Class in that they are working supervisors with the responsibility for identifying and correcting hazardous or unsafe conditions and the general maintenance of an assigned geographical or functional crew.

### 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.*

- Supervises and participates in the work of a crew of employees engaged in the development and maintenance of parks, playgrounds, landscaped areas and related buildings and facilities.
- Assigns personnel to the maintenance of particular areas.
- Guides the work in the preparation of sites and the planting, cultivating, weeding, fertilizing, spraying, watering, trimming and removal of grass, trees, shrubs, plants, and flowers, and the regular mowing of grass.
- Supervises and participates in the maintenance and cleaning of park facilities such as restrooms, recreation buildings, fences, roads, walks, playing fields, grandstands, play equipment, and natural areas.
- Inspects, reviews and evaluates the work of crew personnel; estimates need for, and requisitions tools, equipment, supplies and materials.
- Instructs and assists crew members in more difficult work; circulates and enforces safety regulations.

## Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Ensures the safety of parks area by conducting regular inspections and reporting needed maintenance or improvements.
- Enforces or directs the enforcement of all City and shop safety rules and practices; conducts safety meetings; and organizes safety programs.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (1 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/effectiveness, issue 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.
- 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

- High School diploma or GED equivalent
- Three (3) years of progressively responsible experience in park operations or maintenance.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Required Licenses or Certifications

## Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- California Driver's License is an ongoing requirement.
- Incumbents must possess a California Qualified Applicator's Certificate at the time of appointment to this classification.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Parks construction and repair methods, materials and tools
- Maintenance and repair of light power equipment
- General propagating, planting, cultivating, pruning and care of flowers, shrubs, trees and lawns
- Plant and tree diseases and pests common to the San Francisco Bay Area and the methods and materials used in their control and eradication.
- Occupational Safety and Health Standards
- Personnel practices and procedures
- Modern office practices and equipment, including applicable software

#### Skill in:

- Leadership
- Problem-solving
- Organization and time management

#### Ability to:

- Assign, supervise and evaluate the work of subordinate personnel
- Prepare routine operational reports and maintain related records
- Train and advise staff in the proper and safe operation of equipment
- Deal effectively and courteously with the general public
- Understand and effectively handle supervisory problems
- Train subordinates to work effectively and safely
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Make operating decisions in conformance with budget limitations
- Effectively manage supply inventory
- Conduct CAL OSHA-compliant regular safety training (i.e. weekly tailgate meetings)
- Maintain complete and accurate records

## Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### 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.*

- This position requires occasional exposure to unpleasant environmental conditions and/or hazards. Outside work.

## Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

## PARKS SUPERVISOR

### DEFINITION

Under general supervision, supervises and participates in the work of employees engaged in the construction, operation and maintenance of parks, playgrounds, landscaped areas and related buildings and facilities; and does related work as required.

### CLASS CHARACTERISTICS

Incumbents in this class report to the Senior Parks Supervisor and provide direct supervision of parks maintenance crews. Supervision may include participation in formal grievance procedures as well as preparation of performance evaluations. Incumbents differ from the Senior Parks Supervisor Class in that they are working supervisors with the responsibility for identifying and correcting hazardous or unsafe conditions and the general maintenance of an assigned geographical or functional crew.

### EXAMPLES OF DUTIES

Supervises and participated in the work of a crew of employees engaged in the development and maintenance of parks, playgrounds, landscaped areas and related buildings and facilities; assigns personnel to the maintenance of particular areas; guides the work in the preparation of sites and the planting, cultivating, weeding, fertilizing, spraying, watering, trimming and removal of grass, trees, shrubs, plants and flowers, and the regular mowing of grass; supervises and participates in the maintenance and cleaning of park facilities such as restrooms, recreation buildings, fences, roads, walks, playing fields, grandstands, play equipment, and natural areas; inspects, reviews, and evaluates the work of crew personnel; estimates need for and requisitions tools, equipment, supplies and materials; instructs and assists crew members in more difficult work; circulates and enforces safety regulations; ensures the safety of parks area by conducting regular inspections and reporting needed maintenance or improvements.

### MINIMUM QUALIFICATIONS

#### Knowledge of

Parks construction and repair methods, materials and tools;

Maintenance and repair of light power equipment; general propagating, planting, cultivating, pruning and care of flowers, shrubs, trees and lawns;

Plant and tree diseases and pests common to the San Francisco Bay Area and the methods and materials used in their control and eradication.

**Minimum Qualifications (continued)**

**Ability to**

**Assign, supervise and evaluate the work of subordinate personnel;**

**Prepare routine operational reports and maintain related records;**

**Deal effectively and courteously with the general public;**

**Understand and effectively handle supervisory problems;**

**Train subordinates to work effectively and safely.**

**Education/Experience**

**Any combination of training and experience which would demonstrate possession of the listed knowledges and abilities AND three years of progressively responsible experience in park operations or maintenance.**

**Other Requirements**

**Good physical condition for doing strenuous outdoor work. Must possess and maintain a California Driver License at the time of appointment and throughout driving in this class, and have a satisfactory driving record.**

**Incumbents must possess a California Pest Control Applicator's License at the time of appointment to this classification.**



## Classification Specification

<b>Classification Title</b>	Port Marketing and Operations Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Plans, organizes, and directs City marketing and operations activities. Coordinates tenant activities and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

Under the direction of the Port Director or designee, oversees the marketing and operations of the Port. The incumbent is responsible for contract and leasing administration. In addition, the incumbent must oversee marketing efforts to promote economic development at the Port and other key sectors.

### 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.*

- Coordinates with tenants and City staff members to ensure accurate lease administration and revenue collection for City and Port properties.
- Markets City facilities to promote economic development in key sectors.
- May coordinate lay-berth and tariffs processes and activities including contract administration, fee calculation, document processing, and observance of regulatory issues and concerns to improve revenue collections.
- Assists in the preparation of the City's tenant leases and performs associated ongoing maintenance tasks related to required documentation and tenant notifications including developing a rent roll and issuing notices.
- Troubleshoots and resolves tenant issues or problems as needed.
- Negotiates leases, patrols City facilities, and monitors use by tenants.
- Enrolls in membership of key regional and state associations such as California Association of Port Authorities (CAPA).
- Performs related work as required.

## Classification Specification

<b>Classification Title</b>	Port Marketing and Operations Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance by directing multiple groups of employees across more than one business function within an organization unit including making recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, 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.*

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continuously improve customer satisfaction.
- 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 moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree from an accredited college or university in Business and Accounting or a related field
- Three (3) to five (5) years of Maritime/Port experience and experience negotiating contract and leases
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

## Classification Specification

<b>Classification Title</b>	Port Marketing and Operations Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Operating policies and procedures
- Facilities management
- Contract management and oversight
- Modern office practices and equipment, including computers and applicable software

**Skill in:**

- Problem solving
- Project and time management

**Ability to:**

- Prepare contracts and written staff reports
- Prepare communication, reports, presentations, and other products by operating programs such as Microsoft Word, Excel, PowerPoint and other related software
- Calculate costs and fees
- Exercise sound independent judgement
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

### 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	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		

## Classification Specification

<b>Classification Title</b>	Port Marketing and Operations Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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 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:**

**PORT MARKETING/OPERATIONS MANAGER**

**DEFINITION**

Under direction, plans, organizes and directs Port marketing and operations activities; coordinates tenant activity; and does related work as required.

**CLASS CHARACTERISTICS**

This is a one-position class that reports directly to the Port Director. The position exercises a high degree of independent judgment in marketing of port facilities to the maritime community and representing the Port's interest in planning and coordinating projects internally, with outside public agencies and the community at large.

**EXAMPLES OF DUTIES**

1. Assists the Port Director with the planning, organizing, developing and marketing of the facilities of the Port of Richmond.
2. Monitors and controls Port leases.
3. Assists in analyzing the tariff policy changes, particularly concerning their effect on sales volume and customer and trade relations.
4. Promotes Port development.
5. Meets with representatives of industry and commerce to attract business leading to increased utilization of Port facilities.
6. Assures proper use of Port facilities.
7. Directs the Port billing process.
8. Represents the Port in negotiations and meetings with prospective tenants.
9. Prepares progress reports and correspondence.
10. Escorts visitors on tours of facilities.
11. Directs and evaluates subordinate staff.

**PORT MARKETING/OPERATIONS MANAGER  
PAGE 2**

**QUALIFICATIONS**

**General Knowledge of:**

**Maritime marketing and trade development; port operations as regards to scheduling of ships, berthing, loading and unloading liquid and bulk cargo, and mooring; operators responsibility and lessees responsibility; use of land and water area (included is knowledge of different types of operations - bulk liquid, container, break-bulk cargo, R/O-R/O, L/O-L/O, dry bulk, scrap iron); and design and maintenance of facilities to suit specific types of operations.**

**Knowledge of:**

**Federal, State and Local laws applicable to port operations; project planning; and organization and management techniques.**

**Ability to:**

**Communicate effectively, orally and in writing; plan, organize and direct port-related activities; and direct and evaluate subordinate staff.**

**License:**

**Possession of a valid California Driver's License or access to another form of personal transportation.**

**Physical Demands:**

**In addition to requiring sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information in person and over the telephone, duties also require sufficient mobility to attend meetings and inspect various port facilities, which may include bending, climbing ladders and boarding vessels.**

**Education/Experience:**

**Graduation from an accredited 4-year college/university, including Maritime academy, with a degree in Public Administration, Business Administration, Marketing or transportation AND five (5) years of progressively responsible experience in Port operations, Port marketing or related field.**



## Classification Specification

<b>Classification Title</b>	Programmer Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs application modification, programming, and general support of a routine nature for multi-user and/or single user applications in an on-premise network or cloud environment. Such support shall include non-technical end-users, and the classification assists in a wide variety of support activities of the department.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Programmer Analyst series, responsible for programming, analysis, and support work on single and/or multi-user platforms. This position is differentiated from the Programmer Analyst II by performing routine coding, query-language reports, program implementation, and/or testing support. Assignments are performed within a framework of established procedures and the incumbent is expected to perform the full range of duties with some instruction and occasional assistance.

### 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.*

- Gathers and analyzes information regarding user systems and requirements and develops or modifies automated systems to fulfill these needs.
- Moves computer equipment, installs communication devices, performs system backups, installs and configures new software on single and multi-user systems.
- Provides "user" support for canned applications, including file setup, analysis of business needs, report formatting, form design, etc.
- Uses computer generated techniques, simulates hardware and software problems, tests and evaluates alternative solutions, and recommends and implements appropriate applications design.
- Develops program logic and processing steps; codes programs in appropriate language; plans and develops test data to validate new or modified programs; designs input and output forms and documents.

## Classification Specification

<b>Classification Title</b>	Programmer Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Writes program documentation and user procedures and instructions and assists user departments and staff in implementing new or modified programs and applications.
- Writes utility programs to support and validate adopted systems and programs.
- Maintains records and prepares periodic and special reports of work performed.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Job has no responsibility for the direction or supervision of others.

### **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 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**

- Bachelor's degree from an accredited college or university in Information Systems, Data Processing, Computer Science; or a closely related computing systems concentration, or a related field
- Experience in systems development and programming is highly desirable
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### **Required Licenses or Certifications**

- California driver's license is an ongoing requirement

## Classification Specification

<b>Classification Title</b>	Programmer Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Computer programming principles, techniques and procedures for administrative and business applications
- Systems analysis and design procedures and techniques
- Batch processing and online applications techniques
- Forms and documents design techniques
- Operating principles and characteristics of multi user and personal computer hardware such as utilized by the City
- Job planning, prioritizing and scheduling techniques
- Basic accounting, statistical, business administration and office procedures
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Analytical thinking
- Problem-solving

#### Ability to:

- Analyze systems and problems and develop new or modified programs to meet user department needs developing logical and coding their steps into programming instructions
- Develop tests to validate program design
- Troubleshoot hardware and software problems and debug programs and applications
- Prepare clear and concise program documentation, user procedures, reports of work performed, and other written material
- Translate user department needs into operational programs instruction user department staff in the operation of new or revised computer applications, including explaining system concepts to nontechnical users
- Demonstrate sound independent judgement
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing

### 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.*

## Classification Specification

<b>Classification Title</b>	Programmer Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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.*

- This position is in an office environment 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.

## Classification Specification

<b>Classification Title</b>	Programmer Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

Class Code: PR-294  
Established: 9/10/96  
Group: Management  
FLSA: Exempt  
Revised:

## PROGRAMMER ANALYST I

### DEFINITION

Under the supervision of the Applications and Data Processing Manager, performs application modification, programming, and general support of a routine nature for multiuser and/or single user applications in a mainframe, minicomputer, and/or networked environment. Such support shall include non-technical end-users, and the classification assists in a wide variety of support activities of the department.

### CLASS CHARACTERISTICS

This is an entry level classification in a progressive series, responsible for programming, analysis, and support work on single and/or multi-user platforms. The incumbent is expected to perform routine coding, query-language reports, program implementation, and/or testing support. In addition this class should be fully competent in analyzing basic business problems and maintaining extensive contact with user department staff. Assignments are performed within a framework of established procedures, and the incumbent is expected to perform the full range of duties with only some instruction and occasional assistance. This class differs from the lead position of "Programmer Analyst II" in that the latter performs more complex tasks, particularly in systems analysis and program development, works independently, and may provide lead direction over positions in this class.

### EXAMPLES OF DUTIES

1. Gather and analyze information regarding user systems and requirements and develop or modify automated systems to fulfill these needs.
2. Move computer equipment, install communication devices, perform system backups, install and configure new software on single and multi-user systems.
3. Provide "user" support for canned applications, including file setup, analysis of business needs, report formatting, form design, etc.
4. Use computer generated techniques, simulate hardware and software problems, test and evaluate alternative solutions, and recommend and implement appropriate applications design.
5. Develop program logic and processing steps; code programs in appropriate language; plan and develop test data to validate new or modified programs; design input and output forms and documents.
6. Write program documentation and user procedures and instructions and assist user departments and staff in implementing new or modified programs and applications.

7. Write utility programs to support and validate adopted systems and programs.
8. Maintain records and prepare periodic and special reports of work performed.

### MINIMAL QUALIFICATIONS

#### Knowledge of:

1. Computer programming principles, techniques and procedures for administrative and business applications.
2. Systems analysis and design procedures and techniques.
3. Batch processing and on-line applications techniques.
4. Forms and documents design techniques.
5. Operating principles and characteristics of the mainframe computer and personal computer hardware such as utilized by the City.
6. Job planning, prioritizing and scheduling techniques.
7. Basic accounting, statistical, business administration and office procedures.
8. In addition, depending on the needs of the City, knowledge of one or more of the following areas may require thorough knowledge of networking, advanced systems software, client-server/minicomputer computing and operations, data management, data analysis and modeling, information resource management, strategic planning, software tools and utilities, help desk operations, telecommunications, and specialized City application areas (e.g. geographic information systems, desktop publishing, the Internet, etc.).

#### Ability to:

1. Analyze systems and problems and develop new or modified programs to meet user department needs developing logical procedures and coding their steps into programming instructions.
2. Develop tests to validate program design.
3. Troubleshoot hardware and software problems and debug programs and applications.
4. Prepare clear and concise program documentation, user procedures, reports of work performed, and other written material.
5. Translate user department needs into operational programs instructing user department staff in the operation of new or revised computer applications, including explaining system concepts to nontechnical users; making sound independent decisions within established guidelines.
6. Establish and maintain effective working relationships with those contacted in the course of the work.

LICENSES AND CERTIFICATIONS: As periodically determined by the City to establish and/or maintain the minimal level of skills, knowledge, and abilities required by this position and to meet the needs of the City.

TRAINING AND EXPERIENCE

Any combination of training, education, and experience equivalent to a four-year degree from an accredited college or university with a *major* in information systems, data processing, computer science, or a closely related computing systems concentration.



## Classification Specification

<b>Classification Title</b>	Programmer Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs application design and modification, and programming of a routine-to-complex nature for the creation of multi-user and/or single-user applications. In addition, this position supports end-users in a variety of routine-to-complex technical problems, and assists in the other support activities of the department. .

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Programmer Analyst series, responsible for difficult programming and analytical work on single and/or multi-user platforms. This position is differentiated from the Programmer Analyst I by performing mid-level systems analysis, development, implementation, and/or programming work. Assignments are performed within a framework of established procedures, and the incumbent is expected to perform the full range of duties with only occasional instructions or assistance.

### 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.*

- Coordinates assigned system development projects; writes project plans with activities, timelines, and resource requirements; and reports on progress, variances to plans, etc.
- Prepares system design specifications and documentation required for programming efforts that are accomplished in a variety of computer languages and software applications; designs and develops program logic and processing steps; codes programs in various computer languages as needed; plans and develops testing of program applications; develops and documents data requirements, file structures, system logic, forms, reports, and procedures; develops analysis and flow chart program logic and work processes; and plans and develops testing of program applications.

## Classification Specification

<b>Classification Title</b>	Programmer Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Codes and tests complex, multi-user accounting, community development, and other software required by the City; creates application tools for system users; and writes customized programs for single-user systems.
- Keeps supervisor and user department informed on project progress through verbal and written reports; conducts written and visual presentations of relevant data; makes recommendations for final consideration; prepares procedural and computer operating instructions; and may recommend development of new or modified source documents or output formats.
- Writes program documentation and user procedures and instructions; and assists user departments and staff in implementing new or modified programs and applications.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, 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 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 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**

- Bachelor's degree from an accredited college or university in Information Systems, Data Processing, Computer Science, or a related computing systems concentration

## Classification Specification

<b>Classification Title</b>	Programmer Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Two (2) or more years of experience in systems development and programming. Experience must include at least one (1) year of coding in the primary language(s) used by the City
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Principles, practices, and techniques of information systems analysis, design, and management, including systems analysis techniques, relational database management, report generation/query languages, structured programming, data communications fundamentals, and end-user and technical interfacing and communications
- The primary programming language(s) used by the City on both multi-user and/or personal computer platforms
- The use of and technical accounting, statistics, and business systems (e.g., municipal financial, community development software, and office automation software)
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Analytical thinking
- Problem solving

#### Ability to:

- Conduct needs assessments and feasibility studies, analyzes users' needs and problems, defining system requirements, evaluating solutions and feasibility options, establishing priorities, and coordinating resources
- Design programming logic and coding into program instructions and develop program design, etc.
- Provide technical assistance and limited direction to contractors, systems integrators, or other staff
- Create computer files and screens, designing input documents and output reports
- Analyze, organize, streamline, and document operational procedures necessary for successful implementation of new systems and software
- Prepare clear, concise, and well-organized reports and other written material

## Classification Specification

<b>Classification Title</b>	Programmer Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Instruct users with varied levels of expertise, including non-technical users, in the operation of new or modified computer systems and applications
- Demonstrate sound independent judgment
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing

### 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

## Classification Specification

<b>Classification Title</b>	Programmer Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

*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 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:**

City of Richmond

Class Code: PR-293  
Established: 9/10/96  
Group: Management  
FLSA: Exempt

## **PROGRAMMER ANALYST II**

### **DEFINITION**

Under the general supervision of the Applications and Data Processing Manager, performs application design and modification, and programming of a routine to complex nature for the creation of multi-user and/or single user applications in a mainframe, minicomputer, and/or networked environment. In addition this position supports end-users in a variety of routine to complex technical problems, and assists in the other support activities of the department.

### **CLASS CHARACTERISTICS**

This is journey level classification in a progressive series, responsible for difficult programming and analytical work on single and/or multi-user platforms. The incumbent is expected to perform mid-level systems analysis, development, implementation, and/or programming work. In addition this class should be fully competent in analyzing business problems, maintaining extensive contact with user department staff, and able to provide user assistance. Assignments are performed within a framework of established procedures, and the incumbent is expected to perform the full range of duties with only occasional instructions or assistance.

This classification is distinguished from the Application and Data Processing Manager in that the latter has overall management responsibility for the division functions including long-run planning, procurement, evaluating, evaluation of systems and personnel, project assignment, etc.

### **EXAMPLES OF DUTIES**

1. Coordinate assigned system development projects; write project plans with activities, timelines, and resource requirements; report on progress, variances to plans, etc.
2. Prepare system design specifications and documentation required for programming efforts that are accomplished in a variety of computer languages and software applications; design and develop program logic and processing steps; code programs in various computer languages as needed; plan and develop testing of program applications; develop and document data requirements, file structures, system logic, forms, reports, and procedures; analysis and flow chart program logic and work processes; plan and develop testing of program applications.

3. Codes and tests complex, multi-user accounting, community development, and other software required by the City; create application tools for system users; write customized programs for single user systems.

4. Keep supervisor and user department informed on project progress through verbal and written reports; make written and visual presentation of relevant data and recommendations for final consideration; prepare procedural and computer operating instructions and my recommend development of new or modified source documents or output formats.

5. Write program documentation and user procedures and instructions and assist user departments and staff in implementing new or modified programs and applications.

### **MINIMUM QUALIFICATIONS**

#### **Thorough Knowledge of:**

1. The principles, practices, and techniques of information systems analysis, design, and management, including: systems analysis techniques, relational database management, report generation/query languages, structured programming, data communications fundamentals, and end-user and technical interfacing and communications.

2. Specific knowledge shall include: the primary programming languages used by the City on both multi-user and/or personal computer platforms; the use of and technical accounting, statistics, and business systems (e.g., municipal financial, community development software, and office automation software).

3. In addition, depending on the needs of the City, knowledge of one or more of the following areas may require thorough knowledge of networking, advanced systems software, client-server/minicomputer computing and operations, data management, data analysis and modeling, information resource management, strategic planning, software tools and utilities, help desk operations, telecommunications, and specialized City application areas (e.g. geographic information systems, desktop publishing, the Internet, etc.).

#### **Ability to:**

1. Conduct needs assessments and feasibility studies, analyzes users' needs and problems, defining system requirements, evaluating solutions and feasibility options, establishing priorities, and coordinating resources.

2. Design programming logic and coding into program instructions; developing program design, etc.

3. Provide technical assistance and limited direction to contractors, systems integrators, or other staff.

4. Create computer files and screens, designing input documents and output report.
5. Analyze, organize, streamline, and document operational procedures necessary for successful implementation of new systems and software.
6. Prepare clear, concise, and well organized reports and other written material.
7. Instruct users with varied levels of expertise, including non-technical users, in the operation of new or modified computer systems and applications.
8. Establish and maintain effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS: As periodically determined by the City to establish and/or maintain the minimal level of skills, knowledge, and abilities required by this position and to meet the needs of the City.

TRAINING AND EXPERIENCE:

Any combination of training , education, and experience equivalent to a four-year degree from an accredited college or university with major in information systems; data processing, computer science or a closely related computing systems concentration; And a minimum of two (2) years of experience in systems development and programming. Experience must include at least one year of coding in the primary language(s) used by the City.



## Classification Specification

<b>Classification Title</b>	Public Works Administrative Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Under general supervision, performs responsible administrative, organizational, systems, budgetary, statistical, and programmatic work for the department; serves as the primary point of contact, and manages the implementation of all departmental personnel actions, contract and grant administration, facilities maintenance, equipment planning, procurement, and inventory management, and supervises clerical support staff; performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a single position class assigned to direct and coordinate the administrative function of the Public Works Department, including assistance with budgetary preparation and fiscal control, general orientation and training of personnel, safety and accident prevention programs, grant and contract administration, and preparation and implementation of administrative procedures. The incumbent is also responsible for providing general administrative direction to the clerical support personnel. The duties performed by the incumbent require the exercise of considerable judgment and initiative. This position reports to the Public Works Director/Operations and Maintenance.

### 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.*

- Manages all ongoing interaction between the department and the City of Richmond's Human Resources Department, including processing all personnel actions, recruitments, new employee orientation and training, benefit inquiries, timekeeping, and Workers' Compensation processing and claims management.
- Serves as liaison between operational divisions of the department; coordinates the administrative activities between and among the divisions to ensure continuity, consistency and management oversight for the day-to-day administrative functions of all divisions of the department.

## Classification Specification

<b>Classification Title</b>	Public Works Administrative Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Manages the purchase and maintenance of all equipment, furnishings, and supplies needed by the department, and establishes vendor contacts consistent with City policy.
- Manages and administers contracts (or contracts using specialty-funding sources specific to the department); processes payments to contractors consistent with City and agency requirements; establishes and maintains compliance procedures for the assigned department; and ensures that necessary approvals are in place by the City Council and other responsible agencies (or affiliated City of Richmond agencies).
- Prepares or reviews staff reports and resolutions for City Manager, City Council and City boards or commissions.
- Supervises all departmental administrative and clerical support staff.
- Plans and organizes administrative studies relating to the activities or operations of the department or assigned functional areas.
- Prepares technical and staff reports, correspondence, and gathers supporting documentation for internal and external entities.
- Develops and submits budget related requests; develops, administers and monitors budget to actual and fund draw down of project budgets, including grant, bond, and various funding sources.
- Determines analytical techniques and information-gathering processes, and obtains required information and data for analysis.
- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires 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

## Classification Specification

<b>Classification Title</b>	Public Works Administrative Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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 fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, or a related field
- Five (5) to seven (7) years of experience that included responsibility for administrative duties and program activities within a public agency
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Principles, practices, and methods of administrative, budgetary, and organizational analysis
- Financial/comparative analysis principles and techniques
- Modern office practices and equipment, including computers, data management software, and other applicable software
- Public administration principles and practices
- Operations of a municipality
- Public facility management, operation, and maintenance
- Grant administration

#### Skill in:

- Organization and time management
- Analytical thinking

## Classification Specification

<b>Classification Title</b>	Public Works Administrative Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### Ability to:

- Train and provide direction to subordinate personnel
- Plan and organize work effectively
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing

### 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		

## Classification Specification

<b>Classification Title</b>	Public Works Administrative Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### 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 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:**

CITY OF RICHMOND, CA

CLASS CODE: PR-312  
ESTABLISHED: 06/22/06  
GROUP: MGMNT.  
FLSA: EXEMPT

## **PUBLIC WORKS ADMINISTRATIVE MANAGER**

### **DEFINITION**

Under general supervision, performs responsible administrative, organizational, systems, budgetary, statistical and programmatic work for the department; serves as the primary point of contact and manages the implementation of all departmental personnel actions, contract and grant administration, facilities maintenance, equipment planning, procurement and inventory management and supervises clerical support staff; performs related work as required.

### **CLASS CHARACTERISTICS**

This is a single position class assigned to direct and coordinate the administrative function of the Public Works Department, including assistance with budgetary preparation and fiscal control, general orientation and training of personnel, safety and accident prevention programs, grant and contract administration, and preparation and implementation of administrative procedures. The incumbent is also responsible for providing general administrative direction to the clerical support personnel. The duties performed by the incumbent require the exercise of considerable judgment and initiative. This position reports to the Public Works Director/Operations and Maintenance.

### **EXAMPLES OF DUTIES** – (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Manages all ongoing interaction between the department and the City of Richmond's Human Resources Management Department including processing all personnel actions, recruitments, new employee orientation and training, benefit inquiries, timekeeping, and Workers' Compensation processing and claims management.
2. Serves as liaison between operational divisions of the department; coordinates the administrative activities between and among the divisions to ensure continuity, consistency and management oversight for the day-to-day administrative functions of all divisions of the department.

3. Manages the purchase and maintenance of all equipment, furnishings and supplies needed by the department, and establishing vendor contacts consistent with City policy.
4. Manages and administers contracts (or contracts using specialty funding sources specific to the department); processes payments to contractors consistent with City and agency requirements; establishes and maintains compliance procedures for the assigned department; and ensures that necessary approvals are in place by the City Council and other responsible agencies (or affiliated City of Richmond agencies).
5. Supervises all departmental clerical support staff.
6. Plans and organizes administrative studies relating to the activities or operations of the department or assigned functional areas.
7. Determines analytical techniques and information-gathering processes, and obtains required information and data for analysis.
8. Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc.

### **MINIMUM QUALIFICATIONS**

#### Thorough Knowledge of:

Principles, practices and methods of administrative, budgetary and organizational analysis.

Financial/comparative analysis principles and techniques.

Business computer applications, including data management software.

Public administration principles and practices.

Operations of a municipality.

Public facility management, operation and maintenance.

Grant administration.

Skill in:

Analyzing administrative, operational and organizational problems, evaluating alternatives and reaching sound conclusions.

Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.

Maintaining accurate records and files.

Exercising sound judgment within established guidelines.

Written and oral communication, including preparing and presenting reports.

Ability to:

Train and provide direction to subordinate personnel.

Plan and organize work effectively.

**COMPUTER SKILLS**

Effectively operate a personal computer including Internet, Word and Excel software; and use of City standard office equipment.

**EDUCATION/EXPERIENCE**

Possession of a Baccalaureate degree from an accredited college or university with a major in Business or Public Administration or a closely related field and five (5) years of experience that included responsibility for administrative duties and program activities within a public agency.

**LICENSE REQUIRED**

Possession of, or ability to obtain before date of appointment, a valid California Driver's License as an on-going requirement.

**PHYSICAL REQUIREMENTS**

In addition to requiring sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information in person and over the telephone; duties also require sufficient mobility to make site visits.



## Classification Specification

<b>Classification Title</b>	Public Works Streets Maintenance Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Plans, directs, and reviews the programs and maintenance activities of the Streets Division, including street pavement maintenance, traffic signs, pavement markings, and street sweeping of City-owned properties.

### DISTINGUISHING CHARACTERISTICS

This is a single position class at the middle management level. The incumbent is responsible for overseeing the repair and maintenance of City roads.

### 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.*

- Directs street patching, striping, sweeping, and street sign maintenance and installation.
- Develops work schedules and priorities.
- Plans, lays out, estimates, and arranges for material, equipment, and personnel requirements, and explains jobs to supervisors or lead workers.
- Inspects and supervises the work of City crews and outside contractors engaged for the purpose of Street Division maintenance, goals, and objectives. Ensures completion of work and projects by City crews and contractors.
- Maintains inventory, and prepares specifications and requisitions for equipment, contract work materials, and supplies.
- Assists in the development and implementation of goals, objectives, policies, procedures, work standards, and budget in assigned area of responsibility.
- Coordinates and oversees contractor performance.
- Reviews bills from standing purchase orders and approves for payment.
- Responds to complaints and requests from the public.
- Records and prepares reports of Division activities on a database.

## Classification Specification

<b>Classification Title</b>	Public Works Streets Maintenance Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Conducts performance appraisals, employee counseling, and interviews.
- Coordinates maintenance activities with other City departments, divisions and outside agencies.
- Recommends discipline, salary actions, and hiring of personnel.
- Prepares written reports and correspondence related to the Streets Maintenance Division for City Council, senior management, neighborhood groups, vendors, and other internal and external entities.
- Manages or directs the management of grant-related processes, including grant writing and reporting, implementation of grant-funded projects, and submission of timely reimbursement requests.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

Work requires managing and monitoring work performance by directing multiple groups of employees across more than one (1) business function within an organization unit, including making recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, 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 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 significant 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**

## Classification Specification

<b>Classification Title</b>	Public Works Streets Maintenance Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### Required Education and Experience

- Associate's degree from an accredited college or university in Business E or a related field, or sixty (60) hours of City-approved training in Human Resources principles and practices. This training must be completed within one (1) year of appointment in order to successfully complete probation
- In addition, requires five (5) years of experience in streets maintenance and repair, at least two (2) years of which were at the supervisory level
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

### Required Licenses or Certifications

- Must possess and maintain a valid California Driver's Class C License at the time of appointment and throughout work in this class

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Principles and practices of supervision, including work planning and control, scheduling, estimating, and directing work
- Methods, materials, tools and equipment used in the maintenance, repair, striping, and sweeping of streets
- Methods, materials, tools, and equipment used in the operation, maintenance, and clearing of storm drains grates
- Techniques and City processes for planning, specifying and requisition materials, supplies, and equipment, and administering contracts
- Safe working practices, including traffic barriers and controls, and protective clothing and devices
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Organization and time management
- Decision making
- Problem solving
- Customer service

#### Ability to:

- Supervise several work units through subordinate supervisors
- Plan, schedule, assign, appraise, and counsel employees

## Classification Specification

<b>Classification Title</b>	Public Works Streets Maintenance Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Establish and maintain effective working relationships with employees, public, and other agencies
- Communicate effectively, both orally and in writing
- Identify maintenance problems, and develop effective course of action for resolution
- Maintain records, and prepare reports of Division activities, hours, and materials expended
- Read and interpret construction plans, specifications, engineering drawings, and diagrams
- Direct, inspect, and supervise work outdoors in inclement weather
- Perform inspections and supervise work underground, and work in potentially-hazardous conditions

### 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

## Classification Specification

<b>Classification Title</b>	Public Works Streets Maintenance Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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 requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

CITY OF RICHMOND, CA

CLASS CODE: PR-310  
ESTABLISHED: 06/22/06  
REVISED: 09/27/07 v2  
GROUP: MGMNT.  
FLSA: EXEMPT

## **PUBLIC WORKS STREETS MAINTENANCE SUPERINTENDENT**

### **DEFINITION**

Under the direction of the Public Works Operations & Maintenance Director, plans, directs and reviews the programs and maintenance activities of the Streets Division including street pavement maintenance, traffic signs, pavement markings, street sweeping and abatement of City-owned and privately-owned properties.

### **CLASS CHARACTERISTICS**

This is a single position class at the middle management level. The incumbent is responsible for overseeing the repair and maintenance of City roads.

### **EXAMPLES OF DUTIES**

1. Directs street patching, striping, and sweeping; street sign maintenance and installation; and other concrete work.
2. Develops work schedules and priorities under direction of the Public Works Director.
3. Plans, lays out, estimates and arranges for material, equipment and personnel requirements, and explains jobs to supervisors or leadworkers.
4. Inspects and supervises the work of City crews and outside contractors engaged for the purpose of Street Division maintenance, goals and objectives. Ensures completion of work and projects by City crews and contractors.
5. Maintains inventory and prepares specifications and requisitions for equipment, contract work materials and supplies.
6. Assists in the development and implementation of goals, objectives, policies, procedures, work standards, and budget in assigned area of responsibility.
7. Coordinates and oversees contractor performance.
8. Reviews bills from standing purchase orders and approves for payment.

9. Responds to complaints and requests from the public.
10. Records and prepares reports of division activities on a database.
11. Conducts performance appraisals, employee counseling and interviews.
12. Coordinates maintenance activities with other City departments, divisions and outside agencies.
13. Recommends discipline, salary actions and hiring of personnel.

### **MINIMUM QUALIFICATIONS**

#### Thorough Knowledge of:

Principles and practices of supervision including work planning and control, scheduling, estimating and directing work.

Methods, materials, tools and equipment used in the maintenance, repair, striping and sweeping of streets.

Methods, materials, tools and equipment used in the operation, maintenance and clearing of storm drains and pumps.

Techniques and City processes for planning, specifying and requisition materials, supplies and equipment, and administering contracts.

Safe working practices including traffic barriers and controls, and protective clothing and devices.

#### Ability to:

Supervise several work units through subordinate supervisors.

Plan, schedule, assign, appraise and counsel employees.

Establish and maintain effective working relationships with employees, public and other agencies.

Communicate tactfully and effectively with the public.

Identify maintenance problems and develop effective course of action for resolution.

Maintain records and prepare reports of division activities, hours and materials expended.

Use personal computer and related software.

Read and interpret construction plans, specifications and engineering drawings, and diagrams.

Direct, inspect and supervise work outdoors in inclement weather.

Perform inspections and supervise work underground, and work in potentially hazardous conditions.

### **EDUCATION AND EXPERIENCE**

Requires an A.A. degree in Engineering Technology, Public or Business Administration or closely related field. Sixty (60) hours of City approved training in Human Resources principals and practices may be substituted for the required education. This training must be completed within one year of appointment in order to successfully complete probation. In addition, requires five (5) years of experience in streets maintenance and repair, at least two (2) years of which were at the supervisory level.

### **LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS**

Incumbent must possess a valid California Driver's License upon employment. License status must be maintained during the course of employment.

### **PHYSICAL DEMANDS**

Must be able to work in an office or outdoor setting and have a range of hearing and vision equal to performing the essential functions of the job. Will be subject to a variety of weather conditions and noise, dust, vibrations, various chemicals, and odors associated with job responsibilities. Must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time.



## Classification Specification

<b>Classification Title</b>	Public Works Abatement Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Directs, through subordinates, the work activities of the Abatement Division. Directs the execution of warrant abatements, board-ups, demolitions, neighborhood clean-ups, and the removal of illegal dumping, homeless encampments, graffiti, and weeds.

### DISTINGUISHING CHARACTERISTICS

This is a single position class at the middle management level. The incumbent is responsible for the work activities of the Abatement Division of the Public Works Department.

### 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.*

- Oversees a team of employees to perform all Abatement operations safely and effectively within the Public Works department.
- Conducts assessments of all scheduled and planned abatement jobs to identify and address potential hazards and ensure employee safety during the execution and completion of work assignments.
- Coordinates with other City departments and agencies to plan and execute abatement-related tasks.
- Prepares cost estimates for jobs and submits completed invoices to the Code Enforcement division for processing and cost recovery.
- Gathers statistics, and compiles all required reports related to abatement activities for review by Division leadership.
- Performs all personnel management functions, including hiring, conflict management, and performance evaluations.
- Provides Personal Protective Equipment (PPE) and training on proper usage to ensure employee safety.

## Classification Specification

<b>Classification Title</b>	Public Works Abatement Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Oversees the scheduling and dispatching of work crews to complete after-hours emergency board-ups of property.
- Responds to and addresses abatement-related inquiries and complaints received from the public.
- Works collaboratively with internal and external entities to address abatement and beautification-related activities.
- Prepares written reports and correspondence related to the Abatement Division for City Council, senior management, neighborhood groups, vendors, and other internal and external entities.
- Manages or directs the management of grant-related processes, including grant writing and reporting, implementation of grant-funded projects, and submission of timely reimbursement requests.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance by directing multiple groups of employees across more than one (1) business function within an organization unit, including making recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, 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.*

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continually improve customer satisfaction.
- 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 major fiscal responsibility. They are responsible for Division-wide financial decisions. Assures that appropriate linkages exist between budget requests and divisional goals and objectives. Monitors budget plan and adjusts as necessary.

## Classification Specification

<b>Classification Title</b>	Public Works Abatement Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Associate's degree in Business or a related field. Sixty (60) hours of City-approved training in Human Resources principles and practices may be substituted for the required education. This training must be completed within one (1) year of appointment in order to successfully complete probation. In addition, requires five (5) years of experience in streets maintenance and repair, at least two (2) years of which were at the supervisory level
- Five (5) to seven (7) years of supervisory experience in a related division
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- City rules, policies, and procedures
- City geography
- Abatement Division operations and standards
- Principles and policies of personnel administration management, direction, evaluation, and supervision of subordinates
- Modern office practices and equipment, including applicable software
- Budget development, implementation, and administration
- Safety regulations, safe work practices and safety equipment related to the work
- Planning, scheduling, and supervision techniques and practices
- Recordkeeping and inventory management

#### Skill in:

- Leadership
- Organization and time management
- Problem solving
- Customer service

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Manage and direct a significant-fleet and equipment services program

## Classification Specification

<b>Classification Title</b>	Public Works Abatement Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action
- Develop and implement goals, objectives, policies, procedures, work standards, and management controls
- Prepare clear and concise records, reports, correspondence, and other written materials
- Principles and practices of vehicle and equipment maintenance and repair
- Processes and techniques of vehicle and equipment maintenance and repair

### 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

## Classification Specification

<b>Classification Title</b>	Public Works Abatement Superintendent
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### 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 requires occasional outside work and exposure to unpleasant environmental conditions and/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:**

## **PUBLIC WORKS SUPERINTENDENT**

### **DEFINITION**

Under direction of a Deputy Director of Public Works (Operations/Maintenance), through subordinates directs the activities of a major operating division such as Building Maintenance, Street and Sewer Maintenance, Waste Water and Parks.

### **EXAMPLES OF DUTIES**

1. Forecasts and establishes work schedules.
2. Through subordinate supervisors, assigns and directs crews engaged in the maintenance or repair of streets, storm sewers, catch basins, motorized equipment, curbs, gutters and sidewalks, buildings, grounds, parks, sewerage system, treatment plant and pumping stations; and other City-owned facilities.
3. Gives instructions in proper work procedures, resolves work problems and determines the best approach to accomplish work objectives.
4. Determines the need for materials, supplies and equipment.
5. Prepares cost estimates and requisitions.
6. Coordinates training programs and gives instruction on proper safety practices and procedures.
7. Evaluates the performance of supervisory and other personnel.
8. Makes recommendations on budgetary needs.
9. Prepares written and oral reports.
10. Responds to citizens regarding public works maintenance and improvement projects.

### **MINIMUM QUALIFICATIONS**

Thorough Knowledge of: the functional responsibilities of building maintenance management; trade skills, tasks sequences, time segments, and associated

**CITY OF RICHMOND, CA  
PUBLIC WORKS SUPERINTENDENT  
PAGE 2**

costs typically required in heating, ventilation, plumbing, electrical, company carpentry, painting and custodial work; mechanical and motorized equipment used in police, fire and public works operations.

Knowledge of: the practices and procedures, terms and techniques, associated with Public Works maintenance activities; principles and polices of personnel administration management, direction, evaluation, and supervision of subordinates; techniques and procedures used in managing a variety of equipment and equipment repair systems; internal combustion engine, automotive and construction equipment; diesel engines and automatic transmissions; automotive record-keeping practices; evaluating and making repair estimates for buildings, structures, equipment, and modern materials; techniques and equipment used in general street construction, maintenance, repair work and safety practices; laws, ordinances and procedures related to municipal public works; cost control techniques, budget preparation and purchasing procedures; the trades and crafts utilized in street construction and maintenance work; safety practices and procedures; sewer line maintenance, equipment, methods, and materials; the methods and techniques of waste water disposal and treatment, of the plant and equipment used in such work; the proper methods of maintaining related hydraulic and electrical equipment; knowledge of waste water treatment processes; basic organization and administration of municipal parks, recreation facilities, tree programs and maintenance program.

Ability to: plan, organize, and direct the activities of the work; establish work priorities, evaluate operations, and develop appropriate standards, methods and policies; compute time requirements and amount of personnel, materials, and equipment needed for various jobs; read and interpret building plans and specifications; read and interpret technical written material and implement into operation as required; read and interpret engineering drawings and specifications; effectively communicate orally and in writing; maintain effective working relationships with the public and others.

**EDUCATION/EXPERIENCE**

Education: Any combination of training and experience equivalent to completion of two (2) years of college; and

Experience: Five (5) years of supervisory experience in Equipment Maintenance; Facilities Maintenance; Public Works activities or Construction; park maintenance or waste water treatment which demonstrates possession of the above mentioned knowledge, skills and abilities.

AND

**CITY OF RICHMOND, CA  
PUBLIC WORKS SUPERINTENDENT  
PAGE 3**

Possession of a valid California Driver License which is an ongoing requirement.

Highly Desirable: Possession of a Grade 5 Treatment Plant Operator's Certificate issued by the State of California. Although not a requirement for the position, the Public Works Superintendent assigned to the Waste Water Division may be eligible for a salary differential of an additional 5% if in possession of a Grade 5 Treatment Plant Operator's Certificate issued by the State of California.



## Classification Specification

<b>Classification Title</b>	Rent Program Services Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Advises tenants, landlords, property managers, realtors, and other members of the public on the requirements of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance; offers informal mediation services to tenants and landlords to resolve disputes; provides technical and administrative support to the department; responds to inquiries about the program from the public; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Rent Program Services Analyst series. Individuals perform the more routine duties, and perform more advanced duties under close supervision, in one (1) or more of the following areas: legal research and housing policy; compliance and enforcement; and outreach and community engagement. Individuals may advance to the higher-level classification once the requisite experience and skills have been attained.

### 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.*

- Conducts policy research, collects, and analyzes relevant data in areas such as laws, regulations, policies, and programs; maintains databases.
- Assists in developing policies, practices, and procedures, and makes recommendations to senior staff.
- Mediates conflicts between landlords and tenants, and proposes viable options for consideration.
- Advises tenants, landlords, property managers, realtors, and members of the public on the requirements of the Ordinance.
- Interprets and applies rules, regulations, and policies; identifies cases of noncompliance of regulations and requests for exemptions; and refers cases of noncompliance to the staff attorney.

## Classification Specification

<b>Classification Title</b>	Rent Program Services Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Prepares staff reports for management, the Rent Board, and the City Council.
- Makes presentations to staff, the public, the Rent Board, the City Council, and outside agencies and groups.
- Prepares various letters, including courtesy compliance, warning, and violation letters.
- Provides information and assistance to the public and staff regarding relevant laws, regulations, and procedures.
- Works with staff attorney to ensure Rent Program staff and outreach materials are current.
- Coordinates community engagement events.
- Prepares outreach materials, and manages websites and social media accounts.
- Utilizes relevant computer programs in assigned tasks and responsibilities.
- May attend small claims court for minor lawsuits.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

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

## Classification Specification

<b>Classification Title</b>	Rent Program Services Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree from an accredited college or university
- One (1) year of administrative experience, preferably in the public sector, related to the knowledge and abilities required. Related experience may be substituted for the required education on a year-for-year basis up to a maximum of two (2) years
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

#### Desirable Qualifications

- Bilingual skills (Spanish), experience working as a mediator, experience working in public or municipal housing and/or community and economic development field.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including computers and applicable software
- Rent and housing laws
- Principles, practices, and methods of organizational analysis and public administration
- Statistical methods and applications
- Mediation techniques
- Principles of project management

#### Skill in:

- Analytical thinking
- Conflict resolution
- Organization and time management
- Customer service

#### Ability to:

- Learn and interpret relevant laws, regulations, and policies
- Research, analyze, and compile data
- Maintain accurate records and files
- Communicate effectively, both orally and in writing

## Classification Specification

<b>Classification Title</b>	Rent Program Services Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Demonstrate sound judgment
- Multi-task and prioritize work
- Establish and maintain effective working relationships with staff, vendors, and the community
- Negotiate contracts
- Prepare and present effective presentations
- Manage websites and social media accounts
- Conduct community outreach
- Mediate disputes
- Provide effective customer service

### 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		

## Classification Specification

<b>Classification Title</b>	Rent Program Services Analyst I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

Toxic or caustic chemicals, substances, or waste	X		
Loud noises (85+ decibels such as heavy trucks, construction)	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 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:**

DRAFT

**RENT PROGRAM SERVICES ANALYST I**

**DEFINITION**

Responsible for advising tenants, landlords, property managers, realtors and other members of the public on the requirements of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance; offering informal and formal mediation services to tenants and landlords to resolve disputes; providing technical and administrative support to the department; responding to inquiries about the program from the public; and performing related duties as assigned.

**CLASS CHARACTERISTICS**

This class is an entry-level classification in the Rent Program Services Analyst series. Individuals perform the more routine duties, and perform more advanced duties under close supervision in one or more of the following areas: legal research and housing policy; compliance and enforcement; outreach and community engagement. Individuals may advance to the higher-level classification once the requisite experience and skills have been attained.

**EXAMPLES OF DUTIES** - (Illustrative Only)

1. Conducts policy research, collects and analyzes relevant data in areas such as laws, regulations, policies and programs; maintains databases.
2. Assists in developing policies, practices and procedures and makes recommendations to senior staff.
3. Mediates conflicts between landlords and tenants and proposes viable options for consideration.
4. Advises (counsels) tenants, landlords, property managers, realtors, and members of the public on the requirements of the Ordinance.
5. Interprets and applies rules, regulations and policies; identifies cases of noncompliance of regulations and requests for exemptions; refers cases of noncompliance to the staff attorney.

**CITY OF RICHMOND  
RENT PROGRAM SERVICES ANALYST I  
PAGE 2**

6. Prepares staff reports for management, the Rent Board and the City Council.
7. Makes presentations to staff, the public, the Rent Board, the City Council and outside agencies and groups.
8. Prepares various letters including courtesy compliance, warning and violation letters.
9. Provides information and assistance to the public and staff regarding relevant laws, regulations and procedures.
10. Works with staff attorney to ensure Rent Program staff and outreach materials are current.
11. Coordinates community engagement events.
12. Prepares outreach materials and manages websites and social media accounts.
13. May attend small claims court for minor lawsuits.
14. Utilizes relevant computer programs in assigned tasks and responsibilities.

**MINIMUM QUALIFICATIONS**

Knowledge of: Rent and housing laws; principles, practices and methods of organizational analysis and public administration; statistical methods and applications; mediation techniques; related computer hardware and software; principles of project management.

Ability to: Learn and interpret relevant laws, regulations and policies; research, analyze and compile data; maintain accurate records and files; communicate clearly and concisely, both orally and in writing; exercise sound judgment within established guidelines; perform multiple tasks simultaneously and establish priorities; establish effective working relationships with staff, vendors and the community; negotiate contracts; prepare and present effective presentations; manage websites and social media accounts; conduct community outreach; mediate disputes; provide effective customer service; and work effectively with persons from diverse, social, cultural and economic backgrounds.

**EDUCATION/EXPERIENCE**

Graduation from a four (4) year accredited college or university.

**AND**

One (1) year of administrative experience, preferably in the public sector, related to the knowledge and abilities required. Related experience may be substituted for the required education on a year-for-year basis up to a maximum of two (2) years.

Desirable Skills: Bilingual skills (Spanish), experience working as a mediator and experience working in public or municipal housing and/or community and economic development field.

**LICENSES/CERTIFICATIONS**

Valid California Driver License and a satisfactory driving record is an on-going requirement.



## Classification Specification

<b>Classification Title</b>	Rent Program Services Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Advises tenants, landlords, property managers, realtors, and other members of the public on the requirements of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance; offers informal mediation services to tenants and landlords to resolve disputes; provides technical and administrative support to the department; responds to inquiries about the program from the public; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Rent Program Services Analyst series. Individuals perform the more complex assignments in one (1) or more of the following areas: legal research and housing policy; compliance and enforcement; outreach and community engagement; and provide lead direction to support staff. Incumbents are responsible for the more difficult and complex assignments, and are expected to exercise considerable independent judgment in making sound recommendations, and in the management of multiple cases involving complex local and state laws and regulations.

### 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.*

- Conducts policy research, collects, and analyzes relevant data in areas such as laws, regulations, policies, and programs; maintains databases.
- Assists in developing policies, practices, and procedures, and makes recommendations to senior staff.
- Mediates conflicts between landlords and tenants, and proposes viable options for consideration.
- Advises tenants, landlords, property managers, realtors, and members of the public on the requirements of the Ordinance.

## Classification Specification

<b>Classification Title</b>	Rent Program Services Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Interprets and applies rules, regulations, and policies; identifies cases of noncompliance of regulations and requests for exemptions; and refers cases of noncompliance to the staff attorney.
- Prepares staff reports for management, the Rent Board, and the City Council.
- Makes presentations to staff, the public, the Rent Board, the City Council, and outside agencies and groups.
- Prepares various letters, including courtesy compliance, warning, and violation letters.
- Provides information and assistance to the public and staff regarding relevant laws, regulations, and procedures.
- Works with staff attorney to ensure Rent Program staff and outreach materials are current.
- Coordinates community engagement events.
- Prepares outreach materials and manages websites and social media accounts.
- Utilizes relevant computer programs in assigned tasks and responsibilities.
- May attend small claims court for minor lawsuits.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires providing guidance and the potential to oversee another employee. This position may oversee work quality, training, instruction, and work assignments.

### **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.*

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions, or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact, and the ability to respond to aggressive interpersonal interactions.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

## Classification Specification

<b>Classification Title</b>	Rent Program Services Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### 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

- Bachelor's degree from an accredited college or university. A Master's degree is desirable
- Three (3) years of administrative experience, preferably in the public sector, related to the knowledge and abilities required
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

#### Desirable Qualifications

- Bilingual skills (Spanish), experience working as a mediator, experience working in public or municipal housing and/or community and economic development field

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including computers and applicable software
- Rent and housing laws
- Principles, practices, and methods of organizational analysis and public administration
- Statistical methods and applications
- Mediation techniques
- Principles of project management
- Municipal budgetary practices and policies
- Basic supervisory practices and techniques

#### Skill in:

- Analytical thinking
- Conflict resolution
- Organization and time management

## Classification Specification

<b>Classification Title</b>	Rent Program Services Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Customer service

### Ability to:

- Interpret relevant laws, regulations, and policies
- Research, analyze, and compile data
- Maintain accurate records and files
- Communicate effectively, both orally and in writing
- Demonstrate sound judgment
- Multi-task and prioritize work
- Evaluate and direct the work of other staff
- Establish and maintain effective working relationships with staff, vendors, and the community
- Negotiate contracts
- Prepare and present effective presentations
- Manage websites and social media accounts
- Conduct community outreach
- Mediate disputes
- Provide effective customer service

### 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

## Classification Specification

<b>Classification Title</b>	Rent Program Services Analyst II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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 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:**

## **RENT PROGRAM SERVICES ANALYST II**

### **DEFINITION**

Responsible for advising tenants, landlords, property managers, relators and others members of the public on the requirements of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance; offering informal and formal mediation services to tenants and landlords to resolve disputes, providing technical and administrative support to the department; responding to inquiries about the program from the public; and performing related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the journey level classification in the Rent Program Services Analyst series. Incumbents work under general supervision and must be fully competent to perform the more complex assignments in one or more of the following areas: legal research and housing policy; compliance and enforcement; outreach and community engagement; and provide lead direction to support staff. Incumbents are responsible for the more difficult and complex assignments and are expected to exercise considerable independent judgment in making sound recommendations and in the management of multiple cases involving complex local and State laws and regulations.

### **EXAMPLES OF DUTIES** – (Illustrative Only)

1. Conducts policy research, collects and analyzes relevant data in areas such as laws, regulations, policies and programs; maintains databases.
2. Assists in developing policies, practices and procedures and makes recommendations to senior staff.
3. Mediates conflicts between landlords and tenants and proposes viable options for consideration.
4. Advises (counsels) tenants, landlords, property managers, realtors, and members of the public on the requirements of the Ordinance.
5. Interprets and applies rules, regulations and policies; identifies cases of noncompliance of regulations and requests for exemptions; refers cases of noncompliance to the staff attorney.
6. Prepares staff reports for management, the Rent Board and the City Council.

**CITY OF RICHMOND, CA**  
**RENT PROGRAM SERVICES ANALYST II**  
**Page 2**

7. Makes presentations to staff, the public, the Rent Board, the City Council, and outside agencies and groups.
8. Prepares various letters including courtesy compliance, warning and violation letters.
9. Provides information and assistance to the public and staff regarding relevant laws, regulation and procedures.
10. Works with staff attorney to ensure Rent Program staff and outreach materials are current.
11. Coordinates community engagement events.
12. Prepares outreach materials and manages websites and social media accounts.
13. May attend small claims court for minor lawsuits.
14. Utilizes relevant computer programs in assigned tasks and responsibilities.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of: Rent and housing laws; principals, practices and methods of organizational analysis and public administration; municipal budgetary practices and policies; statistical methods and applications; mediation techniques; related computer hardware and software; basic supervisory practices and techniques; principles of project management.

Ability to: Interpret relevant laws, regulations and policies; research, analyze and compile data; maintain accurate records and files; communicate clearly and concisely, both orally and in writing; exercise sound judgment within established guidelines; perform multiple tasks simultaneously and establish priorities; evaluate, direct the work of other staff; establish effective working relationships with staff, vendors and the community; negotiate contracts; prepare and present effective presentations; to manage websites and social media accounts; conduct community outreach, mediate disputes, provide effective customer service; and work effectively with persons from diverse, social, cultural and economic backgrounds.

**EDUCATION/EXPERIENCE**

Graduation from a four (4) year accredited college or university.

**AND**

Three (3) years of administrative experience, preferably in the public sector, related to the knowledge and abilities required.

Desirable Skills: Advanced degree, bilingual skills (Spanish), experience working as a mediator, and experience working in public or municipal housing and/or community and economic development field.

**LICENSES/CERTIFICATIONS**

Valid California Driver License and a satisfactory driving record is an on-going requirement.



## Classification Specification

<b>Classification Title</b>	Senior Programmer Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Develops system applications on single- and multi-user platforms. Performs high-level systems analysis, analyzes business problems, and acts as a lead position, while using a variety of operating systems.

### DISTINGUISHING CHARACTERISTICS

This class is the senior classification in the Programmer Analyst series, responsible for system application development on all single and multi-user platforms. The incumbent performs high-level systems analysis, analyzes business problems, exercises independent judgment, and acts as a lead position, while using a variety of operating systems and programming languages relevant to the city. This single position class is distinguished from the Programmer I/II classifications by the higher degree of software, analysis, operations and design expertise, and specialized knowledge and responsibility for lead worker supervision and direction to the lower-level classifications.

### 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.*

- Designs, creates, configures, and maintains unique or complex processes and/or databases. Performs query management, data extraction, data management, and related reporting.
- Performs complex data step programming, complex data reporting, and other complex technical analytics associated with the City's data.
- Designs, develops, and maintains integrations, automations, and applications using a variety of modern APIs and web services.
- Executes software development lifecycle procedures, including requirements gathering, risk assessment, and programming validation. Prepares and maintains necessary technical documentation and procedure manuals.
- Designs, codes, and tests special software required by the City. Creates application tools for system users and writes customized programs.

## Classification Specification

<b>Classification Title</b>	Senior Programmer Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Collaborates with colleagues and contributes to ongoing development and improvement of department procedures.
- Conducts the analysis of business functions and high-level business processes to determine how to integrate them into City-wide business application systems. Determines feasibility of options, formulates, and presents recommendations.
- Provides technical assistance for internal and external customers.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

### 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 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

- Bachelor's degree in Information Systems, Data Processing, Computer Science, or a closely-related computing systems concentration
- Five (5) to seven (7) years of progressively responsible experience in systems analysis, software development, and/or data processing operations
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

## Classification Specification

<b>Classification Title</b>	Senior Programmer Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Principles, practices, and techniques of information systems analysis, design, and management
- City-operating systems
- Networking
- Data management, data analysis, and modeling
- Information resource management
- Specialized City application areas
- Project management principles
- Primary programming languages

#### Skill in:

- Organization and time management
- Troubleshooting

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Provide technical assistance and administrative direction
- Integrate City minicomputer languages, operating systems, and devices with workstation operation systems, personal computer applications, and LANs as required
- Prepare clear, concise, and well-organized documentation, reports, and other material

### 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

## Classification Specification

<b>Classification Title</b>	Senior Programmer Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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 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:**

## Classification Specification

<b>Classification Title</b>	Senior Programmer Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

DRAFT

City of Richmond

Class Code: PR-290A

Established: 10/28/99

Group: Management

FLSA: Exempt

Revised: 10/26/00

## **SENIOR PROGRAMMER ANALYST**

### **DEFINITION**

Under the general direction of the Applications and Data Processing Manager, performs highly technical work in the development and operation of municipal data processing and computerized applications; application design, application testing, work process design and the other activities of the systems development and programming division.

### **CLASS CHARACTERISTICS**

This is a senior position class that is directly or indirectly responsible for system application development on all single and multi-user platforms (e.g. Police, City Hall, Employment and Training, etc.). The incumbent is expected to perform high-level systems analysis, analyze business problems, exercise independent judgment and act as a "lead" position, while using a variety of operating systems and programming languages relevant to the city.

This classification is distinguished from the Application and Data Processing Manager in that the latter has overall management responsibility for the division functions such as long-term planning, procurement, evaluation of systems and personnel, project assignment, etc.

This single position class is distinguished from the lower level divisional positions by the higher degree of software, analysis, operations and design expertise and specialized knowledge and responsibility for lead worker supervision and direction to the lower level classifications.

### **EXAMPLES OF DUTIES**

1. Analyzes or directs the analysis of current systems software, proposes modifications, and evaluates new software for its impact on systems problems, standards and procedures; installs computer operating systems; tests software systems to insure proper functioning; assists users to solve operating problems.
2. Designs, codes and tests special software required by the City; creates application tools for system users; writes customized programs.
3. Conducts the analysis of business functions and high-level business processes to determine how to integrate them into citywide business application systems; determines feasibility of operations; formulates and presents recommendations.
4. Writes and tests complex programs for various midrange and microcomputer platforms; prepares technical documentation and procedure manuals.

**SENIOR PROGRAM ANALYST  
PAGE 2**

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of:

The principles, practices, and techniques of information systems analysis, design and management, including: systems analysis, structured techniques, relations database management systems, structured programming, data communications fundamentals, and end-user and technical interfacing and communications; specific knowledge shall include: project management tools and software life cycle methodologies; the primary programming languages used by the City on both multi-user and personal computer platforms; the operating systems associated with the City's computers; and the global software application design and operations similar to those used by the City (e.g., municipal financial, community development software, and office automation software); and in addition, depending on the needs of the City, knowledge of one or more of the following areas may require thorough knowledge of networking, advance systems software, client-server/minicomputer computing and operations, data management, data analysis and modeling, information resource management, strategic planning, software tools and utilities help desk operations, telecommunicators and specialized City application areas (e.g. geographic information systems, desktop publishing, the Internet, etc.)

Ability to:

Provide technical assistance and administrative direction to assigned subordinates; integrate City minicomputer languages, operating systems and devices with work station operation systems, personal computer applications and LANS as required; direct and review the work of others; perform systems analysis and work follow design, analysis, and bench marking; perform project management including scheduling, developing critical paths, tracking, contingency planning, resource allocation and team leadership; train technical staff and end-users; write clear, concise, and well-organized documentation, reports and other material; and establish an effective and sound working relation staff and others.

License and Certifications: As periodically determined by the City to establish and/or maintain the minimal level of skills, knowledge, and abilities required by this positions and to meet the needs of the City.

Training and Experience:

Graduation from a four (4) year degree from an accredited college or university with a major in information systems, data processing, computer science, or a closely related computing systems concentration; AND a minimum of three (3) years of progressively responsible experience in systems analysis, software development and/or data processing operations. Experience must include at least one (1) year of systems analysis and software development, and one (1) year of systems development team supervision. Experience may be substituted on a year-for-year basis.



## Classification Specification

<b>Classification Title</b>	Senior Business Assistance Officer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Under administrative direction, provides direction and project leadership for activities and programs of the City's Economic Development Division, including business recruitment, job development, and business retention and expansion strategies. Conducts research, and provides analysis on matters of economic health, real estate trends, and regional and international development, keeping the City of Richmond competitive and innovative. Assists in the development of City policies that affect the local economy, and serves as a member of the department's management team.

### DISTINGUISHING CHARACTERISTICS

The Senior Business Assistance Officer is a senior management class position in the City Manager's Office, Economic Development Division. The incumbent acts as a City liaison to the business community providing coordination and comprehensive services, works closely with key City staff and other stakeholders, exercises a high degree of independent judgment, and has significant management responsibility for activities that assist in the retention, growth, expansion and promotion of businesses in Richmond.

### 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.*

- Oversees the City-wide Business Retention and Expansion Program and conducts business assistance support activities.
- Establishes business relationships, and manages an ongoing business information database, tracks employment, sales tax, commercial property, and other pertinent information about Richmond businesses.
- Maintains knowledge of business economic trends, innovative markets, and growth patterns City-wide.
- Connects businesses to technical assistance programs for business opportunities.
- Maintains knowledge of regional, state, and federal grants, grant and program development, and local support programs with service providers for small businesses.

## Classification Specification

<b>Classification Title</b>	Senior Business Assistance Officer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Ensures that the City's business development strategies and sustainable efforts are coordinated City-wide.
- Coordinates efforts of various City departments in business assistance.
- Administers requests for proposals, and/or requests for qualifications for Port and economic-related properties and programs.
- Evaluates market conditions to stay competitive with real property rates for marine and other related facilities.
- Evaluates economic trends in the maritime industry, elevates the City of Richmond's competitive advantage, and creates plans to attract new business.
- Negotiates Port tenant leases as they become available.
- Maintains and coordinates capital improvement projects for Port facilities, maintenance, and dredging.
- Participates in Port regional efforts within California and internationally to stay competitive and share resources.
- Monitors and coordinates federal and state grant opportunities to fund improvements.
- Serves as the liaison and staff to economic development and port commissions.
- Establishes, modifies, and evaluates program standards, policies, and procedures.
- Makes budget recommendations, and ensures that operations are conducted within authorized allocations.
- Manages reporting to state and federal agencies.
- Manages the coordination of annual special district tax levy and Port tariff processes.
- Manages the coordination of the City-wide marketing supplement.
- Produces staff reports, presentations, and other related material.
- Attends and makes presentations at various staff and City Council meetings, public hearings, conferences, and community meetings to promote the City's business assistance, and economic development programs and strategies.
- Maintains supervision of support staff.
- Performs related work as required.

## Classification Specification

<b>Classification Title</b>	Senior Business Assistance Officer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance by directing multiple groups of employees across more than one (1) business function within an organization unit, including making recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, 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.*

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continually improve customer satisfaction.
- 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 moderate fiscal responsibility. May be responsible for the billing, collection, and/or accounting of funds.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree from an accredited college or university in Business or Public Administration, Economics, Planning, or a related field
- Five (5) to seven (7) years professional experience in business assistance, economic development, redevelopment, finance, and business development activities, of which at least two (2) years were in a supervisory or lead position
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

## Classification Specification

<b>Classification Title</b>	Senior Business Assistance Officer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Theory, methods, and practice of community and economic development, including redevelopment and business assistance
- Federal and State redevelopment laws, regulations, and programs affecting business assistance and economic development
- Economic revitalization principles and other commercial revitalization strategies
- Commercial lending, small business financial assistance, financial counseling, loan packaging, loan program marketing, credit analysis and underwriting, loan workouts, collections, loan product development, and loan program administration
- Principles and public administration related to budgeting, fiscal planning and economic analysis, governmental planning, and organizational management
- Public and private financing methods and practices
- Private business resources and practices
- Cannabis and cannabis equity programs
  
- Marketing principles and strategies
- Maritime lay berth and leasing
- Utility fee reimbursements
- Modern office practices and equipment, including computers and applicable software
- Supervisory principles

#### Skill in:

- Public relations
- Leadership
- Public speaking
- Analytical thinking
- Problem solving
- Organization and time management

#### Ability to:

- Analyze complex problems, and develop appropriate recommendations and solutions
- Communicate effectively, both orally and in writing, with diverse audiences on complex subject matters
- Plan, direct, and evaluate the work of subordinate staff

## Classification Specification

<b>Classification Title</b>	Senior Business Assistance Officer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Establish and maintain effective working relationships
- Prepare narrative and technical reports
- Conduct presentations
- Work nights and weekends as required

### 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

## Classification Specification

<b>Classification Title</b>	Senior Business Assistance Officer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

*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 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:**

## **SENIOR BUSINESS ASSISTANCE OFFICER**

### **DEFINITION**

Under general supervision, provides direction and project leadership for activities and programs of the City's Economic Development Division, including business recruitment, job development, and business retention strategies. Conducts research and provides analysis on matters of economic health, economic and real estate trends, and international development. Assists in the development of City policies that affect the local economy; and serves as a member of the department's management team.

### **CLASS CHARACTERISTICS**

The Senior Business Assistance Officer is a senior management class position in the City Manager's Office, Economic Development Division and reports to the Deputy City Manager, Economic Development, or designee. The incumbent acts as a City liaison providing coordination and comprehensive services to the business community, works closely with key City staff and other stakeholders, exercises a high degree of independent judgment, and has significant management responsibility for activities that assist in the retention, growth, expansion and promotion of businesses in Richmond.

### **EXAMPLE OF DUTIES**

1. Designs, develops, and implements strategies and programs for business attraction, retention and expansion efforts.
2. Creates databases to track businesses, vacant and available land and other tools to measure economic activity.
3. Managing technical assistance programs to businesses seeking opportunities and support in the City of Richmond.
4. Managing grants, hubs, and other support programs for small businesses.
5. Ensures that the City's business development efforts are coordinated and complementary to the efforts of other public and private entities.
6. Coordinates the efforts of various City departments in the area of business assistance.
7. Makes budget recommendations and is responsible for ensuring that operations are conducted within authorized allocations.

8. Attends and makes presentations at various staff and City Council meetings, public hearings, conferences, and community meetings to promote the City's business assistance and economic development programs.
9. Issues and administers requests for proposal to lease marine terminals, yards, docks, and buildings.
10. Evaluates market conditions and lease rates for marine terminals and related facilities.
11. Evaluates trends in the maritime industry and creates plans to attract new business to the City.
12. Coordinates with existing Port tenants to ensure they have the facilities and resources necessary to succeed.
13. Monitors other Ports within California to evaluate potential for loss of market share.
14. Monitors federal and state grant opportunities to fund improvements to the Port. Coordinates applications to secure grant funding.

### **MINIMUM QUALIFICATIONS**

A combination of education and experience equivalent to graduation from an accredited college or university in Economics, Business or Public Administration, Planning and/or other related field.

A minimum of five (5) years professional experience in business assistance, economic development, and business development activities, of which at least two (2) were preferably in a supervisory or lead position.

Graduate course work in related subjects is desired and may replace for experience for two (2) years.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough Knowledge of: methods and practice of economic development, including business assistance and retention; Federal and state laws, regulations and programs affecting business assistance and economic development; Main Street principles and other commercial revitalization strategies; small business financial assistance, principles and public administration related to budgeting, fiscal planning and economic analysis, governmental planning and organizational management; public and private financing methods and practices; private business resources and practices; marketing principles and strategies; maritime lay berth and leasing; and utility fee reimbursements.

Skilled in: management control, including the ability to direct and motivate diverse individuals towards the achievement of common program goals; interpersonal relations, including ability to interact with the public, community based organizations, residents, City staff and officials in a positive manner; narrative and technical report preparation and presentations.

Ability to: analyze complex problems and develop appropriate recommendations and solutions; communicate effectively both orally and in writing, including the ability to communicate with diverse audiences on complex subject matters; plan and organize work effectively. The incumbent must exercise a high degree of professionalism and independent judgment in carrying out their work.

**LICENSE/CERTIFICATION**

A valid California Driver's License is an on-going requirement of this position.



## Classification Specification

<b>Classification Title</b>	Stationary Engineer Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Under general supervision, supervises and participates in the work of employees that conduct maintenance, repair, installation, and operation of Heating, Ventilation and Air Conditioning equipment and controls, plumbing, building appliances, low and high voltage electrical equipment, and swimming pools. Provides safety training, and orders supplies and equipment.

### DISTINGUISHING CHARACTERISTICS

The Stationary Engineer Supervisor schedules, assigns and supervises work related to micro turbines, building electronic maintenance systems (EMS), photovoltaic cells, ventilation systems, plumbing, and related mechanical equipment.

### 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.*

- Reviews work orders and planned repairs, determines priorities, and strategically delegates staff work assignments to optimize efficiency and productivity.
- Monitors maintenance records to develop schedules for inspections, testing, and preventative maintenance.
- Coordinates with external contractors to provide access for the completion of facilities services and ensures City policies and procedures are followed.
- Performs inspections of City buildings to ensure all facilities equipment is in proper working order.
- Maintains supply inventories, and orders materials and parts necessary for the completion of projects and repairs.
- Manages personnel functions, including staff performance appraisals, and provides mandatory safety training in compliance with rules and regulations.
- Prepares and submits weekly reports to City leadership as required.

## Classification Specification

<b>Classification Title</b>	Stationary Engineer Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Enforces or directs the enforcement of all City and shop safety rules and practices; conducts safety meetings; and organizes safety programs.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Work requires 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, issue 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.
- 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

- High School diploma or GED equivalent
- Three (3) to five (5) years of experience in the operation, maintenance, and repair of micro turbines, P/V cells, low pressure boilers, HVAC systems, plumbing, elevators, door closers, fasteners, and related mechanical equipment, including experience in a leadership role
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

## Classification Specification

<b>Classification Title</b>	Stationary Engineer Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- California driver's license is an ongoing requirement
- Heating, Ventilation, and Air Conditioning (HVAC) technical certificate
- U.S. Environmental Protection Agency (EPA) certification
- Asbestos Maintenance Worker certification
- Certified Pool Operator certification

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- City rules, policies, and procedures
- Machines and tools, repair and maintenance
- Facilities equipment in each City building
- Building maintenance procedures and practices
- Operation and maintenance of Heating, Ventilation, and Air Conditioning, boilers, plumbing, and swimming pool equipment
- Occupational Safety and Health Standards
- Personnel practices and procedures
- Modern office practices and equipment, including applicable software

#### Skill in:

- Leadership
- Problem solving
- Organization and time management

#### Ability to:

- Assign, supervise, and evaluate the work of subordinate personnel
- Prepare routine operational reports, and maintain related records
- Train and advise staff in the proper and safe operation of equipment
- Deal effectively and courteously with the general public
- Understand and effectively handle supervisory problems
- Train subordinates to work effectively and safely
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Make operating decisions in conformance with budget limitations
- Effectively manage supply inventory
- Conduct CAL OSHA-compliant regular safety training (i.e., weekly tailgate meetings)

## Classification Specification

<b>Classification Title</b>	Stationary Engineer Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Maintain complete and accurate records

### 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: Swimming pool environment			X
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 requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.

## Classification Specification

<b>Classification Title</b>	Stationary Engineer Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

CITY OF RICHMOND, CA

Code: SC-737  
Established: 05/26/05  
Unit Group: RMEA  
FLSA: Exempt

## **STATIONARY ENGINEER SUPERVISOR**

**DEFINITION:** Under direction, supervises other Stationary Engineers as well as the operations and maintenance of H.V.A.C. systems, micro turbines, low pressure boilers, plumbing, elevators, and related mechanical equipment.

**CLASS CHARACTERISTICS:** The Stationary Engineer Supervisor schedules, assigns and supervises work related to micro turbines, building electronic maintenance systems (EMS), photovoltaic cells, ventilation systems, plumbing, and related mechanical equipment.

### **EXAMPLES OF DUTIES:**

1. Reports need for major maintenance and repair work.
2. Supervises, plans, assigns, coordinates and evaluates the work of subordinate Stationary Engineers.
3. Performs daily review of boiler and operating logs; notes irregularities; and determines corrective actions as necessary.
4. Maintains liaison with utility and communication companies for the installation, repair and maintenance of system and equipment.
5. Prepares work specifications for the replacement or new installation of underground piping and tanks, ventilation systems and auxiliary systems and parts; assists in preparing work contracts for the part of the work within assigned responsibility; and inspects finished work and recommends payments.
6. Maintains accurate records of work completed and work to be accomplished.
7. Maintains machinery and equipment history and schedules maintenance and repairs.

**CITY OF RICHMOND, CA**  
**STATIONARY ENGINEER SUPERVISOR**  
**Page 2**

8. Maintains safety standards in all operations and holds safety training meetings with crews.
9. Provides preliminary training for all new personnel assigned to section.
10. Checks and maintains accurate time card records and payroll sheets.
11. Maintains current maintenance parts inventory for a wide variety of stationary equipment; compiles stock control records and prepares requisitions, orders or other paper instruments for purchasing new or additional parts.
12. Orders, maintains and keeps records of supplies and equipment.
13. Arranges shift, sick leave and vacation schedules.
14. Prepares and submits written and oral reports on all activities under their supervision, including budget recommendations.
15. Reads and interprets plans, specifications and operating instructions.
16. Computes and compiles cost analysis and comparison of labor, materials and equipment under their operations.
17. Prepares performance ratings on employees as well as makes recommendations for hiring, promoting, discharging of personnel.
18. Prepares preliminary budget estimates for materials, supplies, and services for the maintenance budgets for City-owned buildings.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from high school; AND

**Experience:** Three (3) years of experience in the operation, maintenance, and repair of micro turbines, P/V cells, low pressure boilers, HVAC systems, plumbing, elevators, door closers, fasteners and related mechanical equipment.

**CITY OF RICHMOND, CA**  
**STATIONARY ENGINEER SUPERVISOR**  
**Page 3**

**Thorough Knowledge:** Of the methods and practices used in the operation, maintenance, and repair of micro turbines, P/V cells, low pressure boilers and their auxiliary equipment.

**Thorough Knowledge:** Of the maintenance and repair of mechanical equipment and systems in large buildings, including HVAC, piping and plumbing, air compressors, pumps, elevators and various operational devices.

**Skill in:** The operation, maintenance, and repair of micro turbines, P/V cells, low pressure boilers, HVAC systems, plumbing, elevators, door closers, fasteners and related mechanical equipment; reading and interpreting blueprints, contract specs, and operational and maintenance procedures.

**Ability to:** Supervise, plan, assign and coordinate the work of subordinates; train and evaluate work of subordinates; read and interpret blueprints, contract specs, operations and maintenance procedures; write routine reports, maintain stock and maintenance records; prepare cost estimates for materials, supplies, and services.

**License:** Must possess a valid California Drivers License.

**Certificates:** Must possess an Air Conditioning and Refrigeration Certificate.



## Classification Specification

<b>Classification Title</b>	Streets Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Under general supervision, assigns, plans, supervises, and participates in the work of crews in the maintenance, repair, and construction of streets, storm drains, sanitary sewers, and related public works facilities. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS

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

### 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.*

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

## Classification Specification

<b>Classification Title</b>	Streets Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	

- Makes recommendations concerning repair and replacement of equipment, and arranges for procurement and issuance of equipment and supplies to work crews.
- Inspects area of responsibility at regular intervals to assess efficiency of services; identifies operational problems and unsafe conditions, and develops plan to alleviate them; and answers all complaints regarding services in area of responsibility.
- Enforces or directs the enforcement of all City and shop safety rules and practices; conducts safety meetings; and organizes safety programs.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires 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, issue 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**

- High School diploma or GED equivalent

## Classification Specification

<b>Classification Title</b>	Streets Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	

- Three (3) to five (5) years of public works maintenance and construction experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- City rules, policies, and procedures
- Work practices and public work crews, including use of hand, power, and pneumatic tools, materials and supplies used in the maintenance, repair, and construction of public work facilities
- Operations and capabilities of earth-moving equipment such as track loaders, bulldozers, graders, and backhoes, and hauling equipment such as trucks and light construction equipment
- Basic construction methods relating to grading, placement of asphalt concrete, excavation work, and backfilling
- Lubricating and other preventive services required to maintain equipment, and trade skills, task sequences, and time segments typically required for such work
- Safe work practices relating to use of hand and power tools; safe practices required when operating heavy and light construction equipment; and appropriate traffic safety regulations
- Occupational Safety and Health Standards
- Personnel practices and procedures
- Modern office practices and equipment, including applicable software
- Plan, organize, assign, coordinate, and review the work of assigned subordinates
- Schedule and assign personnel and the use of materials and equipment to assure desired quality and quantity of work
- Inspect for and detect field maintenance and construction problems and take quick and effective action by changing operation instructions and reassigning personnel and equipment
- The proper and safe operation of hand and power tools

#### Skill in:

- Leadership
- Problem solving

## Classification Specification

<b>Classification Title</b>	Streets Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	

- Organization and time management

### Ability to:

- Assign, supervise, and evaluate the work of subordinate personnel
- Prepare routine operational reports, and maintain related records
- Train and advise staff in the proper and safe operation of equipment
- Compute time requirements and amount of personnel, materials, and equipment needed for various jobs
- Interpret and apply work guidelines and rules to the normal day-to-day operations
- Train subordinates; clearly and currently explain both work requirements and the mechanics of specific tasks
- Plan, organize, and schedule training in the efficient and safe work practices for the operation of equipment, tools, and supplies
- Demonstrate, explain, and instruct subordinates on the use of individual pieces of equipment and tools
- Deal effectively and courteously with the general public
- Understand and effectively handle supervisory problems
- Train subordinates to work effectively and safely
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Make operating decisions in conformance with budget limitations
- Effectively manage supply inventory
- Conduct CAL OSHA-compliant regular safety training (i.e., weekly tailgate meetings)
- Maintain complete and accurate records

### 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		

## Classification Specification

<b>Classification Title</b>	Streets Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	

Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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 requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

## **CONSTRUCTION AND MAINTENANCE SUPERVISOR**

### **DEFINITION**

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

### **CLASS CHARACTERISTICS**

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

### **EXAMPLES OF DUTIES**

1. Plans, assigns, and supervises the maintenance and construction work for a specific area such as roadways, traffic signs and lines, and storm and sanitary sewers.
2. Plans, assigns, and supervises the abatement/removal of Illegal dumping, weeds, graffiti, homeless encampments, private property abatements, fencing, including board ups and demolitions; abatement of graffiti, board up, and demolition work such as roadways, alleyways, city redevelopment properties, private properties, and Neighborhood Clean-Ups.
3. Schedules, assigns, and directs the operation of street and sewer construction and maintenance equipment; supervises the instruction and training of assigned personnel in the operation of all types of equipment, and hand and power tools.
4. Checks and determines that crews are fully equipped; inspects maintenance, repair and construction jobs, and provides technical supervision; prepares and submits cost and material estimates; and maintains records and prepares reports on status work in progress and resources used.
5. Interviews and recommends the hiring of personnel; plans and directs the training of subordinates.

**CITY OF RICHMOND, CA**  
**CONSTRUCTION AND MAINTENANCE SUPERVISOR**  
**PAGE 3**

6. Makes recommendations concerning repair and replacement of equipment, and arranges for procurement and issuance of equipment and supplies to work crews.
7. Inspects area of responsibility at regular intervals to assess efficiency of services; identifies operational problems and unsafe conditions and develops plan to alleviate them; answers all complaints regarding services in area of responsibility.
8. Keeps records and directs the operation of Graffiti Abatement, demolitions, Neighborhood Clean-Ups, Homeless Encampments abatements, weed abatement, and Board Ups activity.

**MINIMUM QUALIFICATIONS**

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

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

**EDUCATION/EXPERIENCE**

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

**LICENSE/CERTIFICATIONS**

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



## Classification Specification

<b>Classification Title</b>	Telecommunications Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Manages the acquisition, installation, operation, maintenance, repair, and replacement of coordinated City-wide fiber and wire communication, including updating the City's fiber map; reviews construction drawings to ensure the safety of City fiber; verifies the work of cellular providers in upgrading cellular towers throughout the City, and identifies any resulting rent increases; prepares equipment inventory; ensures the accuracy of communication billings; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This class is a single-position classification in which the incumbent works under the general direction of the Director of Information Technology and has working responsibility for the extensive fiber backbone of the City.

### 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.*

- Manages the acquisition, installation, operation, maintenance, mapping, repair, and servicing of extensive City-wide fiber and wire communications systems and equipment, including related equipment such as cellular transmission sites, mobiles, Voice over IP, and portable systems; checks construction drawings to ensure the safety of City fiber.
- Reviews construction drawings for all cellular tower upgrades; determines resulting rent increases; and verifies the accuracy of completed work as represented in approved drawings.
- Monitors conditions at cellular sites weekly, arranging for any needed work at sites.
- Assists in developing replacement programs for equipment; and places orders as appropriate; sets up inventory for telephone/cellular equipment.
- Monitors the City's telephone/radio system, including operations and technical functions, and telephone/cellular usage; audits communication bills for allocation to proper departments, and checks unusual costs.

## Classification Specification

<b>Classification Title</b>	Telecommunications Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Assists in monitoring the annual telephone/cellular operating budget, which includes monitoring rates for leased equipment, providing other City departments with projected expenses for communication services, monitoring all communications agreements/contracts to ensure compliance, and ensuring that all fees for services and equipment are collected.
- Reviews and implements appropriate State and Federal Communications Commission (FCC) operational directives, procedures, rules, and regulations, and ensures the protection of radio frequency channels from interference.
- Ensures and maintains current status of all required FCC licenses for both the City and contracting agencies.
- Participates as needed in community-wide temporary and long-term projects as they pertain to fiber and wire communication systems.
- Visits City offices to respond to requests for new/additional telephone/cellular equipment, makes equipment recommendations, orders new equipment, and arranges delivery to department. May do simple installations or arrange with vendors when installation is sufficiently complex.
- Assists in developing appropriate training of City staff on new equipment and systems, as well as operations procedures; arranges vendor training if appropriate.
- Keeps informed of changing technology.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires providing guidance and the potential to oversee another employee. This position may oversee work quality, training, instruction, and work assignments.

### **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.*

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continually improve customer satisfaction.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

## Classification Specification

<b>Classification Title</b>	Telecommunications Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### 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

- Associate's degree from an accredited college or university, or at least two (2) years of relevant college-level course work in business administration, communications, or a related field
- Four (4) years of progressively responsible experience in agency-wide communications systems
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Interdepartmental communication and project coordination
- Methods, personnel, materials, and equipment used in the installation, operation, maintenance, repair, and replacement of fiber and wire communications systems
- Staff training practices as they pertain to City telecommunications systems
- Communication-related budgeting and billing
- Federal and state rules and regulations affecting communication systems and operations
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Organization and time management
- Analytical thinking

#### Ability to:

- Recommend future City communications needs
- Conduct business transactions
- Analyze equipment malfunctions, and propose effective solutions

## Classification Specification

<b>Classification Title</b>	Telecommunications Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Assist in establishing and implementing policies and procedures which provide for efficient and effective communications services
- Establish and maintain accurate communications parts, supplies, and equipment inventory
- Participate in preparing requests for contracts for required services
- Collect and analyze data to establish/identify needs, and evaluate program effectiveness
- Maintain accurate records, and document actions taken
- Organize and prioritize work assignments
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with subordinates, vendors, consultants, co-workers, representatives of City departments, and other public agencies

### 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		

## Classification Specification

<b>Classification Title</b>	Telecommunications Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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 in an office environment and is relatively free from unpleasant environmental conditions or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

## **TELECOMMUNICATIONS MANAGER**

### **DEFINITION**

Under general direction, manages the acquisition, installation, operation, maintenance, repair, and replacement of coordinated City-wide fiber and wire communication, including updating the City's fiber map; reviews construction drawings to ensure the safety of City fiber; verifies the work of cellular providers in upgrading cellular towers throughout the City and identifies any resulting rent increases; prepares equipment inventory; ensures the accuracy of communication billings; and performs related work as required.

### **CLASS CHARACTERISTICS**

This is a single-position classification in which the incumbent works under the general direction of the Information Technology Director and has working responsibility for the extensive fiber backbone of the City.

### **EXAMPLES OF DUTIES**

*The following duties are typical for this position. Incumbent may not perform all of the listed duties and/or may be required to perform duties other than those set forth below, in order to address business needs and changing business practices.*

1. Manages the acquisition, installation, operation, maintenance, mapping, repair, and servicing of extensive City-wide fiber and wire communications systems and equipment, including related equipment such as cellular transmission sites, mobiles, Voice over IP, and portable systems; checks construction drawings to ensure the safety of City fiber.
2. Reviews construction drawings for all cellular tower upgrades, determines resulting rent increases, and verifies the accuracy of completed work as represented in approved drawings.
3. Monitors conditions at cellular sites weekly, arranging for any needed work at sites.
4. Assists in developing replacement programs for equipment and places orders as appropriate; sets up inventory for telephone/cellular equipment.
5. Monitors the City's telephone/radio system including operations and technical functions and telephone/cellular usage; audits communication bills for allocation to proper departments and checks unusual costs.

**CITY OF RICHMOND, CA**  
**TELECOMMUNICATIONS MANAGER**  
**PAGE 2**

6. Assists in monitoring the annual telephone/cellular operating budget, which includes monitoring rates for leased equipment, providing other City departments with projected expenses for communication services, monitoring all communications agreements/contracts to ensure compliance, and ensuring that all fees for services and equipment are collected.
7. Reviews and implements appropriate State and Federal Communications Commission (FCC) operational directives, procedures, rules, and regulations, and ensures the protection of radio frequency channels from interference.
8. Ensures and maintains current status of all required FCC licenses for both the City and contracting agencies.
9. Participates as needed in community-wide temporary and long-term projects as they pertain to fiber and wire communication systems.
10. Visits City offices to respond to requests for new/additional telephone/cellular equipment, makes equipment recommendations, orders new equipment, and arranges delivery to department. May do simple installations or arrange with vendors when installation is sufficiently complex.
11. Assists in developing appropriate training of City staff on new equipment and systems, as well as operations procedures; arranges vendor training if appropriate.
12. Keeps informed of changing technology.

**MINIMUM QUALIFICATIONS**

Knowledge of: interdepartmental communication and project coordination; the methods, personnel, materials, and equipment used in the installation, operation, maintenance, repair, and replacement of fiber and wire communications systems; staff training practices as they pertain to City telecommunications systems; communication related budgeting and billing; and Federal and State rules and regulations affecting communication systems and operations.

Ability to: recommend future City communications needs; conduct business transactions; analyze equipment malfunctions and propose effective solutions; assist in establishing and implementing policies and procedures which provide for efficient and effective communications services; establish and maintain accurate communications parts, supplies, and equipment inventory; participate in preparing requests for contracts for required services; collect and analyze data to establish/identify needs and evaluate program effectiveness; maintain accurate

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

records and document actions taken; organize and prioritize work assignments; effectively communicate both verbally and in writing; and establish and maintain effective working relationships with subordinates, vendors, consultants, co-workers, representatives of City departments, and other public agencies.

**EDUCATION AND EXPERIENCE**

Any combination of experience and/or education equivalent to an Associate Degree with a major in business administration, communications, or a closely related field.

**AND**

Four (4) years of progressively responsible experience in agency-wide communications systems.

**LICENSES/CERTIFICATIONS**

Certifications and/or licenses will be periodically determined by the City to establish and/or maintain the minimal level of skills, knowledge, and abilities required by this position and to meet the needs of the City.

Possession of a valid California Driver's License is an ongoing requirement for this position.

**PHYSICAL REQUIREMENTS**

Physical ability to perform the full range of job duties including standing, sitting, and limited lifting, without restrictions, and the ability to move from site to site as



## Classification Specification

<b>Classification Title</b>	Web Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	<u>Exempt</u>

### GENERAL SUMMARY

Performs technical work, including development of websites, application programming, graphics creation, work process design, website management, and other activities as needed. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This class performs the professional and technical duties related to the development of the City's web site strategies and services and the coordination of on-line placement and maintenance of municipal information. The incumbent exercises significant discretion and latitude of judgment in the development, formulation and implementation of policies and procedures for the web site. The position will work closely with departments to develop web pages, design user interfaces and create appropriate graphics. This class is expected to work closely with technical staff, end-users and other managers within and outside the Information Technology Department.

### 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.*

- Manages and designs websites.
- Performs website development and design, including coding HTML and XML.
- Develops design standards.
- Troubleshoots, tests, and maintains existing scripts/applications.
- Conducts project analysis, and develops web-based scripting solutions.
- Develops webpages, and forms utilizing modern website and database programming as required by the City.
- Creates graphics images and interface using popular image-editing software, such as Photoshop.
- Designs, codes, and tests special software required by the City.
- Participates with staff to conduct needs assessments.

## Classification Specification

<b>Classification Title</b>	Web Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Develops and implements long-term planned websites.
- Writes reports, documentation and procedures.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

### 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 no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree from an accredited college or university with a major in Information Systems, Website Design, Graphic Design, Data Processing, Computer Science, or a closely-related computing systems concentration
- Four (4) years of progressively-responsible experience in website development, design, and maintenance and three (3) years of programming experience is required. Experience may be substituted for education on a year-to-year basis
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- None

## Classification Specification

<b>Classification Title</b>	Web Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Thorough Knowledge of:

- Operation and use of City standards in personal computers (e.g., Windows platform, Microsoft Office)
- Integration and use of City standard office automation products
- Website design/authoring software as required by the City

#### Advanced Knowledge of:

- Graphics editing and creation tools such Photoshop, Illustrator, HTML, XML, and SQL
- CGI scripting for web forms
- Database structure and design
- Structured object-orientated programming
- Project management tools

#### Working Knowledge of:

- Web server software
- TCP/IP protocol, addressing, and routing
- Networking and inter-networking
- Internet and client-related software such as FTP, Telnet, and WWW

#### Skill in:

- Analytical thinking
- Problem solving
- Organization and time management
- Customer service

#### Ability to:

- Write browser-compatible HTML code
- Write accessible HTML code
- Create Cascading Style Sheets for uniform design and efficient HTML formatting
- Create web forms and scripts to process the forms
- Create and maintain new City webpages and sites
- Provide ongoing and excellent customer service to City users
- Determine and document end-users' needs
- Communicate effectively, both orally and in writing

## Classification Specification

<b>Classification Title</b>	Web Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Work independently and coordinate with multiple parties (e.g., vendors, staff, and end-users)
- Create and maintain databases, and track users' complaints, needs, etc.
- Maintain clear and accurate documentation
- Establish and maintain effective working relationships
- **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

## Classification Specification

<b>Classification Title</b>	Web Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

*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 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:**

## **WEB COORDINATOR**

### **DEFINITION**

Under the general direction of the Information Technology Program Director, coordinates the design, development, programming, and maintenance of the City of Richmond's Internet and Intranet web sites, including web site security, effectiveness, efficiency, appeal, and troubleshooting to achieve optimal performance, and other activities as needed.

### **CLASS CHARACTERISTICS**

This position performs the professional and technical duties related to the development of the City's web site strategies and services and the coordination of on-line placement and maintenance of municipal information. The incumbent exercises significant discretion and latitude of judgment in the development, formulation and implementation of policies and procedures for the web site. The position will work closely with departments to develop web pages, design user interfaces and create appropriate graphics. This class is expected to work closely with technical staff, end-users and other managers within and outside the Information Technology Department.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

1. Ensures the clear, comprehensive and accurate presentation of the City's on-line presence in the Internet/Intranet web sites. Designs, develops and maintains web site documents, templates, graphics and navigational tools.
2. Evaluates, recommends and implements content and design improvements of current web sites to increase effectiveness and efficiency. Incorporates new web technology, features and functionalities into the sites.
3. Provides support to the City's Internet/Intranet site through the monitoring of software licenses to insure compliance and quality control of the site including maintenance of existing and future links.
4. Maintains standards and procedures for web page design and site maintenance.

5. Works with staff from City departments to gather information required to develop, implement and maintain the City's web strategies and services.
6. Consults with user departments to obtain input relative to web page design.
7. Provides training and technical support to staff, answers technical questions from users.
8. Keeps current with the most recent web site development and design issues and monitors the web sites of other municipalities.
9. Coordinate with staff in the Information Technology Department to maintain a successful infrastructure support for web applications.
10. Prepares reports as needed.

### **MINIMUM QUALIFICATIONS**

Thorough Knowledge of: web design, development and maintenance; HTML, DHTML, Java Script6, and computer generated graphics.

Knowledge of: techniques used to develop Internet/Intranet web sites; current and emerging software tools, languages, techniques and software packages; web server and browser technologies; web management tools; functions and operations of web systems and security, including firewall configuration; fundamental techniques of CGI and Perl programming; basics of Windows NT and operating systems; WAN and LAN; principles of problem solving, project management, training, research and policy development; project management; and current literature, trends, developments and technical aspects in internet development.

Ability to: use software tools for internet/intranet documentation creation and graphics presentation; implement standards and procedures for web site and web page development; train staff in the use of web applications and operating procedures; learn and use new technology related to web site and web page design and maintenance; coordinate functions and activities between user departments and Information Technology; prepare complex reports of general or technical nature; develop test plans to test all aspects of web site functionality; and lift up to 25 lbs.

### **LICENSES/CERTIFICATIONS**

None required.

**EDUCATION/EXPERIENCE**

Four-year degree from an accredited college or university with a major in information systems, web site design, graphics design, data processing, computer science, or a closely related computing systems concentration and three (3) years experience in web site management, development, design or programming. Experience with city government web sites is desirable. Experience may be substituted for education on a year-to-year basis.