

# PERSONNEL BOARD

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



**SPECIAL MEETING**  
**Thursday, June 29, 2023**  
**6:15 p.m.**

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



## AGENDA

### Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Phillip Front

Kyra Worthy

1. ROLL CALL
2. AGENDA REVIEW
3. STATEMENT OF CONFLICT OF INTEREST
4. APPROVAL OF MINUTES
  - a. Special Meeting of May 25, 2023
  - b. Special Meeting of June 15, 2023
5. PUBLIC COMMENT
6. CONSENT AGENDA
7. NEW BUSINESS
  - a. **APPROVE** the new and 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.

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 Human 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 29, 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 29, 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.

**CITY OF RICHMOND, CA**  
**HUMAN RESOURCES MANAGEMENT DEPARTMENT**

**PERSONNEL BOARD  
SPECIAL MEETING**

**CITY COUNCIL CHAMBERS  
440 CIVIC CENTER PLAZA  
RICHMOND, CA 94804**

**May 25, 2023  
MINUTES**

The special meeting was called to order by Rozma Paiz at 6:16 p.m. on May 25, 2023.

**1. ROLL CALL**

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

Deputy City Manager of Internal Services Nicolina Mastay served as secretary to the Personnel Board during this meeting.

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

**SPEAKERS:**

- None

a. Regular Meeting of October 27, 2022

Vice Chair Vernetta Buckner made a motion to approve the minutes of October 27, 2022. Chair Larry Wirsig seconded the motion, Minutes were approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None.

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: Email received and read.

**6. CONSENT AGENDA**

- None

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

## 7. NEW BUSINESS

### SPEAKERS:

- None

- a. Discuss nomination of and Elect Personnel Board Chair and Vice Chair

Board member Vernetta Buckner nominated Board member Larry Wirsig for Personnel Board Chair. Board member Kyra Worthy seconded the motion. Board member Larry Wirsig was elected Personnel Board Chair by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None. ABSTAIN: None

Board member Kyra Worthy nominated Board member Vernetta Buckner for Vice Chair. Chair Wirsig seconded the motion. Board member Vernetta Buckner was elected Personnel Board Vice Chair by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None. ABSTAIN: None

- b. Approve the establishment of a Paralegal classification.

Catherine Selkirk, Human Resources Manager, presented the establishment of the Paralegal classification. The position would be represented by the SEIU 1021 Union and they're in agreement with the classification.

Board member Worthy questioned if this was a new position to which Catherine answered it would be a new position. The second step would be for the department to work with finance and City Council on the budget for the position.

Vice Chair Buckner questioned if the paralegal will be already established with the understanding of laws, terminology and so forth. It's not someone we are promoting into the position.

Catherine replied correct, the specification outlines the completion of a paralegal certification program or equivalent which is 60 units of law related units.

Chair Wirsig motioned to approve. Board member Front second the motion. The item of establishment of a Paralegal classification was approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None ABSTAIN: None.

- c. Approve revision to job specification for payroll manager.

Catherine Selkirk, Human Resources Manager, presented the revision to job specification for Payroll Manager. This is an existing classification and has been vacant for some time. There has been difficulty recruiting for the position. The belief is in part due to the fact that it requires a bachelor's degree and in addition to five years of payroll experience. Through the class and comp study, the vendor has put any combination language into the specification. The revision would add any combination language into the specification to allow for greater flexibility in filling. The approval of the item would advance the any combination experience into the classification now, as opposed to waiting for it through class and comp study. Catherine Selkirk also stated they have met with the union about this, and the union is in agreement with the change.

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Board member Worthy questioned if the job spec classification would be fixed so the bachelor's degree is no longer required? How long the position has been vacant, if the candidates interviewed had a degree, salary range of the position and recruitment process.

Catherine Selkirk responded it won't be a minimum requirement if a candidate would have other type of experience or other type of education or training that's relevant that could be considered instead of a bachelor's degree. The position has been vacant for over a year, the candidates were able to move forward had to have bachelor's degree has it is currently a requirement and that very few qualified applicants have met the criteria and those who have, have fallen out for various reasons. Catherine also stated she believes the current salary is up to about \$9,000 monthly or thereabouts and will be seeing a further adjustment potentially through the class and comp study.

Nickie Mastay, Deputy City Manager of Internal Services responded to Board member Worthy's inquiry about the recruitment. Stated recruitment went well. Offers were made and turned down in the end for a variety of reasons.

Vice Chair Buckner questioned why would the qualifications lessen instead of the pay for the position increase. Catherine Selkirk responded part of the Segal class and comp study it was determined by city leadership that they wanted to include equivalent combination experience in all of the city specs, to attract a more diverse pool of candidates.

Discussion ensued between Personnel Board members, Catherine Selkirk, and Nickie Mastay. Board Member Worthy and Vice Chair Buckner both voiced concern of lowering the standard of not requiring a bachelor's degree. Board member Front voiced agreement with the city opening up to a more diverse pool of candidates that may not have obtained their bachelor's degree but have the experience that's necessary to do the job. The item was voted to be tabled until the Human Resources Department can provide the board with the following information.

1. If the two current payroll coordinators have degrees and can be considered for the position with the requirement of a bachelor's degree.
2. Number of positions the City currently has that does not require a college degree.
3. If the City has investigated using a payroll system.

Approving the revision to the job specification for Payroll Manager was tabled by the following vote: YEA: V. Buckner, L. Wirsig, K. Worthy. NOES: P. Front ABSTAIN: None.

- d. Approve revision retitle of Public Information Officer to Community Engagement Manager.

Catherine Selkirk, Human Resources Manager, presented the revision retitle of Public Information Officer to Community Engagement Manager as well as broaden the duties that the person would oversee presently. The proposed spec is what was put together as a result of the conversations between the City Manager and the Police Chief. The union, Local 21 Mid-management, are in support of the change.

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Board member Worthy asked the following questions:

1. Is this an officer or civilian position?
2. Is there a current person in this role?
3. Will there still be an officer as a PIO for the department?
4. Salary range for the position.
5. Is there anything outlined in the description about how the position will work with the current PIO?

Catherine Selkirk responded, the position is a civilian position, the position is currently vacant, and the salary range has not been finalized and is being negotiated with the Union through the class and comp and would need to go to City Council before it could be established. Catherine Selkirk stated she would need to check into how the position will work with the current PIO.

Counsel to the Board Pam Lee added the existing duty of collaboration and coordination with departmental staff is still part of the essential job duties.

Board member Worthy stated it would be nice for it to be outlined for the public.

Board member Front made a motion to approve the revision and retitle of Public Information Officer to Community Engagement Manager. Vice Chair Buckner seconded the motion. Revision and retitle of Public Information Officer to Community Engagement Manager was approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig. NOES: K. Worthy. ABSTAIN: None.

- e. Approve revision to job description for Police Administrative Manager.

Catherine Selkirk presented the revision to the job specification for Police Administrative Manager; the minor change is in the reporting structure. The addition of -or their designee, as well as add- reforms related work as required-which is consistent with the majority of the job specs and add -working conditions and physical demands - that would bring consistency with other department job descriptions.

Board member Front wanted clarification of the modification to include mobility requirements like use of a computer keyboard, being able to sit and stand and twist, accommodations to the office job mobility.

Catherine stated anybody under the ADA could ask for reasonable accommodation to any of these things and would have to engage in the interactive process regarding that.

Board member Worthy made a motion to approve. Vice Chair Buckner seconded the motion. The revision to job description for Police Administrative Manager was approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None. Abstain: None.

- f. Discuss and approve Personnel Board meeting time change.

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Board member Worthy made a motion to approve. Vice Chair Buckner seconded the motion. The Personnel Board meeting time change from 5:15 pm to 6:15 pm was approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None. Abstain: None.

**8. UNFINISHED BUSINESS**

- None

**9. REVIEW OF SUBPOENA(S)**

- None

**10. CONSIDERATION OF PROBLEMS AND REPORTS**

- None

**11. ADJOURNMENT OF REGULAR MEETING**

The special meeting adjourned at 7:02 p.m.

## Rozma Paiz

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**From:** Cordell Hindler [REDACTED]  
**Sent:** Friday, May 19, 2023 4:38 PM  
**To:** Personnel Board  
**Subject:** Public Comments

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

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Hello Chair Wirsig, Board Members and Staff

I AM Forwarding the Following Items to be Placed on the September 28th Agenda:

1. Approve The Revision/retitle of Community of Economic Development Operations to Economic Development Specialist I/II
2. Approve Revision to job description for Economic Development Administrator

The Reason for Bringing These Items Forward IS That I Had Spoken with Former City Manager Bill Lindsay Prior to His Retirement And He was in Support of Adding These Positions to Assist in the Community & Economic Development Division

Sincerely  
Cordell

**CITY OF RICHMOND, CA**  
**HUMAN RESOURCES MANAGEMENT DEPARTMENT**

**PERSONNEL BOARD  
SPECIAL MEETING**

**RICHMOND ROOM  
450 CIVIC CENTER PLAZA  
RICHMOND, CA 94804**

**June 15, 2023**  
**MINUTES**

The special meeting was called to order by Rozma Paiz at 6:17 p.m. on June 15, 2023.

**1. ROLL CALL**

Present: Larry Wirsig, Chair  
Vernetta Buckner, Vice Chair  
Phillip Front, Board Member

Absent: Kyra Worthy, Board Member

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

- None

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: Email received and read.

**6. CONSENT AGENDA**

- None

**7. NEW BUSINESS**

- a. Approve the revised job descriptions per the Segal classification and compensation study adopted by the city council.

Interim Human Resources Director Sharrone Taylor presented the revised job descriptions per the Segal classification and compensation study. The classification started several years ago. The meet and confer process with the Unions was completed for the job specs

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presented. Sharrone Taylor added there are two job specs that were pulled from the batch for further review: Equipment Services Superintendent and Infrastructure Administrator.

Vice Chair Buckner inquired what percentage of the 250 jobs specs were presented at this time.

Sharrone Taylor answered about a third was presented.

Board member Front inquired about the requirement of a driver's license, if the presented job specs are currently filled positions and the requirement for a polygraph test. Board member Front advised the City look at the research regarding the requirement of a polygraph specially for non-sworn employees in the police department.

Interim HR Director, Sharrone Taylor, advised the requirement of a driver's license is being reviewed to include broader language. Advised the driver's license requirement would be reviewed before the job descriptions are completely finalized, and not all the job specs presented represent filled positions. Sharrone Taylor stated the Police Department did review the job specs and felt that it was appropriate to keep the requirement of a polygraph in the job description because of the type of work that is being done and where it is being staffed which in the police department. Sharrone also stated they will look into the polygraph requirement.

**SPEAKERS:**

- Cordell Hindler: As a resident of Richmond, Cordell stated he agrees with the classifications and asked the board to approve. Also agreed that certain positions do require a driver's license.

Chair Wirsig made a motion to approve the revised job descriptions per the Segal classification and compensation study adopted by the city council. Vice Chair Buckner seconded the motion. The revised job descriptions per the Segal classification and compensation study were approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig. NAY: None.

**6. UNFINISHED BUSINESS**

- None

**7. REVIEW OF SUBPOENA(S)**

- None

**8. CONSIDERATION OF PROBLEMS AND REPORTS**

- None

**9. ADJOURNMENT OF REGULAR MEETING**

Regular meeting adjourned at 6:42 p.m.

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## Rozma Paiz

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**From:** Cordell Hindler  
**Sent:** Wednesday, June 14, 2023 1:42 PM  
**To:** Personnel Board  
**Subject:** Public Comments

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Good Evening Chair Wirsig, Board Members and Staff,

I AM Forwarding the Items to Be Placed on the September 28th Agenda:

1. Approve Revision to job specification for Community & Economic Development Finance Manager
2. Also to Approve revision to job description for Community & Economic Development Operations Specialist I/II

I AM Bringing These Items Forward Because I Had Done Some Research and According to the City of Daly City's Website, The Economic Development Specialist Reports to the Director of Economic Development.

Sincerely  
Cordell



# STAFF REPORT

## PERSONNEL BOARD

**DATE:** June 29, 2023

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

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

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

### **BACKGROUND:**

This is a continuation of the implementation of the Class & Compensation study introduced at the June 15, 2023, meeting.

### **RECOMMENDATION:**

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

### **ANALYSIS:**

The process that City staff and the unions have been undertaking regarding the implementation of the Class & Compensation study, and the review and agreement upon job descriptions was described in detail in the June 15, 2023, staff report on the matter, when we brought the first batch of job descriptions to the Personnel Board.

Tonight, HR staff is submitting the third batch of job description changes for your approval. The job descriptions are as follows (retitles and new titles notated):

SEIU Local 1021 General Employees:

- Assistant Engineer (retitled from Engineer II)
- Building Trades Worker I
- Building Trades Worker II
- Building Trades Worker, Senior (retitled from Building Trades Worker III)

# Personnel Board

## Staff Report

- Carpenter
- City Clerk Administrative Specialist (retitled from City Clerk Technician)
- Community Services Technician (retitled from Community Services Technician II)
- Electrician I
- Electrician II
- Human Resources Technician I
- Human Resources Technician II
- Junior Engineer (retitled from Engineer I)
- Library Information System Support Technician
- Maintenance Mechanic I
- Maintenance Mechanic II
- Maintenance Mechanic, Senior (retitled from Maintenance Mechanic III)
- ONS Field Coordinator
- Planning Technician I
- Planning Technician II
- Police Property Technician
- Recreation Program Coordinator
- Registration Specialist (*new classification*)
- Resident Housing Manager
- R-Transit Assistant (retitled from Paratransit Assistant)
- R-Transit Driver
- R-Transit Driver Leadworker (retitled from Paratransit Driver Leadworker)
- Senior Cable TV Production Assistant (retitled from Senior Cable Television Production Support Asst.)
- Senior Electrician
- Senior Environmental Compliance Inspector
- Senior Resident Housing Manager

### Local 21 Mid-Management Bargaining Unit:

- Budget Administrator
- Budget Analyst I
- Budget Analyst II
- Building Inspector Supervisor
- Building Official
- Circulation Supervisor (*new classification*)
- CCTV and Wireless Systems Specialist
- Development Project Manager I
- Development Project Manager II
- Equipment Services Superintendent
- Executive Assistant to the City Manager
- Finance Manager I
- Finance Manager II

# Personnel Board Staff Report

- Housing Manager
- Human Resources Analyst Principal (retitled from Principal Personnel Analyst)
- Human Resources Analyst Senior (retitled from Senior Personnel Analyst)
- Information Technology Manager
- Information Technology Support Specialist I (retitled from Microcomputer Support Specialist I)
- Information Technology Support Specialist II (retitled from Microcomputer Support Specialist II)
- Law Office Supervisor
- Library Services Manager (retitled from Administrative Librarian)
- Literacy Program Manager
- ONS Program Manager
- Public Safety Technology Supervisor
- Senior Budget Analyst
- Senior Civil Engineer
- Senior Planner
- Senior Property Manager

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: IFPTE Local 21 Job Descriptions

# **SEIU LOCAL 1021**

## **Job Descriptions**



## Classification Specification

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

### GENERAL SUMMARY

Performs professional-level engineering work related to the preparation of construction documents for capital improvement projects. Prepares reports for traffic engineering and transportation planning and design of the City's transportation system. Reviews engineering documents associated with land development. Administers professional services and construction contracts. Confers with the public, developers, contractors, and representatives of other agencies regarding facility and infrastructure development.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Engineer series and is flexibly staffed with Junior Engineer. Under some supervision from the project manager, incumbents act as the project engineer on major projects. Incumbents are not as closely supervised and receive assignments of greater difficulty. Under professional review, the Assistant Engineer incumbent evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments involve investigations with a limited number of variables. Incumbents receive instructions on specific assignments objectives, complex features, and possible solutions. Assistance is furnished regarding unusual problems and work is reviewed in detail upon completion of assignments.

### 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 field investigations and surveys, produces accurate field notes, and translates information into electronic base maps and topographic maps for design.
- Designs or reviews engineering calculations, grading, erosion control, horizontal control, legal descriptions, easements and rights-of-way, signing and striping, traffic signals, street lighting, typical sections, utilities, construction details, cross sections, plan layout, alignments, and profiles of capital improvement and development projects.

## Classification Specification

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

- Assists the public with questions involving engineering problems. Researches property ownership and boundaries necessary in securing easements, rights-of-way, and titles.
- Participates in meetings and conferences on engineering problems with developers, engineers, contractors, owners, and public officials.
- Coordinates and directs the work of professional service and construction contractors, other public agencies, and utilities.
- Reviews plan specifications, permits, special conditions, and agreements.
- Evaluates performance of street, sidewalk, gutter, underground lines, drainage, parks, and other municipal design projects.
- Conducts research, prepares progress reports, and compiles data. Prepares final reports and estimates.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires the occasional direction of 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 minimal 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>	Assistant Engineer
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree with major course work in Civil Engineering, or an engineering discipline related to the area of assignment
- Three (3) to five (5) years of experience providing engineering services to the public, including managing locally-funded programs and traffic-related requests
- 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 computers applicable software
- Principles and practices of civil engineering in a municipal setting
- Principles, practices, procedures, and standards related to City infrastructure development, construction, maintenance, traffic engineering, and transportation planning
- Computer-aided drafting concepts and applications
- Applicable laws, codes, and regulations
- Principles and practices of capital improvement cost estimation and contract administration
- Practices related to surveying, including reviewing, and preparing maps and legal descriptions

#### Skill in:

- Organization and time management
- Operating a variety of drafting and office equipment, including plotters/scanners, computers, calculators, and survey equipment

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Represent the department and the City in meetings with governmental agencies, community groups, various businesses, regulatory organizations, and individuals
- Develop and review plans for municipal engineering projects

## Classification Specification

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

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials
- Maintain accurate records and files
- Exercise independent judgment within general policy, procedural, and legal guidelines

### 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>	Assistant Engineer
<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:**

**CITY OF RICHMOND, CA**

Job Class Code: (I) 1168; (II) 1169  
EEO Class Code: (I) PR-343; (II) PR-343A  
Established: 7/23/09  
Bargaining Unit: General Employees  
SEIU Local 1021  
FLSA: Non-exempt  
*(formerly Junior Engineer and Assistant Engineer)*

## **ENGINEER I/II**

### **DEFINITION**

Under supervision, performs professional-level engineering work related to the preparation of construction documents for capital improvement projects; prepares reports for traffic engineering and transportation planning and design of the City's transportation system; reviews engineering documents associated with land development; administers professional services and construction contracts; confers with the public, developers, contractors, and representatives of other agencies regarding facility and infrastructure development; and performs other related work as required.

### **CLASS CHARACTERISTICS**

Engineer I: is the entry level classification in this engineer series. Under close supervision from the project manager, incumbents act as the project engineer on minor engineering projects and assists Engineer II on major engineering projects. The work is normally prescreened and reviewed by a supervisor, or a more experienced engineer, for work in progress and upon completion. Projects and procedures are standard and well defined. Responsibilities require limited exercise of judgment and alternatives for independent action are restricted. The supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work.

Engineer II: is the journey level in this engineering series. Under some supervision from the project manager, incumbents act as the project engineer on major projects. Incumbents are not as closely supervised and receive assignments of greater difficulty. Under professional review, the Engineer II incumbent evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments involve investigations with a limited number of variables. Incumbents receive instructions on specific assignments objectives, complex features, and possible solutions. Assistance is furnished regarding unusual problems and work is reviewed in detail upon completion of assignments.

This class is distinguished from an Associate Civil Engineer in that the Associate Civil Engineer has project management responsibilities.

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

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

1. Uses clearly defined methods and procedures, performs specific and limited

**CITY OF RICHMOND  
ENGINEER I/II  
PAGE 2**

portions of a large project.

2. Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results and follows operations through a series of related detailed steps or processes.
3. Operates a variety of drafting and office equipment including plotting and lettering machines, computers, calculators, a theodolite, and level. Proficient in software including but not limited to computer aided design systems, engineering, word processing, spreadsheets, databases, and scheduling.
4. Conducts field investigations and surveys, produces accurate field notes, and translates information into electronic base maps and topographic maps for design.
5. Calculates grades and slopes; horizontal and vertical curves; pipe, drainage, and runoff hydraulics; pavement structural sections; and quantities and cost estimates.
6. Designs or reviews engineering calculations, grading, erosion control, horizontal control, legal descriptions, easements and right-of-ways, signing and striping, traffic signals, street lighting, typical sections, utilities, construction details, cross sections, plan layout, alignments, and profiles of capital improvement and development projects.
7. Collects and evaluates data related to traffic flow, traffic speeds, circulations patterns, roadway capacity, sight visibility, and traffic accidents. Prepares and implements traffic signal timing plans. Maintains traffic forecasting databases. Forecasts traffic using computer modeling. Evaluates traffic impacts on development projects.
8. Prepares specifications, project reports, plan check reports, and traffic reports.
9. Assists the public with questions involving engineering problems. Researches property ownership and boundaries necessary in securing easements, right-of-ways, and titles.
10. Prepares reports and research of standard scope requiring knowledge of standard principles and techniques.
11. Prepares activity and progress reports, assembles and compiles data for work program and budget purposes.
12. Reviews plan specifications, special conditions and agreements.
13. Coordinates and directs the work of professional service and construction contractors, other public agencies and utilities.
14. Participates in meetings and conferences on engineering problems with sub-dividers, engineers, contractors, owners and public officials.

15. Prepares final reports and estimates.
16. Evaluates performance of street, sidewalk, gutter, underground lines, drainage, parks, and other municipal design projects.

### **MINIMUM QUALIFICATIONS**

Thorough Knowledge of: principles and practices of civil engineering in a municipal setting; principles, practices, procedures and standards related to City infrastructure development, construction, and maintenance and traffic engineering and transportation planning; engineering economics; hydrology, hydraulics, surveying, and structural design principles; computer applications related to the work, including computer-aided drafting concepts and applications; technical communication practices to convey written and verbal information to non-technical audiences; and techniques for effectively representing the City in contacts with governmental agencies, community groups, various businesses, professional and regulatory organizations and with property owners, developers, contractors and the public; applicable laws, codes and regulations; principles and practices of capital improvement cost estimation and contract administration; practices related to surveying, including reviewing and preparing maps and legal descriptions; methods and techniques of material testing, soil types and characteristics; standard specifications and construction details (both City and State); practices of preparing and presenting effective staff reports.

Ability to: develop and review plans for municipal engineering projects; interpret, apply, and explain laws, codes, regulations and ordinances; effectively represent the department and the City in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations and individuals; prepare clear and concise reports, correspondence, policies, procedures and other written materials; maintain accurate records and files; communicate effectively with individuals from a variety of cultural and socio-economic backgrounds both orally and in writing; resolve inter-personal conflicts; work in a standard office setting with extensive use of written documents, computers, and the telephone; travel throughout the City on improved and unimproved terrain to inspect project sites; attend community and professional meetings both as a participant and a meeting leader; conduct civil engineering research projects, evaluate sound recommendations, and prepare effective technical staff reports; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

### **EDUCATION/EXPERIENCE**

#### Engineer I:

Graduation from a four (4) year college or university with major course work in civil

**CITY OF RICHMOND  
ENGINEER I/II  
PAGE 4**

engineering or an engineering discipline related to the area of assignment.

Engineer II:

Graduation from a four (4) year college or university with major course work in civil engineering or an engineering discipline related to the area of assignment. Two (2) years of progressively responsible civil engineering experience. Possession of an appropriate master's degree may substitute for one (1) year of experience.

**LICENSE/CERTIFICATION**

Engineer I:

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

Engineer II:

Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement and possession of an Engineer-In-Training Certificate issued by the State of California.

**PHYSICAL DEMANDS**

Office and inspection site environment. Exposure to extreme hot or cold temperatures (in field); works around moving machinery; exposure to marked changes in temperature/humidity (in field); exposure dust, fumes, smoke, gases, odors, mists, or other irritating particles; exposure to toxic or caustic chemicals; exposure to excessive noise (in field); exposure to radiation or electrical energy; exposure to solvents, greases, or oils (in field); exposure to slippery or uneven walking surfaces (in field); uses computer monitors; works around others; works alone; and works with others.



## Classification Specification

<b>Classification Title</b>	Building Trades Worker I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs a wide variety of unskilled, semi-skilled, and skilled building construction maintenance and repair tasks in the maintenance and repair of public housing residential units and related facilities, equipment, city-owned facilities and structures, and grounds. May perform heavy manual labor.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Building Trades Worker series and is flexibly staffed with Building Trades Worker II. Incumbents in this class perform work in the construction, repair, and maintenance of the public housing residential units, related facilities, equipment, and grounds under close supervision. Responsibilities require limited exercise of judgment, and alternatives for independent action are restricted.

### 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.*

- Troubleshoots, repairs, and installs a variety of electrical systems, central heating systems, and equipment. Performs electrical and electronic maintenance, including repairing gas, electrical, and mechanical appliances.
- Constructs, repairs, and/or installs rough and finish counters, cabinets, shelving, framing, stairs, concrete forms, fencing and associated hardware for occupied and vacant buildings, apartments, and related housing facilities.
- Assists in the installation and repair of piping for water, gas, steam, vacuum, and irrigation lines.
- Performs grounds maintenance and landscaping activities, including installing standard irrigation and drip systems. Performs pest control activities in residences and landscaped areas.
- Collects, removes, and transports garbage and illegal debris from around the City, and per code enforcement.

## Classification Specification

<b>Classification Title</b>	Building Trades Worker I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Makes repairs based on assigned work orders resulting from manager/tenant requests, and/or supervisory directions.
- Maintains and completes records of time, equipment, and supplies usage of assigned projects.
- 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) year of experience in the maintenance and repair of buildings, facilities, and 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>	Building Trades Worker I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Operation and maintenance of a wide variety of hand, power, and shop tools, and equipment common to the field of plumbing, carpentry, and related construction building trades
- Principles, methods, materials, machines, tools, and equipment, including trucks used in the building trades
- Methods and materials used in concrete work, surface patching, and brick and masonry repair

### Skill in:

- The use of power, pneumatic, and hand tools

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written instructions
- Read, interpret, and follow plans and working drawings
- Read and interpret manuals and specifications

### 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	

## Classification Specification

<b>Classification Title</b>	Building Trades Worker I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

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.
- **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.
- Must possess sufficient strength and stamina to lift and carry objects weighing up to 100 pounds; must be willing to work outdoors in all weather conditions; and must be willing to work with exposure to unpleasant and potentially-hazardous substances.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

## **BUILDING TRADES WORKER I**

### **DEFINITION**

Under immediate supervision, performs a wide variety of unskilled, semi-skilled, and skilled building construction maintenance and repair tasks in the maintenance and repair of public housing residential units, and related facilities, equipment and grounds; may perform heavy manual laboring tasks, and does related work as required.

### **CLASS CHARACTERISTICS**

This class is the entry level class in the Building Trades series. This class describes work in the construction, repair and maintenance of public housing residential units, related facilities, equipment and grounds. Assignments cover the full spectrum of the building trades (e.g. carpentry, plumbing, electrical, masonry, locksmithing and window glazier) from rough to finish work under the direction and technical advice of a higher level Building Trades Workers and may work as part of a crew. May operate light power tools and equipment on a training basis or for repetitive tasks after adequate training. Upon the development of adequate skills in three (3) or more craft areas as certified by management, the incumbent will be eligible to fill vacant or available Building Trades Worker II positions.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to:

1. Troubleshoots, repairs, and installs a variety of electrical systems as well as central heating systems and equipment; performs electrical and electronic maintenance, such as repair gas, electrical and mechanical appliances; installs a variety of lighting systems such as incandescent and fluorescent; installs and repairs time clocks, relays, and electric locks; ensures that electrical systems and fixtures meet electrical code and safety requirements.
2. Constructs, repairs, and/or installs rough and finish counters, cabinets, shelving, framing, stairs, concrete forms, fencing and attendant hardware for occupied and vacant buildings, apartments, and related housing facilities.
3. Repairs and installs flooring and ceilings, glass and insulation; lays blocks and ceramic tiles; prepares walls, ceiling, and floors to finished, including but not limited to patching, taping, sanding and texture; applies finished flooring such as trades; principles, methods, materials, machines, tool and equipment used in the building trades and their use; methods and materials used in concrete work, surface patching, and brick and masonry repair and surface preparation and application of paints appropriate to different internal and external surfaces.

**MINIMUM QUALIFICATIONS**

Skill in: operating and maintaining specialized tools used in carpentry, plumbing and related building trades; designing, laying-out and preparing sketches for carpentry and related construction jobs; understanding and following oral and written instructions; reading, writing, and understanding oral and written English; estimating necessary materials and equipment to complete assignments; shop mathematics; and establishing and maintaining effective working relationships with those encountered in the course of the work.

Ability to: perform unskilled and semi-skilled tasks in a variety of repair and maintenance activities dealing with structures, facilities, and grounds; operate and maintain a variety of tools and equipment; perform heavy manual labor; understand and carry out oral and written instructions; read, write and understand oral and written English; and be functional in basic arithmetic.

**EDUCATION/EXPERIENCE**

Completion of the 12th grade or equivalent and one (1) year of experience in the maintenance and repair of buildings, facilities, and equipment. Successful completion of appropriate trade school or technical coursework in plumbing, or carpentry may be substituted for up to one (1) year of the required work experience.

License

Possession of a valid California Driver's License and a satisfactory, insurable driving record (on-going).

Other Requirements:

Must possess sufficient strength and stamina to lift and carry objects weighing up to 100 pounds; must be willing to work outdoors in all weather conditions; and must be willing to work with exposure to unpleasant and potentially hazardous substances.



## Classification Specification

<b>Classification Title</b>	Building Trades Worker II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs a wide variety of semi-skilled and skilled building construction, maintenance, and repair tasks requiring journey-level skills in the maintenance and repair of public housing residential units and related facilities, equipment, City-owned facilities, and structures, and grounds. May perform heavy manual laboring tasks.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Building Trades Worker series and is flexibly staffed with Building Trades Worker I. Incumbents in this class perform more complex work in the construction, repair, and maintenance of public housing residential units, related facilities, equipment, and grounds. This position uses independent judgment and initiative, and guides the work of lower-level employees. Work in this class is distinguished from the Building Trades Worker I by the greater complexity of work assigned, the independence with which the incumbent operates, and the judgment and initiative required in the day-to-day assignments.

### 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.*

- Troubleshoots, repairs, and installs a variety of electrical systems, central heating systems, and equipment. Performs electrical and electronic maintenance, including repairing gas, electrical, and mechanical appliances.
- Constructs, repairs, and/or installs rough and finish counters, cabinets, shelving, framing, stairs, concrete forms, fencing, and associated hardware for occupied and vacant buildings, apartments, and related housing facilities.
- Installs and repairs pipes for water, gas, steam, vacuum, and irrigation lines.
- Performs grounds maintenance and landscaping activities, including installing standard irrigation and drip systems. Performs pest control activities in residences and landscaped areas.
- Makes repairs based on assigned work orders resulting from manager/tenant requests, and/or supervisory directions. Guides the work of lower-level staff.

## Classification Specification

<b>Classification Title</b>	Building Trades Worker II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Maintains and completes records of time, equipment, and supplies usage of assigned projects.
- Collects, removes, and transports garbage and illegal debris from around the City, and per code enforcement.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of field staff, 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 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 carpentry or 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:

- Modern office practices and equipment, including applicable software

## Classification Specification

<b>Classification Title</b>	Building Trades Worker II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Operation and maintenance of a wide variety of hand, power, and shop tools, and equipment common to the field of plumbing, carpentry, and related construction building trades
- Principles, methods, materials, machines, tools, and equipment, including trucks used in the building trades
- Methods and materials used in concrete work, surface patching, and brick and masonry repair

### Skill in:

- The use of power, pneumatic, and hand tools
- Leadership

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written instructions
- Read, interpret, and follow plans and working drawings
- Read and interpret manuals and specifications

### 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>	Building Trades Worker II
<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 requires occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.
- **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.
- Must possess sufficient strength and stamina to lift and carry objects weighing up to 100 pounds; must be willing to work outdoors in all weather conditions; and must be willing to work with exposure to unpleasant and potentially-hazardous substances.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

## **BUILDING TRADES WORKER II**

### **DEFINITION**

Under direction, performs a wide variety of semi-skilled and skilled building construction maintenance and repair tasks requiring journey-level skills in the maintenance and repair of public housing residential units and related facilities, equipment, and grounds; may perform heavy manual labor tasks; does related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This class is the full journey-level of the Building Trades Worker series. Positions in this class perform work in the construction, repair, and maintenance of the public housing residential units, related facilities, equipment, and grounds. Assignments cover the full spectrum of the building trades and performs at the journey-level in three (3) or more craft areas (e.g., carpentry, plumbing, electrical, masonry, lock-smithing, and window glazier) from rough to finish work, and is expected to work independently or as part of a larger crew, and shall be expected to operate all equipment necessary to fulfill assignments and provide technical advice to lower-level Building Trades Worker personnel. Work in this class is distinguished from the Building Trades Worker I by the greater complexity of work assigned, the independence with which the incumbent operates, and the judgment and initiative required in the day-to-day assignments.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to:

1. Troubleshoots, repairs, and installs a variety of electrical systems as well as central heating systems and equipment; performs electrical and electronic maintenance, such as repair gas, electrical, and mechanical appliances; installs a variety of lighting systems such as incandescent and fluorescent; installs and repairs time clocks, relays, and electric locks; ensures that electrical systems and fixtures meet electrical code and safety requirements.
2. Constructs, repairs, and/or installs rough and finish counters, cabinets, shelving, framing, stairs, concrete forms, fencing and attendant hardware for occupied and vacant buildings, apartments, and related housing facilities.
3. Repairs and installs flooring and ceilings, glass and insulation; lays blocks and ceramic tiles; prepares walls, ceilings, and floors to be finished, including but not limited to, patching, taping, sanding, and texture; applies finished flooring such as vinyl, tile, and carpet; applies wall, door cabinet, and furniture finishes such as paints, staining, sealers, polyurethanes, and varnishes.

**CITY OF RICHMOND  
BUILDING TRADES WORKER II  
PAGE 2**

4. Assists in the installation and repair of piping for water, gas, steam, vacuum, and irrigation lines; aides in the installation, repair, and maintenance of lavatories, sinks, wash basins, toilets, urinals, fountains, grease traps, drains, gas and electric water heaters, gas-burning appliances, water filters, water tanks and pumps, chlorinator systems, and other plumbing systems and fixtures; cuts, threads, and fits plastic, metal, and clay pipes.
5. Performs painting of new work and maintenance painting of interior and exterior surfaces, equipment, and facilities.
6. Performs grounds maintenance and landscaping activities such as installing standard irrigation and drip systems; performs pest control activities, both in residences and landscaped areas.
7. Performs work order assignments received from supervisor or Building Trades Workers III, and makes repairs based on assigned work orders resulting from manager, tenant requests, and/or supervisory directions; reports, recommends, or coordinates solutions to problems with supervisor or Building Trades Worker III.
8. Operates a variety of power tools and equipment used in the maintenance, repair, and construction of buildings, facilities, and grounds, such as saws, mixers, trenching equipment, hosts, dump truck, backhoe, welding and cutting torch, skip loader and forklift when needed to perform a particular construction or repair job.
9. Maintains a cooperative working relationship with managers and tenants.
10. Assists in the education of tenants on normal operation of systems in buildings and apartments.
11. Maintains and completes records of time, equipment, and supplies usage of assigned projects.
12. May be required to work evenings and weekends, and be available for on-call duty.

**MINIMUM QUALIFICATIONS**

Knowledge of: use, operation, and maintenance of a wide variety of hand, power, and shop tools and equipment common to the field of plumbing, carpentry, and related construction building trades; journey-level demonstration in at least three (3) craft areas; principles, methods, materials, machines, tools, and equipment, including trucks used in the building trades and their use; methods and materials used in concrete work, surface patching, and brick and masonry repair and surface preparation and application of paints appropriate to different internal and external surfaces.

Skill In: operating and maintaining specialized tools used in carpentry, plumbing,

**CITY OF RICHMOND  
BUILDING TRADES WORKER II  
PAGE 3**

painting, and related building trades; designing, laying-out, and preparing sketches for carpentry and related construction jobs; understanding and following oral and written instructions; reading, writing, and understanding oral and written English; estimating necessary materials and equipment to complete assignments; shop mathematics; reading and interpreting manuals, specifications, and drawings; establishing and maintaining effective working relationships with those encountered in the course of the work.

Ability to: perform semi-skilled and skilled tasks in a variety of maintenance, repair, and construction work dealing with structures, facilities, and grounds utilizing journey-level skills in at least three (3) craft areas; operate and maintain a variety of vehicular and stationary mechanic equipment; perform heavy manual labor; read, interpret, and follow plans and working drawings; work independently; communicate effectively, verbally and in writing, and work cooperatively with managers, employees, and tenants.

**EDUCATION/EXPERIENCE**

Completion of the 12<sup>TH</sup> grade or equivalent PLUS completion of a construction technology curriculum at a community college or vocational technology school.

Three (3) years of experience in construction and/or maintenance work involving building facilities and grounds, OR at least two (2) years of experience performing duties comparable to a Building Trades Worker I or certified by management as possessing journey-level skills in at least three (3) craft areas.

**License**

Possession of a valid California Driver License and a satisfactory, insurable driving record (on-going).

**Physical Demands**

Must possess sufficient strength and stamina to lift and carry objects weighing up to 100 pounds; must be willing to work outdoors in all weather conditions; must be willing to work with exposure to unpleasant and potentially hazardous substances.



## Classification Specification

<b>Classification Title</b>	Building Trades Worker, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs a wide variety of semi-skilled and skilled building construction, maintenance, installation, and repair tasks, including the most difficult and complex, in a wide variety of the construction trades (carpentry, plumbing, electrical, masonry, lock-smithing, painting, welding, and window glazier). Requires journey-level skills in the building trades for the maintenance and repair of public housing residential units and related facilities, equipment, city-owned facilities and structures, and grounds. Directs the work of Building Trades Worker I/II and crews as required. Makes day-to-day assignments of individuals and crews to fill work orders. May perform heavy manual labor, and does other related work as required. Manages small project budgets and supervises and inspects the work of others.

### DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to lead the work assigned to the Building Trades Worker I/II classifications. This position performs the most complex work in the construction, repair, and maintenance of public housing residential units, related facilities, equipment, and grounds. Incumbents will provide lead worker direction and technical supervision to project work as needed. This class acts as a lead but does not have direct disciplinary authority or the full scope of supervisory and managerial responsibilities.

### 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.*

- Implements day-to-day assignments of individuals and crews to complete work orders, establishes work schedules, and assigns staff.
- Troubleshoots, repairs, and installs a variety of electrical systems, central heating systems, and equipment. Performs electrical and electronic maintenance, including repairing gas, electrical, and mechanical appliances.
- Constructs, repairs, and/or installs rough and finish counters, cabinets, shelving, framing, stairs, concrete forms, fencing, and associated hardware for occupied and vacant buildings, apartments, and related housing facilities.

## Classification Specification

<b>Classification Title</b>	Building Trades Worker, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Installs and repairs pipes for water, gas, steam, vacuum, and irrigation lines.
- Performs grounds maintenance and landscaping activities, including installing standard irrigation and drip systems. Performs pest control activities in residences and landscaped areas.
- Makes repairs based on assigned work orders resulting from manager/tenant requests, and/or supervisory directions. Guides the work of lower-level staff.
- Maintains and completes records of time, equipment, and supplies usage of assigned projects.
- Checks maintenance and repair work performed by outside contractors, and reports results to supervisor.
- Estimates materials and requisitions supplies, materials, etc. for each project/task.
- 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.*

- 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

## Classification Specification

<b>Classification Title</b>	Building Trades Worker, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Five (5) years of experience in construction and/or maintenance work involving building, facilities, and grounds, or at least three (3) years of experience performing duties comparable to a Building Trades Worker II. Possession of journey-level skills in at least three (3) craft areas supported by documentation.
- 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
- Operation and maintenance of a wide variety of hand, power, and shop tools, and equipment common to the field of plumbing, carpentry, and related construction building trades
- Principles, methods, materials, machines, tools, and equipment, including trucks used in the building trades
- Methods and materials used in concrete work, surface patching, and brick and masonry repair
- Applicable local and state codes, and safety requirements

#### Skill in:

- The use of power, pneumatic, and hand tools
- Leadership

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow and provide oral and written instructions
- Read, interpret, and follow plans and working drawings
- Read and interpret manuals and specifications

### 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>	Building Trades Worker, 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 requires occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.
- **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.
- Must possess sufficient strength and stamina to lift and carry objects weighing up to 100 pounds and perform heavy manual labor requiring the strength and the

## Classification Specification

<b>Classification Title</b>	Building Trades Worker, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

stamina to work standing up for long periods of time, including working with full range of body movements involving reaching, bending, grasping, and climbing; must be willing to work outdoors in all weather conditions; and must be willing to work with exposure to unpleasant and potentially-hazardous substances.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

## **BUILDING TRADES WORKER III**

### **DEFINITION**

Under general supervision, performs a wide variety of semi-skilled and skilled building construction, maintenance, installation and repair tasks, including the most difficult and complex, in a wide variety of the construction trades (carpentry, plumbing, electrical, masonry, locksmithing, painting, welding and window glazier) requiring journey level skills in the building trades for the maintenance and repair of public housing residential units and related facilities, equipment and grounds; directs the work of Building Trades Worker I/II and crews as required; makes day-to-day assignments of individuals and crews to fill work orders; may perform heavy manual laboring tasks, and does other related work as required. Manages small project budgets, and supervises and inspects the work of others.

### **DISTINGUISHING CHARACTERISTICS**

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

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to:

1. Implements day-to-day assignments of individuals and crews to complete work orders and establishes work schedules and assigns staff.
2. Performs electrical, electronic and plumbing maintenance, installation and repair, such as repair gas, electrical and mechanical appliances, as well as central heating systems.
3. Performs maintenance, repair and construction work in both occupied and vacant buildings and apartments including carpentry involving limited new construction, maintenance, installation and repair of the structures and infrastructures of buildings, apartments and facilities. Supervise projects as assigned.
4. Performs painting of new work and maintenance painting of interiors and exteriors.
5. Performs miscellaneous activities such as laying of floor tiles and linoleum; patching and repair of roofs; preparation of cabinetry; lock replacement and repair;

**CITY OF RICHMOND, CA**  
**BUILDING TRADES WORKER III**  
**PAGE 2**

- and perform a variety of cleaning tasks requiring knowledge of special cleaning compounds and chemicals.
6. Performs grounds maintenance and landscaping activities such as installing standard irrigation and drip systems; and perform pest control activities both in residences and landscaped areas.
  7. Trouble shoots a variety of work orders; including the most difficult and complex concerning operational problems with the living environment; determine solutions that are, to the degree possible, quick, long lasting, economical and practical; and report the more involved requirements to and coordinate solutions with the supervisor.
  8. Operates a variety of power tools and equipment used in the maintenance, repair and construction of buildings, facilities and grounds, such as saws, mixers, trenching equipment, hoists, etc.
  9. Maintains a cooperative working relationship with the managers and tenants.
  10. Assists in the education of tenants on normal operation of systems in buildings and apartments.
  11. Estimates materials and requisitions supplies, materials, etc. for each project/task.
  12. Maintains and completes records of time, equipment and supplies usage for assigned projects.
  13. Reviews and approves time records of crews directed.
  14. Checks maintenance and repair work performed by outside contractors, and reports results to supervisor.
  15. Provides instruction to Maintenance Mechanic I/II personnel concerning a variety of craft and work safe practice skills, as directed; informs employees of known hazardous materials used in their work; and enforces State and Authority safety requirements.
  16. Works limited on-call evenings and weekends, and refers after hours/weekend emergency calls to appropriate parties and personally takes care of the problem.

**MINIMUM QUALIFICATIONS**

Considerable Knowledge of: the methods, materials, machines, equipment and tools used in the building trades and their use; journey level knowledge in at least three (3) craft areas sufficient to allow training of others and accomplishment of the most difficult assignments; methods and procedures in the use of common specialty hand and power equipment and tools, including trucks and related equipment associated with the trades; principles of supervision and effective communication and motivation; basic mathematics used in the maintenance and construction trades; applicable local and State codes; safe work practices and State and Authority safety and hazardous material requirements.

**CITY OF RICHMOND, CA**  
**BUILDING TRADES WORKER III**  
**PAGE 3**

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

Ability to: plan, organize and monitor the work of the Building Trades Workers; understand, interpret and explain regulations and policies governing buildings trades operations in a public housing agency; make decisions and independent judgments; communicate effectively and work with managers, employees, tenants and people of diverse socio-economic backgrounds and temperaments; direct the work individuals and crews, and motivate efficient and effective work; read, interpret and prepare blueprints and working drawings; follow written and oral instructions; prepare written records relating to material usage and work project reports.

**EDUCATION/EXPERIENCE**

Five (5) years of experience in construction and/or maintenance work involving building, facilities and grounds **OR** at least three (3) years of experience performing duties comparable to a Building Trades Worker II. Possession of journey level skills in at least three (3) craft areas supported by documentation.

License

Possession of a valid California Driver's License and a satisfactory, insurable driving record (on-going).

Other Requirements

Must possess sufficient strength and stamina to lift and carry objects weighing up to 100 pounds and perform heavy manual laboring tasks requiring the strength and the stamina to work standing up for long periods of time, including working with full range of body movements involving reaching, bending, grasping and climbing, must be willing to work outdoors in all weather conditions; and must be willing to work with exposure to unpleasant and potentially hazardous substances.



## 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>	City Clerk Administrative Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs a wide variety of technical and specialized duties related to maintaining City records, preparing and facilitating City Council meetings, and providing passport acceptance facility services. Provides customer service to the public, other departments, and other jurisdictions.

### DISTINGUISHING CHARACTERISTICS

This is a paraprofessional classification within the City Clerk's Department assigned to perform a variety of tasks supporting the City Clerk and Deputy City Clerk. Work requires specialized paraprofessional skills in the area of council and commissions, elections, records retention, information requests, and administrative support.

### 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.*

- Responds to general inquiries from the public/staff, or directs individuals to the appropriate department with pertinent information. Provides technical assistance to City departments, other public agencies, and the general public.
- Maintains official records for the City, including records retention, storage and retrieval systems, classification, distribution, and destruction.
- Researches and responds to request(s) for documents and information from the public, private agencies, and City staff.
- Creates annual council meeting calendar. Assembles and distributes City Council packets and agenda.
- Processes contracts/agreements received from City departments. Maintains contracts/agreements log, file, and tracking system, and prepares quarterly reports of contracts/agreements submitted to the City Clerk's office.
- Assists with elections, including verifying candidate voter registration status/residency, informing interested parties of filing fees/deadlines to submit

## Classification Specification

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

nomination packet, assisting with checking forms submitted (i.e., ballot designation forms), and updating website with incoming information on approved candidates.

- 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 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
- One (1) to three (3) years of administrative clerical, local government, and customer service experience
- 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
- Council meeting agenda rules and structure

## Classification Specification

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

- File maintenance practices and techniques
- Passport program

### Skill in:

- Organization and time management
- Customer service
- Proofreading

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Compile and summarize a variety of informational materials
- Maintain accurate data, records, and files
- Interpret and apply rules, policies, and procedures
- Prepare clear, concise, and complete written correspondence and 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	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		

## Classification Specification

<b>Classification Title</b>	City Clerk Administrative Specialist
<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:**

CITY OF RICHMOND, CA

CLASS CODE: TE-378  
ESTABLISHED: 07/12/06  
GROUP: LOCAL 790  
FLSA: NON-EXEMPT

## **CITY CLERK TECHNICIAN**

### **DEFINITION**

Under direction, performs a wide variety of technical and specialized duties related to the maintenance of City records; provides assistance in the operations and activities of the City Clerk's Office; and performs related work as required.

### **CLASS CHARACTERISTICS**

The incumbent in this class is expected to implement and maintain established procedures to ensure effective maintenance of official city records; assist in the development of procedures to ensure efficient implementation of required and related record keeping tasks; assist in City Clerk Office operations as required; and interact pleasantly and professionally with the public, private agencies, and City staff. This class is distinguished from the Deputy City Clerk Assistant in that the latter performs clerical duties in support of the daily administration of the City Clerk's office.

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

Essential duties may include, but are not limited to:

1. Performs duties in support of maintaining official records for the City; including records retention, storage and retrieval systems, classification, distribution and destruction.
2. Maintains the master list of all official City files, including City Clerk's Legislative History files; monitors retention and destruction schedules; updates the master list as required.
3. Provides technical assistance to all City departments, other public agencies and the general public.
4. Processes contracts/agreements received from City departments for required signatures; maintains contracts/agreements log, file, and tracking system; prepares quarterly reports of contracts/agreements submitted to the City Clerk's office.

5. Researches and responds to request(s) for documents and information from the public, private agencies, and City staff.
6. Executes resolutions and ordinances following adoption of same by the City Council.
7. Receives and screens visitors and telephone calls and directs the caller to the proper person, department/division, or personally responds to the inquiry.
8. Assists in assembling and distributing weekly City Council packets.
9. Mails notices of public hearings.

### **MINIMUM QUALIFICATIONS**

#### Thorough Knowledge of:

- File maintenance practices and techniques.
- Standard office practices, procedures and equipment.
- Good English skills, including spelling, grammar, and punctuation.

#### Skill in:

- Compiling and summarizing a variety of informational materials.
- Maintaining accurate data, records and files, including archive or history files and a retention records system.
- Interpreting and applying rules, policies, and procedures.
- Preparing clear, concise and complete written correspondence and reports.
- Organizing work, setting priorities, and working independently.
- Establishing and maintaining effective working relationships with City staff, private agencies, and the public.
- Operating standard office equipment, including a personal computer.
- Communicating effectively orally and in writing.

### **LICENSE/CERTIFICATION**

Possession of a valid California Driver's License.

**EDUCATION AND EXPERIENCE**

High school graduation or equivalent AND two (2) years of office administrative or files/records maintenance experience. College or business school training is desirable.



## Classification Specification

<b>Classification Title</b>	Community Services Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Provides clerical and administrative support, including providing telephone coverage for a City office and public information line, preparing correspondence, spreadsheets, and other documents, sorting and distributing office mail, setting up and maintaining file systems, preparing, processing, and monitoring contracts, and maintaining department web page and community calendar. Receives and provides information to visitors from the community, and directs them to the appropriate City departments, staff, and services.

### DISTINGUISHING CHARACTERISTICS

The incumbent is often the first point of contact for the City and must exercise discretion and good judgment in functioning as a receptionist and in working with confidential materials. The incumbent is expected to be knowledgeable of City operations and departments in order to answer questions and, when necessary, refer callers and visitors to appropriate staff or department(s). In addition to receptionist and clerical support duties, the incumbent may be required to provide translation services for 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.*

- Greets and receives visitors and callers, responds to questions, provides information on City services, and directs to appropriate staff and/or departments.
- Opens, sorts, and distributes incoming mail to the office, and archives articles.
- Sets up and maintains files for City management and the department.
- Orders and maintains an inventory of office supplies, and distributes incoming supplies and packages.
- Delivers documents to other departments, and provides photocopying services. Creates, mails, and distributes flyers.
- Enters and retrieves data, prepares reports and charts, creates spreadsheets, formats documents, and prepares documents for mailings.

## Classification Specification

<b>Classification Title</b>	Community Services Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Helps schedule meetings, and compose correspondence for administrative staff.
- Prepares City Council agendas and assists with the agenda process.
- Assists staff with various special administrative projects and events. Participates in special studies, or gathers data and prepares reports or summaries.
- Administers contract services. Works closely with project managers to prepare contracts, ensures contracts include all required documents, and maintains database of contracts.
- Assists in the monitoring of department expenditures and budget.
- Processes personnel actions, requisitions, and purchase orders for the department.
- Maintains, creates, and updates web pages and community calendar.
- 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) to five (5) years of clerical or office experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

## Classification Specification

<b>Classification Title</b>	Community Services Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Required Licenses or Certifications

- None

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Correct punctuation, spelling, and grammatical usage
- Filing, indexing, and cross-referencing methods
- City policies and procedures
- City operations, services, and departments
- Basic administrative techniques such as principles of organization, budgeting, and personnel administration

#### Skill in:

- Customer service
- Organization and time management

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Handle confidential materials and situations
- Prioritize work, complete assignments in a timely manner, and work under pressure with frequent interruptions
- Understand and carry out oral and written directions
- Learn, interpret, and apply policies and procedures
- Update website

### 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		

## Classification Specification

<b>Classification Title</b>	Community Services Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

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:**

**Date(s) Revised:**

CITY OF RICHMOND, CA

CLASS CODE: OC-700  
ESTABLISHED: 02/22/07  
REVISED: 4/25/13  
GROUP: GENERAL  
FLSA: Non-exempt  
*Formerly: Community  
Services Technician*

## **COMMUNITY SERVICES TECHNICIAN I/II**

### **DEFINITION**

Under general supervision, provides receptionist, clerical and administrative support in the City Manager's Office, receives and provides information to visitors from the community and directs them to the appropriate City departments, staff and services; performs a variety of clerical and administrative support activities such as providing telephone coverage for the City Manager's Office and public information line; prepares correspondence, spreadsheets and other documents; sorts and distributes office mail; sets up and maintains file systems; prepares, processes and monitors contracts; maintains department webpage and community calendar; provides assistance for special projects; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS**

**The Community Services Technician I** is the entry-level classification in the series and is expected to originally work under close supervision and provide receptionist coverage and perform a wide variety of clerical duties. As incumbent gains experience and knowledge of City operations, he/she is expected to work more independently. The incumbent must exercise discretion and good judgment in working with confidential materials and in functioning as a receptionist in which the incumbent is often the first point of contact for the City. In addition to receptionist and general clerical support duties, the incumbent may be required to provide translation services for the City.

**The Community Services Technician II** is the experienced-level classification in the series, and the incumbent is required to provide receptionist and advanced clerical and administrative support to the staff of the City Manager's Office. The incumbent will perform work that requires the use of independent judgment and is expected to be knowledgeable of City operations and departments in order to answer questions and, when necessary, refer callers and visitors to appropriate staff or department. The Community Services Technician II performs the duties of the Community Services Technician I, and assists in preparing City Council Agendas; prepares, processes, and monitors contracts; monitors department expenditures; and provides technical support for special projects.

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

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

1. Acts as a receptionist, greeting and receiving visitors, answering their questions, providing information on City services, and directing them to appropriate staff and/or departments.
2. Opens, sorts and distributes incoming mail to the City Manager's Office, and archives newspaper articles.
3. Provides telephone coverage and staffs the public information line taking messages, providing information, and directing callers to other City staff, services and/or departments.
4. Sets up and maintains files for the City Manager, Administrative Chief and other staff members in the City Manager's Office.
5. Provides general clerical support that requires the use of computers, copiers, fax machines, scanners and the operation of other office equipment.
6. Orders and maintains an inventory of office supplies, and distributes incoming supplies and packages.
7. Delivers documents to other departments and provides photocopying services; creates, mails and distributes flyers.
8. Enters and retrieves data; prepares reports and charts; creates spreadsheets; formats documents; and prepares documents for mailings.
9. Helps schedule meetings and compose correspondence for administrative staff.
10. Prepares agendas and assists with the agenda process.
11. Performs translation services as a receptionist, and translates documents for the City.
12. Assists staff with various special administrative projects and events; participates in special studies or gathers data and prepares reports or summaries.

13. Administers contract services; works closely with project managers to prepare contracts; ensures that contracts include all required documents; and maintains database of contracts.
14. Assists in the monitoring of department expenditures and budget.
15. Processes personnel actions, requisitions and purchase orders for the department.
16. Maintains, creates and updates web pages and community calendar.
17. Provides information to the community about City events and resources; assists in creating flyers and promotional materials for City events; and assists in preparing and distributing reports from the City Manager's Office.
18. Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

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

#### **Thorough Knowledge of:**

Office procedures and practices; correct punctuation, spelling and grammatical usage; and the use and operation of standard office equipment such as scanners, fax machines and copiers.

Personal computers and software programs such as Word, Excel, Outlook, Microsoft Publisher, PowerPoint and Access.

Filing, indexing and cross-referencing methods.

Policies and procedures within the City Manager's Office; and general knowledge of City operations, services and departments.

Updating websites.

Basic administrative techniques such as principles of organization, budgeting and personnel administration.

Ability to:

Exercise good judgment and discretion in handling confidential materials and situations.

Work effectively as a receptionist in dealing with visitors and callers to the City Manager's Office.

Set up and maintain filing systems.

Prioritize work, complete assignments in a timely manner, and work under pressure with frequent interruptions.

Understand and carry out oral and written directions.

Establish and maintain effective working relationships with the public, co-workers, supervisors and staff in other departments; deliver exceptional customer service.

Learn, interpret and apply policies and procedures.

Provide translation services for the City.

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

Work with a minimum of supervision.

Research, compile and summarize a variety of informational materials.

Use initiative and independent judgment within established guidelines.

Communicate effectively, both orally and in writing.

Perform complex or difficult office support work.

Prepare and monitor contracts.

**EDUCATION AND EXPERIENCE**

**Community Services Technician I:** Equivalent to graduation from high school AND two (2) years of responsible clerical or office assistant experience. Bilingual skills are highly desirable.

**Community Services Technician II:** Equivalent to graduation from high school AND four (4) years of responsible clerical or office assistant experience of which two (2) years must be experience in a public agency. Bilingual skills are highly desirable.

**LICENSES AND CERTIFICATIONS**

Must possess a valid California Driver's License or have access to another form of personal transportation.

**PHYSICAL REQUIREMENTS**

Requires 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.



## Classification Specification

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

### GENERAL SUMMARY

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

### DISTINGUISHING CHARACTERISTICS

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

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

## Classification Specification

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

- Performs duties associated with underground service alerts (USA), including, but not limited to, locating, identifying, and marking requests in compliance with USA priority guidelines and procedures.
- 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
- Completion of an accredited Electrical apprenticeship program, or two (2) years of experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- Possession of a valid California Driver's License is required. A Class B California Driver's License is required within 12 months of appointment and must be maintained throughout employment, along with a satisfactory driving record.

## Classification Specification

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

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Principles, methods, materials, tools, and equipment used in the installation, maintenance, and repair of electrical or electronic equipment
- Electrical safety orders of the Division of Industrial Safety
- National Electric Code
- Street lighting and traffic signals

#### Skill in:

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

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Interpret and work from plans, drawings, and specifications
- Work with hand tools
- Independently analyze situations, and adopt an effective course of action
- Direct and train helpers
- Follow oral and written instructions
- Maintain accurate and complete 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

## Classification Specification

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

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.
- Standby duty is a requirement of this position.
- **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.
- Incumbents in this classification will be required to crawl into confined spaces, climb ladders, bend, stoop, and stand for long periods of time.

**Date approved by the Personnel Board:**

**Date(s) Revised:**



## Classification Specification

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

### GENERAL SUMMARY

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

### DISTINGUISHING CHARACTERISTICS

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

### 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 various duties related to the installation of a variety of electrical, electronic, and solid-state equipment.
- Performs routine maintenance on various types of electrical control devices.
- Repairs complex electrical and electronic equipment such as traffic actuated traffic signals.
- Repairs solid-state circuits and transistor equipment.
- Makes additions, extensions, or alterations in the electrical installations of power, light, heat, and appliances.
- Draws and interprets schematic diagrams of routine electrical or electronic circuits.
- Keeps traffic signals operating properly.
- Keeps simple records and makes reports.
- Performs duties associated with underground service alerts (USA), including, but not limited to, locating, identifying, and marking requests in compliance with USA priority guidelines and procedures.

## Classification Specification

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

- 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
- Completion of an accredited electrical apprenticeship program, and at least two (2) years of experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment; or four (4) years of journey-level experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- Possession of a valid California Driver's License is required. A Class B California Driver's License is required within 12 months of appointment and must be maintained throughout employment, along with a satisfactory driving record.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software

## Classification Specification

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

- Principles, methods, materials, tools, and equipment used in the installation, maintenance, and repair of electrical or electronic equipment
- Electrical safety orders of the Division of Industrial Safety
- National Electric Code
- Street lighting and traffic signals

**Skill in:**

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

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Interpret and work from plans, drawings, and specifications
- Work with hand tools
- Independently analyze situations, and adopt an effective course of action
- Direct and train helpers
- Follow oral and written instructions
- Maintain accurate and complete 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			

## Classification Specification

<b>Classification Title</b>	Electrician II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-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 frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- Standby duty is a requirement of this position.
- **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.
- Incumbents in this classification will be required to crawl into confined spaces, climb ladders, bend, stoop, and stand for long periods of time.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

## **ELECTRICIAN I/II**

### **DEFINITION**

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

### **CLASS CHARACTERISTICS**

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

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

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

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

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

**CITY OF RICHMOND  
ELECTRICIAN I/II  
PAGE 2**

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

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

**MINIMUM QUALIFICATIONS**

**Electrician I:**

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

**Electrician II:**

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

**LICENSE/CERTIFICATION**

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

**PHYSICAL DEMANDS**

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

**OTHER REQUIREMENTS**

**CITY OF RICHMOND  
ELECTRICIAN I/II  
PAGE 3**

Standby duty is a requirement of this position.



## Classification Specification

<b>Classification Title</b>	Human Resources Technician I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs a variety of paraprofessional and technical duties in the day-to-day operation of the Human Resources Department while assisting in the areas of budget, classification, recruitment and selection, coordination of employee benefits, training and employee relations, and risk management.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Human Resources Technician series and is flexibly staffed with Human Resources Technician II and III. This position performs less complex tasks and duties in support of the Human Resources Department's professional staff. Incumbents in this position act as the primary customer service contact for 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.*

- Performs a variety of specialized technical duties in support of the City's Human Resources Department and City's benefit programs, including recruitment and selection, classification and compensation programs, and workers' compensation functions.
- Serves as the first point of contact for the Human Resources Department. Responds to inquiries from the public, department representatives, and City employees.
- Prepares onboarding materials for employee orientation sessions. Explains conditions of employment, benefits, applicable Memorandum of Understanding, and City policies and procedures.
- Processes a variety of personnel related and risk management related forms and records. Maintains and updates risk management claims files.
- Maintains confidential files, records, and correspondence such as applications, test results, and related data or information.
- Sorts and distributes mail.

## Classification Specification

<b>Classification Title</b>	Human Resources Technician I
<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 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 general clerical or office assistant experience, preferably involving moderate to heavy public contact
- 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
- Workers' compensation laws, procedures, and rules
- Recordkeeping and filing systems
- City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding, and federal and state laws

## Classification Specification

<b>Classification Title</b>	Human Resources Technician I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

**Skill in:**

- Organization and time management
- Customer service
- Attention to detail

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain confidentiality of information
- Meet scheduled deadlines
- Effectively communicate information and answer questions
- Follow oral and written instructions

**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>	Human Resources Technician I
<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>	Human Resources Technician II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs a variety of paraprofessional and technical duties in the day-to-day operation of the Human Resources Department while assisting in the areas of budget, classification, recruitment and selection, coordination of employee benefits, training and employee relations, and risk management.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Human Resources Technician series and is flexibly staffed with Human Resources Technician I and III. This position performs the full range of duties assigned, with limited assistance. Individuals functioning at this level possess knowledge and experience in human resources areas such as classification, recruitment and selection, employee benefits, risk management, and employee relations. Incumbents in this position are able to analyze complex situations and/or problems by consulting various policy documents with minimal supervision or input.

### 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 a variety of specialized technical duties in support of the City's Human Resources Department and City's benefit programs, including recruitment and selection, classification and compensation programs, and workers' compensation functions.
- Processes, verifies, and maintains personnel-related documentation, including recruitment, training, grievances, performance evaluations, classifications, employee benefits, and risk management claims.
- Responds to inquiries from the public, department representatives, and City employees. Prepares job announcements, and distributes, receives, and organizes applications.

## Classification Specification

<b>Classification Title</b>	Human Resources Technician II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Prepares onboarding materials for employee orientation sessions. Explains conditions of employment, benefits, applicable Memorandum of Understanding, and City policies and procedures.
- Processes a variety of personnel related and risk management related forms and records. Maintains and updates risk management claims files.
- Maintains confidential files, records, and correspondence such as applications, test results, and related data or information.
- Sorts and distributes mail.
- 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 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. At least two (2) years of relevant college-level course work, or an Associate degree from an accredited college or university is highly desirable
- One (1) to three (3) years supporting a functional area of Human Resources, including compensation, benefits, classification, recruitment and selection, training, employee relations, and/or risk management; or two (2) to five (5) years of lead administrative support experience, preferably with moderate to heavy public contact
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

## Classification Specification

<b>Classification Title</b>	Human Resources Technician II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Required Licenses or Certification

- 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
- Workers' compensation laws, procedures, and rules
- Recordkeeping and filing systems
- City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding, and federal and state laws
- Risk management principles

#### Skill in:

- Organization and time management
- Customer service
- Attention to detail

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain confidentiality of information
- Meet scheduled deadlines
- Follow oral and written instructions
- Interpret and explain policies and procedures
- Present information, and answer questions

### 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>	Human Resources Technician II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-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 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 TECHNICIAN I/II/III**

**DEFINITION**

Under general supervision, performs a variety of paraprofessional and technical duties in the day-to-day operation of the Human Resources Management Department while assisting in the areas of budget, classification, recruitment and selection, coordination of employee benefits, training and employee relations, risk management and related duties as assigned.

**DISTINGUISHING FEATURES**

The Human Resources Technician is responsible for performing a variety of regular assignments and functions requiring specialized knowledge relating to human resources procedures and practices. The incumbent must demonstrate the ability to work independently, possess basic organizational skills, and exercise good judgment within established guidelines. All responsibilities and duties are performed in a discrete, confidential and tactful manner.

Human Resources Technician I is the entry level classification in the Human Resources Technician series. This class is distinguished from the Human Resources Technician II by the performance of less complex tasks and duties assigned to positions within the series. Positions in this classification perform the administrative work in support of the Human Resources Management professional staff and acts as the primary customer service contact for the department.

Human Resources Technician II is the journey level classification in the Human Resources Technician series. Employees within this class are distinguished from the Human Resources Technician I by the ability to perform a full range of duties assigned, with limited assistance, including, but not limited to, duties requiring the knowledge of general City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding, and when applicable, Federal and State laws and regulations. Individuals functioning at this level possess the knowledge and experience in human resources areas such as classification, recruitment and selection, employee benefits, risk management and employee relations. Incumbents may progress to this level after being able to analyze complex situations and/or problems by consulting various policy documents with minimal supervision or input.

**CITY OF RICHMOND**  
**HUMAN RESOURCES TECHNICIAN I/II/III**  
**PAGE 2**

Human Resources Technician III is the advanced level classification in the Human Resources Technician series. Employees within this class are distinguished from the Human Resources Technician II by the performance of significantly more technical personnel assignments. Individuals functioning at this level demonstrate clearly advanced program and operational knowledge of City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding and Federal and State laws and regulations relating to human resources. Employee will possess the ability to analyze complex situations and develop and implement solutions. Human Resources Technician III may provide lead direction to Human Resources Technician I or II.

**EXAMPLES OF DUTIES** *(May include but not limited to the following):*

1. Perform a variety of specialized technical duties in support of the City's Human Resources Department including in support of the City's benefit programs, recruitment and selection, classification and compensation programs and workers' compensation functions.
2. Process, verify, and maintain personnel related documentation, including, but not limited to, recruitment, training, grievances, performance evaluations, classifications, employee benefits, and risk claims. Data entry into various application systems such as Human Resources Information System (HRIS) and/or Human Resources Management System (HRMS), California Public Retirement System (CalPERS), and Department of Motor Vehicles (DMV).
3. Process a variety of personnel related and risk management related forms and records.
4. Maintain, update, and examine confidential employee files to answer inquiries and/or provide information for personnel actions.
5. Maintain and update risk claims files.
6. Maintain confidential records and correspondence such as applications, test results, and related data or information.
7. Provide assistance to applicants, City employees, and the general public by serving as the first point of contact for the Human Resources Management Department. Prepare job announcements; distribute, receive and organize applications; provide related office support; and may assist with applicant testing.

**CITY OF RICHMOND**  
**HUMAN RESOURCES TECHNICIAN I/II/III**  
**PAGE 3**

8. Maintain automated and manual files and records.
9. Answer telephone and in-person inquiries from the public, department representatives and City employees concerning confidential information, exercising tact and judgment.
10. Prepare onboarding materials for processing new employees during an orientation session and explaining to the newly hired employee their conditions of employment, benefits, applicable Memorandum of Understanding, and City policies and procedures.
11. Sorts and distributes mail.
12. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of: office procedures and terminology; administrative and clerical procedures and systems, recordkeeping and filing systems; and principles and processes of providing quality customer and personal services.

Ability to: prepare and maintain accurate City records and files including employee personnel files; prepare and process personnel related records, forms and reports; make simple arithmetical calculations; perform from less complex to highly intricate administrative work; give attention to technical detail while coordinating and performing multiple tasks; learn and correctly interpret and apply City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding and Federal and State laws and regulations relating to human resources; work effectively under pressure; understand and carry out oral and written instructions; establish and maintain cooperative and effective relationships with those contacted in the course of work; work effectively with people from diverse, socioeconomic and cultural backgrounds; and use discretion and mature judgment in the handling of sensitive and confidential information;

Skill in: Word processing and spreadsheet applications, HRIS and/or HRMS, and other records management software programs, communicate effectively in writing and speaking; active listening.

**EDUCATION/EXPERIENCE**

Human Resources Technician I: Equivalent to graduation from high school and two (2) years of paid, full-time general clerical or office assistant experience, preferably involving moderate to heavy public contact.

**CITY OF RICHMOND**  
**HUMAN RESOURCES TECHNICIAN I/II/III**  
**PAGE 4**

Human Resources Technician II: Equivalent to graduation from high school and a minimum of two (2) years of paid, full-time experience as the equivalent of the City of Richmond Human Resources Technician I or a minimum of four (4) years paid, full-time clerical or office assistant experience, of which one (1) year must be in a risk management, personnel or human resources setting.

Human Resources Technician III: Equivalent to graduation from high school and a minimum of two (2) years of paid, full-time experience as the equivalent of the City of Richmond Human Resources Technician II or two (2) years of college training, preferably with specialization in business or public administration, human resources management, risk management or a closely related field and six (6) years of paid, full-time clerical or office assistance experience of which three (3) years must be in a risk management, personnel or human resources setting.

**DESIRABLE QUALIFICATIONS:**

Public Agency experience in a risk management, personnel or human resources setting.

**PHYSICAL DEMANDS**

Positions require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in inputting data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone service and communicating in person. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. May be necessary to work scheduled and emergency overtime including weekend and evening hours.



## Classification Specification

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

### GENERAL SUMMARY

Performs entry-level engineering work related to the preparation of construction documents for capital improvement projects. Prepares reports for traffic engineering and transportation planning and design of the City's transportation system. Reviews engineering documents associated with land development. Administers professional services and construction contracts. Confers with the public, developers, contractors, and representatives of other agencies regarding facility and infrastructure development.

### DISTINGUISHING CHARACTERISTICS

This is class the entry-level classification in the Engineer series and is flexibly staffed with Assistant Engineer. Under close supervision from the project manager, incumbents act as the project engineer on minor engineering projects and assist the Assistant Engineer on major engineering projects. The work is normally prescreened and reviewed by a supervisor, or a more experienced engineer, for work in progress and upon completion. Projects and procedures are standard and well defined. Responsibilities require limited exercise of judgment, and alternatives for independent action are restricted. The supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine 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.*

- Conducts field investigations and surveys, produces accurate field notes, and translates information into electronic base maps and topographic maps for design.
- Designs or reviews engineering calculations, grading, erosion control, horizontal control, legal descriptions, easements, rights-of-way, signing and striping, traffic signals, street lighting, typical sections, utilities, construction details, cross sections, plan layout, alignments, and profiles of capital improvement and development projects.
- Assists the public with questions involving engineering problems. Researches property ownership and boundaries necessary in securing easements, rights-of-way, and titles.

## Classification Specification

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

- Participates in meetings and conferences on engineering problems with sub-dividers, engineers, contractors, owners, and public officials.
- Reviews plan specifications, permits, special conditions, and agreements.
- Evaluates performance of street, sidewalk, gutter, underground lines, drainage, parks, and other municipal design projects.
- Conducts research, prepares progress reports, and compiles data. Prepares final reports and estimates.
- 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 minimal 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 with major course work in Civil Engineering or an engineering discipline related to the area of assignment
- One (1) to three (3) years of experience providing engineering services to the public, including managing locally-funded programs and traffic-related requests

## Classification Specification

<b>Classification Title</b>	Junior Engineer
<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:

- Modern office practices and equipment, including applicable software
- Principles and practices of civil engineering in a municipal setting
- Principles, practices, procedures, and standards related to City infrastructure development, construction, and maintenance and traffic engineering and transportation planning
- Computer-aided drafting concepts and applications
- Applicable laws, codes, and regulations
- Principles and practices of capital improvement cost estimation and contract administration
- Practices related to surveying, including reviewing and preparing maps and legal descriptions

#### Skill in:

- Organization and time management
- Operating a variety of drafting and office equipment, including plotters/scanners, computers, calculators, and survey equipment

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Represent the department and the City in meetings with governmental agencies, community groups, various businesses, regulatory organizations, and individuals
- Develop and review plans for municipal engineering projects
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials
- Maintain accurate records and files

## Classification Specification

<b>Classification Title</b>	Junior Engineer
<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 requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.

## Classification Specification

<b>Classification Title</b>	Junior Engineer
<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**

Job Class Code: (I) 1168; (II) 1169  
EEO Class Code: (I) PR-343; (II) PR-343A  
Established: 7/23/09  
Bargaining Unit: General Employees  
SEIU Local 1021  
FLSA: Non-exempt  
*(formerly Junior Engineer and Assistant Engineer)*

## **ENGINEER I/II**

### **DEFINITION**

Under supervision, performs professional-level engineering work related to the preparation of construction documents for capital improvement projects; prepares reports for traffic engineering and transportation planning and design of the City's transportation system; reviews engineering documents associated with land development; administers professional services and construction contracts; confers with the public, developers, contractors, and representatives of other agencies regarding facility and infrastructure development; and performs other related work as required.

### **CLASS CHARACTERISTICS**

Engineer I: is the entry level classification in this engineer series. Under close supervision from the project manager, incumbents act as the project engineer on minor engineering projects and assists Engineer II on major engineering projects. The work is normally prescreened and reviewed by a supervisor, or a more experienced engineer, for work in progress and upon completion. Projects and procedures are standard and well defined. Responsibilities require limited exercise of judgment and alternatives for independent action are restricted. The supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work.

Engineer II: is the journey level in this engineering series. Under some supervision from the project manager, incumbents act as the project engineer on major projects. Incumbents are not as closely supervised and receive assignments of greater difficulty. Under professional review, the Engineer II incumbent evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments involve investigations with a limited number of variables. Incumbents receive instructions on specific assignments objectives, complex features, and possible solutions. Assistance is furnished regarding unusual problems and work is reviewed in detail upon completion of assignments.

This class is distinguished from an Associate Civil Engineer in that the Associate Civil Engineer has project management responsibilities.

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

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

1. Uses clearly defined methods and procedures, performs specific and limited

**CITY OF RICHMOND  
ENGINEER I/II  
PAGE 2**

portions of a large project.

2. Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results and follows operations through a series of related detailed steps or processes.
3. Operates a variety of drafting and office equipment including plotting and lettering machines, computers, calculators, a theodolite, and level. Proficient in software including but not limited to computer aided design systems, engineering, word processing, spreadsheets, databases, and scheduling.
4. Conducts field investigations and surveys, produces accurate field notes, and translates information into electronic base maps and topographic maps for design.
5. Calculates grades and slopes; horizontal and vertical curves; pipe, drainage, and runoff hydraulics; pavement structural sections; and quantities and cost estimates.
6. Designs or reviews engineering calculations, grading, erosion control, horizontal control, legal descriptions, easements and right-of-ways, signing and striping, traffic signals, street lighting, typical sections, utilities, construction details, cross sections, plan layout, alignments, and profiles of capital improvement and development projects.
7. Collects and evaluates data related to traffic flow, traffic speeds, circulations patterns, roadway capacity, sight visibility, and traffic accidents. Prepares and implements traffic signal timing plans. Maintains traffic forecasting databases. Forecasts traffic using computer modeling. Evaluates traffic impacts on development projects.
8. Prepares specifications, project reports, plan check reports, and traffic reports.
9. Assists the public with questions involving engineering problems. Researches property ownership and boundaries necessary in securing easements, right-of-ways, and titles.
10. Prepares reports and research of standard scope requiring knowledge of standard principles and techniques.
11. Prepares activity and progress reports, assembles and compiles data for work program and budget purposes.
12. Reviews plan specifications, special conditions and agreements.
13. Coordinates and directs the work of professional service and construction contractors, other public agencies and utilities.
14. Participates in meetings and conferences on engineering problems with sub-dividers, engineers, contractors, owners and public officials.

15. Prepares final reports and estimates.
16. Evaluates performance of street, sidewalk, gutter, underground lines, drainage, parks, and other municipal design projects.

### **MINIMUM QUALIFICATIONS**

Thorough Knowledge of: principles and practices of civil engineering in a municipal setting; principles, practices, procedures and standards related to City infrastructure development, construction, and maintenance and traffic engineering and transportation planning; engineering economics; hydrology, hydraulics, surveying, and structural design principles; computer applications related to the work, including computer-aided drafting concepts and applications; technical communication practices to convey written and verbal information to non-technical audiences; and techniques for effectively representing the City in contacts with governmental agencies, community groups, various businesses, professional and regulatory organizations and with property owners, developers, contractors and the public; applicable laws, codes and regulations; principles and practices of capital improvement cost estimation and contract administration; practices related to surveying, including reviewing and preparing maps and legal descriptions; methods and techniques of material testing, soil types and characteristics; standard specifications and construction details (both City and State); practices of preparing and presenting effective staff reports.

Ability to: develop and review plans for municipal engineering projects; interpret, apply, and explain laws, codes, regulations and ordinances; effectively represent the department and the City in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations and individuals; prepare clear and concise reports, correspondence, policies, procedures and other written materials; maintain accurate records and files; communicate effectively with individuals from a variety of cultural and socio-economic backgrounds both orally and in writing; resolve inter-personal conflicts; work in a standard office setting with extensive use of written documents, computers, and the telephone; travel throughout the City on improved and unimproved terrain to inspect project sites; attend community and professional meetings both as a participant and a meeting leader; conduct civil engineering research projects, evaluate sound recommendations, and prepare effective technical staff reports; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

### **EDUCATION/EXPERIENCE**

#### Engineer I:

Graduation from a four (4) year college or university with major course work in civil

**CITY OF RICHMOND  
ENGINEER I/II  
PAGE 4**

engineering or an engineering discipline related to the area of assignment.

Engineer II:

Graduation from a four (4) year college or university with major course work in civil engineering or an engineering discipline related to the area of assignment. Two (2) years of progressively responsible civil engineering experience. Possession of an appropriate master's degree may substitute for one (1) year of experience.

**LICENSE/CERTIFICATION**

Engineer I:

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

Engineer II:

Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement and possession of an Engineer-In-Training Certificate issued by the State of California.

**PHYSICAL DEMANDS**

Office and inspection site environment. Exposure to extreme hot or cold temperatures (in field); works around moving machinery; exposure to marked changes in temperature/humidity (in field); exposure dust, fumes, smoke, gases, odors, mists, or other irritating particles; exposure to toxic or caustic chemicals; exposure to excessive noise (in field); exposure to radiation or electrical energy; exposure to solvents, greases, or oils (in field); exposure to slippery or uneven walking surfaces (in field); uses computer monitors; works around others; works alone; and works with others.



## Classification Specification

<b>Classification Title</b>	Library Information System Support Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Ensures all staff and public-access computers and related electronic equipment are working properly. Assists library staff and library patrons with computer-related issues, and assists with library assistant tasks.

### DISTINGUISHING CHARACTERISTICS

This is single support staff position; incumbents assigned to this classification are responsible for providing technical support for the operation and maintenance of personal computer (PC) systems for users within the Department and for providing service to the public.

### 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 computer hardware and software installations, and troubleshoots and repairs computers, printers, or other technology equipment.
- Collaborates with the IT Department to resolve complex and complicated issues outside position's area of expertise, and communicates any operational impact to library staff and management.
- Staffs the circulation desk as needed, and assists with related tasks.
- Coordinates with outside software vendors to resolve any problems occurring with the use of their products.
- Participates in developing recommendations for additional library software and equipment.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

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

## Classification Specification

<b>Classification Title</b>	Library Information System Support Technician
<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 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
- One (1) to three (3) years of experience with computer hardware, software, information systems, and networking
- 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
- Relevant hardware and software systems
- Computer networking
- Customer service
- Library policies and procedures

## Classification Specification

<b>Classification Title</b>	Library Information System Support Technician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

**Skill in:**

- Organization and time management
- Prioritizing work assignments

**Ability to:**

- Articulate technology-related information clearly and concisely
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Demonstrate a calm temperament during stressful situations
- Pay close attention to detail
- Maintain complete and accurate records
- Follow oral and written directions

**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>	Library Information System Support Technician
<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 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:**

City of Richmond, CA

Class Code: TE-343  
Established: 9/26/02  
Group: Local 790  
FLSA: Non-Exempt

## **LIBRARY INFORMATION SYSTEMS SUPPORT TECHNICIAN**

### **DEFINITION:**

Under general supervision, performs a variety of library and technical information system tasks involving public service, installation, maintenance and trouble shooting of personal computer hardware, software and associated systems; and performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This is a single support staff position; incumbents assigned to this classification are responsible for providing service to the public. Also, incumbents in this position are responsible for providing technical support for the operation and maintenance of personal computer (PC) systems for users within the Department of Library/Museum Services.

### **EXAMPLES OF DUTIES:**

1. Installs and tests PC hardware and related equipment such as printers and software applications.
2. Provides basic user technical support and answers questions, and provides information to Library/Museum staff.
3. Troubleshoots hardware and equipment problems, and corrects or calls appropriate service agencies; may perform minor repairs.
4. Checks library materials in and out using a computerized on-line system.
5. Explains library circulation policies and procedures.
6. Issues library cards.
7. Assists professional and paraprofessional staff, and refers difficult or unusual problems to supervisory staff.

8. Responds to patron requests for information and materials, and refers questions of a more technical nature to appropriate professional staff.
9. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:** Library specific computer systems, applications and programs (Microsoft Word, etc.); technical diagnostic programs; peripheral equipment operations; and various library procedures and policies.

**Skill in:** Providing service to the library's community; installing new PC hardware, and loading new and upgraded software; troubleshooting PC hardware and software problems, and making minor modifications and repairs; operating current models of computer hardware and peripherals throughout the Department; making sound independent judgments within guidelines; and establishing and maintaining effective courteous working relationships with those encountered in the course of work.

**Education and Experience:** Equivalent to graduation from high school and one (1) year of library experience that has included technical support of personal computers. Coursework in computer science, PC applications or networks is highly desirable.



## Classification Specification

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

### GENERAL SUMMARY

Performs a wide variety of unskilled, semi-skilled, and skilled tasks in the maintenance and repair of public housing residential units and related facilities, equipment, and grounds; may perform heavy manual labor tasks.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Maintenance Mechanic series and is flexibly staffed with Maintenance Mechanic II. Positions in this class perform a variety of unskilled and semi-skilled repair and maintenance work under the direction and technical advice of a higher-level maintenance mechanic. May work as part of a crew performing a wide variety of maintenance or custodial tasks. May operate light power tools and equipment on a training basis or for repetitive tasks after adequate training.

### 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 electrical, electronic, and plumbing maintenance, and installations and repairs of gas, electrical, and mechanical appliances, as well as central heating systems.
- Performs maintenance, repairs, and construction work in both occupied and vacant buildings and apartments, including carpentry involving limited new construction, maintenance, installation, and repair of the structures and infrastructure of buildings, apartments, and facilities.
- Performs painting of new work, and maintenance painting of interiors and exteriors.
- Performs miscellaneous activities such as laying floor ties and linoleum; patching and repair of roofs; preparation of cabinetry; lock replacement and repairs; and performs a variety of cleaning tasks requiring knowledge of special cleaning compounds and chemicals.
- Performs grounds maintenance and landscaping activities such as installing standard irrigation and drip systems; performs pest control activities both in residences and landscaped areas.

## Classification Specification

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

- Performs work order assignments received from supervisor or Maintenance Mechanic II.
- Makes repairs based on assigned work orders resulting from manager, tenant requests, and/or supervisory direction. Reports, recommends, or coordinates solutions to problems with supervisor.
- Operates a variety of power tools and equipment used in the maintenance, repair, and construction of buildings, facilities, and grounds, such as saws, mixers, trenching equipment, hoists, etc.
- Maintains a cooperative working relationship with managers and tenants.
- Assists in the education of tenants on normal operation of systems in buildings and apartments.
- Maintains and completes records of time, equipment, and supplies for assigned projects.
- May be required to work evenings, weekends, and be available for on-call duty.
- 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>	Maintenance Mechanic I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Six (6) months of experience in construction and/or maintenance work involving buildings, facilities, and grounds
- 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:

- Use and operation of a variety of hand tools in repair, maintenance, and construction; familiarity with related power tools
- Construction and maintenance methods and related terms
- Safe work practices

#### Skill in:

- The proper and safe operation of hand and power tools

#### Ability to:

- Perform unskilled and semi-skilled tasks in a variety of repairs and maintenance activities dealing with structures, facilities, and grounds
- Operate and maintain a variety of tools and equipment
- Perform heavy manual labor
- Follow oral and written instructions
- Perform basic arithmetic
- Properly use Personal Protective Equipment (PPE)
- Observe and adhere to all safety protocols
- 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

## Classification Specification

<b>Classification Title</b>	Maintenance Mechanic 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			
<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.
- **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:**



## Classification Specification

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

### GENERAL SUMMARY

Performs a wide variety of unskilled, semi-skilled, and skilled tasks in the maintenance and repair of public housing residential units and related facilities, equipment, and grounds; may perform heavy manual labor tasks.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Maintenance Mechanic series and is flexibly staffed with Maintenance Mechanic I. Positions in this class perform a wide variety of skilled maintenance, repair, and light construction tasks under general direction. The Maintenance Mechanic II performs at the journey level in three (3) or more craft areas and is expected to work independently or as part of a larger crew. The Maintenance Mechanic II shall be expected to operate all equipment necessary to fulfill assignments and provide technical advice to lower-level maintenance personnel. Work in this class is distinguished from the Maintenance Mechanic I by the greater complexity of work assigned, the independence with which the incumbent operates, and the judgment and initiative required in the day-to-day assignments.

### 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 electrical, electronic, and plumbing maintenance, and installations and repairs to gas, electrical, and mechanical appliances, as well as central heating systems.
- Performs maintenance, repairs, and construction work in both occupied and vacant buildings and apartments, including carpentry involving limited new construction, maintenance, installation, and repair of the structures and infrastructure of buildings, apartments, and facilities.
- Performs painting of new work, and maintenance painting of interiors and exteriors.
- Performs miscellaneous activities such as laying floor ties and linoleum; patching and repair of roofs; preparation of cabinetry; lock replacement and repairs; and

## Classification Specification

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

performs a variety of cleaning tasks requiring knowledge of special cleaning compounds and chemicals.

- Performs grounds maintenance and landscaping activities such as installing standard irrigation and drip systems; performs pest control activities both in residences and landscaped areas.
- Performs work order assignments received from supervisor.
- Makes repairs based on assigned work orders resulting from manager, tenant requests, and/or supervisory direction. Reports, recommends, or coordinates solutions to problems with supervisor.
- Operates a variety of power tools and equipment used in the maintenance, repair, and construction of buildings, facilities, and grounds, such as saws, mixers, trenching equipment, hoists, etc.
- Maintains a cooperative working relationship with managers and tenants.
- Assists in the education of tenants on normal operation of systems in buildings and apartments.
- Maintains and completes records of time, equipment, and supplies for assigned projects.
- May be required to work evenings, weekends, and be available for on-call duty.
- 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.

## Classification Specification

<b>Classification Title</b>	Maintenance Mechanic II
<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 experience in construction and/or maintenance work involving building facilities and grounds, OR at least two (2) years of experience performing duties comparable to a Maintenance Mechanic I, OR certified by management as in possession of journey-level skills in at least three (3) craft areas
- 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:

- Methods, techniques, tools, and terms used in repairs, maintenance, and construction
- Journey-level demonstration in at least three (3) craft areas
- Operation of power equipment, including trucks and related equipment
- Safe work practices

#### Skill in:

- The proper and safe operation of hand and power tools

#### Ability to:

- Perform a variety of semi-skilled and skilled maintenance, repair, and construction work with journey-level demonstration in at least three (3) craft areas
- Operate a variety of vehicular and stationary mechanic equipment
- Read, interpret, and follow plans and working drawings
- Work independently
- Communicate effectively and work cooperatively with managers, employers, and tenants
- Perform basic arithmetic
- Properly use Personal Protective Equipment (PPE)
- Observe and adhere to all safety protocols

## Classification Specification

<b>Classification Title</b>	Maintenance Mechanic II
<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 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>	Maintenance Mechanic II
<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

## MAINTENANCE MECHANIC I/II

### DEFINITION

Under direction, performs a wide variety of unskilled, semi-skilled and skilled tasks in the maintenance and repair of public housing residential units and related facilities, equipment and grounds; may perform heavy manual laboring tasks; and does related work as required.

### CLASS CHARACTERISTICS

**Maintenance Mechanic I** - This is the entry level class in the Maintenance Mechanic series. Positions in this class perform a variety of unskilled and semi-skilled repair and maintenance work under the direction and technical advise of a higher level maintenance mechanic. May work as part of a crew performing a wide variety of maintenance or custodial tasks. May operate light power tools and equipment on a training basis or for repetitive tasks after adequate training. Upon the development of adequate skills in three (3) or more craft areas, as certified by management, the incumbent will be eligible to fill vacant or available Maintenance Mechanic II positions.

**Maintenance Mechanic II** - This is the full journey level of the Maintenance Mechanic series. Positions in this class perform a wide variety of skilled maintenance, repair and light construction tasks under general direction. The Maintenance Mechanic II performs at the journey level in three (3) or more craft areas and is expected to work independently or as part of a larger crew, and shall be expected to operate all equipment necessary to fulfill assignments and provide technical advise to lower level maintenance personnel. Work in this class is distinguished from the Maintenance Mechanic I by the greater complexity of work assigned, the independence with which the incumbent operates, and the judgment and initiative required in the day to day assignments.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to:

1. Performs electrical, electronic and plumbing maintenance, installation and repair, such as repair gas, electrical and mechanical appliances, as well as central heating systems.
2. Performs maintenance, repair and construction work in both occupied and vacant buildings and apartments including carpentry involving limited new construction, maintenance, installation and repair of the structures and infrastructure of buildings, apartments and facilities.
3. Performs painting of new work and maintenance painting of interiors and exteriors.
4. Performs miscellaneous activities such as laying of floor tiles and linoleum; patching and repair of roofs; preparation of cabinetry; lock replacement and repair; and performs a variety of cleaning tasks requiring knowledge of special cleaning compounds and chemicals.

**MAINTENANCE MECHANIC I/II  
PAGE 2**

**EXAMPLES OF DUTIES (CONTINUED)**

5. Performs grounds maintenance and landscaping activities such as installing standard irrigation and drip systems; and performs pest control activities both in residences and landscaped areas.
6. Performs work order assignments received from supervisor or Maintenance Mechanic III.
7. Makes repairs based on assigned work orders resulting from manager, tenant requests and/or supervisory direction. Reports, recommends or coordinates solutions to problems with supervisor or Maintenance Mechanic III.
8. Operates a variety power tools and equipment used in the maintenance, repair and construction of buildings, facilities and grounds, such as saws, mixers, trenching equipment, hoists, etc.
9. Maintains a cooperative working relationship with managers and tenants.
10. Assists in the education of tenants on normal operation of systems in buildings and apartments.
11. Maintains and completes records of time, equipment and supplies usage for assigned projects.
12. May be required to work evenings, weekends and be available for on-call duty.

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT**

**Maintenance Mechanic I**

Knowledge of:

Use and operation of a variety of hand tools in repair, maintenance and construction and a familiarity with related power tools; construction and maintenance methods and related terms; and safe work practices.

Ability to:

Perform unskilled and semi-skilled tasks in a variety of repair and maintenance activities dealing with structures, facilities and grounds; operate and maintain a variety of tools and equipment; perform heavy manual labor; understand and carry out oral and written instructions; read, write and understand oral and written English; and be functional in basic arithmetic.

License:

Valid California Driver's License and a satisfactory, insurable driving record (on-going).

Education and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

## **MAINTENANCE MECHANIC I/II**

### **PAGE 3**

#### Experience:

Six (6) months of experience in construction and/or maintenance work involving building, facilities and grounds.

#### Education:

Completion of the 12th grade or the equivalent.

## **Maintenance Mechanic II**

#### Knowledge of:

Methods, techniques, tools and terms used in repair, maintenance and construction; journey level demonstration in at least three (3) craft areas; operation of power equipment, including trucks and related equipment.

#### Ability to:

Perform a variety of semi-skilled and skilled maintenance, repair and construction work with journey level skills in at least three (3) craft areas; operate a variety of vehicular and stationary mechanic equipment; read, interpret and follow plans and working drawings; work independently; communicate effectively and work cooperatively with managers, employees and tenants.

#### License:

Valid California Driver's License and a satisfactory, insurable driving record (on-going).

#### Education and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Three (3) years of experience in construction and/or maintenance work involving building, facilities and grounds, OR at least two (2) years of experience performing duties comparable to a Maintenance Mechanic I or certified by management as possessing journey level skills in at least three (3) craft areas..

#### Education:

Completion of the 12th grade or the equivalent, PLUS completion of a construction technology curriculum at a community college or vocational technology school or experience equivalent.



## Classification Specification

<b>Classification Title</b>	Maintenance Mechanic, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs a wide variety of semi-skilled and skilled maintenance, installation, repairs, and construction work, including the most difficult and complex, in a wide variety of the construction trades, involving public housing residential units and related facilities and grounds; directs the work of Maintenance Mechanics I/II and crews as required; and makes day-to-day assignments of individuals and crews to fill work orders. May perform heavy manual labor tasks. Manages small project budgets and supervises and inspects the work of others.

### DISTINGUISHING CHARACTERISTICS

This position is differentiated from the Maintenance Mechanic II by the responsibility to provide lead worker direction and technical supervision to project work, as needed, and check out and solve the most difficult problems encountered by individuals and crews in the field. This class differs from the next supervisory level in that the Maintenance Mechanic, Senior lacks direct disciplinary and other supervisory/managerial responsibilities.

### 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.*

- Implements day-to-day assignments of individuals and crews to complete work orders.
- Establishes work schedules, and assigns staff.
- Performs electrical, electronic, and plumbing maintenance, and installations, and repairs to gas, electrical, and mechanical appliances, as well as central heating systems.
- Performs maintenance, repairs, and construction work in both occupied and vacant buildings and apartments, including carpentry involving limited new construction, maintenance, installation and repair of the structures and infrastructure of buildings, apartments, and facilities; and supervises projects as assigned.
- Performs painting of new work, and maintenance painting of interiors and exteriors.

## Classification Specification

<b>Classification Title</b>	Maintenance Mechanic, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Performs miscellaneous activities such as laying floor ties and linoleum; patching and repair of roofs; preparation of cabinetry; lock replacement and repairs; and performs a variety of cleaning tasks requiring knowledge of special cleaning compounds and chemicals.
- Performs grounds maintenance and landscaping activities such as installing standard irrigation and drip systems; performs pest control activities both in residences and landscaped areas.
- Troubleshoots a variety of work orders, including the most difficult and complex concerning operational problems with the living environment; determines solutions that are, to the degree possible, quick, long lasting, economical, and practical; and reports the more-involved requirements, and coordinates solutions with the supervisor.
- Operates a variety of power tools and equipment used in the maintenance, repair, and construction of buildings, facilities, and grounds such as saws, mixers, trenching equipment, hoists, etc.
- Maintains a cooperative working relationship with managers and tenants.
- Assists in the education of tenants on normal operation of systems in buildings and apartments.
- Estimates materials, and requisitions supplies, materials, etc. for each project/task.
- Maintains and completes records of time, equipment, and supplies for assigned projects.
- Reviews and approves time records of crew directed.
- Checks maintenance and repair work performed by outside contractors, and reports results to supervisor.
- Provides direction to Maintenance Mechanic I/II personnel concerning a variety of craft and work safe practice skills, as directed; informs employees of known hazardous materials used in their work; and enforces state and authority safety requirements.
- Works limited on-call evenings and weekends, and refers after-hours/weekend emergency calls to appropriate parties or personnel to take care of the problem.
- 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.

## Classification Specification

<b>Classification Title</b>	Maintenance Mechanic, Senior
<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 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
- Five (5) years of experience in construction and/or maintenance work involving building facilities and grounds, OR at least three (3) years of experience performing duties comparable to a Maintenance Mechanic II, or certified by management as possessing journey-level skills in at least three (3) craft areas
- 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:

- Methods, techniques, tools, and terms used in repairs, maintenance, and construction
- Journey-level demonstration in at least three (3) craft areas
- Operation of power equipment, including trucks and related equipment
- Principles of supervision, and effective communication and motivation
- Basic mathematics used in the maintenance and construction trades

## Classification Specification

<b>Classification Title</b>	Maintenance Mechanic, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Applicable local and state codes
- Safe work practices; state and authority safety hazardous material requirements

### Skill in:

- Leadership
- The proper and safe operation of hand and power tools

### Ability to:

- Perform a variety of semi-skilled and skilled maintenance, repair, and construction work with journey-level demonstration in at least three (3) craft areas
- Operate a variety of vehicular and stationary mechanical equipment
- Read, interpret, and follow plans and working drawings
- Work independently, and exercise sound judgment
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with managers, employers, and tenants
- Lead and direct the work of individuals and crews, and motivate to achieve efficient work
- Read, interpret, and prepare blueprints and working drawings
- Follow written and oral instructions
- Prepare written records relating to material usage and work project
- Perform heavy manual labor tasks requiring the strength and stamina to work while standing for long periods of time

## 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	

## Classification Specification

<b>Classification Title</b>	Maintenance Mechanic, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

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.
- **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:**

## **MAINTENANCE MECHANIC III**

### **DEFINITION**

Under general supervision, performs a wide variety of semi-skilled and skilled maintenance, installation, repair and construction work, including the most difficult and complex, in a wide variety of the construction trades, involving public housing residential units and related facilities and grounds; directs the work of Maintenance Mechanics I/II and crews as required; makes day to day assignments of individuals and crews to fill work orders; may perform heavy manual laboring tasks; and does other related tasks. Manages small project budgets, and supervises and inspects the work of others.

### **DISTINGUISHING FEATURES**

Positions in this class are expected to lay out or perform the most difficult of the work assigned to the Maintenance Mechanic II classification. Work in this class is distinguished from the Maintenance Mechanic II by the responsibility to provide lead worker direction and technical supervision to project work, as needed, and check out and solve the most difficult problems encountered by individuals and crews in the field. This class differs from the next supervisory level in that the Maintenance Mechanic III lacks direct disciplinary authority, and other supervisory and managerial responsibilities.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to:

1. Implements day to day assignments of individuals and crews to complete work order.
2. Establishes work schedules and assigns staff.
3. Performs electrical, electronic and plumbing maintenance, installation and repair, such as repair gas, electrical and mechanical appliances, as well as central heating systems.
4. Performs maintenance, repair and construction work in both occupied and vacant buildings and apartments including carpentry involving limited new construction, maintenance, installation and repair of the structures and infrastructure of building, apartments and facilities. Supervise projects as assigned.
5. Performs painting of new work and maintenance painting of interiors and exteriors.
6. Performs miscellaneous activities such as laying of floor tiles and linoleum; patching and repair of roofs; preparation of cabinetry; lock replacement and repair; and perform a variety of cleaning tasks requiring knowledge of special cleaning compounds and chemicals.

## **MAINTENANCE MECHANIC III**

### **PAGE 2**

#### **EXAMPLES OF DUTIES (CONTINUED)**

7. Performs grounds maintenance and landscaping activities such as installing standard irrigation and drip systems; and perform pest control activities both in residences and landscaped areas.
8. Trouble shoots a variety of work orders, including the most difficult and complex concerning operational problems with the living environment; determine solutions that are, to the degree possible, quick, long lasting, economical and practical; and report the more involved requirements to and coordinate solutions with the supervisor.
9. Operates a variety of power tools and equipment used in the maintenance, repair and construction of buildings, facilities and grounds, such as saws, mixers, trenching equipment, hoists, etc.
10. Maintains a cooperative working relationship with managers and tenants.
11. Assists in the education of tenants on normal operation of systems in buildings and apartments.
12. Estimates materials and requisitions supplies, materials, etc. for each project/task.
13. Maintains and completes records of time, equipment and supplies usage for assigned projects.
14. Reviews and approves time records of crews directed.
15. Checks maintenance and repair work performed by outside contractors, and reports results to supervisor.
16. Provides instruction to Maintenance Mechanic I/II personnel concerning a variety of craft and work safe practice skills, as directed; informs employees of known hazardous materials used in their work; and enforces State and Authority safety requirements.
17. Works limited on-call evenings and weekends, and refers after hours/weekend emergency calls to appropriate parties or personally takes care of the problem.

#### **MINIMUM QUALIFICATIONS FOR EMPLOYMENT**

##### Knowledge of:

Methods, techniques, tools and terms used in repair, maintenance and construction; journey level knowledge in at least three (3) craft areas sufficient to allow training of others and accomplishment of the most difficult assignments; operation of power equipment, including trucks and related equipment; principles of supervision and effective communication and motivation; basic mathematics used in the maintenance and construction trades; applicable local and State codes; safe work practices; and State and Authority safety and hazardous material requirements.

## MAINTENANCE MECHANIC III

### PAGE 3

#### Ability to:

Perform a variety of semi-skilled maintenance, repair and construction work with journey level skills in at least three (3) craft areas; operate a variety of vehicular and stationary mechanical equipment; work independently; communicate effectively and work with managers, employees and tenants; lead and direct the work of individuals and crews, and motivate efficient and effective work; read, interpret and prepare blueprints and working drawings; follow written and oral instructions; prepare written records relating to material usage and work project reports; and perform heavy manual laboring tasks requiring the strength and the stamina to work standing up for long periods of time.

#### License:

Valid California Driver's License and a satisfactory, insurable driving record (on-going).

#### Education and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Five (5) years of experience in construction and/or maintenance work involving building, facilities and grounds, OR at least three (3) years of experience performing duties comparable to a Maintenance Mechanic II. Possession of journey level skills in at least three (3) craft areas, supported by documentation.

##### Education:

Completion of the 12th grade or the equivalent, PLUS completion of a construction technology curriculum at a community college or vocational technology school.



## Classification Specification

<b>Classification Title</b>	ONS Field Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Facilitates and coordinates Office of Neighborhood Safety (ONS) Street Outreach efforts and assigned staff.

### DISTINGUISHING CHARACTERISTICS

The incumbent assists management with the development of violence intervention and prevention strategies, coordinates, and implements violence intervention and prevention programs and activities. Assigns work and provides lead direction to the Neighborhood Change Agents. The incumbent exercises considerable judgment and discretion in establishing work plans and priorities with guidelines established by laws, regulations, codes, departmental and City policy.

### 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 targeted daily street outreach to individuals with a history of exposure to or involvement in gun violence to provide direction, mentorship, and assistance with navigating City, County and other services and resources.
- Facilitates meetings with the Street Outreach team to review any firearm occurrences, and develop strategies for conflict intervention.
- Identifies areas with potential for conflicts, and assigns Neighborhood Change Agents to discourage retaliatory action, and prevent escalation resulting in gun violence.
- Assists in the planning and delivery of services to the population ONS serves.
- Coordinates with Life Skills class facilitators to review class topics for relevancy and relatability to the population served.
- Collaborates with the ONS Program Manager to review challenges, achievements, and develop program goals.

## Classification Specification

<b>Classification Title</b>	ONS Field Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Maintains regular communication with Neighborhood Change Agents and City Peacekeepers to monitor and assess program participants' achievements and/or challenges, and provides additional support as needed.
- Reviews program data, City incidents of gun violence, and current outreach strategies to assist the Program Manager in future program planning.
- Participates with department leadership to review, evaluate, and plan grant funding to maximize impact to ONS program goals.
- 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 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. An Associate's degree from an accredited college or university with major coursework in social or criminal justice, sociology, violence intervention, or a related field is highly desirable
- Five (5) years of violence intervention and prevention program training experience. Education from an accredited college or university with major coursework in social or criminal justice, sociology, violence intervention, or a related field may substitute for the required experience on a year-for-year basis
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

## Classification Specification

<b>Classification Title</b>	ONS Field Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Office of Neighborhood Safety model and practices
- Community history, culture, and dynamics as they pertain to gun violence
- Local community entities that work with at-risk populations
- City services and available resources
- Trauma informed practices
- Legislation and funding sources through state and federal grant programs
- Fiscal management

#### Skill in:

- Team leadership
- Decision making
- Problem solving and conflict resolution

#### Ability to:

- Coordinate and delegate staff assignments to work toward a common goal
- Navigate and build relationships in all areas of the community
- Demonstrate good judgment and decision making
- Establish and maintain effective working relationships
- Maintain accurate records
- 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>	ONS Field Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-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 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:**

**OFFICE OF NEIGHBORHOOD SAFETY FIELD COORDINATOR**

**DEFINITION**

Under direction, plans, organizes and administers programs and projects in the Office of Neighborhood Safety. The incumbent provides lead direction to the Neighborhood Change Agents and does related work as required.

**CLASS CHARACTERISTICS**

The incumbent assists management with the development of violence intervention and prevention strategies, coordinates, and implements violence intervention and prevention programs and activities, assigns work, and provides lead direction to the Neighborhood Change Agents. The incumbent exercises considerable judgment and discretion in establishing work plans and priorities with guidelines established by laws, regulations, codes, departmental and City policy.

**EXAMPLES OF DUTIES**

*The following duties are illustrative:*

1. Coordinates activities; plans, develops, and implements Office of Neighborhood Safety programs.
2. Assigns work and provides lead direction to the Neighborhood Change Agents; gives orientation of departmental policy, procedures, and rules; trains, assists, and occasionally substitutes for staff in conducting program activities.
3. Conducts weekly meetings with the Neighborhood Change Agents to develop and reinforce and violence prevention and intervention strategies.
4. Ensures that Neighborhood Change Agents are adequately trained and receive coaching and support.
5. Supports management with grant-related activities (i.e. grant writing, budgeting, management, reporting, etc.).
6. Coordinates program data collection, ensuring that the data is submitted timely and accurately.
7. Prepares and assists in the preparation of periodic progress and special reports related to programs and activities.
8. Prepares and maintains records regarding staff attendance, accident and incident reports, and similar program-related documents.

**CITY OF RICHMOND, CA**  
**OFFICE OF NEIGHBORHOOD SAFETY FIELD COORDINATOR**  
**PAGE 2**

9. Prepares various written material, including letters, memos, publicity flyers, news releases, narrative reports, and program brochures for internal and external dissemination.
10. Assists management in the development and implementation of comprehensive strategies and industry best practices in violence prevention.
11. Participates in collaboration with various community stakeholders, including governmental agencies, community-based service providers and non-profit organizations, faith-based organizations, business and professional community, educational institutions, diversity of ethnicity, specific community organizations, and other stakeholders committed to youth outreach to expand the program reach and to provide social service references to program participants.
12. May perform the work of a Neighborhood Change Agent.
13. As needed, serves as spokesperson for the Office of Neighborhood Safety and may make verbal presentations to stakeholders.
14. Performs related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: methods, techniques, and procedures in the delivery of the violence intervention and prevention programs; principles and procedures for implementing and directing violence intervention and prevention services and activities; complex situations within the Richmond community; principles and practices of program budget monitoring; principles and practices of assigning and reviewing the work of others.

Skilled in: crisis response and conflict mediation; gathering complex and sensitive information for the purpose of mitigating potentially volatile situations; using appropriate judgment, discretion, and decision making in accordance with level of responsibility and within guidelines established by laws, regulations, codes, departmental and City policy.

Ability to: assist in developing and coordinating a violence intervention and prevention program suited to the needs of the community; plan, organize, coordinate and implement a violence intervention and prevention program; establish and maintain effective working relationships with stakeholders; analyze, interpret and explain section policies and procedures; communicate effectively orally and in writing; train and participate in the evaluation of personnel; prepare detailed reports and other written material.

**MINIMUM QUALIFICATIONS**

Any combination of experience and training that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major work in criminal justice, sociology, human development, or related subject **and** one (1) year of full-time violence intervention and prevention program experience in a public or private social or community services agency.

or

Possession of an Associates of Arts degree, with coursework in criminal justice, sociology, human development or related subject **and** three years of full-time violence intervention and prevention program experience in a public or private social or community services agency.

or

Any combination of violence intervention and prevention program training and experience equivalent to five (5) years of public or private social or community services agency.

**LICENSE/CERTIFICATION**

Possession of or ability to obtain a valid California Driver's License at date of appointment

**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. Incumbent may be required to work in the field. Accommodation may be made for some of the above qualifications for individuals requiring and requesting such accommodation.



## Classification Specification

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

### GENERAL SUMMARY

Performs technical research, drafting, and administrative support work in support of advance and current planning, General Plan review, economic development, and redevelopment. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Planning Technician series and is flexibly staffed with Planning Technician II. Initially, under close supervision, incumbents perform the more routine technical planning duties while learning City policies and procedures.

### 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.*

- Assists the public, other divisions, and City departments on matters related to planning and zoning, including providing information related to addresses, subdivisions, census tract numbers, street locations, ownership, city/county jurisdiction, and related matters; answers questions related to City codes and zoning ordinances.
- Prepares staff reports consisting of an outline of proposed planning projects for review and approval by Planning staff.
- Updates official City maps to reflect street, parcel, zoning, and land use changes; assigns census tract numbers, geo codes, and addresses to approved parcel and subdivision maps; and prepares computations of lot area and frontages.
- Updates and edits land use data; interprets data utilizing official field surveys, building permits, assessor and approved parcel and subdivision maps, and other authorized source documents.
- Prepares, revises, and interprets legal property descriptions for zoning cases, annexations, and ordinances.

## Classification Specification

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

- Notifies property owners and occupants within radius of subject site regarding use, variance, zoning, home occupation, historic landmark designation, street name change, and related permits.
- Maintains current City maps, records, and land use documents.
- Performs duties related to zoning and use permit applications, and conducts field checks to ensure accuracy of coded information.
- 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. At least two (2) years of relevant college-level course work, or an Associate's degree from an accredited college or university is desirable
- One (1) year of practical field or office experience in a technical planning, engineering, or related field
- 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>	Planning Technician I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Basic research methods utilized in the collection, tabulation, analysis, and application of planning data
- Principles and methods of preparing graphics, exhibits, visual aids, maps, and charts
- Basic computer-user applications, including the interpretation of input/output data
- Basic arithmetic concepts, including calculations of square footage
- Terminology, symbols, methods, techniques, and instruments used in planning and map drafting, including reviewing and interpreting mapping information
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Organization and time management

#### Ability to:

- Prepare clear and accurate drawings or maps
- Interpret maps, drawings, and field survey notes
- Perform accurate arithmetic and statistical calculations
- Prepare maps and other illustrations for presentation by Planners
- Maintain organized and accurate records of maps, charts, and other planning documentation
- Demonstrate sound judgment and decision making
- 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		

## Classification Specification

<b>Classification Title</b>	Planning Technician I
<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 is in an office environment and is relatively free from unpleasant environmental conditions or hazards. Occasional outside work may be required. Incumbent may be required to walk on rough unpaved areas such as fields or construction zones.
- **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>	Planning Technician II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs technical research, drafting, and administrative support work in support of advance and current planning, General Plan review, economic development, and redevelopment. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Planning Technician series, fully competent to perform the responsible and difficult planning technical work. It is flexibly staffed with Planning Technician I. Assigned responsibilities include the preparation of land use and zoning exhibits for use in reports and public hearings, processing of approved subdivision maps, and notifications of property owners and occupants or permits and changes in land use.

### 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.*

- Assists the public, other divisions, and City departments on matters related to planning and zoning, including providing information related to addresses, subdivisions, census tract numbers, street locations, ownership, city/county jurisdiction, and related matters; answers questions related to City codes and zoning ordinances.
- Prepares staff reports consisting of an outline of proposed planning projects for review and approval by Planning staff.
- Updates official City maps to reflect street, parcel, zoning, and land use changes; assigns census tract numbers, geo codes, and addresses to approved parcel and subdivision maps; and prepares computations of lot area and frontages.
- Updates and edits land use data; interprets data utilizing official field surveys, building permits, assessor and approved parcel and subdivision maps, and other authorized source documents.
- Prepares, revises, and interprets legal property descriptions for zoning cases, annexations, and ordinances.

## Classification Specification

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

- Notifies property owners and occupants within radius of subject site regarding use, variance, zoning, home occupation, historic landmark designation, street name change, and related permits.
- Maintains current City maps, records, and land use documents.
- Performs duties related to zoning and use permit applications, and conducts field checks to ensure accuracy of coded information.
- 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.

### 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 is desirable
- One (1) year of practical field or office experience in a technical planning, engineering, or related field, and two (2) years of technical planning experience equivalent to the City's Planning Technician I class

## Classification Specification

<b>Classification Title</b>	Planning Technician II
<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:

- Basic research methods utilized in the collection, tabulation, analysis, and application of planning data
- Principles and methods of preparing graphics, exhibits, visual aids, maps and charts
- Basic computer-user applications, including the interpretation of input/output data
- Basic arithmetic concepts, including calculations of square footage
- Terminology, symbols, methods, techniques, and instruments used in planning and map drafting, including reviewing and interpreting mapping information
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Organization and time management

#### Ability to:

- Prepare clear and accurate drawings or maps
- Interpret maps, drawings, and field survey notes
- Perform accurate arithmetic and statistical calculations
- Prepare maps and other illustrations for presentation by Planners
- Maintain organized and accurate records of maps, charts, and other planning documentation
- Demonstrate sound judgment and decision making
- 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>	Planning Technician II
<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 relatively free from unpleasant environmental conditions or hazards. Occasional outside work may be required. Incumbent may be required to walk on rough unpaved areas such as fields or construction zones.
- **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

## Classification Specification

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

and standing are required only occasionally, and all other sedentary criteria are met.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

PLANNING TECHNICIAN I/II

DEFINITION

Under general supervision, performs technical research, drafting and administrative support work in support of advance and current planning, General Plan review, economic development and redevelopment; performs related work as assigned.

CLASS CHARACTERISTICS

Planning Technician I is the entry level class in this planning technical series. Initially, under close supervision, incumbents perform the more routine technical planning duties while learning City policies and procedures. This class is alternatively staffed with Planning Technician II, and incumbents may advance to the higher level after successfully completing a one year instructional/orientation period and gaining one additional year of experience that demonstrates proficiency which meets the requirements of the Planning Technician II class.

Planning Technician II is the journey level class in the series, fully competent to perform the responsible and difficult planning technical work. Assigned responsibilities include the preparation of land use and zoning exhibits for use in reports and public hearings, processing of approved subdivision maps and notifications of property owners and occupants of permits and changes in land use. This class is distinguished from Assistant Planner in that the latter is a professional position, performing the more complex professional planning assignments.

EXAMPLES OF DUTIES

1. Assists the public, other divisions and City departments on matters related to planning and zoning, including providing information related to addresses, subdivisions, census tract numbers, street locations, ownership, city/county jurisdiction and related matters; answers questions related to City codes and zoning ordinances.
2. Prepares staff reports consisting of an outline of proposed planning projects for review and approval by Planning staff.
3. Updates official City maps to reflect street, parcel, zoning and land use changes; assigns census tract numbers, geo codes and addresses to approved parcel and subdivision maps; prepares computations of lot area and frontages.
4. Updates and edits land use data; interprets data utilizing official field surveys, building permits, assessor and approved parcel and subdivision maps, and other authorized source documents.
5. Prepares, revises and interprets legal property descriptions for zoning cases, annexations and ordinances.

**PLANNING TECHNICIAN I/II  
PAGE 2**

- 6. Notifies property owners and occupants within radius of subject site regarding use, variance, zoning, home occupation, historic landmark designation, street name change and related permits.**
- 7. Maintains current City maps, records and land use documents.**
- 8. Makes statistical surveys and calculations from land use inventory file.**
- 9. Performs duties related to zoning and use permit applications and conducts field checks to ensure accuracy of coded information.**
- 10. May be required to walk on rough unpaved areas such as fields or construction zones.**

**QUALIFICATIONS**

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

**Knowledge of:**

- \* Basic research methods utilized in the collection, tabulation, analysis and application of planning data.**
- \* Principles and methods of preparing graphics, exhibits, visual aids, maps and charts.**
- \* Basic computer user applications including the interpretation of input/output data.**
- \* Basic arithmetic concepts, including calculations of square footage.**
- \* Terminology, symbols, methods, techniques and instruments used in planning and map drafting, including reviewing and interpreting mapping information.**

**Skill in:**

- \* Preparing clear and accurate drawings or maps.**
- \* Making accurate arithmetic and statistical calculations.**
- \* Interpreting maps, drawings and field survey notes.**
- \* Preparing maps and other illustrations for presentation by Planners.**
- \* Maintaining organized and accurate records of maps, charts and other planning documentation.**
- \* Organizing work, setting priorities, meeting deadlines and making sound independent decisions within established guidelines.**
- \* Using tact and diplomacy in dealing with difficult people.**
- \* Establishing and maintaining effective working relationships with those contacted in the course of the work.**

**PLANNING TECHNICIAN I/II  
PAGE 3**

**OTHER REQUIREMENTS:** May require a valid driver's license or access to another reliable form of personal transportation.

A typical way of gaining the knowledge and skill outlined above is.

**Planning Technician I:** One year of practical field or office experience in a technical planning, engineering or related field.

**Planning Technician II:** In addition to the above, two years of technical planning or technical planning experience equivalent to the City's Planning Technician I class.



## Classification Specification

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

### GENERAL SUMMARY

Under general direction, 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; to provide lead supervision to staff assigned to the property room; and to perform related duties as required.

### DISTINGUISHING CHARACTERISTICS

This is a non-sworn classification in the Police Department. Duties performed within the confines of the Property Room under the general supervision of a Police Sergeant. This classification is distinguished from Police Sergeant in that the latter may assume full supervision over both sworn and non-sworn personnel assigned both in the Property Room and elsewhere in the Police Department. The supervision delegated to the Police Property Technician by comparison is limited to lead supervision over non-sworn department staff assigned to the 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.*

- Provides lead direction, training, and work review to assigned staff.
- 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 their prospective owners.
- Determines which items are to be destroyed, which are to be retained for charitable contributions, and which are to be auctioned by the City.
- Disposes of firearms, illegal contraband, narcotics, and other obsolete evidence.
- Maintains latent fingerprint cards; logs, stores, and develops crime scene photographs.

## Classification Specification

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

- Provides court testimony as necessary.
- 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.*

- 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 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
- Experience storing and maintaining an 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

## Classification Specification

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

### Additional Requirements

- 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:

- Laws and procedures pertaining 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.
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Organization

#### Ability to:

- Plan, assign, and review the work of others
- Perform data entry
- Maintain a clean and orderly property storage area
- 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		

## Classification Specification

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

Exposures	Seldom or Never	Sometimes	Frequently or Often
Other			
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:**

**POLICE PROPERTY TECHNICIAN**

**DEFINITION**

Under general direction, 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; to provide lead supervision to staff assigned to the property room; 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 Property Room under the general supervision of a Police Sergeant. This classification is distinguished from Police Sergeant in that the latter may assume full supervision over both sworn and non-sworn personnel assigned both in the Property Room and elsewhere in the Police Department. The supervision delegated to the Police Property Technician by comparison is limited to lead supervision over non-sworn department staff assigned to the Property Room.

**EXAMPLES OF DUTIES**

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

**POLICE PROPERTY TECHNICIAN  
PAGE 2**

**QUALIFICATIONS**

**Knowledge of:**

**Laws and procedures pertaining 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:**

**Plan, assign and review the work of others; operate computers for the purpose of data entry and retrieval; establish and maintain good working relationships with fellow employees and representatives 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 an 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.**



## Classification Specification

<b>Classification Title</b>	Recreation Program Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Coordinates and leads recreation and cultural programs and activities in assigned area; supervises and directs personnel participating in recreational and cultural programs.

### DISTINGUISHING CHARACTERISTICS

This is the entry level class to the professional recreation class series. Incumbents plan, coordinate, and implement recreation and cultural programs in several areas including social, physical, cultural, educational, and auxiliary services. Program Coordinators normally are assigned to community centers or within a defined program area such as aquatics, senior citizens, youth activities, sports, and special projects.

### 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, manages, and oversees daily operations of assigned community center building and recreation programming held at that site.
- Oversees the work of part-time and seasonal staff members and volunteers.
- Develops and implements recreation program activities and special events.
- Creates and distributes marketing materials and flyers to inform community of programs and events.
- Manages staff scheduling, timesheets, and performance evaluations.
- Participates in budget development and allocation of available resources.
- Tracks expenditures, and works within budget constraints.
- Orders supplies and equipment, coordinates deliveries, and schedules use of facilities.
- Assists in the general upkeep of community center facilities, submits work orders and incident reports as needed, and communicates maintenance issues to department leadership.
- Attends and participates in meetings, trainings, and conferences as needed.

## Classification Specification

<b>Classification Title</b>	Recreation Program Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- 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 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. A Bachelor's or Associate's degree from an accredited college or university with major coursework in recreation administration, physical education, social services, or a related field is highly desirable
- Five (5) to seven (7) years of recreation experience in a public, municipal, or private recreation or community services agency. Education from an accredited college or university with major coursework in recreation administration, physical education, social services, or a related field may substitute for the required experience on a year-for-year basis
- 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

- Ability to work evenings and weekends as assigned

## Classification Specification

<b>Classification Title</b>	Recreation Program Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Recreational needs and interests of the community served
- Budgeting for a community center, and familiarity with community programs
- Event planning
- Modern office practices and equipment, including applicable software
- City personnel rules and policies

#### Skill in:

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

#### Ability to:

- Work as part of a team
- Motivate and empower staff members in a team environment
- Delegate the work of others
- Handle cash transactions, and perform basic math computations
- Document and maintain accurate records
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Manage multiple tasks, and prioritize assignments
- Think creatively

### 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>	Recreation Program Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other: Indoor Pool			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.
- **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

Class Code: PR-257  
Revised: 3-23-95  
Established: 12-27-66  
Group: Local 790  
FLSA: NON-EXEMPT

### RECREATION PROGRAM COORDINATOR

#### DEFINITION

Under general supervision, coordinates and leads recreation and cultural programs and activities; supervises and directs personnel participating in such programs; and does other work as required.

#### CLASS CHARACTERISTICS

This is the entry level class to the professional recreation class series. Incumbents plan, coordinate and implement recreation and cultural programs in several major areas - social, physical, cultural, educational and auxiliary services. Program Coordinators normally are assigned to community centers or within a defined program area, such as aquatics, senior citizens, youth activities, sports and special projects.

#### EXAMPLES OF DUTIES

1. Coordinates activities; plans, develops and implements community service programs; supervises, leads, and directs programs, such as arts and crafts, sports activities, dance and music.
2. Plans programs by analyzing the need for the program and anticipated number of participants; prepares justification for recommended programs; outlines procedures and schedules.
3. Supervises and directs part-time and voluntary personnel assigned to programs; gives orientation of departmental policy, procedures and rules; trains, assists and occasionally substitutes for staff in conducting program activities.
4. Orders supplies and equipment, and coordinates delivery; schedules facilities; and promotes good intergroup relations.
5. Coordinates facility maintenance and security: inspects for cleanliness, vandalism and maintenance problems; opens and secures facilities.
6. Reviews and approves applications, schedules rooms, collects fees, issues receipts and maintains records on facility usage.
7. Serves as advisor to organized clubs and youth groups; explains City policies and procedures; assists in coordinating activities by arranging for and scheduling facilities, finding resources and providing guidance.
8. Prepares and maintains records regarding staff attendance, facility usage, rentals, requisitions for supplies and equipment, accident and incident reports, and similar program related documents.

9. Prepares a variety of written material including letters, memorandums, publicity flyers, news releases, narrative reports and program brochures for internal and external dissemination.
10. Meets with various individuals and groups from the community, parents, school officials, and supervisory and subordinate staff regarding program activities.
11. Explains and assures compliance with rules and regulations governing facility usage.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Methods, techniques and procedures in the delivery of the community services program.

Common recreational and social needs of various age groups.

Principles and procedures for implementing and directing community services or recreation activities.

Principles and practices of program budget monitoring.

Principles and practices of assigning and reviewing the work of others.

##### Ability to:

Develop and coordinate a community service or recreation program suited to the needs of the community.

Plan, organize, coordinate and implement a community services program.

Establish and maintain effective working relationships with those contacted in the course of work.

Analyze, interpret and explain section policies and procedures.

Communicate effectively, orally and in writing.

Train and evaluate contract and temporary personnel.

Prepare detailed reports and other written material.

Experience and Training:

Any combination of experience and training that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. Equivalent to a Bachelor's Degree from an accredited college or university with a major work in recreation administration, physical education, social services or related subject **and** one (1) year of full time recreation experience.

or

2. Two (2) years of college **and** three (3) years of full time recreation experience in a public or private recreation or community services agency.

or

3. Any combination of training and experience equivalent to five (5) years of municipal recreation and community services employment.

License or Certificate:

Possession of, or ability to obtain, a valid California Driver's License at date of appointment 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 night and/or weekend meetings. Accommodation may be made available for individuals requiring and requesting such accommodation.



## Classification Specification

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

### GENERAL SUMMARY

Ensures the rental and registration processes are in accordance to set rules and policy, and in compliance with the City's master fee schedule. Completes updates and changes in the Community Services Department's Recreation Division's database system. Assists in the implementation of policies, operating procedures, and priorities related to rental and program administrations, accounting procedures, facility rental processes, activity registrations, billings, and reports.

### DISTINGUISHING CHARACTERISTICS

Incumbents are responsible for ensuring that all participants are properly registered and accounted for before, during, and after an event takes place. Performing administrative tasks such as processing payments, maintaining accounts receivable records, and ensuring that accounting records are up to date.

### 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 and submits program information in the Division's database to facilitate program enrollment and registration.
- Assists patrons in the completion of registration forms, accepts payments, and troubleshoots user's issues with the online registration process.
- Maintains accurate records by filing and scanning registration forms and supporting documents.
- Provides information to the public regarding rental spaces and application procedures, and coordinates with City departments to gain approval for large events.
- Prepares rental estimates and contracts, collects required documentation and payments, and provides customers with official permits.
- Collaborates with program coordinators and managers to develop seasonal activity guides and/or newsletters, and manages the subsequent printing, posting, and distribution.

## Classification Specification

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

- Performs periodic updates, as needed, to the Division's registration and application forms and other supporting documents.
- Generates reports, and manages client outreach regarding outstanding account balances and payment collection.
- 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 clerical 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

#### **Additional Requirements**

- Ability to work evenings and weekends as assigned

## Classification Specification

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

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Department database
- City facility rentals and associated protocols
- Basic math
- Social media platforms
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Organization and time management
- Analytical thinking
- Customer service

#### Ability to:

- Multi-task to meet deadlines while maintaining other responsibilities
- Pay close attention to detail
- Perform cash transactions
- Maintain complete and accurate records
- 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		

## Classification Specification

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

Exposures	Seldom or Never	Sometimes	Frequently or Often
Other			
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>	Resident Housing Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Under supervision of the Building Maintenance Supervisor or Senior Property Manager, performs daily custodial and housekeeping duties for assigned public housing units; assists residents in resolving housing-related problems.

### DISTINGUISHING CHARACTERISTICS

Position requires residence at assigned complex. Incumbents are responsible for providing continuous, on-call service for community residents. Resident Housing Managers are responsible for maintaining clean and safe housing unit exteriors and adjacent areas. Additional responsibilities include providing household repairs to plumbing fixtures, doors and windows, appliances, furniture, and other routine household 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.*

- Inspects and maintains hallways, lobbies, fire exits, laundry rooms, restrooms, recreation areas, parking lots, sidewalks, grounds, and other common spaces for cleanliness, trip or slip hazards, and general safety.
- Cleans, sweeps, mops, vacuums, and polishes floors, carpets, sidewalks, and other surfaces; picks up litter, debris, and rubbish, and disposes it in appropriate containers; empties and cleans waste receptacles; removes dust, scuff marks, or fingerprints from furniture, and cleans desks and chairs in offices and recreational rooms.
- Removes any hazards to resident safety; removes graffiti; completes monthly inspection of fire extinguishers for broken glass, missing equipment, or expired tags; and performs other custodial tasks as required.
- Responds to the emergency needs of community residents, and performs a variety of common household repairs, including shutting off leaking faucets, plunging clogged drains and toilets, shutting off malfunctioning appliances, opening jammed

## Classification Specification

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

doors and windows, and similar routine household maintenance problems days, nights, weekends, and on-call.

- Removes and replaces switch plates, plug plates, light fixtures, and draperies prior to and following completion of painting services rendered by painter.
- Replaces all burned out and broken light bulbs in community common areas.
- Assists residents in emergencies; opens units when tenants accidentally get locked out; and calls police, fire, ambulance, or other emergency vehicles when needed.
- Receives tenants' complaints and requests; informs the Maintenance Division of all serious maintenance problems, and when authorized, calls outside repair services.
- Instructs new tenants on the operation of ranges, refrigerators, emergency signals, intercoms, heaters, and proper disposal of garbage.
- Maintains and securely stores inventory of cleaning, maintenance, and restroom supplies, and requisitions supplies as needed.
- Reports lease violations within 24 hours to the Resident Housing Property Manager.
- Maintains building security at all times; reports loitering or suspicious activity, cars parked in fire lane or red zone, and unregistered or inoperable vehicles to the police.
- Checks signage, bulletin boards, mailboxes, and marquis for appearance.
- Attends Resident Council meetings, and when requested, provides assistance.
- Maintains on-site tenant files, prepares various reports and logs, and performs general office functions.
- 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>	Resident Housing Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- 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 that demonstrates applicant's knowledge and abilities regarding the care and maintenance of multi-unit housing structures
- 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:

- Tools and methods used in repairing a variety of routine, reoccurring housing maintenance problems
- Methods, materials, and equipment used in cleaning and caring for floors, walls, fixtures, and furniture
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Active listening
- Problem solving
- Customer service

#### Ability to:

- Shut off leaking faucets and malfunctioning appliances; plunge clogged drains and toilets; open jammed doors and windows; and attend to other routine, reoccurring household maintenance problems
- Operate hand and power tools used in general household maintenance properly and safely

## Classification Specification

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

- Provide continuous, on-call service for community residents
- Prepare and maintain written records relating to tenant services, material and equipment inventory, and equipment maintenance
- Multi-task and prioritize work
- Maintain accurate and complete records
- Understand and follow written directions and oral instructions
- Work nights, weekends, and on-call
- Communicate effectively

### 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>	Resident Housing Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Loud noises (85+ decibels such as heavy trucks, construction)	X		
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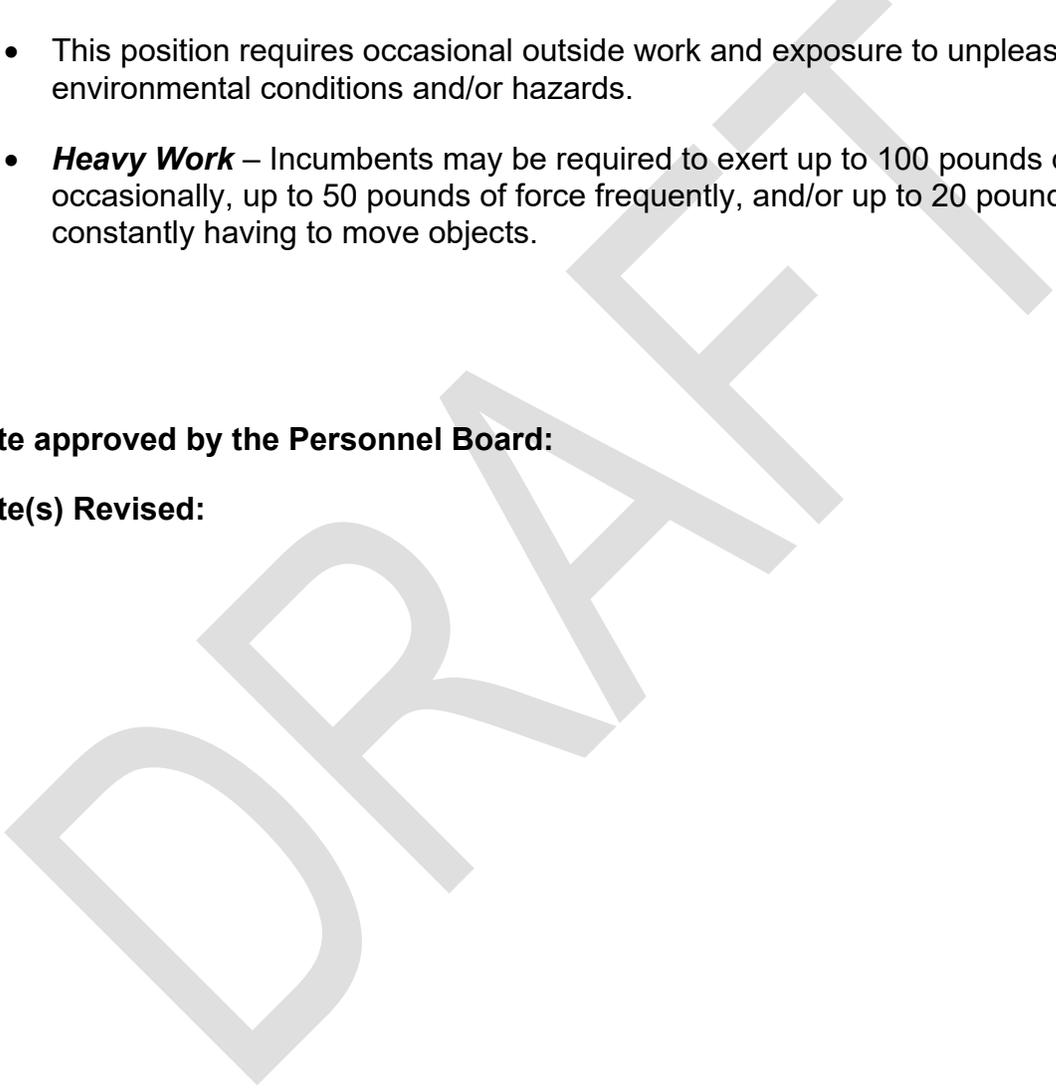
### WORKING CONDITIONS & PHYSICAL DEMANDS

*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 occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **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:**



## **RESIDENT HOUSING MANAGER**

### **DEFINITION**

Under the supervision of a Resident Property Manager, performs daily custodial and housekeeping duties for assigned public housing units; assists residents in resolving housing related problems; and performs related administrative office duties.

### **CLASS CHARACTERISTICS**

Position requires residence at assigned complex. Incumbents are responsible for providing continuous, on-call service for community residents. Resident Housing Managers are responsible for maintaining clean and safe housing unit exteriors and adjacent areas. Additional responsibilities include providing household repairs to plumbing fixtures, doors and windows, appliances, furniture and other routine household maintenance.

### **EXAMPLES OF DUTIES**

1. Inspects and maintains hallways, lobbies, fire exits, laundry rooms, restrooms, recreation areas, parking lots, sidewalks, grounds and other common spaces for cleanliness, trip or slip hazards, and general safety; cleans sweeps, mops, vacuums, and polishes floors, carpets, sidewalks and other surfaces; picks up litter and rubbish and disposes it in appropriate containers; empties and cleans waste receptacles; removes dust, scuff marks or fingerprints from furniture and cleans desks and chairs in offices and recreational rooms; removes or has removed any hazards to resident safety; removes or has removed graffiti, completes monthly inspection of fire extinguishers for broken glass, missing equipment or expired tags; and does other custodial tasks as required.
2. Responds to the emergency needs of community residents, makes a variety of common household repairs, including shutting off leaking faucets, plunging clogged drains and toilets, shutting off malfunctioning appliances, opening jammed doors and windows, and similar routing household maintenance problems.
3. Removes and replaces switch plates, plug plates, light fixtures, and draperies prior to and following completion of painting services rendered by painter.
4. Replaces all burned out and broken light bulbs in community common areas.
5. Assists residents in emergencies; opens units when tenants accidentally get locked out; and calls police, fire, ambulance or other emergency vehicles when needed.

**CITY OF RICHMOND, CA  
RESIDENT HOUSING MANAGER  
PAGE 2**

6. Receives tenants complaints and requests; informs the maintenance division of all serious maintenance problems; and when authorized, calls outside repair services.
7. Instructs new tenants on the operation of ranges, refrigerator, emergency signals, intercoms, heaters and proper disposal of garbage.
8. Maintains and securely stores inventory of cleaning, maintenance and restroom supplies, and requisitions supplies as needed.
9. Reports lease violations within 24 hours to the Resident Housing Property Manager.
10. Maintains building security at all times; reports loitering or suspicious activity, cars parked in fire lane or red zone, unregistered or inoperable vehicles to the police.
11. Checks signage, bulletin boards, mailboxes and marquis for appearance.
12. Attends Resident Council meetings and, when requested and provides assistance.
13. Maintains on-site tenant files, prepares various reports and logs; performs general office functions which involve lifting and bending.
14. At all times, maintains courteous, cooperative and professional manner towards residents.

**MINIMUM QUALIFICATIONS**

Knowledge of: tools and methods used in repairing a variety of routine, reoccurring housing maintenance problems; methods, materials and equipment used in cleaning and caring for floors, walls, fixtures and furniture.

Ability to: shut off leaking faucets and malfunctioning appliances; plunge clogged drains and toilets; open jammed doors and windows; attend to other routine, reoccurring household maintenance problems; tactfully and courteously listen to, evaluate information, and assist tenants in resolving their housing problems; be self-directed and use own initiative to resolve routine maintenance problems; understand and follow written directions and oral instructions; prepare and maintain written records relating to tenant services, material and equipment inventory, and equipment maintenance.

**EDUCATION/EXPERIENCE**

Two (2) years successful experience that would demonstrate applicant's knowledge and abilities in regard to the care and maintenance of multi-unit housing structures.

**LICENSE/CERTIFICATION**

Possession of a current California Driver's License.



## Classification Specification

<b>Classification Title</b>	R-Transit Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt

### GENERAL SUMMARY

Performs routine clerical work in the Transportation Division.

### DISTINGUISHING CHARACTERISTICS

This is a single class position. Incumbents in this class are fully competent to independently perform a variety of office support duties. The position is characterized by the presence of clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

### 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 taxi scrip transactions; collects monies, and makes deposits of collections.
- Maintains program records, including daily trip logs and other required records.
- Responds to inquiries, and provides information to the public regarding R-TRANSIT program services.
- 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.

## Classification Specification

<b>Classification Title</b>	R-Transit Assistant
<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 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
- 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 computers and applicable software
- Proper phone etiquette

#### Skill in:

- Organization and time management
- The operation of a van or similar large passenger vehicle
- Customer service

#### Ability to:

- Communicate effectively, both orally and in writing
- Perform basic cash handling and transactions
- Follow oral and written directions
- Perform basic data entry and keyboarding
- Maintain accurate and complete 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.*

## Classification Specification

<b>Classification Title</b>	R-Transit Assistant
<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>	R-Transit Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

City of Richmond, CA

Class Code: OC-657

Established: 3/28/02

Group: Local 790

FLSA: Non-Exempt

## **PARATRANSIT ASSISTANT**

### **DEFINITION:**

Under general supervision, provides a variety of routine to difficult clerical support to the Paratransit Office that may include receptionist duties, typing, word processing, recordkeeping and filing; and performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This is a single class position. Incumbents in this class are fully competent to independently perform a variety of office support duties. The position is characterized by the presence of clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

### **EXAMPLES OF DUTIES:**

1. Types correspondence, reports, forms and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes or brief instructions, using a typewriter or word processor.
2. Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies and correct English usage, including grammar, punctuation and spelling.
3. Enters and retrieves data and prepares reports from an on-line or personal computer system, following established formats.
4. Prepares and updates a variety of reports that may require the use of arithmetic calculations; and reviews computer-produced reports for accuracy and makes corrections as required.
5. Maintains records and processes forms such as payroll records, purchase requisitions and orders, and others specific to the organizational unit.
6. Establishes and maintains office files, and researches and compiles information from such files.

7. Acts as a receptionist; receives and screens visitors, telephone calls and takes messages; and provides factual information regarding City or unit activities and functions.
8. Operates standard office equipment.
9. Performs such office support activities as opening and distributing mail, processing outgoing mail, and ordering office supplies.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Equivalent to graduation from high school and two (2) years of general clerical or office assistant experience. One (1) year experience dealing with disabled and/or elderly clients.

**Knowledge of:** 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 standard format for typed materials; policies and procedures related to the department to which assigned; basic business data processing principles; and the use of word processing or personal computing equipment.

**Skill in:** Performing detailed clerical work accurately; organizing and maintaining office files; composing routine correspondence from brief instructions; maintaining accurate records and files; making accurate arithmetic calculations; using initiative and sound independent judgment within established guidelines; operating standard office equipment, including a word processor, personal or on-line computer and centralized telephone equipment; prioritizing work and coordinating several activities; establishing and maintaining effective working relationships with those contacted during the course of work; understanding and carrying out oral and written directions; and typing accurately at a rate of 40 net words per minute from printed copy.

**License Required:** Must possess a valid Class "C" California Driver's License upon appointment to the position, and it is an on-going requirement of the position.



## Classification Specification

<b>Classification Title</b>	R-Transit Driver
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Drives a City van/vehicle to designated locations in the West Contra Costa County and other approved areas; provides passenger assistance and delivery service; maintains program records; and does related work as required.

### DISTINGUISHING CHARACTERISTICS

The work of an incumbent combines clerical, manual and driving skills. Positions in this class are responsible for safe operation of a motor vehicle and delivery of passengers to destinations. Loading and unloading of wheelchairs requires manual strength. Clerical skill is required in keeping mileage and other related records.

### 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.*

- Drives a Paratransit van to scheduled destinations in a safe and efficient manner.
- Assists passengers as they enter and exit the vehicle; ensures that seat belts are fastened, and passengers are seated safely and comfortably. Assists disabled and elderly passengers in getting from door-to-door.
- Loads and unloads wheelchairs; pushes wheelchairs up and down ramps, or a maximum of one stair.
- Maintains a daily trip log and other required records.
- Inspects the general vehicle condition, and reports maintenance needs. Keeps the interior of the vehicle orderly and clean.
- May be required to administer basic first aid.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

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

## Classification Specification

<b>Classification Title</b>	R-Transit Driver
<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
- A minimum of six (6) months of driving experience involving the transport of passengers and public contact. Experience with disabled and/or elderly clients is preferred
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- Possession of a valid California Class B driver's license and a satisfactory driving record are ongoing requirements for this position
- Achievement of CPR Certification within six (6) months of date of hire

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- California Motor Vehicle Code
- West Contra Costa County geography
- Customer service

#### Skill in:

- The operation of a van or similar large passenger vehicle

## Classification Specification

<b>Classification Title</b>	R-Transit Driver
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Ability to:

- Maintain accurate and complete records
- Deal effectively with the public, including special groups such as the elderly and disabled
- Establish and maintain effective working relationships
- Follow oral and written directions
- Work independently
- Utilize navigation applications, read a map, and locate addresses
- Perform manual work required to push wheelchairs and load and unload passengers
- Administer first aid or resuscitation 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.*

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>	R-Transit Driver
<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 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:**

## **R-TRANSIT DRIVER**

### **DEFINITION**

Under general supervision, drives a City vehicle to designated locations; provides passenger assistance and delivery services; maintains program records; performs duties in support of the Transportation and Transit Unit and performs related work as required.

### **CLASS CHARACTERISTICS**

The work of the incumbent requires clerical, customer service and manual and driving skills. Positions in this class are responsible for safe operation of a motor vehicle and delivery of passengers to destinations. Loading and unloading of wheelchairs requires manual strength. Clerical skills are required for keeping mileage and other related records.

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

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

1. Drives a city vehicle to scheduled destinations in a safe, timely and efficient manner.
2. Assists passengers as they enter and exit vehicle; ensures that seat belts are fastened and passengers are seated safely and comfortably.
3. Assists disabled and elderly passengers in getting from door-to-door.
4. Loads and unloads wheelchairs; pushes wheelchairs up and down ramps, or a maximum of one stair.
5. Prepares and maintains a daily trip log and other required records. Provides documentation of changes or updates to driver's license and records, and First Aid/CPR/AED certification.
6. Conducts routine pre-trip and post-trip inspections and submits required documentation to the appropriate personnel; and keeps the interior of vehicle orderly and clean
7. May be required to perform community outreach regarding City services, schedule rides, and perform basic clerical duties such as filing and answering phones.

**CITY OF RICHMOND  
R-TRANSIT DRIVER  
PAGE 2**

8. Provides professional and courteous service to passengers at all times; promotes good public relations.
9. May be required to provide transportation and delivery services for other City departments and assists staff and provides customer service when necessary.
10. Administers basic first aid, when required

**MINIMUM QUALIFICATIONS**

Knowledge of: The California Motor Vehicle Code; West Contra Costa County and local geography; and basic automobile maintenance procedures.

Skill in: The operation of automotive vehicles in a safe manner, observing safe driving rules and regulations, establishing and maintaining, effective and courteous relationships with individuals from diverse backgrounds. .

Ability to: Prepare accurate records; deal effectively with the public, including special groups, such as the elderly and disabled; understand and follow oral and written directions; work alone with minimum supervision; read a map or navigation system, locate addresses; learn routes; arrive and depart trips on time to maintain time schedules; do manual work required to push wheelchairs and load and unload passengers; obey safe driving procedures; make sound judgments within established guidelines; perform first aid or resuscitation procedures, and communicate effectively using a two-way radio.

**EDUCATION/EXPERIENCE**

Equivalent to graduation from high school AND a minimum of six (6) months of driving experience involving the transport of passengers and public contact.

Experience with disabled and/or elderly clients is preferred.

**LICENSE/CERTIFICATION**

Possession of a valid California Driver License in the class that is appropriate for the assignment AND a satisfactory driving record are ongoing requirements for this position.

Achievement of C.P.R. Certification within six (6) months of date of hire.

**ADDITIONAL REQUIREMENTS**

Must successfully pass a background investigation.



## Classification Specification

<b>Classification Title</b>	R-Transit Driver Leadworker
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Plans, organizes, leads, supervises, and trains new drivers in the safe operation of transit vehicles and equipment. Administers the operations safety program, and all modes of Fixed Route and Demand Response service. This includes the implementation of daily routes and employee schedules; vehicle assignments and maintenance; complaint resolution; and van operators and van washing.

### DISTINGUISHING CHARACTERISTICS

This is a single class position that supervises assigned van operators, dispatchers, and bus washers to ensure safe and efficient transit service operations. Assists with the supervision of all transit service operations, including field supervision of van operators to assure schedule and service compliance. Plans and schedules operators' daily work assignments to assure efficient utilization of personnel, facilities, and transit vehicles; some of this may be delegated to Dispatchers but remains the responsibility of this position. Develops and implements training programs, including safety training and remedial or refresher training. Assists with the assessment of transit routes and service levels and recommends changes to improve passenger service.

### 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 the day-to-day operation of the fixed-route and demand response system, and coordinates with the R-Transit support personnel on the day-to-day operation of the R-Transit system to ensure safe and efficient transit service.
- Schedules and assigns drivers, dispatchers, and R-Transit support personnel to ensure service levels are properly maintained.
- Oversees the design and production of annual R-Transit transit schedules and maintains and updates the system's website.
- Schedules maintenance and repair on R-Transit vans as required, and facilitates the replacement of vans and/or operators as needed.

## Classification Specification

<b>Classification Title</b>	R-Transit Driver Leadworker
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Monitors field operations to ensure compliance with performance standards and service schedules, and approves rerouting of service when necessary.
- Oversees the development, implementation, and execution of operational and safety training programs, and conducts evaluations to assess their overall effectiveness.
- Prepares and maintains legible and concise activity logs, training records, accident reports, and other documents relevant to transit operations.
- Investigates public complaints concerning customer services, vehicle safety, and route design, and manages on-site investigation procedures in the event of an accident to determine cause and any appropriate remedial actions.
- Assists management with various departmental administration responsibilities, including employee hiring and compulsory testing.
- 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 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, and two (2) years of experience in the operation of transit vehicles, equipment, and the functioning of a transit and/or paratransit system

## Classification Specification

<b>Classification Title</b>	R-Transit Driver Leadworker
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Previous experience with the elderly and physically challenged. Experience in developing and conducting employee and safety training programs. Experience in interpreting and applying federal/state DOT and OSHA regulations affecting transit operations
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

### Required Licenses or Certifications

- Possession of a valid California Class “B” driver’s license and a satisfactory driving record are ongoing requirements for this position
- An In-Transit Instructor Certification by the US Department of Transportation
- Achievement of a CPR and First Aid Certification within six (6) months of date of hire

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Safety standards and precautions pertaining to proper paratransit van and passenger assistance operations
- Municipal R-Transit system operation
- Federal and state laws and regulations pertaining to the operation of a public transit system
- Employee scheduling
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Organization and time management
- The operation of a van or similar large passenger vehicle
- The operation of wheelchair lifts
- Customer service

#### Ability to:

- Effectively schedule, assign, direct, and evaluate the work of van drivers and office personnel
- Multi-task and prioritize work
- Develop, implement, and evaluate employee training programs
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain accurate and complete records

## Classification Specification

<b>Classification Title</b>	R-Transit Driver Leadworker
<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>	R-Transit Driver Leadworker
<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

City of Richmond, CA

Class Code: SM-851

Established: 10/28/04

Group: Local 790

FLSA: Non-Exempt

## **PARATRANSIT DRIVER LEADWORKER**

### **DEFINITION:**

Under general supervision of the Paratransit Manager, plans, organizes, leads, supervises and trains new drivers in the safe operation of transit vehicles and equipment; and administers the operations safety program, all modes of Fixed Route and Demand Response service. This includes the implementation of daily routes and employee schedules; vehicle assignments and maintenance; complaint resolution; van operators and van washing. As appropriate, assumes the responsibilities of the Paratransit Manager in his or her absence.

### **CLASS CHARACTERISTICS:**

This is a single class position that reports to the Paratransit Manager and supervises assigned van operators, dispatchers and bus washers to ensure safe and efficient transit service operations. Assists with the supervision of all transit service operations, including field supervision of van operators to assure schedule and service compliance. Plans and schedules operators' daily work assignments to assure efficient utilization of personnel, facilities and transit vehicles; some of this may be delegated to Dispatchers, but remains the responsibility of this position. Develops and implements training programs, including safety training and remedial or refresher training. Assists with the assessment of transit routes and service levels, and recommends changes to improve passenger service.

### **EXAMPLES OF DUTIES:**

1. Directs the day-to-day operation of the fixed-route and demand response system, and coordinates with the Paratransit support personnel on the day-to-day operation of the Paratransit system.
2. Schedules and assigns drivers, dispatchers and Paratransit support personnel to assure service levels are maintained.
3. Oversees the design and production of annual Paratransit transit schedules; and maintains and updates system's web site.
4. Schedules maintenance and repair on Paratransit vans as required; facilitates the replacement of vans and/or operators due to accidents, equipment failure, illness or other unforeseen circumstances.
5. Monitors field operations to assure compliance with performance standards and service schedules. Approves re-routing of service due to inclement weather or road construction.

**PARATRANSIT DRIVER LEADWORKER**

6. Assesses training needs, develops schedules, contracts or conducts operational and safety training, and evaluates the effectiveness of each training program through post-training testing or on-the-job observation.
7. Prepares and maintains legible and concise activity logs, training records, accident reports and other documents relevant to transit operations.
8. Investigates public complaints concerning customer services, vehicle safety and route design. Provides on-site investigation of accidents and interviews operators, witnesses, maintenance personnel and safety officials to determine cause and appropriate remedial actions to prevent future accidents.
9. Assists the Paratransit Manager in ensuring compliance with Federal Transportation Administration (FTA) drug and alcohol testing requirements; determines fitness for duty including reasonable suspicion or post-accident testing.
10. Assists the Paratransit Manager in the recommendation and selection process of hiring new employees, and provides training for new operators.
11. Serves as Paratransit Manager in his or her absence.
12. Answers the phone, schedules Demand Response rides, provides information to customers, answers two-way radio, dispatches drivers and staff, and assigns shifts to drivers in the absence of Paratransit support personnel.
13. Assists the Paratransit Manager in collecting cash receipts from fare boxes and sales outlets, and approves requests for refunds; oversees the distribution of taxi scrip and van tickets, and approves requests for refunds.
14. Provides first aid training; designs and administers community involvement programs. May perform dispatching duties or operate a van in an emergency.
15. Interacts in a professional and respectful manner with City staff and the public, and performs other tasks as assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Equivalent to graduation from high school or possession of a G.E.D. and two (2) years of experience in the operation of transit vehicles, equipment, and the functioning of a transit and/or paratransit system. Previous experience with the elderly and physically challenged is required. Experience in developing and conducting employee and safety training programs. Experience in interpreting and applying federal/state DOT and OSHA regulations affecting transit operations is required.

**Thorough Knowledge of:** Safety standards and precautions pertaining to proper paratransit van and passenger assistance operations.

**Knowledge of:** Principles and practices as it relates to work planning; employee scheduling; Municipal Paratransit system operation; Federal and State laws and regulations pertaining to the operation of a public transit system.

**Skill in:** The use of a personal computer; the operation of a Paratransit van or car; the operation of wheelchair lifts; the use and operation of a coin counting and sorting machine; the use of a cellular telephone; the use of a land-line telephone, copy machine, fax machine and two-way radio.

**Ability to:** Provide quality services in a cost-effective manner and to recommend improved methods of performing the work; effectively schedule, assign, direct and evaluate the work of van drivers and office personnel; develop, implement and evaluate employee training programs; comprehend, read and analyze a variety of administrative and technical data; prepare reports and operating procedures; establish and maintain effective working relationships with supervisors, division employees, general public and city staff; learn and use in-house software programs; and physically perform the essential functions of the job.

**Licenses and Certifications:** A valid California Commercial B-P Driver's License with passenger endorsement and a satisfactory driving record is an on-going requirement for this position. An In-Transit Instructor Certification by the US Department of Transportation is also required. Achievement of a C.P.R. and First Aid Certification within six (6) months of date of hire is also a requirement.

**Work Environment:** Work is performed both in an office environment while sitting at a desk or computer terminal or in outside weather conditions. The employee must occasionally lift and/or move up to ten (10) pounds. The noise level in the work environment is usually quiet while in the office or moderately loud when in the field. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.



## Classification Specification

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

### GENERAL SUMMARY

Leads production work (editing, videography, and photography) of City public and private meetings and productions.

### DISTINGUISHING CHARACTERISTICS

This class leads in all technical aspects of television production. Incumbents assist and help organize entry-level production assistants with various station 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.*

- Produces, directs, films, and edits government-related media for public consumption.
- Oversees the broadcasting of City Council and other public meetings.
- Processes and uploads public community meetings and various commission meetings to online public vault.
- Produces text, graphics, and animations for the station's website.
- Creates Public Service Announcements for departments.
- Sets up and operates photography cameras, lights, and photography sets/backgrounds.
- Serves as lead workers in the station's studio and field productions.
- Researches and recommends new equipment for purchase.
- Organizes equipment maintenance, and troubleshoots problems.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

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

## Classification Specification

<b>Classification Title</b>	Senior Cable TV Production 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
- One (1) to three (3) years of TV production 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
- Television production principles
- Computer graphics generation
- Online media vaults and operations
- Non-linear audio and video editing techniques
- Multiple media formats
- Photography cameras and photo file formats
- Current trends in media technology

## Classification Specification

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

**Skill in:**

- The use of camera equipment
- Organization and time management

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Set up and operate video cameras and audio recording devices
- Set production schedules, and meet deadlines
- Evaluate and assess current departmental needs
- 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			
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>	Senior Cable TV Production Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-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

Revised: 9/20/00  
Class Code: PP-545A  
Established: 6/24/99  
Group: General  
FLSA: NON-EXEMPT

## **SENIOR CABLE TELEVISION PRODUCTION SUPPORT ASSISTANT**

### DEFINITION

Under the general supervision of the Programming Coordinator and/or the Engineer, the Senior Cable Television Support Assistant will assist and coordinate with the regular staff of KCRT in various technical areas of the station's operations.

### CLASS CHARACTERISTICS

This is a part-time lead position offering opportunities to lead in all technical aspects of television production. The Senior Cable Television Production Support Assistant will be on call to assist and help organize entry level production assistants 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. Other general duties may be assigned as needed.

### EXAMPLES OF DUTIES

1. Participates and may help organize and coordinate video production, including operation of television cameras, editing systems, audio equipment and set up of lighting. Assists and may lead and organize set construction, logging tapes, electronic news gathering and electronic field production.
2. Helps organize non-linear, linear, A-B and cuts only edits, organizes tape duplications
3. Assists in the organization of the programming schedule
4. Produces text, graphics and animations for the station's web site.
5. Organizes equipment maintenance and helps troubleshoot problems.
6. Serve as lead worker in the station's studio and field productions
7. As directed by management, helps trains entry level production assistants

### MINIMUM QUALIFICATIONS

Advanced knowledge of audio, graphics, linear and non linear editing and television production techniques.

## **Senior Cable Television Production Support Assistant**

Page 2

Ability to organize and produce web pages, and some knowledge of html

Advanced knowledge of television cameras, linear and non-linear editing equipment, and computer graphics experience

Must be able to lift and operate a 35 pound camera.

Other duties as assigned by management.

### **EDUCATION AND EXPERIENCE**

Must have at least two years hands-on television production and web site development experience. Equivalent experience may be substituted as a currently enrolled junior or senior in an accredited Communications program or as a graduate of a Communications program

### **LICENSE**

Requires possession of a valid Driver's Licence.



## Classification Specification

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

### GENERAL SUMMARY

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

### DISTINGUISHING CHARACTERISTICS

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

### 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.*

- Implements day-to-day assignments of individuals and crews to complete work orders, establishes work schedules, and assigns staff. Supervises projects as assigned.
- Performs electrical and electronic maintenance, installation, and repair on a wide variety of electrical and electronic equipment used in street lighting, traffic signal control, inside and field wiring, irrigation pumps and motors, HVAC, telephone systems, and related electrical systems and equipment.
- Troubleshoots a variety of work orders, including the most difficult and complex concerning operational problems with the environment; determines solutions that are, to the degree possible, quick, long-lasting, economical, and practical; and

## Classification Specification

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

reports the more involved requirements to and coordinates solutions with the supervisor.

- Operates a variety of power tools and equipment used in the electrical and electronic maintenance, installation, and repair trade.
- Maintains a cooperative working relationship with the managers and staff.
- Estimates materials, and requisitions supplies, materials, etc. for each project/task.
- Maintains and completes records of time, equipment, and supplies usage for assigned projects, worksheets, accident reports, maintenance requests, etc.
- Reviews and approves time records of crews directed.
- Checks maintenance and repair work performed by staff and outside contractors, and reports results to supervisor.
- Provides instruction and training to Electrician I/II personnel concerning proper work methods, use of tools and equipment, and relevant safety precautions; ensures that safety standards are being utilized, and enforces state and authority safety requirements.
- Provides direction and instruction for duties associated with underground service alerts (USA), including but not limited to, locating, identifying, and marking requests in compliance with USA priority guidelines and procedures.
- Conducts safety meetings; coordinates activities with other affected divisions; drives trucks and may perform work as an on-site supervisor on major or complex jobs.
- Participates in meetings as required; responds to emergencies as necessary.
- Works limited on-call evenings and weekends, refers after-hours/weekend emergency calls to outside contractors as needed or addresses the issue.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- This position provides guidance to and may oversee work quality, training, instruction, and work assignments of another employee.

### **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.

## Classification Specification

<b>Classification Title</b>	Senior Electrician
<b>Job Code</b>	
<b>FLSA Status</b>	Non-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 no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- Completion of an accredited electrical apprenticeship program and at least two (2) years of experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment; or six (6) years of journey-level experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- Possession of a valid California Driver's License is required. A Class B California Driver's License is required within twelve (12) months of appointment and must be maintained throughout employment, along with a satisfactory driving record

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Journey-level knowledge in the electrician field sufficient to allow training of others and accomplishment of the most difficult assignments
- Methods and procedures in the use of common specialty hand and power equipment and tools, including trucks and related equipment associated with the electrician trade
- Principles, methods, materials, machines, tools, and equipment used in the installation, maintenance, and repair of electrical or electronic equipment
- Principles of supervision, and effective communication and motivation
- Applicable local and state codes
- Safe work practices, and state and authority safety and hazardous material requirements

## Classification Specification

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

### Skill in:

- Organization and time management
- Planning, estimating, coordinating, and scheduling the work of crews
- Preparing and maintaining a variety of accurate written records and reports
- Operating and maintaining equipment and tools used in the field
- Establishing and maintaining effective working relationships with those encountered in the course of the work
- Identifying and implementing effective courses of action to complete assigned work

### Ability to:

- Plan, organize, and monitor the work of the Electricians
- Understand, interpret, and explain regulations and policies governing operations in City facilities and buildings
- Make decisions and independent judgments
- Communicate effectively, both orally and in writing, and work with managers and employees
- Direct the work of individuals and crews, by applying management principles
- Read, interpret, and prepare blueprints and working drawings
- Follow written and oral instructions
- Prepare written records relating to material usage and work project 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

## Classification Specification

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

Exposures	Seldom or Never	Sometimes	Frequently or Often
Other			
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.
- Standby duty is a requirement of this position.
- **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.
- Incumbents in this classification will be required to crawl into confined spaces, climb ladders, bend, stoop, and stand for long periods of time.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

## **SENIOR ELECTRICIAN**

### **DEFINITION**

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

### **DISTINGUISHING CHARACTERISTICS**

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

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

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

**CITY OF RICHMOND, CA  
SENIOR ELECTRICIAN  
PAGE 2**

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

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

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

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

**MINIMUM QUALIFICATIONS**

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

**License**

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

**PHYSICAL DEMANDS**

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

**Other Requirements**

Standby duty is a requirement of this position.



## Classification Specification

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

### GENERAL SUMMARY

Under direction of the Environmental Services Manager, functions as a lead environmental compliance inspector; inspects, investigates, plans, organizes, and administers regulatory compliance work associated with the City's Wastewater Pretreatment and Municipal Stormwater Programs; monitors the work of inspectors and other staff; ensures the City's environmental compliance with applicable federal, state, and local codes and regulations; performs special projects; and performs related work as assigned.

### DISTINGUISHING CHARACTERISTICS

The Senior Environmental Compliance Inspector is a lead classification. Incumbents in this classification perform the more difficult and complex work involving wastewater and stormwater enforcement and provide day-to-day guidance to inspectors and other professional and technical staff. This classification is distinguished from the lower-level Environmental Compliance Inspector by the complexity of enforcement work performed, and by the lead role assigned.

### 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 and 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 and complex physical, chemical, biological, and bacteriological tests on samples collected, including field and site tests.
- Oversees the work of inspectors and other staff; provides training; and assists in the development of work schedules.

## Classification Specification

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

- Provides field expertise in the inspection of stormwater and wastewater discharges; sampling of industrial wastewater, and field measurements of wastewater flows.
- Investigates or oversees the investigation of reports of illegal discharges and/or dumping of toxic substances into sewers and storm drains; traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems.
- Investigates and traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems; prepares notices of requirements and violations of City regulations.
- Assists and coordinates with other City departments in the implementation and ongoing compliance of the Municipal Stormwater Program.
- Serves as the City's representative at meetings or task force committees for subjects related to the enforcement of pretreatment and stormwater policies.
- Initiates referrals to the City Attorney's Office or enforcement agencies to ensure compliance with established codes; assists in the preparation of legal actions against non-compliant industries, businesses, or individuals.
- Responds to complaints and requests from the public; resolves problems between the City and industries.
- Reviews, develops, and updates standard operating procedures for programs related to areas of assignment.
- Communicates with facility representatives about violations, enforcement, discharge problems, and waste minimization; plans and directs the issuance of violation notices, 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; confirms that database records are current 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.

## Classification Specification

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

- Obtains data for the purpose of calculating sanitary and stormwater 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.
- Assists in the review and development of industrial waste discharge limits.
- Prepares special correspondence, reports, and memoranda for submission to regulatory agencies or City management.
- Assists in preparing billings to industries and businesses for discharges of industrial waste to the Wastewater Treatment Plant.
- Provides depositions, attends settlement hearings, or acts as a witness in court appearances, when necessary.
- 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.

### **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>	Senior Environmental Compliance Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree from an accredited college or university in Chemistry, Biology, Environmental Sciences, or a related field
- Three (3) years of increasingly responsible experience in an environmental compliance program
- 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 II certificate is required
- Ability to acquire an Environmental Compliance Inspector Grade III certificate within the first twelve (12) months from the date of hire is required. Maintaining a valid Environmental Compliance Inspector Grade III certificate is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### 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
- Safety practices involved in sampling wastewater and stormwater
- Water quality control and/or water resources management
- Relevant federal, state, and local laws
- Municipal stormwater and laboratory practices; computer applications related to the work
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Analytical thinking
- Problem solving
- Organization and time management
- Interpersonal communication

## Classification Specification

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

### Ability to:

- Perform laboratory tests, and analyze and interpret data
- Read and understand relevant ordinances, legislation, contracts, and legal documents
- 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
- Plan and coordinate a variety of functional specialties with overlapping work areas
- Train and review the work of lower-level inspectors
- Analyze complex operational problems, evaluate alternatives, and implement goals, objectives, policies, procedures, and work standards
- Prepare clear and concise records, reports, correspondence, and other written materials
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those encountered in the course of the work, including co-workers, the public, representatives of the industrial community, businesses, regulatory agencies, or other municipalities

### 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	

## Classification Specification

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

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 occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **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:**

**SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR**

**DEFINITION**

Under direction of the Environmental Services Manager, functions as a lead environmental compliance inspector; inspects, investigates, plans, organizes and administers regulatory compliance work associated with the City's Wastewater Pretreatment and Municipal Stormwater Programs; monitors the work of inspectors and other staff; ensures the City's environmental compliance with applicable federal, state and local codes and regulations; performs special projects, and performs related work as assigned.

**CLASS CHARACTERISTICS**

The Senior Environmental Compliance Inspector is a lead classification. Incumbents in this classification perform the more difficult and complex work involving wastewater and stormwater enforcement and provide day-to-day guidance to inspectors and other professional and technical staff. This classification is distinguished from the lower-level Environmental Compliance Inspector by the complexity of enforcement work performed and by the lead role assigned.

**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 and 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 and complex physical, chemical, biological, and bacteriological tests on samples collected, including field and site tests.
3. Oversees the work of inspectors and other staff; provides training; and assists in the development of work schedules.

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

4. Provides field expertise in inspection of stormwater and wastewater discharges; sampling of industrial wastewater, and field measurements of wastewater flows.
5. Investigates or oversees the investigation of reports of illegal discharges and/or dumping of toxic substances into sewers and storm drains; traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems.
6. Investigates and traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems; prepares notices of requirements and violations of City regulations.
7. Assists and coordinates with other City departments in the implementation and on-going compliance of the Stormwater Program.
8. Serves as the City's representative at meetings or task force committees for subjects related to the enforcement of pretreatment and stormwater policies.
9. Initiates referrals to the City Attorney's Office or enforcement agencies to ensure compliance with established codes; assists in the preparation of legal actions against non-compliant industries, businesses, or individuals.
10. Responds to complaints and requests from the public; resolves problems between the City and industries.
11. Reviews, develops, and updates standard operating procedures for programs related to areas of assignment.
12. Communicates with facility representatives about violations, enforcement, discharge problems, and waste minimization; plans and directs the issuance of violation notices, if necessary.
13. Handles and preserves samples by following standard methods and Environmental Protection Agency regulations and State Ambient Water Monitoring Program protocols to prevent sample degradation
14. Establishes chemical and biological sampling schedules for the purpose of identifying the sources of code violations.
15. Establishes minimum standards for industrial, commercial and construction sampling, monitoring, and pretreatment equipment.

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

16. Maintains inspection records and associated documents; confirms that database records are current for tracking and reporting purposes.
17. Enforces the Richmond Municipal Code, source control sections of the National Pollutant Discharge Elimination System for wastewater and stormwater permits, and other applicable regulations;
18. Obtains data for the purpose of calculating sanitary and stormwater sewer fees for industrial and commercial businesses within Richmond's city limit.
19. Coordinates and attends public meetings and outreach events consistent with pollution prevention requirements of wastewater and stormwater permits.
20. Receives and interprets laboratory data from wastewater, stormwater and environmental samples; applies results to regulatory requirements.
21. Assists in the review and development of industrial waste discharge limits.
22. Prepares special correspondence, reports, and memoranda for submission to regulatory agencies or City management.
23. Assists in preparing billings to industries and businesses for discharges of industrial waste to the Wastewater Treatment Plant.
24. Provides depositions, attends settlement hearings, or acts as a witness in court appearances, when necessary.
25. 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; safety practices involved in sampling wastewater and stormwater; water quality control and/or water resources management; relevant federal, state, and local laws; municipal stormwater and laboratory practices; and computer applications related to the work.

Ability to: perform laboratory tests and analyze and interpret data; read and understand relevant ordinances, legislation, contracts, and legal documents; read and interpret a variety of maps, blueprints, schematics, flow diagrams, meters,

**CITY OF RICHMOND**  
**SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR**  
**PAGE 4**

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; plan and coordinate a variety of functional specialties with overlapping work areas; train and review the work of lower-level inspectors; analyze complex operational problems, evaluate alternatives, and implement goals, objectives, policies, procedures, and work standards; prepare clear and concise records, reports, correspondence, and other written materials; communicate effectively, both orally and in writing; and establish and maintain effective working relationships with those encountered in the course of the work, including co-workers, the public, and representatives of the industrial community; businesses, regulatory agencies, or other municipalities.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in chemistry, biology, environmental sciences, or a closely related field; AND three (3) years of increasingly responsible experience in an environmental compliance program.

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 II certificate is required, and the ability to acquire an Environmental Compliance Inspector Grade III certificate within the first twelve (12) months from the date of hire is required. Maintaining a valid Environmental Compliance Inspector Grade III 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.



## Classification Specification

<b>Classification Title</b>	Senior Resident Housing Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Under the supervision of a Building Maintenance Supervisor or Senior Property Manager, performs a variety of semi-skilled maintenance tasks for assigned public housing units; rehabilitates units for leasing; responds to calls for maintenance service; assists residents in resolving housing maintenance related problems; performs related administrative office duties; and performs additional duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The class of Senior Resident Housing Manager is distinguished from Resident Housing Manager in that the Senior Resident Housing Manager serves as a lead worker and may assist the Resident Property Manager with scheduling assignments and may provide technical guidance to others. Incumbents are responsible for providing continuous, on-call service for community residents. Although the work will require the use of journey-level tools and the ability to perform tasks in several of the crafts, the skill in any one field is less than would be required of a journeyman.

### 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.*

- Rehabilitates vacant units, employing semi-skilled tasks such as light carpentry and light electrical, household appliance repair and restoration, basic plumbing, furniture/cabinet repair and restoration, and painting of units.
- Serves as the lead for rehabilitating units, coordinating the assistance of the Resident Housing Manager, contractors, and other City staff to ensure the efficient and timely rehabilitation of housing units.
- Responds to the emergency needs of community residents, makes a variety of common household repairs, including shutting off leaking faucets, plunging clogged drains and toilets, shutting off malfunctioning appliances, opening jammed doors and windows, and solving similar routine household maintenance problems days, nights, weekends, and on-call.

## Classification Specification

<b>Classification Title</b>	Senior Resident Housing Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Assists in a variety of general semi-skilled building maintenance tasks for City-owned housing units.
- Receives tenants' complaints and requests; informs the Resident Housing Manager of all serious maintenance problems; and when authorized, calls and coordinates outside repair services.
- Instructs new tenants on the operation of ranges, refrigerators, emergency equipment, heaters, and the proper disposal of garbage.
- Reports lease violations within 24 hours to the Resident Housing Manager.
- Attends Housing Advisory Commission and Resident Council meetings when requested, and provides information regarding building and facilities assistance.
- Maintains on-site tenant maintenance files; prepares various reports and logs; and performs general office functions which involve lifting and bending.
- Demonstrates a courteous, cooperative, and professional manner towards residents.
- 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.*

- 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

## Classification Specification

<b>Classification Title</b>	Senior Resident Housing Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- High School diploma or GED equivalent
- Three (3) years of successful building maintenance and construction work experience involving a range of skills, activities, and the use of equipment that would demonstrate knowledge and abilities in regard to the care, maintenance, and rehabilitation of multi-unit housing structures
- 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:

- Tools and methods used in repairing a variety of routine, recurring housing maintenance problems
- Methods, materials, and equipment used in rehabilitation of housing units and general building maintenance
- Safety principles and practices used in building maintenance work
- Use and maintenance of power and hand tools

#### Skill in:

- Active listening
- Customer service
- Problem solving
- The proper and safe operation of hand and power tools used in general household maintenance

#### Ability to:

- Perform semi-skilled building maintenance and repair work
- Use and care for tools, supplies, and materials required in the work of unit rehabilitation and building maintenance
- Use computerized and electronic equipment as required
- Tactfully and courteously listen to residents, evaluate information, and assist residents in resolving their housing problems
- Demonstrate initiative to resolve routine maintenance problems
- Establish and maintain effective working relationships

## Classification Specification

<b>Classification Title</b>	Senior Resident Housing Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Follow written and oral instructions
- Prepare and maintain written records relating to tenant services, material, and equipment inventory, and equipment maintenance
- Serve as a lead to the Resident Housing Manager and other maintenance staff
- Observe and adhere to all safety protocols
- Work nights, weekends, and on-call.
- 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>	Senior Resident Housing Manager
<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.
- **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

**SENIOR RESIDENT HOUSING MANAGER**

**DEFINITION**

Under the supervision of a Resident Property Manager, performs a variety of semi-skilled maintenance tasks for assigned public housing units; rehabilitates units for leasing, responds to calls for maintenance service, assists residents in resolving housing maintenance related problems; performs related administrative office duties; and performs additional duties as assigned.

**CLASS CHARACTERISTICS**

This position requires residence at assigned complex. Senior Resident Housing Managers are primarily responsible for providing semi-skilled maintenance duties to ensure clean and safe housing unit interiors and exteriors. This position will be assigned a variety of tasks associated with rehabilitating units. Additional responsibilities include providing household repairs to plumbing fixtures, doors, windows, appliances, furniture and performing other routine household maintenance. The class of Senior Resident Housing Manager is distinguished from Resident Housing Manager in that the Senior Resident Housing Manager serves as a lead worker and may assist the Resident Property Manager with scheduling assignments, and may provide technical guidance to others. Incumbents are responsible for providing continuous, on-call service for community residents. Although the work will require the use of journey-level tools and the ability to perform tasks in several of the crafts, the skill in any one field is less than would be required of a journeyman.

**EXAMPLES OF DUTIES**

1. Rehabilitates vacant units, employing semi-skilled tasks such as light carpentry and light electrical, household appliance repair and restoration, basic plumbing, furniture/cabinet repair and restoration, and painting of units.
2. Serves as the lead for rehabilitating units, coordinating the assistance of the Resident Housing Manager, contractors and other City staff to ensure the efficient and timely rehabilitation of housing units.
3. Responds to the emergency needs of community residents, makes a variety of common household repairs, including shutting off leaking faucets, plunging clogged drains and toilets, shutting off malfunctioning appliances, opening jammed doors and windows, and solving similar routine household maintenance problems.
4. Assists in a variety of general semi-skilled building maintenance tasks for City-owned housing units.

**CITY OF RICHMOND, CA**  
**SENIOR RESIDENT HOUSING MANAGER**  
**PAGE 2**

5. Receives tenants' complaints and requests; informs the Resident Housing Manager of all serious maintenance problems; and when authorized, call and coordinate outside repair services.
6. Instructs new tenants on the operation of ranges, refrigerator, emergency equipment, heaters and proper disposal of garbage.
7. Reports lease violations within 24 hours to the Resident Housing Manager.
8. Attends Housing Advisory Commission and Resident Council meetings; when requested and provides information regarding building and facilities assistance.
9. Maintains on-site tenant maintenance files, prepares various reports and logs; performs general office functions which involve lifting and bending.
10. At all times, maintains courteous, cooperative and professional manner towards residents.

**MINIMUM QUALIFICATIONS**

Knowledge of: tools and methods used in repairing a variety of routine, recurring housing maintenance problems; methods, materials and equipment used in rehabilitation of housing units and general building maintenance; safety principles and practices used in building maintenance work, and the use and maintenance of power and hand tools.

Ability to: Perform semi-skilled building maintenance and repair work; use and care for tools, supplies and materials required in the work of unit rehabilitation and building maintenance; ability to use computerized and electronic equipment as required; tactfully and courteously listen to residents, evaluate information, and assist residents in resolving their housing problems; be self-directed and use own initiative to resolve routine maintenance problems; understand and follow written directions and oral instructions; prepare and maintain written records relating to tenant services, material and equipment inventory, and equipment maintenance; act as a lead to the Resident Housing Manager and other maintenance staff; and communicate clearly and concisely both orally and in writing.

**EDUCATION/EXPERIENCE**

Three (3) years of successful building maintenance and construction work experience involving a range of skills, activities and the use of equipment that would demonstrate knowledge and abilities in regard to the care, maintenance, and rehabilitation of multi-unit housing structures.

**LICENSE/CERTIFICATION**

Possession of a current California Driver's License.

**SPECIAL REQUIREMENTS**

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift heavy objects; exposure to noise, outdoors, confining work space, electrical hazards, and mechanical hazards.

# **IFPTE LOCAL 21**

## **Job Descriptions**



## Classification Specification

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

### GENERAL SUMMARY

Plans, organizes, trains, and provides technical assistance. Directs the preparation and execution of all City budgets, the City's Five-Year Capital Improvement Plan, all non-departmental revenue estimates, Financial Reviews and Financial Forecasts, and performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

This class is a single management classification responsible for overseeing and participating in the development and continued updating of the City's budgets, and providing financial information and analyses to executive management and the City Council. The incumbent has considerable latitude for the exercise of independent judgment.

### 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, directs, and coordinates the City's budget processes. Forecasts revenues and expenditures for the City's General Fund, and formulates recommendations to the Finance Director and the City Manager.
- Reviews, analyzes, and edits all budget submissions. Assists departments as needed by providing training and technical expertise in budget preparation.
- Prepares financial and budgetary materials for City Manager and City Council review, public hearings, and City Council meetings.
- Participates in development of financial planning strategies.
- Reviews and approves requests for budgetary changes, travel and training, and contractual services by City department staff and/or directors during the fiscal year.
- Plans, organizes, and directs preparation and presentation of annual, mid-year, quarterly, and other financial and budget reviews for the City Council.
- Conducts complex budgetary and fiscal-oriented research, studies, and reports.

## Classification Specification

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

- Monitors all the City's long-term debt from issuance, and/or refunding through maturity.
- Oversees and monitors wire transfers, interest payments, tax levies for the assessment districts, and fiscal agent fees.
- Works with City Department directors in planning Capital Project budgets to be funded with grant funds.
- Oversees and monitors grant activities to ensure compliance with grantor agency's policies and regulations. Maintains database of current information regarding funding sources (federal, state, non-profit grants, etc.)
- Oversees grants related work as required.
- Oversees the cost allocation plan for the City.
- Prepares or reviews written and verbal reports and resolutions for City Manager, City Council and City boards or commissions; works closely with the City Council, City boards or commissions, public and private groups, professional groups and residents.
- 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.
- 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.*

## Classification Specification

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

- Position has major fiscal responsibility. The position is responsible for City-wide financial decisions. The role assures that appropriate linkages exist between budget requests and departmental goals and objectives, and monitors budget plan and adjusts as necessary.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree in Accounting, Finance, Public or Business Administration, or a related field. Master's degree in Accounting, Finance, Public or Business Administration, or a closely-related field. Certified Public Accountant certification is highly desirable.
- Five (5) to seven (7) years of progressively responsible experience with accounting budgeting, and financial analysis, with at least two (2) years of supervisory 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 governmental accounting and budgeting
- Financial analysis
- Financial control systems and methodology
- Laws, rules, and regulations that apply to local government fiscal operations
- Sources of revenue and expenditures typical of local government
- Principles and practices of public administration, including budgeting and program planning and evaluation
- Automated financial systems
- Principles and practices of employee supervision

#### Skill in:

- Preparing and delivering formal presentations
- Organization and time management
- Customer service

## Classification Specification

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

- Analyzing complex and sensitive budgetary and revenue projection problems, evaluating alternatives, and reaching sound conclusions
- Conducting general administrative and operational studies
- Collecting, evaluating, and interpreting varied information and data, either in statistical or narrative form
- Coordinating multiple projects and meeting critical deadlines
- Leadership
- Supervisory principles

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Plan, organize, and administer a budget cycle
- Review, analyze, apply, and explain complex laws, regulations, technical and complex financial information and data, and draw logical conclusions
- Understand and apply the principles and practices of accounting and budgeting to municipal government
- Interpret complex regulations and policies
- Perform multiple tasks simultaneously and establish priorities

### 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			

## Classification Specification

<b>Classification Title</b>	Budget Administrator
<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 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

CODE: 212A

ESTABLISHED: NOV. 30, 1995

REVISED: MARCH 11, 1999

UNIT GROUP: MANGEMENT

FLSA: EXEMPT

## **BUDGET ADMINSTRATOR**

### DEFINITION

Under general direction coordinates, plans, organizes, trains and provides technical assistance and directs the preparation and execution of all budgets, the City's Five Year Capital Improvement Plan, all non-departmental revenue estimates, Financial Reviews and Financial Forecasts and does related duties as required.

### CLASS CHARACTERISTICS

This is a single position, management classification responsible for overseeing and participating in the development and continued updating of the City's budgets, and providing financial information and analyses to executive management and the City Council.

### EXAMPLES OF DUTIES

Duties include but are not limited to the following:

1. Plans, organizes, directs and coordinate the City's budget processes.
2. Forecasts revenues and expenditures for the City's General Fund and formulates recommendations to the Finance Director and the City Manager.
3. Prepares the Finance Department's and all non-departmental budgets.
4. Reviews, analyzes and edits all budget submissions. Assist departments as needed by providing training and technical expertise in budget preparation.
5. Prepares financial and budgetary materials for City Manager and Council Budget Review Sessions, public hearings and Council meetings; participates in development of financial planning strategies; directs and/or performs compilation of data.
6. Reviews and approves, within delegated authority limits, request for budgetary changes, travel and training and contractual services by City departments' staff and/or directors during the fiscal year.
7. Plans, organizes and directs preparation and presentation of Mid-year and Third Quarter Financial and Budget Reviews for the City Council.
8. Conducts complex budgetary and financially oriented research, studies and reports.
9. Monitors all the City's long-term debt from issuance, and/or refunding through maturity. Oversee and monitor wire transfers, interest payments, tax levies for the assessment districts, and fiscal agent fees.
10. Works with City Department Heads in planning Capitol Project Budgets to be funded with Grant Funds. Oversees and monitors grant activities to ensure compliance with grantor agency's policies and regulations. Maintains database of current information regarding funding sources (Federal, State, Non-Profit Grants, etc.)

11. Supervises mail room and duplicating functions.
12. Supervises evaluates and trains subordinate employees.

### MINIMUM QUALIFICATIONS

#### Thorough knowledge of

The Principles and practices of governmental accounting and budgeting; financial analysis; financial control systems and methodology.

#### General knowledge of

The laws, rules and regulations that apply to local government fiscal operation; sources of revenue and expenditures typical of local government; principles and practices of public administration including budgeting and program planning and evaluation.

Automated financial systems; preparation of narrative, statistical and technical reports; methods and techniques of formal presentations.

Principles and practices of supervision; group dynamics.

#### Ability to

Use and operate automated financial information systems and spreadsheet and word processing software in a windows environment.

Plan, organize and administer a budget cycle; review, analyze, apply and explain complex laws, regulations, technical and complex financial information and data and draw logical conclusions.

Understand and apply the principles and practices of accounting and budgeting to municipal government.

Interpret complex regulations and policies, and make formal and informal presentations.

#### Education and Experience

Completion of a B.A. degree in Accounting, Finance, Public or Business Administration or a closely related field from an accredited college or university AND five (5) years of progressively responsible experience with financial and/or budgetary systems which would demonstrate the above knowledge and abilities, INCLUDING at least two (2) years of supervisory experience. A Master's Degree or CPA may be substituted for one year's experience.

#### License

Possess a valid California Driver's License or have access to another form of personal transportation.

#### Physical Demands

Those which are typical to office settings and compatible with the requirements for attending office meetings during the day or evening.



## Classification Specification

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

### GENERAL SUMMARY

Performs analytical analyses and provides support related to the preparation and administration of departmental or City-wide operating and capital improvement budgets, and performs related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Budget Analyst series. This position works under defined guidelines to develop sufficient knowledge to independently perform and assume working-level responsibilities involving routine accounting and budgetary 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.*

- Plans, organizes, and coordinates the development process for the annual budget in a major department and/or assists with the development, production, and administration of City-wide operating and capital improvement budgets.
- Reviews supervisory or managerial budget submissions, evaluates requests, and confers with various departmental staff regarding requests and justifications.
- Plans, organizes, and coordinates the development process for the annual budget.
- Develops percentage cost forecasts for long-term financial plan, and forecasts for proposed salary and benefits increases.
- Analyzes alternatives and makes recommendations regarding such matters as staffing capital, equipment purchases, and cost control. Reviews and approves personnel actions and requisitions.
- Compiles budget documents for assigned department and/or assists with the compilation of City-wide budget documents.
- Reviews monthly, quarterly, mid-year, and annual expenditure reports, analyzes variances, and confers with supervisory or managerial staff to ascertain reasons and correct problems.

## Classification Specification

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

- Researches, gathers documents, analyzes information, and prepares spreadsheets and reports of findings as needed for management, audits, or special projects.
- Assists in the development and implementation of departmental goals and objectives.
- Prepares reports on the status of various accounts. Prepares working papers, reconciliations, schedules, exhibits, and summaries, and compiles and completes the reports.
- Maintains accurate records and files.
- Prepares narrative or statistical reports, correspondence, staff reports, and other written materials; prepares graphic materials for City Council and similar budget presentations.
- Attends budget-related meetings and answers budget-related questions.
- May provide training to City staff on various financial management related topics.
- 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 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**

## Classification Specification

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

- Bachelor's degree in accounting, finance, economics, business or public administration, or a closely-related field. Office or program administrative experience which has included budget compilation and/or administration may be substituted for the education on a year-for-year basis 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

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including computers and applicable software
- Generally Accepted Accounting Principles
- Basic municipal accounting requirements and procedures
- Finance and accounting programs
- Principles and practices of budget development and administration
- Public administration principles and practices
- Financial, statistical, and comparative analysis techniques
- Basic principles of funding or income forecasting

#### Skill in:

- Analyzing budgetary and revenue projection problems, evaluating alternatives, and reaching sound conclusions
- Performing administrative, operational, and organizational analyses
- Collecting, evaluating, and interpreting varied information and data, either in statistical or narrative form

#### Ability to:

- Delegate tasks to staff
- Collect, organize, interpret, summarize, and analyze data
- Interpret and apply laws, regulations, policies, and procedures
- Coordinate multiple projects and meet critical deadlines
- Prepare clear and concise reports
- Maintain complete and accurate records and files
- Communicate effectively, both orally and in writing

## Classification Specification

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

- Exercise sound judgment within established guidelines
- 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

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

## Classification Specification

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

- 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:**

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## Classification Specification

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

### GENERAL SUMMARY

Performs analytical analyses and provides support related to the preparation and administration of departmental or City-wide operating and capital improvement budgets, and performs related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Budget Analyst series. Incumbents are fully competent to perform responsible and difficult analytical and budget administrative work. Incumbents will exercise independent judgment in selecting analytical techniques and in making sound recommendations.

### 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 coordinates the development process for the annual budget in a major department and/or assists with the development, production and administration of City-wide operating and capital improvement budgets.
- Reviews supervisory or managerial budget submissions, evaluates requests, and confers with various departmental staff regarding requests and justifications.
- Plans, organizes, and coordinates the development process for the annual budget.
- Develops percentage cost forecasts for long-term financial plan, and forecasts for proposed salary and benefits increases.
- Analyzes alternatives and makes recommendations regarding such matters as staffing capital, equipment purchases, and cost control. Reviews and approves personnel actions and requisitions.
- Compiles budget documents for assigned department and/or assists with the compilation of City-wide budget documents.
- Reviews monthly, quarterly, mid-year, and annual expenditure reports, analyzes variances, and confers with supervisory or managerial staff to ascertain reasons and correct problems.

## Classification Specification

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

- Researches, gathers documents, analyzes information, and prepares spreadsheets and reports of findings as needed for management, audits, or special projects.
- Assists in the development and implementation of departmental goals and objectives.
- Prepares reports on the status of various accounts. Prepares working papers, reconciliations, schedules, exhibits, and summaries, and compiles and completes the reports.
- Assists the budget team in the grants-management functions as needed.
- Maintains accurate records and files.
- Prepares narrative or statistical reports, correspondence, staff reports, and other written materials; prepares graphic materials for City Council and similar budget presentations.
- Attends budget-related meetings and answers budget-related questions.
- May provide training to City staff on various financial management-related topics.
- 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.*

## Classification Specification

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

- 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, economics, business or public administration, or a closely-related field.
- Two (2) to four (4) years of professional level experience in budget development and administration. Experience in a public agency is 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 computers and applicable software
- Generally Accepted Accounting Principles
- Basic municipal accounting requirements and procedures
- Public administration principles and practices
- Principles and practices of budget development and administration
- Financial, statistical, and comparative analysis techniques
- Principles, practices, and techniques of budget development and administration
- Basic principles of funding or income forecasting

#### Skill in:

- Analyzing budgetary and fiscal projection problems, evaluating alternatives, and reaching sound conclusions
- Performing administrative, operational, and organizational analyses
- Collecting, evaluating, and interpreting varied information and data, either in statistical or narrative form
- Organization and time management

#### Ability to:

- Delegate tasks to staff

## Classification Specification

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

- Collect, organize, interpret, summarize, and analyze data
- Interpret and apply laws, regulations, policies, and procedures
- Coordinate multiple projects and meet critical deadlines
- Prepare clear and concise reports
- Maintain complete and accurate records and files
- Communicate effectively, both orally and in writing
- Exercise sound judgment within established guidelines
- 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		

## Classification Specification

<b>Classification Title</b>	Budget Analyst II
<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.*

- 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:**

**BUDGET ANALYST I/II**

**DEFINITION**

Under general supervision, performs responsible analytical analyses and staff support related to the preparation and administration of departmental or City-wide operating and capital improvement budgets; and performs related work as assigned.

**CLASS CHARACTERISTICS**

Budget Analyst I is the entry-level class in this professional budget and administrative support series. Initially under close supervision, incumbents perform the more routine analytical duties while learning departmental and City policies and procedures, and specific techniques related to the budget process. As experience is gained, assignments become more diversified and are performed under more general supervision. This class is alternately staffed with Budget Analyst II, and incumbents may advance to the higher level after successfully completing a one (1)-year probationary period and gaining one (1) additional year of experience and demonstrating proficiency which meets the qualifications of the higher-level class.

Budget Analyst II is the journey-level class of the series, fully competent to perform responsible and difficult analytical and budget administrative work. Incumbents are expected to exercise independent judgment in selecting analytical techniques and in making sound recommendations. This class is distinguished from Senior Budget Analyst in that the latter is the highest level in this series, responsible for the development and administration of City-wide operating and capital improvement budgets.

**EXAMPLES OF DUTIES** (Illustrative only)

1. Plans, organizes and coordinates the development process for the annual budget in a major department and/or assists with the development, production and administration of City-wide operating and capital improvement budgets.
2. Reviews supervisory or managerial budget submissions, evaluates such requests, and confers with varied departmental staff regarding requests and justifications.
3. Analyzes alternatives and makes recommendations regarding such matters as staffing capital, equipment purchases and cost control.
4. Compiles the budget document for the department to which assigned and/or assists with the compilation of City-wide budget documents.

**CITY OF RICHMOND, CA  
BUDGET ANALYST I/II  
PAGE 2**

5. Reviews monthly expenditure reports, analyzes variances, and confers with supervisory or managerial staff to ascertain reasons and correct problems.
6. Assists in the development and implementation of departmental goals and objectives.
7. Conducts a variety of special projects and studies related to the function of the department to which assigned; discusses findings with management staff and prepares reports of study findings.
8. Maintains accurate records and files; may develop or utilize computer applications to assist with budgetary analyses and administration.
9. Provides technical assistance to others, including departmental analytical staff, on budgetary or analytical matters.
10. Prepares narrative or statistical reports, correspondence and other written materials.
11. May develop funding forecasts and compile various financial or statistical information as required.

**MINIMUM QUALIFICATIONS**

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

Knowledge of: principles, practices and techniques of budget development and administration; basic municipal accounting requirements and procedures; public administration principles and practices; business computer user applications, particularly as related to statistical analysis and data management; financial/statistical/comparative analysis techniques and formulae; and basic principles of funding or income forecasting.

Skill in: analyzing budgetary and revenue projection problems, evaluating alternatives and reaching sound conclusions; performing administrative, operational and organizational analyses; collecting, evaluating and interpreting varied information and data, either in statistical or narrative form; interpreting and applying laws, regulations, policies and procedures; preparing clear, concise and complete reports and other written materials; maintaining accurate records and files; coordinating multiple projects and meeting critical deadlines; exercising sound independent judgment within established guidelines; and establishing and maintaining effective working relationships with those contacted in the course of the work.

**EDUCATION/EXPERIENCE**

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

Budget Analyst I: Equivalent to graduation from a four (4)-year college or university with major course work in accounting, economics, business or public administration, or a

**CITY OF RICHMOND, CA**  
**BUDGET ANALYST I/II**  
**PAGE 3**

closely related field. Office or program administrative experience which has included budget compilation and/or administration may be substituted for the education on a year-for-year basis to a maximum of two (2) years.

Budget Analyst II: In addition to the above, two (2) years of professional level experience in budget development and administration. Experience in a public agency is desirable.

Other Requirements:

Specified positions may require a valid California Driver's License.



## Classification Specification

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

### GENERAL SUMMARY

Coordinates inspection activities, and checks plans related to construction, reconstruction, or rehabilitation for compliance with laws and ordinances. Supervises Building Inspectors and Permit Technicians.

### DISTINGUISHING CHARACTERISTICS

Incumbents in this position generally perform first-line supervisory and administrative duties in the office or field relating to building inspection, and provides direction to skilled inspection personnel. A Building Inspector Supervisor may perform inspections to assure compliance with approved plans, specifications, and the requirements of applicable codes 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.*

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Oversees inspection, enforcement, and permit counter activities pertaining to the construction, reconstruction, and rehabilitation of industrial, commercial, and residential structures.
- Inspects work in progress and upon completion to ensure compliance with predetermined standards; informs higher-management levels of work in progress, operating problems, and actual or potential delays.
- Checks plans and specifications of proposed buildings or structures.
- Prepares reports as required.
- Provides information to the public regarding zoning regulations, building and structural requirements, and gives advice relative to construction, installation, and repair methods.
- Advises and interprets codes to contractors, architects, and others as required.

## Classification Specification

<b>Classification Title</b>	Building Inspector Supervisor
<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.*

- 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

- High School diploma or GED. At least two (2) years of relevant college-level course work or an Associate's degree from an accredited college or university is highly desirable.
- Five (5) to seven (7) years of building inspection experience, two (2) years of which must be at the senior level.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- International Code Council (ICC) Certified Combination Inspector. Certification must be maintained as an ongoing requirement.

## Classification Specification

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

- International Code Council (ICC) Plan Examiner Certification. Certification must be maintained as 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
- Principles and practices of employee supervision
- Project management principles
- Principles, practices, techniques, and terminology relating to building inspection
- Building, electrical, mechanical, and plumbing construction methods and materials
- City, state and county laws, codes, and ordinances relating to building construction and rehabilitation and zoning, including California Code of Regulations Title 24
- Applicable provisions of the California Health and Safety Code and the Richmond Municipal Code

#### Skill in:

- Organization and time management
- Customer service

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Interpret applicable code, ordinances, and regulations
- Examine workmanship and materials and to detect deviations from plans, specifications, and standard installation practices
- Read, examine, and correct building plans, calculations, and specifications

### 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	

## Classification Specification

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

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 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

CLASS CODE: PR-212  
ESTABLISHED: 9/25/85  
REVISED: 10/15/86  
BARGAINING UNIT: MGMT  
FLSA: EXEMPT

## **BUILDING INSPECTOR SUPERVISOR**

### DEFINITION

Under direction, supervises and coordinates the inspection activities related to construction, reconstruction, or rehabilitation for compliance with laws and ordinances; and to do related work as required.

### CLASS CHARACTERISTICS

Incumbents in this position generally perform first-line supervisory and administrative duties in the office or field relating to building inspection and provides direction to skilled inspection personnel. A Building Inspector Supervisor may perform inspections to assure compliance with approved plans, specifications, and the requirements of applicable codes and regulations.

### EXAMPLES OF DUTIES

1. Plans, organizes, assigns, and supervises specialty and generalist inspection/enforcement activities pertaining to the construction, reconstruction, and rehabilitation of commercial and residential structures and mobile homes; to plumbing, heating, comfort cooling, and ventilation installations; and to new and existing electrical installations.
2. Determines priorities, methods, and sequences of work necessary to achieve the objectives established for a particular time-frame; assigns personnel and other resources in accordance with priority and need.
3. Analyzes clerical procedures and practices and implements or recommends implementation of new procedures and/or forms in response to problems or new requirements that may develop.
4. Inspects work in progress and upon completion to ensure compliance with predetermined standards; informs higher management levels or work in progress, operating problems, and actual or potential delays.
5. Issues citation and stop work orders.
6. Checks plans and specifications of proposed buildings or structures.
7. Prepares reports as required.
8. Provides information to the public regarding zoning regulations, building and structural requirements, and gives advice relative to construction, installation and repair methods.
9. Advises and interprets codes to lay people, contractors, architects and others as required.
10. Train and evaluate subordinate employees.

11. Makes studies and investigations of such problems as converting the use of a building, condemning a building, or bringing a violation case to prosecution; prepares reports of findings and recommends departmental action.
12. Provides a variety of information to the public and staff that requires mature judgment and a good knowledge and interpretation of applicable rules, regulations and procedures.

### MINIMUM QUALIFICATIONS

Knowledge of: Principles, practices, techniques and terminology relating to building inspection; building, electrical, mechanical, and plumbing construction methods and materials; City, State and County laws, codes and ordinances relating to building construction, rehabilitation and zoning; principles of supervision; Uniform Building Code.

Ability to: Interpret applicable code, ordinances and regulations enforceable by the City; apply technical knowledge of building trades work to the practical aspects of the position; use sound methods to examine workmanship and materials and to detect deviations from plans, specifications and standard installation practices; read, examine and correct building plans, calculations, and specifications; express ideas clearly and concisely both orally and in writing; supervise, train and review the work of subordinates or other professionals; maintain cooperative working relationships with engineers, architects, contractors and the general public.

Education and Experience: Either two years of experience performing the duties of a Building Inspector III at the City of Richmond or six years experience in building, plumbing or electrical inspection work of which two years must be at a Senior level.

Certificate: Possession of/or the ability to obtain an ICBO combination inspector certificate.

NOTE: Candidates not currently possessing the ICBO combination certificates may apply. If appointed to a position, the incumbent is required to obtain the required certificates by the completion of the probationary period. Failure to do so will result in termination.

AND

Possession of a valid California Driver's License.



## Classification Specification

<b>Classification Title</b>	Building Official
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Engages in and oversees all functions of the Community Development Department's Building Division. Ensures that these functions are carried out equitably with a focus on customer service and in an efficient and timely manner.

### DISTINGUISHING CHARACTERISTICS

This class is a single management classification, reporting to the Director of Community Development. This position manages the Building Division and provides general building code guidance while determining alternate means and methods when required. The incumbent is responsible for ensuring that the Building Division staff provide quality customer service while performing permit issuance and building inspection services.

### 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.
- Plans, organizes, and directs the activities of the Community Development Department's Building Division, and coordinates activities with other City divisions and departments.
- Reviews plans and confers with staff, design professionals, contractors, and citizens in connection with the application of construction codes, regulations, and other standards enforced by the Building Division.
- Implements, monitors, and oversees the activities of the Richmond Residential Rental Inspection Program (RRIP).
- Assists in the preparation and administration of the Building Division's annual budget.
- Works closely with legal staff on actions associated with code and ordinance compliance.

## Classification Specification

<b>Classification Title</b>	Building Official
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Researches files, gathers facts, and compiles a variety of data required for the preparation of reports.
- 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 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. A Bachelor's or Associate's degree in Architecture or Engineering is highly desirable.
- Seven (7) to nine (9) years of construction trades and code compliance experience involving regular public interaction and plan review
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

## Classification Specification

<b>Classification Title</b>	Building Official
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### Required Licenses or Certifications

- International Code Council (ICC) certification as a Building Official is required within one year of hire. Certification must be maintained as 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
- Principles and practices of employee supervision
- California Code of Regulations Title 24 (California Building Standards Code)
- Applicable provisions of the California Health and Safety Code, and the Richmond Municipal Code
- Principles and practices of structural engineering
- Methods of construction practices, procedures, and materials
- Principles and practices of budget development and administration

#### Skill in:

- Organization and time management
- Conflict resolution

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Interpret, explain, and apply code provisions
- Represent the Department efficiently and professionally in a variety of situations and circumstances
- Read and interpret building plans, specifications, and codes
- Examine and correct building plans, calculations, and specifications

### 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>	Building Official
<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			
<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 occasional outdoor 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-102  
ESTABLISHED: 06/03/68  
REVISED: 01/27/11  
GROUP: MANAGEMENT  
FLSA: EXEMPT

*(formerly Assistant City Engineer/Dep. Building Official)*

## **BUILDING OFFICIAL**

### **DEFINITION**

Under general direction, is responsible for the inspection activities related to construction, reconstruction, or rehabilitation for compliance with laws and ordinances; and performs related work as required.

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

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

1. Plans, coordinates and directs the activities of a technical and clerical staff in the inspection and enforcement of municipal and state codes and regulations governing building construction, improvement, use and occupancy.
2. Acts as Building Official.
3. Reviews and evaluates the inspection program.
4. Interprets and reviews codes and regulations.
5. Formulates tentative code amendments.
6. Confers with architects, engineers, contractors and others in connection with the application of building and zoning codes and regulations to various construction projects.
7. Assures that all codes and regulations are equitably enforced.
8. Makes independent analysis when required to justify the adequacy and safety of questionable designs.
9. Researches files, gathers facts, and compiles a variety of data required for the preparation of reports.
10. Reviews and keeps informed on new methods of construction and new materials as relating to existing ordinances; directs the review of building construction

plans and specifications to ensure compliance with current codes and ordinances.

11. Advises Building Inspectors on structural and other building-related problems arising in the field during construction.
12. Establishes and directs the maintenance of file and record keeping systems.
13. Prepares budget estimates for the Inspection Services Division.
14. Assists on staff selection, training and evaluation.

### **MINIMUM QUALIFICATIONS**

#### Thorough Knowledge of:

The principles of supervision;

Modern principles, procedures and practices of structural engineering including the strength, properties and uses of materials in building construction;

Pertinent codes, laws and regulations governing building construction;

Building construction practices and procedures;

Plan checking techniques and annotation symbols;

Engineering methods, techniques and practices, and the strength, characteristics and uses of construction material as related to the application and enforcement of building codes and regulations; and

Existing building and zoning codes and regulations, and the processes and considerations involved in prosecuting violations of such codes and regulations.

#### Ability to:

Effectively supervise and direct the work of others;

Prepare comprehensive reports;

Read and interpret building plans, specifications, and codes;

Examine and correct building plans, calculations and specifications in a rapid, uniform and accurate manner;

Make structural calculations necessary to determine the adherence of structural plans to code requirements;

Coordinate the flow of assigned work and follow through in a timely manner;

Express ideas clearly and concisely, orally and in writing;

Maintain records and prepare reports;

Supervise, train and review the work of subordinates or other professionals, and

Establish and maintain effective working relationships with those contacted in the course of the work.

## **EDUCATION**

Four (4) years of journey level experience in building, plumbing, electrical, or construction inspection work, at least two (2) years of which must have been as a Building Inspector. An Associate of Arts Degree or a Bachelor's Degree in either architecture, engineering, construction management, building inspection technology or related fields may be substituted for the non-inspection experience on a year-for-year basis.

## **EXPERIENCE**

Seven (7) years of increasingly responsible experience performing code compliance work, plan check engineering, or similar public contact of an investigative or inspection nature.

## **LICENSE**

Possession of an International Code Council (ICC) certification as a Building Official is required within one (1) year of date of hire.

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



## Classification Specification

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

### GENERAL SUMMARY

Supervises the Borrower Services area of the library, which includes acquisitions and circulation divisions, and administers and analyzes the Library's budget based on established departmental and City-wide goals.

### DISTINGUISHING CHARACTERISTICS

This classification requires detailed working knowledge of a public library and/or well developed managerial/supervisory skills, and is responsible for directing the clerical support function, the circulation desk operation, shelf maintenance, materials maintenance, and materials processing functions, staff, and volunteers.

### 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 monitors the daily work of all assigned full-and part-time staff members, and provides direction as needed.
- Administers the Library budget, and performs ongoing analysis to achieve goals and maintain efficient operations.
- Ensures that appropriate department staffing levels are maintained throughout all Library locations.
- Collaborates with the Library Director and managerial staff to develop, plan, and implement Library events and functions.
- Conducts staff training and coaching as needed, and performs managerial tasks including scheduling, time sheet processing, 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 and/or part-time), including

## Classification Specification

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

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.*

- 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 Library-wide financial decisions, in collaboration with the Deputy Director of Community Services - Library. 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 from an accredited college or university in Public Administration, Finance, or Business Administration, or a closely-related field
- One (1) to three (3) years of administrative, supervisory, and budgeting 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
- General business practices and techniques, including supervision and training

## Classification Specification

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

- Budget and accounting principles
- Memorandum of Understanding agreements currently in place
- Library operation methods and procedures
- Library automation, office computer applications, and the City's software system
- Laws and regulations as they pertain to Library operations
- Public relations principles to foster and develop community partnerships

**Skill in:**

- Organization and time management
- Problem solving

**Ability to:**

- Communicate effectively, both orally and in writing
- Identify and achieve performance management standards
- Think analytically and strategically
- Perform data analysis to plan, implement, and manage Library budgets
- Lead, train, and develop staff to achieve Library goals
- 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

## Classification Specification

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**



## Classification Specification

<b>Classification Title</b>	CCTV and Wireless System Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Under the general direction of the Public Safety Technology Supervisor, performs highly technical work in supporting and maintaining the Police Department's surveillance systems along with the security and monitoring systems located at the Police Department.

### DISTINGUISHING CHARACTERISTICS

The CCTV and Wireless Systems Specialist will serve as the primary support for the Police Department's CCTV and ancillary systems, wireless network, audio/video recording devices, and security access systems. The incumbent works in the Police Department and must successfully pass a background investigation. Incumbent will be required to work irregular hours to accommodate emergencies.

The classification is distinguished from the Networking and Systems Specialist classification in that the latter is responsible for supporting networks and computers City-wide, and the former is responsible for supporting CCTV, audio/video equipment, and access systems in the Police 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.*

- Maintains, replaces, and upgrades the cameras and wireless equipment for the City-wide surveillance system.
- Services and maintains camera monitoring stations, and the associated computers, servers, and peripheral equipment that provide the viewing, playback, and storage of video.
- Maintains the integrity of the Police interview room systems, local panic alarm, and the Transport Van's audio and video recording system.
- Performs design and installation of new camera sites.
- Performs scheduled testing of assigned Police systems.

## Classification Specification

<b>Classification Title</b>	CCTV and Wireless System Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Coordinates and collaborates with other City departments to perform projects and obtain access to buildings and facilities to install, maintain, and repair equipment.
- Prepares written reports, documents, and procedures, and maintains detailed records.
- Provides onsite technical support and training for equipment, software, and systems.
- 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 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

- Six (6) months of computer and network training beyond High School
- Five (5) to seven (7) years of camera and wireless equipment programming, installation, and service experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California Class B Driver License is an ongoing requirement

## Classification Specification

<b>Classification Title</b>	CCTV and Wireless System Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Desirable Certification

- California Law Enforcement Telecommunications System (CLETS) Certification

### Additional Requirements

- Applicants considered for appointment must pass a polygraph and an extensive background examination. As a condition of employment, psychological, medical and drug testing are also required.

### PHYSICAL DEMANDS

Must be able to work in an office or outdoor setting. 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. Will be subject to a variety of weather conditions and noise, dust, vibration, and odors associate with job responsibilities. Must have a range of motion to perform physical activities that require climbing, lifting, balancing, walking, stooping, and handling materials.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Cameras and wireless equipment
- Operating systems used to monitor and review video
- City networking structure
- Electrical systems and basic electrical components
- Safety protocols

#### Skill in:

- Organization and time management
- Troubleshooting

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Determine proper camera replacements and upgrades for various situations and locations
- Maintain recording and video storage equipment
- Install cameras and audio devices

## Classification Specification

<b>Classification Title</b>	CCTV and Wireless System Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Design, install, troubleshoot, and repair panic control, door access, and related security 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
Street environment (near moving traffic)			X
Construction site	X		
Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment		X	
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances, or waste		X	
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )		X	

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

## Classification Specification

<b>Classification Title</b>	CCTV and Wireless System Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- This position requires outside work and occasional exposure to unpleasant environmental conditions and/or hazards. Requires operating bucket trucks and lifts and working from heights.
- **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, CA

CLASS CODE: PR-348  
ESTABLISHED: April 25, 2013  
GROUP: IFPTE Local 21  
FLSA: Exempt

## **CCTV AND WIRELESS SYSTEMS SPECIALIST**

### **DEFINITION**

Under the general direction of the Public Safety Technology Supervisor, performs highly technical work in supporting and maintaining the Richmond Police Department's Closed-Circuit Television Cameras (CCTV) and ancillary systems; Network Video Recorder (NVR); access control systems; and related wireless systems. Duties include installing, upgrading, monitoring, administering, troubleshooting, and repairing related equipment, systems and software. Performs other related duties as required.

### **CLASS CHARACTERISTICS**

The CCTV and Wireless Systems Specialist will serve as the primary support for the Police Department's CCTV and ancillary systems, wireless network, audio/video recording devices, and security access systems. The incumbent works in the Police Department and must successfully pass a background investigation. Incumbent will be required to work irregular hours to accommodate emergencies.

The classification is distinguished from the Networking and Systems Specialist classification in that the latter is responsible for supporting networks and computers City-wide, and the former is responsible for supporting CCTV, audio/video equipment, and access systems in the Police Department.

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

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

1. Manage and support Public Safety's security and CCTV systems, CCTV ancillary systems, and all related components.
2. Install, operate, configure, upgrade, test, troubleshoot and maintain CCTV systems and related components; ensures that equipment and systems are fully operational.
3. Manage and support related wireless network configuration and equipment.
4. Design, install, troubleshoot and repair panic control, access control and related security systems.

CITY OF RICHMOND, CA  
**CCTV AND WIRELESS SYSTEMS  
SPECIALIST**

Page 2 of 4

5. Troubleshoot, assemble, configure and repair complex customized audio/video recording systems, network video recorders, video cameras, audio surveillance equipment and related components; perform related software configuration.
6. Manage, maintain and perform routine cleaning and maintenance of cameras, audio/video recording equipment, other security devices and related equipment.
7. Coordinate and collaborate with other City departments to perform projects and obtain access to buildings and facilities to install, maintain and repair equipment.
8. Monitor and maintain warranty contracts for systems and equipment.
9. Perform system upgrades for network video recorders, servers, workstations, and audio recorders.
10. Provide support for mobile radios in police vehicles.
11. Prepare written reports, documents and procedures; maintain detailed records (e.g., service requests, location of equipment, maintenance schedule, etc.).
12. Provide onsite technical support and training for equipment, software and systems.
13. Evaluate equipment and make recommendations for upgrades and replacements; schedule and/or coordinate services provided by vendors.
14. Research, evaluate and make recommendations for the purchase and design of new equipment and systems integration.
15. Attend job-related seminars and training classes.
16. Respond to emergency calls to perform and/or facilitate equipment repairs.
17. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

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

CITY OF RICHMOND, CA  
**CCTV AND WIRELESS SYSTEMS  
SPECIALIST**  
Page 3 of 4

Thorough Knowledge of:

Operation and use of CCTV systems, NVR, and access control systems.

Electrical systems and basic electrical components.

Principles, methods, materials, and equipment used to install, maintain and repair CCTV, NVR, access control systems and related systems.

Wireless networks.

Relevant equipment, policies, procedures, and strategies for workplace safety.

Ability to:

Troubleshoot, assemble, disassemble, and repair video cameras, CCTV housing units, and PTZ motors.

Operate and drive a bucket-lift truck.

Set up, configure, troubleshoot and repair NVR systems and related software.

Configure, troubleshoot and repair audio surveillance equipment.

Configure and design CCTV Communications, and similar network equipment.

Design, install, troubleshoot, and repair panic control, door access and related security systems.

Safely install and configure low-voltage electrical equipment.

Pass an extensive background investigation, which may include taking a polygraph.

Work on Windows Server operating systems.

Communicate effectively, both orally and in writing.

Evaluate situations and resolve problems.

Prioritize and organize tasks to complete work in a timely manner.

Establish and maintain effective working relationships with co-workers, other City employees, the public, and vendors.

Safely lift, push, pull, and carry objects weighing up to 50 pounds.

### **EDUCATION AND EXPERIENCE**

Cisco/Microsoft/CompTIA/Hardware Equipment Manufacture or equivalent (as determined by management) certification is required; AND three (3) years of progressively responsible experience managing, installing, repairing, and designing complex CCTV systems, video/audio recording systems, security surveillance systems, and related wireless equipment.

Bachelor's or Master's degree in Information Technology or a closely related field is highly desirable.

### **LICENSES AND CERTIFICATIONS**

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

### **PHYSICAL REQUIREMENTS**

Must be able to work in an office or outdoor setting. 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. Will be subject to a variety of weather conditions and noise, dust, vibration, and odors associate with job responsibilities. Must have a range of motion to perform physical activities that require climbing, lifting, balancing, walking, stooping and handling materials.



## Classification Specification

<b>Classification Title</b>	Development Project Manager I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Assists in the administration and coordination of all activities within an economic and community development project area. Provides professional assistance and strategy guidance as directed by executive staff and project management regarding programmatic areas. Fosters cooperative working relationships with the City, state and federal funding agencies, business and community groups, and the public.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Development Project Manager series. This class is distinguished from Development Project Manager II in that the latter is the journey-level position in this series and works on larger and more complex projects.

### 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.*

- Implements, reviews, and evaluates economic development and community development projects and programs.
- Performs economic and community development planning and administrative activities such as plan amendments, plan adoption, implementation plan preparation, and updates.
- Performs property acquisition, property distribution, property management, and relocation activities as requested.
- Oversees and coordinates the work of consultants providing professional/technical assistance in specified programmatic areas.
- Prepares contracts and requests for proposals, administers consultant contracts, and recommends payment for services provided.
- Monitors schedules and budgets for City of Richmond programs.
- Makes public presentations to legislative bodies and community groups.

## Classification Specification

<b>Classification Title</b>	Development Project Manager I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Prepares and presents comprehensive reports on all aspects of assigned programs and projects.
- Prepares and supervises project-specific budgets.
- Participates in the preparation and monitoring of grant applications.
- Administers grant contracts and budgets for awarded grants. Prepares reports, and ensures grant guideline compliance.
- Prepares or reviews staff reports and resolutions for City Manager, City Council, and City boards or commissions; works closely with the City Council, City boards or commissions, public and private groups, professional groups, and citizens to explain or coordinate plans for proposed projects, and to solicit their support.
- Prepares technical and staff reports, correspondence, and other written materials.
- 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 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>	Development Project Manager I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree in Public Administration, Real Estate Development, or Non-profit Management, or a closely-related field
- One (1) to three (3) years of experience in project management, affordable housing development, and local government real property work
- 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
- Physical, financial, and legal aspects of the redevelopment process
- Real estate practices
- Project planning and management techniques
- Budget preparation
- Redevelopment law, and tax allocation financing techniques

#### Skill in:

- Negotiation
- Organization and time management
- Overall Project Management

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Analyze complex problems, and develop appropriate solutions
- Coordinate staff resources

### 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>	Development Project Manager 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>	Development Project Manager I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

**DEVELOPMENT PROJECT MANAGER I**

**DEFINITION**

**Under the supervision of the Chief of Redevelopment Projects, the incumbent is responsible for assisting in the administration and coordination of all activities within a redevelopment project area; providing professional assistance and strategy guidance as directed by Agency staff and project management regarding programmatic areas; fostering cooperative working relationships with the City, state and federal funding agencies, business and community groups and the public; and performing related work as assigned.**

**CLASS CHARACTERISTICS**

**This class receives lead direction from the Development Project Manager II, in assisting with project and program conception, financial analysis of various redevelopment projects, and implementing specific redevelopment programs. Primary areas of responsibility may include redevelopment, economic and or job development. This class is distinguished from Development Project Manager II (DP II) in that the DP II is the journey level position in this series and works on larger and more complex projects.**

**EXAMPLES OF DUTIES**

**Typical examples of duties include, but are not limited to the following:**

- 1. Implements, reviews and evaluates economic development and redevelopment projects and programs.**
- 2. Performs redevelopment planning and administrative activities such as plan amendments, plan adoption, implementation plan preparation and updates.**
- 3. Performs property acquisition, property disposition, property management and relocation activities for the Redevelopment Agency and other city departments as requested.**

## **DEVELOPMENT PROJECT MANAGER I**

### **PAGE 2**

- 4. Oversees and coordinates the work of consultants providing professional/technical assistance in specified programmatic areas.**
- 5. Prepares contracts and requests for proposals, administers consultant contracts and recommends payment for services provided.**
- 6. Monitors schedules and budgets for Agency programs.**
- 7. Makes public presentations to legislative bodies and community groups.**
- 8. Prepares and presents comprehensive reports on all aspects of assigned programs and projects.**
- 9. Prepares and supervises project-specific budgets.**

### **MINIMUM REQUIREMENTS**

**Experience:** Requires a four year degree from an accredited college or university in planning, architecture, public administration or a closely related field and two years of related professional experience which demonstrates the related knowledges and abilities.

**Knowledge of:** Physical, financial, and legal aspects of the redevelopment process; real estate practices; project planning and management techniques; budget preparation; redevelopment law and tax allocation financing techniques.

**Ability to:** Plan and organize work effectively; analyze complex problems and develop appropriate solutions; communicate effectively, orally and in writing; and coordinate staff resources.

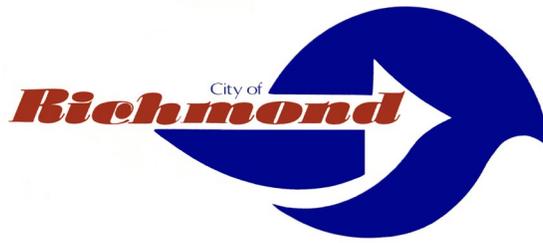
**Skill in:** Supporting the Agency staff in technical negotiations with developers and community groups; and establishing and maintaining effective working relationships with those contacted in the course of the work.

**Licenses and Certificates:** Possession of, or ability to obtain before date of appointment, a valid California driver's license or access to another for personal transportation.

## **DEVELOPMENT PROJECT MANAGER I**

**PAGE 3**

**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 make development site visits and attend meetings.



## Classification Specification

<b>Classification Title</b>	Development Project Manager II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Administers and coordinates all activities within an economic and community development project area. Provides professional assistance and strategy guidance to City staff and project management regarding programmatic areas. Fosters cooperative working relationships with the City, state and federal funding agencies, for-profit developers, and non-profit developers interested in creating affordable housing in the City of Richmond.

### DISTINGUISHING CHARACTERISTICS

This class is the journey- level position classification in the Development Project Manager series. This class works on larger and more complex projects than the Development Project Manager I. The incumbent has responsibility for project and/or program conception, development, administration and financial oversight in a specific area.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Develops, implements, reviews, and evaluates economic development and community development projects and programs.
- Oversees and coordinates the work of consultants, providing professional/technical assistance in specified programmatic areas.
- Performs property asset management, property acquisition and disposition, and feasibility analysis of affordable housing development projects.
- Prepares comprehensive narrative and financial reports for funders of affordable housing development projects sponsored by the City.
- Monitors schedules and budgets for programs.
- Receives and monitors Fair Housing Ordinance complaints.
- Prepares requests for proposals, negotiates and administers consultant contracts, and authorizes payment for services provided.
- Participates in the preparation and monitoring of grant applications.

## Classification Specification

<b>Classification Title</b>	Development Project Manager II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Administers grant contracts and budgets for awarded grants. Prepares reports, and ensures grant guideline compliance.
- Prepares or reviews staff reports and resolutions for City Manager, City Council, and City boards or commissions; works closely with the City Council, City boards or commissions, public and private groups, professional groups and citizens to explain or coordinate plans for proposed projects, and to solicit their support.
- Prepares technical and staff reports, correspondence, and other written materials.
- 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 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 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 Public Administration, Real Estate Development, or Nonprofit Management, or a closely-related field
- Three (3) to five (5) years of experience in project management, affordable housing development, and local government real property work

## Classification Specification

<b>Classification Title</b>	Development Project Manager II
<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 ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Funding source guidelines, contractual agreement, and funding term period
- Funding reporting requirements and deadlines
- City rules, procurement policies, and procedures
- City-owned properties and City-funded housing developments
- Real estate practices and transfer of properties
- Local, state, and federal Fair Housing laws

#### Skill in:

- Leadership
- Organization and time management
- Project Management

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Prepare and monitor multiple funding source budgets
- Perform feasibility analysis of development projects specifically designated for lower income households
- Research and obtain supporting project documentation
- Maintain confidentiality of information
- Represent the City in technical negotiations with developers and community groups

### 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>	Development Project Manager 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>	Development Project Manager II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

CITY OF RICHMOND, CA

CLASS CODE: PR-223

ESTABLISHED: 6-28-89

RETITLED: 1-27-00

GROUP: Management

FLSA: Exempt

Formerly: Development

Project Manager

DEVELOPMENT PROJECT MANAGER II

### DEFINITION

Under general direction, is responsible for the administration and coordination of all activities within a development project area; provides expert professional assistance and strategy guidance to City staff and project management regarding programmatic areas; fosters cooperative working relationships with the City, state and federal funding agencies, business and community groups and the public; and performs related work as assigned.

### CLASS CHARACTERISTICS

The class has responsibility for project and/or program conception, development, administration and financial oversight in a specific geographic area. Primary areas of responsibility may include redevelopment, economic and/or job development. This class is distinguished from Chief of Redevelopment Projects in that the latter has day-to-day management of the operation of the City's redevelopment division.

### EXAMPLES OF DUTIES

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

1. Develops, implements and reviews and evaluates economic development and redevelopment projects and programs.
2. Directs and reviews the work of assigned staff on a project basis; and trains and provides technical assistance to staff as required.
3. Performs property acquisition, property disposition, property management and relocation activities for the Redevelopment Agency and other City departments as required.
4. Oversees and coordinates the work of consultants providing professional/technical assistance in specified programmatic areas.
5. Prepares requests for proposal, negotiates and administers consultant contracts and authorizes payment for services provided.
6. Monitors schedules and budgets for programs.

Development Project Manager II  
City of Richmond , CA  
P.2

7. Makes public presentations to legislative bodies and community groups.
8. Prepares and presents comprehensive reports on all aspects of assigned programs and projects.
9. Prepares and supervises project-specific budgets.
10. May supervise other programs and clerical staff.

MINIMUM REQUIREMENTS

Knowledge of:

Physical, financial, and legal aspects of the redevelopment process; real estate practices; affirmative action; project planning and management techniques; budget preparation; redevelopment law and tax allocation financing techniques.

Ability to:

Plan and organize work effectively; analyze complex problems and develop appropriate solutions; communicate effectively, orally and in writing; and supervise and coordinate staff resources.

Skill in:

Representing the City in technical negotiations with developers and community groups; and establishing and maintaining effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

Possession of, or ability to obtain before date of appointment, 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 make development site visits and attend meetings.

Development Project Manager II  
City of Richmond, CA  
P.3

Accommodation may be made available for individuals requiring and requesting such accommodation.

Education/Experience

Any combination of training and experience that would provide the knowledge, skills and abilities is qualifying.

A typical way of gaining the knowledge, skills and abilities would be:

Equivalent to graduation from a four-year college or university with major course work in urban planning, economics, business or public administration or a closely related field and four (4) years of responsible experience in redevelopment.

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## 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.
- Five (5) years 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
- Establish and maintain effective working relationships

## Classification Specification

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

- 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>	Executive Assistant to the City Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Provides direct administrative and confidential support to the city manager in areas of scheduling, document retention and signing, and customer service to the community. Leads or provides support for special projects as assigned. Provides customer service to community members, city staff and other agencies as necessary.

### DISTINGUISHING CHARACTERISTICS

This is a single position classification. The incumbent is expected to perform administrative and confidential support duties for the City Manager including a variety of tasks ranging from routine secretarial through complex administrative. This position requires the coordination of information and activities among a variety of contacts, including City departments, community members, the City Council, representatives of outside agencies, and the private sector. Receives direction from the City Manager and may exercise direct supervision over assigned administrative support 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.*

- Receives and directs visitors and provides telephone coverage for the City Manager's main telephone line.
- Maintains the City Manager's calendar. Schedules meetings and screens requests. Takes notes, attends meetings with or on behalf of the City Manager as required.
- Reviews, tracks and prepares documents for the City Manager's review, feedback or approval.
- Performs a wide variety of complex administrative or program support projects requiring research, compilation, and analyses of data as required by the daily operations in the City Manager's Office.
- Receives, opens, and sorts mail for the City Manager's Office. Handles or routes for handling to the appropriate department.

## Classification Specification

<b>Classification Title</b>	Executive Assistant to the City Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Tracks and orders office supplies as needed and requested. Reconciles CAL-Card statements against departmental expenses.
- Tracks the departmental budget and makes recommendations on annual allocations and expenditures. Inputs departmental budget into MUNIS.
- Functions as a liaison between the City Manager's Office, and other city departments.
- Drafts a wide variety of finished documents including meeting agendas, event prep docs, flyers, letters, agendas, or printed materials.
- Assists with event coordination.
- Preserves confidentiality of sensitive material routinely encountered as part of work assignments.
- Develops, recommends and implements office procedures and systems.
- Develops and implements special projects in collaboration with other departments or agencies.
- Reviews and summarizes miscellaneous reports, including the City Manager's Weekly Report and documents for compliance and completeness.
- Organizes and maintains various administrative, reference, and follow-up files.
- Collaborates on a wide variety of interdepartmental teams, and provides administrative, project-based or technical assistance as directed by the City Manager.
- 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.

## Classification Specification

<b>Classification Title</b>	Executive Assistant to the City Manager
<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. Monitors the departmental budget and expenditures.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- At least two years of relevant college-level course work or an Associate's degree from an accredited college or university
- Two (2) to four (4) years of experience, including municipal government experience and administrative experience in a fast-paced environment that requires flexibility in work schedule and assignments
- 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
- Proficient in in correct usage of the English language usage, including spelling, grammar, punctuation, and vocabulary
- Basic budgetary practices and business arithmetic
- Contract routing process and requirements
- Procurement process and requirements

#### Skill in:

- Organization and time management
- Customer service
- Attention to detail

#### Ability to:

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

## Classification Specification

<b>Classification Title</b>	Executive Assistant to the City Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Analyze and resolve administrative situations and problems
- Prepare clear and concise reports and correspondence
- Maintain confidentiality of information

### 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	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.*

## Classification Specification

<b>Classification Title</b>	Executive Assistant to the City Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

CITY OF RICHMOND, CA

CLASS CODE: PR-314  
ESTABLISHED: 07/12/06  
GROUP: EXEMPT MGMNT.  
FLSA: EXEMPT

## **EXECUTIVE ASSISTANT TO THE CITY MANAGER**

### **DEFINITION**

Under direction, provides varied, complex and often confidential secretarial and office administrative assistance to the City Manager and associated administrative staff; may provide training and lead direction to office support staff; and performs related work as assigned. This is an exempt, at-will position and serves at the pleasure of the City Manager.

### **CLASS CHARACTERISTICS**

This class is distinguished from other City secretarial classes in that the nature, diversity, and scope of responsibilities originating from the City Manager's Office require frequent use of discretion, initiative, and independent judgment, as actions can have a significant effect upon City operations or public relations activities. Responsibilities include regular contact with government officials, the City Council or board or commission members, representatives of business and community organizations, the public, and various City staff. This class is distinguished from Secretary to the City Manager in that the latter class provides similar office administrative and secretarial support to the City Manager.

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

1. Receives and screens visitors and provides telephone coverage for the City Manager's main telephone line and the public information line.
2. Provides information which often requires the use of tact and good judgment and interprets policies and procedures.
3. Maintains the City Manager's calendar, schedules meetings, screens requests and ensures that the City Manager is cognizant of meeting times.
4. Researches, compiles and summarizes a variety of informational materials.
5. Receives, opens, and sorts all mail for the City Manager's Office and either personally handles or routes for handling to the appropriate department.
6. Purchases all office supplies for the office.

7. Functions as a liaison (departmental support representative) between the City Manager's Office, Mayor's Office and the City Clerk's Office and Information Technology regarding computer needs and problems.
8. Receives and reviews monthly revenue and expenditure reports, reconciles CAL-Card statements against receipts, creates requisitions through the SAP system and generates timesheets for the City Manager's staff.
9. Notifies department heads of due dates for City Council agenda items, and processes them.
10. Types drafts and a wide variety of finished documents from stenographic notes, brief instructions, or printed materials; uses word processing equipment and may input or retrieve data and prepare reports using on-line or personal computer system and reviews finished correspondence for completeness, accuracy, format, compliance with polices and procedures, and appropriate English usage.
11. Organizes and maintains various administrative, reference and follow-up files.
12. May direct, train, schedule and review the work of office support staff.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

- Standard office administrative and secretarial practices and procedures, including business letter writing.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Record keeping, report preparation, and filing methods.
- Correct English usage, including spelling, grammar, punctuation and vocabulary.
- Basic budgetary principles and practices and business arithmetic.
- Basic supervisory principles and practices.
- The operation of standard office equipment, including a word processor and a personal computer.

Ability to:

- Provide varied responsible and often confidential secretarial and office administrative assistance to the City Manager and associated administrative staff.
- Use initiative and independent judgment with established guidelines.
- Plan, assign and review the work of others.
- Train others in work procedures.
- Use tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work.
- Analyze and resolve administrative situations and problems.
- Research, compile and summarize a variety of informational materials.
- Compose correspondence independently or from brief instructions.
- Type at a rate of 50 net words per minute from printed copy.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.

**NOTE:** Skill in taking dictation by hand or stenographic machine at a rate of 80 words per minute and transcribing it accurately may be required.

**EDUCATION/EXPERIENCE**

Possession of a high school diploma, G.E.D., or a High School Proficiency Certificate and six (6) years of responsible secretarial or office administrative experience. Two (2) years of college, business or secretarial school training, experience as a department legal secretary or above, and experience in municipal or similar setting are desirable.



## Classification Specification

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

### GENERAL SUMMARY

Performs responsible department level analyses and administrative, technical and policy support for budgeting, accounting, auditing, and other financial issues.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification of the Finance Manager series. Incumbents work under minimal supervision and are competent to perform responsible and difficult financial analytical work in smaller city departments. The duties and responsibilities are the same as for the Finance Manager II, except that work assigned is less complex, and there is a lesser degree of independent judgment.

### 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.*

- Provides assistance in the development, administration, and implementation of policies, goals, operating procedures and priorities related to a department's financial management, budget, accounting and auditing functions.
- Assists in developing, planning, implementing, and monitoring budgets.
- Manages the fiscal functions for department programs. Performs and monitors various fiscal activities including purchasing, contract administration, financial audits, and budget and financial analysis
- Establishes and/or monitors policies and procedures in order to maintain proper internal controls.
- Oversees the auditing activities of the department.
- Prepares and maintains records, financial reports and statements as required by the department, other agencies, and the City of Richmond Finance Department.
- Conducts research and performs complex analyses on issues related to cost allocation plans, fund accounting, and grant program compliance.

## Classification Specification

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

- Represents the department regarding financial issues with regulatory and funding agencies. Responds to inquiries from division heads, outside vendors, and other agencies.
- Prepares a variety of complex analytical, statistical, and narrative reports, memorandums and correspondence for dissemination to City Council and other internal or external entities as required by City administration and federal, state, and private agencies.
- Performs budget and financial analysis.
- 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 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 Finance, Accounting, Business or Public Administration, or a closely related field
- One (1) to three (3) years of professional level finance related experience

## Classification Specification

<b>Classification Title</b>	Finance Manager I
<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

- None

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Principles, practices, and techniques related to the development and administration of governmental financial services including budgeting, accounting, and auditing
- Applicable federal, state and local regulations
- Public sector procurement and contracting requirements and procedures
- Financial recordkeeping principles and practices

#### Skill in:

- Organization and time management
- Leadership

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Interpret, apply and explain pertinent federal, state and local rules, regulations and laws
- Analyze, interpret, and explain complex financial issues
- Assist in planning, organizing, and administering financial, accounting, budgeting and auditing programs
- Prepare and analyze financial 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		

## Classification Specification

<b>Classification Title</b>	Finance Manager I
<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 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>	Finance Manager II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs responsible department level analyses and administrative, technical and policy support for budgeting, accounting, auditing, and other financial issues.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification of the Finance Manager series. Incumbents are fully competent to perform the most complex and difficult financial analytical work, work in larger City departments, and exercise a greater degree of independent judgment.

### 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, reviews, and guides the work of lower-level employees.
- Provides assistance in the development, administration, and implementation of policies, goals, operating procedures and priorities related to a department's financial management, budget, accounting and auditing functions.
- Assists in developing, planning, implementing, and monitoring budgets.
- Manages the fiscal functions for department programs. Performs and monitors various fiscal activities including purchasing, contract administration, and financial audits, and budget and fiscal analysis.
- Establishes and/or monitors policies and procedures in order to maintain proper internal controls.
- Oversees the auditing activities of the department.
- Prepares and maintains records, financial reports and statements as required by the department, other agencies, and the City of Richmond Finance Department.
- Conducts research and performs complex analyses on issues related to cost allocation plans, fund accounting, and grant program compliance.

## Classification Specification

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

- Represents the department regarding financial issues with regulatory and funding agencies. Responds to inquiries from division heads, outside vendors, and other agencies.
- Prepares a variety of complex analytical, statistical, and narrative reports and correspondence required by City administration and federal, state, and private agencies.
- 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 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 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 Finance, Accounting, Business or Public Administration, or a closely related field
- Three (3) to five (5) years of progressively responsible related financial experience, including at least two (2) years of lead or supervisory experience

## Classification Specification

<b>Classification Title</b>	Finance Manager II
<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

- None

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Principles, practices, and techniques related to the development and administration of governmental financial services including budgeting, accounting, and auditing
- Applicable federal, state and local regulations
- Public sector procurement and contracting requirements and procedures
- Financial recordkeeping principles and practices

#### Skill in:

- Organization and time management
- Leadership

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Interpret, apply, and explain pertinent federal, state and local rules, regulations and laws
- Analyze, interpret, and explain complex financial issues
- Assist in planning, organizing, and administering financial, accounting, budgeting, and auditing programs
- Prepare and analyze financial 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		

## Classification Specification

<b>Classification Title</b>	Finance Manager II
<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 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: PR-341  
ESTABLISHED: 06/25/09  
GROUP: LOCAL 21  
FLSA: EXEMPT

## **FINANCE MANAGER I/II**

### **DEFINITION**

Under general direction, performs responsible department level analyses; and administrative, technical and policy support for budgeting, accounting, auditing and other financial issues; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

Incumbents in this classification manage department related fiscal services including budgeting, accounting, purchasing, revenue collection, accounts payable, financial reporting requirements, auditing, and long and short-range financial planning. The incumbent is expected to exercise independent judgment in making sound recommendations on all financial and accounting processes and procedures; and prepare and maintain all financial records required by federal, state, and local grantor agencies.

Finance Manager I is the journey level of the Finance Manager class series. Incumbents work under minimal supervision and are competent to perform responsible and difficult financial analytical work in smaller city departments. The duties and responsibilities are the same as for the Finance Manager II, except that work assigned is less complex, and there is a lesser degree of independent judgment.

Finance Manager II is the senior level of the Finance Manager class series. Incumbents are fully competent to perform the most complex and difficult financial analytical work, work in larger City departments, and exercise a greater degree of independent judgment.

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

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

1. Provides assistance in the development, administration and implementation of policies, goals, operating procedures and priorities related to a department's financial management, budget, accounting and auditing functions.
2. Assists in developing, planning, implementing and monitoring budgets.

3. Manages the fiscal functions for department programs. Performs and monitors various fiscal activities including purchasing, contract administration, and financial audits.
4. Establishes and/or monitors policies and procedures in order to maintain proper internal controls.
5. Oversees the auditing activities of the department.
6. Prepares and maintains records, financial reports and statements as required by the department, other agencies, and the City of Richmond Finance Department.
7. Conduct research and performs complex analyses on issues related to cost allocation plans, fund accounting, and grant program compliance.
8. Represents the department regarding financial issues with regulatory and funding agencies; respond to inquires from division heads, outside vendors, and other agencies.
9. Supervises professional and support staff; provide technical assistance to administrative, financial and program staff, as needed.
10. Reviews and evaluates the activities of technical and support staff; provides training and professional development of staff.
11. Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

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

#### **Thorough Knowledge of:**

Principles, practices and techniques related to the development and administration of governmental financial services including budgeting, accounting, and auditing.

Principles of employee supervision, training, and evaluation.

Applicable federal, state and local regulations.

Modern office administrative principles and analytical techniques and methodology.

Public sector procurement and contracting requirements and procedures.

Computer applications related to the work.

Financial recordkeeping principles and practices.

Ability to:

Interpret, apply and explain pertinent federal, state and local rules, regulations and laws.

Analyze, interpret and explain complex financial issues.

Assist in planning, organizing and administering financial, accounting, budgeting and auditing programs.

Prepare and analyze financial reports.

Communicate effectively, both orally and in writing, including preparing complex reports, correspondences and other written materials.

Establish and maintain effective working relationships.

**EDUCATION AND EXPERIENCE**

Finance Manager I: Possession of a Baccalaureate degree from an accredited college or university with major coursework in finance, accounting, business or public administration, or a closely related field; AND two (2) years of professional level finance related experience. Experience in a public agency is desirable.

Finance Manager II: Possession of a Baccalaureate degree from an accredited college or university with major coursework in finance, accounting, business or public administration, or a closely related field; AND four (4) years of progressively responsible related financial experience, including at least two (2) years of lead or supervisory experience. Experience in a public agency is desirable.

**OTHER REQUIREMENTS**

Physical Demands: In addition to requiring sufficient mobility to work in a typical office setting, must have vision sufficient to read printed materials, and hearing and speech sufficient to exchange information in person and over the telephone.

**LICENSE**

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



## Classification Specification

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

### GENERAL SUMMARY

Under the supervision of the Director of Community Development, maintains responsibility for the overall planning, administration and operation of the Housing Division. Division planning and operations are coordinated with activities of other City departments/division including Planning, Building, Code Enforcement, and Rent Program, and are developed within the framework of City policies.

### DISTINGUISHING CHARACTERISTICS

This class is a division manager position with responsibility for the overall planning, administration and operation of the Housing Division. The Housing Manager has primary responsibility for housing development and rehabilitation programs and assumes direct responsibility for dealing with difficult matters involving departmental programs, including interpretation of related codes, ordinances and regulations, and for ensuring compliance with local, state and federal laws. This position requires considerable public contact with citizen groups, boards and commissions, as well as other municipalities, County, State, Federal and City departments and officials.

### 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.*

- Works closely with the Director of Community Development, City Council, other City Departments, boards and commissions, other public agencies, and the private sector in developing a comprehensive and integrated approach to formulating specific housing development, housing and neighborhood development programs for implementation; assists in policy development which integrates housing development with downtown revitalization and a growth in employment opportunities, housing affordability and barriers.
- Provides overall direction to the work of the division through subordinate staff, encouraging the efficient and effective operations of all Housing Division programs and services, including updating the Housing Element and coordinating with the Planning Division to implement various housing laws. Motivates and encourages

## Classification Specification

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

initiative and high standards of performance, productivity and accountability among the staff.

- Develops general division administrative policies and procedures; reviews staff work, specific policies and operating procedures for conformance with established standards; makes final decisions for the department regarding questions of interpretation of City regulations.
- Assists in preparing applications for housing related grants, including Community Development Block Grants.
- Recommends department staffing and ensures appropriate personnel administration, including supervision and effective and equitable evaluation of department personnel; oversees employee relations and grievances; ensures the development and consistent application of department policies and procedures; motivates supervisors and employees to accomplish department objectives in a fair and competent manner.
- Provides technical assistance, directly or through subordinate staff, to a variety of citizen boards and commissions such as the Planning Commission.
- Coordinates the preparation of reports for the Community Development Director, City Manager, City Council, boards and commissions and outside agencies; coordinates the preparation, presentation and control of the department's operating budget.
- Prepares housing policies and oversees program implementation related to homelessness, housing production, housing affordability, quality neighborhoods, and Regional Housing Needs Allocation.
- Leads the City Inclusionary Housing Program, including preparation of regulatory agreement, monitoring, and recommending funding of Affordable Housing fees.
- Prepares technical and staff reports, correspondence and collect supporting documentation.
- 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.*

## Classification Specification

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

- 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

- Bachelor's degree from an accredited college or university with major coursework in Planning, Business, Public Administration or a closely related field.
- Six (6) years of progressively responsible professional experience in the fields of Public Administration and/or Urban Planning, with responsibility for at least some of the following: community development, capital improvements, housing policy, and housing production and rehabilitation. At least four (4) years of this experience must have been at a managerial level with responsibility for program planning and development, supervision, training and evaluation of a large professional and technical staff, and budget preparation and management. Experience with federally funded programs and with citizen boards is 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

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Administrative principles and methods, including goal setting; program and budget development and implementation
- Local, state and federal laws applicable to housing development, rehabilitation and subsidized housing programs

## Classification Specification

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

- Principles and practices of the interrelationships between various governmental agencies involved with housing and community development
- Public and private real estate financing
- Funding sources impacting program and service development
- Social, political and environmental issues influencing program administration
- Methods and staff development, teamwork principles, effective communication and project management techniques
- Principles and practices of contact administration and evaluation; and principles and practices of effective employee supervision, including selection, training, goal setting, and positive motivational techniques
- Modern office practices and equipment, including applicable software

### **Skill in:**

- Leadership
- Analytical thinking
- Problem-solving
- Organization and time management
- Public speaking

### **Ability to:**

- Plan, organize, administer and coordinate a variety of large and complex City services and programs
- Plan, develop and implement effective housing development programs based upon community needs, available resources and City priorities and policies
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Select, motivate and evaluate staff; develop new opportunities for employee growth and involvement
- Supervise staff and delegate work assignments
- Analyze complex technical and administrative problems; evaluate alternative solutions and adopt effective courses of action
- Demonstrate sound, independent judgment within general policy guidelines

## **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 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>	Housing Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

## **HOUSING MANAGER**

### **DEFINITION**

The Housing Manager receives direction from the Community Development Director. This position requires considerable public contact with citizen groups, boards and commissions, as well as other municipalities, County, State, Federal and City departments and officials.

### **CLASS CHARACTERISTICS**

This is a division manager position with responsibility for the overall planning, administration and operation of the Housing Division under the supervision of the Community Development Director. Division planning and operations are coordinated with activities of other City departments/division including Planning, Building, Code Enforcement, and Rent Program, and are developed within the framework of City policies. The Housing Manager has primary responsibility for housing development and rehabilitation programs and assumes direct responsibility for dealing with difficult matters involving departmental programs, including interpretation of related codes, ordinances and regulations, and for ensuring compliance with local, state and federal laws.

The Housing Manager receives direction from the Community Development Director. This position requires considerable public contact with citizen groups, boards and commissions, as well as other municipalities, County, State, Federal and City departments and officials.

### **EXAMPLES OF DUTIES**

1. Works closely with the Community Development Director, City Council, other City Departments, boards and commissions and other public agencies and the private sector in developing a comprehensive and integrated approach to formulating specific housing development, housing and neighborhood development programs for implementation; assists in policy development which integrates housing development with downtown revitalization and a growth in employment opportunities, housing affordability and barriers;
2. Provides overall direction to the work of the division through subordinate staff, encouraging the efficient and effective operations of all Housing Division programs and services, including updating the Housing Element and coordinating with the Planning Division to implement various housing laws. Motivates and encourages

initiative and high standards of performance, productivity and accountability among the staff;

3. Develops general division administrative policies and procedures; reviews staff work, specific policies and operating procedures for conformance with established standards; makes final decisions for the department regarding questions of interpretation of City regulations;
4. Assists in preparing applications for housing related grants, including Community Development Block Grants;
5. Recommends department staffing and ensures appropriate personnel administration, including supervision and effective and equitable evaluation of department personnel; oversees employee relations and grievances; ensures the development and consistent application of department policies and procedures; motivates supervisors and employees to accomplish department objectives in a fair and competent manner;
6. Provides technical assistance, directly or through subordinate staff, to a variety of citizen boards and commissions such as the Planning Commission;
7. Coordinates the preparation of reports for the Community Development Director, City Manager, City Council, boards and commissions and outside agencies; coordinates the preparation, presentation and control of the department's operating budget;
8. Preparation of housing policies and program implementation related to homelessness, housing production, housing affordability, quality neighborhoods, and Regional Housing Needs Allocation;
9. Leads the City Inclusionary Housing Program, including preparation of regulatory agreement, monitoring, and recommending funding of Affordable Housing fees.

### **MINIMUM QUALIFICATIONS**

Graduation from a college or university with major coursework in planning, business or public administration or a closely related field and; six (6) years of progressive responsible paid, full-time equivalent professional experience in the fields of public administration and/or urban planning, with responsibility for at least some of the following: community development, capital improvements, housing policy, and housing production and rehabilitation. At least four (4) years of this experience must have been at a managerial level with responsibility for program planning and development, supervision, training and evaluation of a large professional and technical staff, and budget preparation and management.

Experience with federally funded programs and with citizen boards is required. An advanced degree may be substituted for the non-supervisory experience on a year-for-year basis, for up to two (2) years of the required experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

**Knowledge of:** administrative principles and methods, including goal setting.; program and budget development and implementation; thorough knowledge of local, state and federal laws applicable to housing development, rehabilitation and subsidized housing programs; the principles and practices of the interrelationships between various governmental agencies involved with housing and community development; public and private real estate financing; methods and staff development, teamwork principles, effective communication and project management techniques; funding sources impacting program and service development; social, political and environmental issues influencing program administration; principles and practices of contact administration and evaluation; and principles and practices of effective employee supervision, including selection, training, goal setting, and positive motivational techniques.

**Skill in:** planning, organizing, administering and coordinating a variety of large and complex City services and programs; planning, developing and implementing effective housing development programs based upon community needs, available resources and City priorities and polices; selecting, motivating and evaluating staff and developing new opportunities for employee growth and involvement; working with staff to develop and implement goals, objectives, polices, procedures, performance standards and a high quality of service delivery; analyzing complex technical; and administrative problems, evaluation alternative solutions and adopting effective courses of action; providing well-reasoned, clear and concise oral and written communications; establishing and maintaining responsive and cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and City staff; and exercising sound, independent judgment within general policy guidelines.

**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 make site visits and attend meetings.

Accommodation may be made available for individuals requiring and requesting such accommodation.

**License**

Valid California driver's license and satisfactory driving record is required while employed.



## Classification Specification

<b>Classification Title</b>	Human Resources Analyst Principal
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Under general direction, performs a full range of management and professional duties related to the operation of a major section of the Human Resources Department, such as administration, finance, labor negotiations and/or recruitment.

### DISTINGUISHING CHARACTERISTICS

This class is the managerial and last level in the Human Resources Analyst series. Incumbents perform the most complex professional personnel duties; serve as a technical consultant in one or more specialized fields; may supervise assigned subordinate professional, technical and office support 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.*

- Serves as a City-wide consultant by providing information concerning Human Resources Department policies, procedures, wage rates and terms of labor contracts.
- Conducts research and analysis of complex technical issues.
- Plans, prepares, and coordinates the preparation of reports including recommendations to the City Council, committees and management staff.
- Drafts and updates existing policies and procedures pursuant to City ordinances, laws, personnel rules, and regulations.
- Prepares the annual departmental budget, and administers, implements, and monitors the budget.
- Serves as principal member of the City's negotiating team; collects data, evaluates alternatives, and makes recommendations regarding proposals and implementation strategies.
- Coordinates cost analysis on negotiation proposals; drafts contract language; administers labor agreements and represents the city in labor and management issues.

## Classification Specification

<b>Classification Title</b>	Human Resources Analyst Principal
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Collects information regarding grievances and other employee concerns; evaluates problems and alternative solution; recommends effective courses of action; participates in arbitration, grievance and hearing processes.
- Interprets labor relations and personnel policies and procedures to department heads, management and confidential staff, operating department employees and the public.
- Provides counsel and assistance regarding employee relations and organizational development matters, including performance evaluations, corrective actions, grievance and disciplinary investigations, and negotiation preparation.
- 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.
- Partners with internal clients to develop staffing strategies, develops and implements cost effective recruitment plans that minimize time-to-fill, provides consultation throughout the selection process to maximize fit and retention, and develops and builds a variety of hiring and selection processes for a variety of staffing levels.
- Coordinates preparation of class specifications in accordance with the City's classification program and oversees job audits and job evaluations.
- Participates with managers and supervisors in the development of compensation recommendations and provides for internally and externally competitive salary structures.
- Manages and coordinates activities related to recruitment, examination, and selection.
- Leads in development of City-wide and department goals, objectives, and policies.
- Manages and participates in special projects.
- Supervises, motivates, trains, evaluates and/or serves as a lead to 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.*

## Classification Specification

<b>Classification Title</b>	Human Resources Analyst Principal
<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 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

- Bachelor's or Master's degree in Human Resources Management, Public Administration, Business Administration or a closely related field.
- Five (5) to seven (7) years of progressively responsible human resources experience with at least one (1) year of lead or supervisory 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
- The principles and practices of human resources administration, including administration, finance, recruitment, examination, classification, compensation, and labor relations and negotiations
- Local, state, and federal laws and regulations pertaining to human resources, employee and labor relations
- Research methods and statistical analysis
- Methods and techniques of recordkeeping and report preparation
- Principles and practices of management, supervision and training

## Classification Specification

<b>Classification Title</b>	Human Resources Analyst Principal
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Principles and practices of public administration
- The role of human resource functions in a municipal agency
- Procurement, purchasing, and contract principles and policies
- Principles and practices of budget administration
- City Memoranda of Understanding, Personnel Rules, and Charter
- Equal employment opportunity programs and practices
- Governmental and administrative policies and procedures

**Skill in:**

- Organization and time management
- Attention to detail

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain confidentiality of information
- Deliver presentations
- Stay abreast of current laws
- Meet scheduled deadlines
- Analyze data, define problem areas, and draw logical conclusions
- Prepare clear and concise reports, memoranda, policies, and correspondence

### 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		

## Classification Specification

<b>Classification Title</b>	Human Resources Analyst Principal
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

Exposures	Seldom or Never	Sometimes	Frequently or Often
Other			
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:**

**PRINCIPAL PERSONNEL ANALYST**

**DEFINITION**

Under general direction, and according to area(s) assigned, performs a full range of management and professional duties related to the operation of a major section of the Human Resources Management Department.

This position is responsible for administration, finance, labor negotiations, and/or recruitment with a concentration in one area but some knowledge of all areas in the everyday operation of Human Resources and Risk Management.

**CLASS CHARACTERISTICS**

This is the managerial and last level in the Personnel Analyst class series. Incumbents perform the most complex professional personnel duties; serve as a technical consultant in one or more specialized personnel fields; supervise assigned subordinate professional, technical and office support staff; and perform related duties as required.

**EXAMPLES OF DUTIES (Illustrative Only)**

**DUTIES COMMON TO ALL FUNCTIONS:**

1. Serves as a City-wide consultant by providing information concerning Human Resources Management Department policies, procedures, wage rates and terms of labor contracts.
2. Represents the Human Resources Management Department in interdepartmental, interagency and public meetings; serves on committees and task forces as assigned.
3. Negotiates and initiates contractual agreements.
4. Develops and prepares materials for presentation to members of the public, employee groups, City Leadership, City Council and City Committees and Boards.
5. Interprets labor contracts.
6. Conducts research and analysis of complex technical issues.
7. Supervises, motivates, trains, evaluates and/or serves as lead to staff.

8. Assists in developing City-wide and department goals, objectives, and policies.
9. Assists in budget and financing decisions.
10. Manages and participates in special projects.
11. Ensures compliance with legislative, regulatory and judicial mandates, regulations and professional standards.
12. Manages Human Resources Information Systems (HRIS).

ADMINISTRATION:

1. Assist the Director of Human Resources Department in the development and implementation of goals, objectives, policies and priorities for the department.
2. Plans, prepares and coordinates the preparation of reports including recommendations to the City Council, committees and management staff.
3. Analyzes and implements best business practices, policies and procedures.
4. Assesses the effectiveness of program administration and quality of services provided.
5. Drafts and updates existing policies and procedures pursuant to City ordinances, laws, personnel rules and regulations.

FINANCE:

1. Prepares the annual departmental budget, and administers, implements and monitors the budget.
2. Reviews, formulates and supervises the preparation of all financial reports and statements.
3. Represents the department on financial issues with regulatory and funding agencies.
4. Meets with federal, state and city auditors; supervises audit processes; and reviews findings and implements changes.

5. Performs a variety of accounting activities, including budget preparation, fund requisitioning, accounts payable, formal reporting, recordkeeping, and contract monitoring.
6. Establishes controls in accordance with standard audit requirements.

#### LABOR NEGOTIATIONS

1. Serves as principal member of the City's negotiating team; collects data, evaluates alternatives, and makes recommendations regarding proposals and implementation strategies.
2. Coordinates cost analysis on negotiation proposals; drafts contract language; administers labor agreements and represents the City in labor and management issues.
3. Collects information regarding grievances and other employee concerns; evaluates problems and alternative solutions; recommends effective courses of action; participates in arbitration, grievance and hearing processes.
4. Interprets labor relations and personnel policies and procedures to department heads, management and confidential staff, operating department employees and the public.
5. Provides counsel and assistance regarding employee relations and organizations development matters, including performance evaluations, corrective actions, grievance and disciplinary investigations and negotiation preparation.

#### RECRUITMENT/CLASSIFICATION

1. Analyzes job duties to determine job-related skills, knowledge and abilities; establishes job-related standards for employment and promotion; recommends allocation or reallocation of positions to appropriate classes.
2. Partners with internal clients to develop staffing strategies, develops and implements cost effective recruitment plans that minimize time-to-fill, provides consultation throughout the selection process to maximize fit and retention, and develops and builds a variety of hiring and selection processes for variety of staffing levels.
3. Coordinates preparation of class specifications in accordance with the City's classification program, and oversees job audits and job evaluations.

4. Participates with managers and supervisors in the development of compensation recommendations, and provides for internally and externally competitive salary structures.
5. Manages and coordinates activities related to recruitment, examination, and selection.
6. Develops, coordinates, and administers the City's classification and compensation plan.
7. Conducts complex and/or executive recruitments, comprehensive classification studies, class audits and provides audit recommendations.
8. Develops, administers and evaluates oral, written and performance exams and other assessment instruments.

### **MINIMUM QUALIFICATIONS**

Knowledge of: the principles and practices of human resources administration, including administration, finance, recruitment, examination, classification, compensation, and labor relations and negotiations, depending upon area of assignment; applicable federal, state and local agencies, laws, codes, and regulations related to the area of assignment; research methods and statistical analysis; methods and techniques of recordkeeping and report preparation; proper English usage, spelling and grammar; the principles and practices of management, supervision and training; principles and practices of public administration; and the role of human resource functions in a municipal agency.

Ability to: plan, organize and manage assigned area of responsibility (e.g. Administration, Finance, Labor Negotiations, Recruitment); manage and prioritize a variety of competing assignments; meet deadlines; supervise, coach, train, evaluate subordinate staff; elicit cooperation of others; maintain confidentiality; achieve the professional confidence of others; assimilate and understand information in a manner consistent with the essential job functions; analyze data, define problem areas and draw logical conclusions; communicate effectively both orally and in writing; establish effective working relationships within the department and with client resources administration; recognize limits of authority; exercise tact and diplomacy in all working conditions; work with people from diverse socioeconomic conditions and backgrounds; prepare clear and concise reports, memoranda, policies and correspondence; develop comprehensive plans from general instructions; complete complex assignments with a minimum of supervision; perform statistical analysis and research studies; collect, compile and analyze data; develop and monitor budget data; and work in a team environment.

**EDUCATION/EXPERIENCE**

Possession of a Bachelor's degree from an accredited college or university with major course work in personnel administration, business administration, finance, public administration, psychology or a closely related field; coupled with five (5) years of progressively-responsible, professional personnel experience in a public agency setting to include at least one (1) year of experience supervising or serving as a lead to professional staff.

**DESIRABLE QUALIFICATIONS:**

Possession of a Master's Degree in Public or Business Administration.

**SUPPLEMENTAL QUALIFICATIONS:**

Willingness and ability to work outside of normal business hours, attend evening and weekend meetings, and travel independently to off-site locations.



## Classification Specification

<b>Classification Title</b>	Human Resources Analyst Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Under general direction, performs the more difficult and complex personnel work and serves employees and the public in the areas of recruitment, classification, compensation, organizational culture, benefits, risk management, and employee development by conducting recruitments, administering programs, studies and surveys, analyzing data, and preparing reports and recommendations.

### DISTINGUISHING CHARACTERISTICS

This class is the senior level classification in the Human Resources Analyst series. Incumbents at this level perform at a broader and higher level of independence in dealing with the more difficult and complex issues.

### 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 recruitments for a variety of City classifications. Works with departments to determine timelines, validate job content, and set recruitment plans.
- 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.
- Analyzes and evaluates screening and selection techniques and tools. Develops and validates new or alternate screening and selection tools and methods.
- Provides information to employees regarding wages, benefits, personnel procedures, promotional opportunities, and career development.
- Develops class concepts based on job studies. Prepares new and revised class specifications.
- Conducts salary surveys, analyzes salary data, and makes recommendations relating to the maintenance or revision of classification and pay plans.
- Coordinates citywide training programs. Assigns and tracks trainings.

## Classification Specification

<b>Classification Title</b>	Human Resources Analyst Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Assists in negotiations with representatives of bargaining units and employee groups.
- Administers and coordinates various City benefit programs, including researching problems, handling appeals, providing information regarding benefit options, enrolling employees in plans and programs, and conferring with service providers and third-party administrators.
- Coordinates various leave processes such as leave of absence, family medical leave, workers' compensation, voluntary time off and benefits continuation during such leave.
- Serves as a City-wide consultant by providing information concerning Human Resources Department policies, procedures, wage rates, and terms of labor contracts.
- Plans, prepares, and coordinates the preparation of reports, including recommendations to the City Council, committees, and management staff.
- Manages assigned program area(s) including identifying, developing, implementing, evaluating program needs, and collecting, tracking, and analyzing related information.
- 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 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.*

## Classification Specification

<b>Classification Title</b>	Human Resources Analyst Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- 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 Human Resources Management, Public Administration, Business Administration or a closely related field.
- Four (4) to six (6) years of progressively responsible human resources experience with at least one (1) year of lead or supervisory 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
- Local, state, and federal laws and regulations pertaining to human resources, employee and labor relations, and benefits
- City Memorandums of Understanding, Personnel Rules, and Charter
- Principles of statistical analysis
- Equal employment opportunity programs and practices
- Governmental and administrative policies and procedures
- Principles and practices of benefit program administration including health, dental, life and other insurance programs as well as retirement, wellness, and flexible benefit programs

#### Skill in:

- Organization and time management
- Attention to detail

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain confidentiality of information

## Classification Specification

<b>Classification Title</b>	Human Resources Analyst Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Manage multiple projects simultaneously
- 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			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )	X		

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

## Classification Specification

<b>Classification Title</b>	Human Resources Analyst Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- 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:**

DRAFT

City of Richmond

Class Code: PR-265  
Established: 2-26-86  
Revised: 9-28-88  
FLSA: EXEMPT

## SENIOR PERSONNEL ANALYST

### DEFINITION

Under general direction, leads major projects in technical personnel work in the areas of recruitment, selection, position classification and pay, and employee benefits and development; performs the more difficult and sensitive professional personnel work; assigns and reviews the work of assigned professional and/or other staff.

### EXAMPLES OF DUTIES

1. Analyzes job duties to determine job-related skills, knowledges and abilities; establishes job-related standards for employment and promotion; recommends allocation or reallocation of positions to appropriate classes; and leads the work of other analysts in such projects.
2. Develops class concepts based on job studies; prepares new and revised class specifications.
3. Conducts salary surveys, analyzes salary data, and makes recommendations.
4. Advises departments on personnel policies and procedures and assists departments in achieving their needs.
5. Assigns, reviews, and evaluates the work of assigned employees.
6. Assists in the training and evaluation of personnel analysts.
7. Assists the Personnel Director in coordinating with the Personnel Board, City Manager and City Council.
8. Acts for the Personnel Director in his/her absence or when so assigned.

### MINIMUM QUALIFICATIONS

#### Thorough Knowledge of

Principles and practices relating to position classification and pay; job-content analysis and the establishment of employment standards.

Screening and selection practices, including application formats, test construction and interviewing techniques.

General Knowledge of

Training and supervisory techniques as they apply to both professional and non-professional employees.

Principles of management and methods required to identify and analyze organizational and personal training needs.

Functional responsibilities of a public sector personnel department and the principles and practices of public personnel administration.

Ability to

Lead, evaluate and train professional analysts in the conduct of their work;

communicate effectively in writing and verbally;

interact successfully with people of diverse ethnic and racial backgrounds as well as with persons at all organizational levels;

identify problem areas, collect and analyze data, draw valid conclusions from available information; and project consequences of decisions and recommendations;

assign work, evaluate progress, and meet due dates.

Education/Experience

Any combination of education and/or experience equal to graduation from a four year college in a major directly related to the knowledges and abilities listed above AND four years of progressive responsible professional personnel experience.



## Classification Specification

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

### GENERAL SUMMARY

Under the direction of the Information Technology Director, is responsible for overall coordination of City technology and information management standards and for the supervision of single- and multi-user systems operations, as well as the development and operation of municipal data processing and computerized applications, including analysis, design, documentation, programming, and implementation. In addition, manages multiple concurrent information systems projects, provides technical support, consultation, and training to City departments, supervises assigned staff, and performs related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This class is a management classification with the responsibility for the day-to-day supervision, evaluation, and direction of lower-level classifications. It is distinguished from the lower classifications by a higher degree of technological analysis and coordination, operations and design expertise, specialized knowledge, and the oversight of several IT-related functions. This classification is distinguished from the Director of Information Technology in that the latter has overall management responsibility for all aspects of the Information Technology Department, including staffing, long-term planning, procurement, budgeting, contract negotiation, and relations with the City Council, boards and commissions, the community, and external agencies.

### 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.
- Plans, organizes, and directs departmental functions pertaining to various IT-related systems (e.g., Enterprise Resource Planning (ERP) systems technology, Geographic Information Systems (GIS), open data systems, website maintenance, etc.) including the preparation of special studies and reports and consulting with executive and senior-level managers regarding issues pertaining to the systems.

## Classification Specification

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

- Prepares and maintains project plans, project budgets, and work plans. Defines implementation strategies to ensure business targets and objectives are met.
- Develops City-wide solutions, creates and documents long-term strategies for project related information systems operations, and develops, coordinates, and executes standards, policies, methods, and procedures for ERP systems.
- Researches available technologies, compares costs and benefits, and evaluates and recommends solutions involving the program assigned.
- Provides technical support and consultation to City departments.
- Oversees multiple concurrent information systems projects and directs the analysis, design, documentation, programming, and implementation of applications systems.
- Performs project management including scheduling, developing critical paths, tracking, contingency planning, and resource allocation.
- Works closely with the Director of Information Technology in creation and implementation of large-scale projects.
- Performs related work as required.

### **SUPERVISORY ESPONSIBILITIES**

- 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.*

## Classification Specification

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

- Position has no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree in business, information technology, computer science, or a related field. A Master's degree is desirable.
- Five (5) to seven (7) years of experience managing information technology functions
- 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
- Enterprise Resource Planning (ERP) management
- Project management and software life cycle methodologies
- Principles and practices of employee supervision
- Long-term strategic management and technical planning
- Business and financial best practices
- Public sector budget and cost accounting
- Principles of public policy and issues management

#### Skill in:

- Organization and time management
- Leadership
- Troubleshooting

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Develop and manage departmental budget
- Administer and evaluate ERP systems
- Prepare clear and concise reports and correspondence
- Analyze highly complex business problems and develop appropriate solutions

## Classification Specification

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

- Identify problems, develop recommendations and solutions, and oversee corrections

### 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 is in an office environment relatively free from unpleasant environmental conditions or hazards.

## Classification Specification

<b>Classification Title</b>	Information Technology Manager
<b>Job Code</b>	
<b>FLSA Status</b>	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

## **INFORMATION TECHNOLOGY MANAGER**

### **DEFINITION**

Under the direction of the Information Technology Director, is responsible for overall coordination of City technology and information management standards and for the supervision of single- and multi-user systems operations, as well as the development and operation of municipal data processing and computerized applications, including analysis, design, documentation, programming, and implementation. In addition, manages multiple concurrent information systems projects, provides technical support, consultation, and training to City departments, supervises assigned staff, and performs related work as assigned.

The incumbent in this position may act as department head in the absence of the Information Technology Director.

### **CLASS CHARACTERISTICS**

This classification is distinguished from the Information Technology Director in that the latter has overall management responsibility for all aspects of Management Information Systems (M.I.S.) functions, including staffing; long-term planning; procurement; budgeting; contract negotiation; and relations with the City Council, boards and commissions, the community, and external agencies.

This is a single-position class, distinguished from the lower divisional positions by a higher degree of technological analysis and coordination, operations and design expertise, and specialized knowledge. This position has responsibility for the day-to-day supervision, evaluation, and direction of lower-level classifications.

### **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 directs departmental functions pertaining to Enterprise Resource Planning (ERP) systems technology, including the preparation of special studies and reports.
2. Consults with executive- and senior-level managers regarding projects and/or issues pertaining to the City's ERP system.

**CITY OF RICHMOND**  
**INFORMATION TECHNOLOGY MANAGER**  
**PAGE 2**

3. Develops City-wide operational solutions; creates and documents long-term strategies for project-related information systems operations; and develops, coordinates, and executes ERP systems standards, policies, methods, and procedures.
4. Serves as the City website master.
5. Confers with staff regarding small- to medium-scale projects, reviews feasibility and scope, and reports results to the Information Technology Director.
6. Prepares and administers small- to medium-scale project plans, budgets, and contracts, defines implementation strategies to ensure that objectives are met, determines staffing and outsourcing needs, and monitors progress.
7. Works closely with the Information Technology Director in creation and implementation of large-scale projects and contracts.
8. Manages the City-wide security badge system.
9. Coordinates problem solving and conflict resolution as assigned, including within the department/division and with other departments.
10. Assists Information Technology Director in overall management of department.
11. Reviews calls for service and requests for system enhancements and changes;
12. Provides technical leadership, guidance, and assistance to staff.
13. Supervises staff as assigned.
14. Investigates, analyzes, integrates, designs, develops code, debugs, documents, improves, tests, and maintains complex applications software.
15. Produces professional reports and other forms of communication for management.
16. Reviews division performance for timely service to client departments, resolves service complaints, and refers the most complex issues to the Information Technology Director.

**CITY OF RICHMOND  
INFORMATION TECHNOLOGY MANAGER  
PAGE 3**

**MINIMUM QUALIFICATIONS**

Thorough knowledge of: managing ERP projects utilizing the City's ERP system; principles, practices, and techniques of relational database management systems; structured programming and data communications fundamentals; end-user and technical interfacing and communications; primary operating system(s) on the City's computers; theories and techniques of system analysis, design, integration, testing, implementation, monitoring, and performance evaluation; proficiency with project management tools and software life cycle methodologies; high-level programming languages used by the City; global software application design and operations similar to those used by the City; principles and practices of management and supervision; methods of long-term strategic management and technical planning; business and financial best practices; public sector budget and cost-accounting; principles of public policy and issues management; networking; advanced systems software; client-server/minicomputer computing and operations; data management, analysis, and modeling; information resource management; strategic planning; software tools and utilities; help desk operations; telecommunications; and specialized City applications.

Ability to: provide leadership, technical assistance, and administrative direction to assigned subordinates; integrate City minicomputer languages, operating systems, and devices with work station operating systems, personal computer applications, and LANS as required with the City's ERP system; direct and review the work of others; perform systems analysis and workflow design, analysis, and benchmark tracking; perform project management including scheduling, developing critical paths, tracking, contingency planning, resource allocation, and team leadership; train technical staff and end-users; prepare concise and clear written, visual, and oral reports and presentations; establish an effective and sound working relationship with staff and others; practice strong leadership skills; understand highly complex ERP systems and issues, and administer and evaluate ERP systems; recognize problems, develop recommendations, and oversee solutions; manage large and complex projects; analyze highly complex business problems and develop appropriate solutions; develop and document complex business processes, functions, and procedures; promote and maintain a team environment.

**EDUCATION/EXPERIENCE**

Graduation from an accredited four-year college or university with major coursework in computer science or a related field. A Master's degree is desired.

**AND**

Five (5) years of progressively responsible experience in municipal information technology functions, including substantial project management and lead or supervisory experience in the field of enterprise resource planning 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 License or a reliable form of transportation to assist off-site users is an ongoing requirement of this position.



## Classification Specification

<b>Classification Title</b>	Information Technology Support Specialist I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs application support of a routine nature for multi-user and/or single user microcomputer applications in a standalone and/or networked environment. Such support shall include non-technical end-users, and the classification assists with a wide variety of support activities of the department, to include troubleshooting of hardware and software, the configuration and installation of microcomputer hardware and software, diagnoses of minor network problems and the production of query-language reports.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Information Technology Support Specialist series, responsible for analysis and support work on single user platforms and/or multi-user networks. Assignments are performed within a frame of established procedures, and the incumbent is expected to perform the full range of duties with only some instruction and occasional assistance. This position is differentiated from the Information Technology Support Specialist II in that the latter performs more complex tasks, particularly in systems analysis and programming, works independently, and may provide lead direction over positions in this class.

### 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.*

- Provides technical support and troubleshooting for hardware and software in person or via the telephone.
- Performs prevention and corrective maintenance as required. Preventative maintenance may include vacuuming the printer, cleaning tape drives, affixing cables, testing connections and configuring terminals.
- Interacts with vendors to ensure proper interface between various pieces of equipment during installation, equipment problems, updates and failures.

## Classification Specification

<b>Classification Title</b>	Information Technology Support Specialist I
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Conducts various tests on components, equipment, and software during installation to ensure that all the components are working properly and in accordance with City specifications.
- Performs inventory control for all newly installed hardware and software.
- Assists in the startup, shut down, and recovery from system halts and hangs as required.
- Assists in the connection of microcomputers to mid-range systems and local area networks; assist in the administration of local area networks.
- 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

- Associate's degree from an accredited college or university in Information Systems, Data Processing, Computer Science, or a closely related computing systems concentration.
- One (1) to three (3) years of experience in microcomputer or network support.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

## Classification Specification

<b>Classification Title</b>	Information Technology Support Specialist I
<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:

- Principles, practices, and techniques of information systems troubleshooting and support, including: microcomputer hardware and software, local area network operations, office automation software, use of report generators/query languages, data communications fundamentals, and end-user and technical interfacing and communications
- Operating systems associated with the City's networks and microcomputers; and the use of standard or similar office automation software in use by the City including: word processing, spreadsheets, report generators, and database management systems
- 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
- Modern office practices and equipment, including applicable software

#### Skill in:

- Analytical thinking
- Problem-solving
- Organization and time management

#### Ability to:

- Analyze systems and problems, assess and integrate office needs with appropriate hardware and software
- Troubleshoot hardware and software problems, and perform repair work
- Prepare clear and concise program documentation, user procedures, reports of work performed, and other written material
- 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 non-technical users
- Demonstrate sound independent decision-making within established guidelines
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing

## Classification Specification

<b>Classification Title</b>	Information Technology Support Specialist I
<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.

## Classification Specification

<b>Classification Title</b>	Information Technology Support Specialist I
<b>Job Code</b>	
<b>FLSA Status</b>	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

## **MICROCOMPUTER SUPPORT SPECIALIST I**

### **DEFINITION**

Under the supervision of the Systems and Networking Manager, performs application support of a routine nature for multi-user and/or single user microcomputer applications in a standalone 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 analysis and support work on single user platforms and/or multi-user networks. The incumbent is expected to assist in the trouble-shooting of hardware and software, the configuration and installation of microcomputer hardware and software, diagnoses of minor network problems and the production of query-language reports. 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 frame 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 "Microcomputer Support Specialist II" in that the latter performs more complex tasks, particularly in systems analysis and programming, works independently, and may provide lead direction over positions in this class.

### **EXAMPLES OF DUTIES**

1. Provides technical support and troubleshooting for hardware and software in person or via the telephone.
2. Performs prevention and corrective maintenance as required. Preventative maintenance may include vacuuming the printer, cleaning tape drives, affixing cables, testing connections and configuring terminals.
3. Interacts with vendors to ensure proper interface between various pieces of equipment during installation, equipment problems, updates and failures.
4. Conducts various tests on components, equipment and software during installation to ensure that all the components are working properly and in accordance with City specifications.

**CITY OF RICHMOND  
MICROCOMPUTER SUPPORT SPECIALIST I  
PAGE 2**

5. Performs inventory control for all newly installed hardware and software.
6. Assist in the startup, shut down, and recovery from system halts and hangs as required.
7. Assist in the connection of microcomputers to mid-range systems and local area networks; assist in the administration of local area networks.

**MINIMUM QUALIFICATIONS**

Knowledge of: the principles, practices, and techniques of information systems troubleshooting and support, including: microcomputer hardware and software, local area network operations, office automation software, use of report generators/query languages, data communications fundamentals, and end-user and technical interfacing and communications; specific knowledge shall include: the use of and technical knowledge of the operating systems associated with the City's networks and microcomputers; and the use of standard or similar office automation software in use by the City including: word processing, spreadsheets, report generators, and database managers; 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: analyze systems and problems, assess and integrate office needs with appropriate hardware and software; troubleshoot hardware and software problems, and perform repair work; prepare clear and concise program documentation, user procedures, reports of work performed, and other written material; 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 non-technical users; making sound independent decisions within established guidelines; establish and maintain effective working relationships with those contacted in the course of the work, especially end-users; lift and move 40 lbs.

**EDUCATION/EXPERIENCE**

Any combination of training, education, and experience equivalent to a two-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 two (2) or more years of experience in a microcomputer or network support.

**CITY OF RICHMOND  
MICROCOMPUTER SUPPORT SPECIALIST I  
PAGE 3**

**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>	Information Technology Support Specialist II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs hardware and applications research, support, and implementation and performs some micro programming of a routine to complex nature for the creation of single and multi-user applications in a stand-alone and networked environment. In addition, this position supports end-users in a variety of routine to complex technical problems, including training, and assists in the other support activities of the department. The position performs mid-level systems and analysis, application design, application implementation, help desk assistance, training, and network administration assistance.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Information Technology Support Specialist series, responsible for extensive user support and moderate analytical work on single and/or multi-user networked systems. This position is differentiated from the Information Support Specialist I by the ability to perform more complex tasks, particularly in systems analysis and programming. The Information Support Specialist II also possesses the ability to work independently and may provide lead direction over positions in this class.

### 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, configures, and installs microcomputer system hardware and software to meet both current and future user requirements, documents system installations or modifications.
- Assesses new technologies based on the needs of the department; recommends the procurement of new equipment, software, and peripherals; assists in the preparation of the user budget.
- Assists in the implementation and operation of links between microcomputer and mid-range computers and local-area-networks.

## Classification Specification

<b>Classification Title</b>	Information Technology Support Specialist II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Provides Information Systems Help Desk operations and office automation applications support including assisting users with creation of forms, relational database applications, file transfers, and conversion.
- Provides basic local area network (LAN) and e-mail systems support.
- Provides internet support including installation, account administration, and technical support.
- Prepares technical documentation and training manuals.
- Trains users in both group and one-on-one sessions.
- 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**

- Associate's degree from an accredited college or university in Information Systems, Data Processing, Computer Science, or a closely related computing systems concentration
- Three (3) to five (5) years of experience in microcomputer or network support

## Classification Specification

<b>Classification Title</b>	Information Technology Support Specialist II
<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

### 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
- Primary database programming languages used by the City on its multi-user networked and/or personal computer platforms
- Operating systems associated with the City's networks and microcomputer; and the use of standard or similar office automation software in use by the City including: word processing, spreadsheets, report generators, and database managers
- 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
- Modern office practices and equipment, including applicable software

#### Skill in:

- Analytical thinking
- Problem-solving
- Organization and time management

#### Ability to:

- Conduct needs assessments and feasibility studies
- Analyze users' needs and problems, define system requirements, evaluate solutions and feasibility of options, establish priorities, and coordinate resources
- Design programming logic and database coding into program instructions; develop program design, etc.
- Troubleshoot hardware and software problems, and make modifications and repairs
- Provide technical assistance and direction to contractors, systems integrators, or other staff, including the ability to implement and manage applications for departments

## Classification Specification

<b>Classification Title</b>	Information Technology Support Specialist II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Create computer files and screens, designing input documents and output report; 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, especially for end users
- Instruct and train users with varied levels of expertise, including non-technical users, in the operation of new or modified computer systems and applications
- Demonstrate sound independent decision-making within established guidelines
- 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		

## Classification Specification

<b>Classification Title</b>	Information Technology Support Specialist II
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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:**

## **MICROCOMPUTER SUPPORT SPECIALIST II**

### **DEFINITION**

Under the general supervision of the Systems and Networking Manager, performs hardware and applications research, support, and implementation and performs some micro programming of a routine to complex nature for the creation of single and multi-user applications in a stand-alone and networked environment. In addition this position supports end-users in a variety of routine to complex technical problems, including training, and assists in the other support activities of the department.

### **CLASS CHARACTERISTICS**

This is a journey level and generalized classification in a progressive series, responsible for extensive user support and moderate analytical work on single and/or multi-user networked systems. The incumbent is expected to perform mid-level systems and analysis, application design, application implementation, help desk assistance, training, network administrations assistance, and/or 4<sup>th</sup> generation programming work. Incumbents are also expected to analyze, install, configure, and support microcomputers and related software. This class should be fully competent in analyzing business problems and be able to maintain 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 occasional instructions and/or assistance.

This classification is distinguished from the Systems and Networking Manager in that the latter has overall management responsibility for the division functions including long-term planning, procurement, evaluation of systems and personnel, project assignment, etc., as is expected to perform high-level networking tasks.

### **EXAMPLES OF DUTIES**

1. Analyze, configure, and install microcomputer system hardware and software to meet both current and future user requirement; document system installations or modifications.
2. Assess new technologies based on the needs of the department; recommend the procurement of new equipment, software, and peripherals; assist in the preparation of the user budget.
3. Assist in the implementation and operation of links between microcomputer and mid-range computers and local-area-networks.

**CITY OF RICHMOND**  
**MICROCOMPUTER SUPPORT SPECIALIST II**  
**PAGE 2**

4. Provide Information Systems Help Desk operations and office automation applications support including assisting users with creation of forms, relational database applications, file transfers and conversion.
5. Provide basic LAN and E-mail systems support.
6. Perform and conduct technical repairs of equipment.
7. Provide Internet support including installation, account administration, and technical support.
8. Prepare technical documentation and training manuals.
9. Train users in both group and one-on-one sessions.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of: 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; specific knowledge shall include: the primary database programming languages used by the City on its multi-user networked and/or personal computer platforms; the use of and technical knowledge of the operating systems associated with the City's networks and microcomputer; and the use of standard or similar office automation software in use by the City including: word processing, spreadsheets, report generators, and database managers; 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: conduct needs assessments and feasibility studies, analyze users' needs and problems, define system requirements, evaluate solutions and feasibility of options, establish priorities, and coordinate resources; design programming logic and database coding into program instructions; develop program design, etc.; troubleshoot hardware and software problems, and make modifications and repairs; provide technical assistance and direction to contractors, systems integrators, or other staff, including the ability to implement and manage applications for departments; create computer files and screens, designing input documents and output report; analyze, organize, streamline, and document operational procedures necessary for successful implementation of new systems and software; prepare

**CITY OF RICHMOND  
MICROCOMPUTER SUPPORT SPECIALIST II  
PAGE 3**

clear, concise, and well-organized reports and other written material, especially for end users; instruct and train users with varied levels of expertise, including non-technical users, in the operation of new or modified computer systems and applications; establish and maintain effective working relationships with those contacted in the course of work, especially with end-users.

**EDUCATION/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; AND a minimum of two (2) years of experience in the analysis, installation, and support of stand-alone and networked microcomputers.

**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>	Law Office Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Coordinates with and supports the administrative team/staff to directly support the City Attorneys. Manages and oversees contracts, department budgeting, and purchasing. Supervises and trains administrative staff and handles personnel actions and basic reporting to the City Attorney.

### DISTINGUISHING CHARACTERISTICS

This is a paraprofessional class that is responsible for the oversight of the administrative function of the City Attorney's Office. Independent of ongoing supervision, the incumbent will perform high-level administrative tasks and will supervise the department's administrative support staff. Incumbents perform various administrative assignments in direct administrative support of legal professional staff and report to the Chief Assistant City Attorney or City Attorney.

### 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.*

- Assists the City Attorney in the annual budget preparation process and ongoing management of the departmental budget.
- Compiles all budget-related documentation, and reviews and updates monthly variance reports.
- Provides high-level administrative support, including scheduling meetings, coordinating events and travel, preparing reimbursements, and responding to customer inquiries.
- Assists in the establishment of goals and objectives.
- Supervises assigned staff; assigns, reviews, and evaluates work; oversees training and professional development; reviews workflow to ensure adequate coverage and efficiency.
- Oversees and coordinates the maintenance of office records, including, budget adjustments, personnel files, and payroll.

## Classification Specification

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

- Prepares detailed and complex monthly and annual reports and spreadsheets.
- Prepares agreements, technical and staff reports, correspondence, and other written materials, ensuring consistency among documents, and compliance with policies and procedures.
- Researches and drafts memoranda in response to requests for legal services or inquiries from other City departments, including research of case and statutory law.
- Files exhibits, briefs, appeals, pleadings, and other legal documents with the court, opposing counsel, or other agencies as appropriate.
- Manages the research, compilation, and responses to public information requests.
- Analyzes operating procedures; makes recommendations on procedural revisions or improvements.
- May answer complaints regarding services in the area of responsibility.
- Administers various personnel management functions including hiring.
- Manages vendor contracts, purchase requisitions and purchase orders, and vendor payments, including all department subscription services.
- Coordinates conference attendance and associated travel logistics for attorneys and departmental staff as needed.
- Assists with both long and short-term special projects as assigned, which may include research (legislative and municipal), analysis (historical, comparative, financial analysis), and documentation management.
- Manages the training for all new legal support staff to ensure individuals' competency in the performance of all legal support staff tasks and responsibilities.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires supervising and monitoring performance for a regular group of employees (one 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>	Law Office Supervisor
<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 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

- A certificate of completion of a paralegal or legal assistant program approved by the American Bar Association, or an Associate's degree from an accredited college or university that requires successful completion of a minimum of 24 semester, or equivalent, units in law-related courses. Work experience may not be substituted for the certificate or degree.
- Five (5) to seven (7) years of experience providing administrative support services in a City Attorney or legal setting, of which two years should be in a supervisory capacity.
- 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:

- Budgeting principles and practices
- Mathematics as it pertains to statistics and accounting
- Departmental software systems and relevant software enterprise tools
- Finance systems, cycles, and workflows
- Hiring protocols and procedures
- Contract procedures and procurement policies
- Filing rules and policies for local, state, and federal courts

## Classification Specification

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

- Complaint, subpoena, and public request processes
- Modern office practices and equipment, including applicable software

### Skill in:

- Analytical thinking
- Problem-solving
- Organization and time management

### Ability to:

- Develop budget and forecast spending
- Multi-task and manage work independently
- Conduct administrative research and do comparative analysis across municipalities
- Demonstrate discretion and sound judgement
- Delegate and prioritize the work of others
- 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		

## Classification Specification

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

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:**

CITY OF RICHMOND, CA

Class Code: PR-267A  
Established: 10/27/05  
Unit Group: RMEA  
FLSA: Exempt

## **LAW OFFICE SUPERVISOR**

### **DEFINITION**

Under general direction, supervises and coordinates the work of the administrative and legal support staff in the Office of the City Attorney. In consultation with the City Attorney, oversees and administers the department budget, monitors and processes purchases and contracts, maintains records management system, supervises legal support staff and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is a first line supervisor classification characterized by responsibility for supervising, training, and evaluating all administrative and legal support staff, such as legal secretaries and paralegals and providing complex paraprofessional assistance. The incumbent has primary responsibility for office work flow and support staff assignments and providing information and/or resource referrals in response to both internal and external inquiries.

### **EXAMPLES OF DUTIES:**

1. Assigns, evaluates and monitors the work of administrative and legal support staff, including setting priorities and timelines.
2. Maintains workflow and schedules assignments.
3. Prepares contracts for review and processing.
4. Assists the City Attorney in annual budget preparation process.
5. Drafts pleadings, contracts and ordinance and other legal documents.
6. Maintains the calendar and schedules court dates, meetings and appointments, and arranges for necessary court filings.
7. Drafts and reviews legal correspondence.
8. Maintains departmental records management system, including all records and legal documents.
9. Conducts legal research under direction of attorneys.
10. Organizes own work, sets priorities and meets critical deadlines.

**QUALIFICATIONS**

**Knowledge of:**

Supervisory practices and principles.

Planning, coordinating and reviewing the work of others.

Legal office terminology, processes, procedures and format for legal documents.

Applicable State, Federal, and local laws and regulations.

Recordkeeping, report preparation, filing methods and principles of budget preparation.

English usage, including spelling, grammar, composition, and modern office management procedures.

Computer applications, including word processing, database and spreadsheet programs.

**Ability to:**

Provide work direction and training to others in a constructive environment.

Maintain efficient and effective work flow.

Set priorities and meet critical deadlines.

Perform legal research.

Establish, maintain, and monitor office processes and procedures.

Effectively operate a personal computer, including associated office software programs.

Read and analyze complex legal documents.

Use initiative and independent judgment within established guidelines.

Establish and maintain effective working relationships with staff, the public and outside agencies.

**Education/Experience**

Six (6) years of experience performing administrative support duties in a legal or city attorney setting, of which two (2) years must have been in a supervisory capacity. Courses in the principles and techniques for effective supervision, business or secretarial school training and experience in a public agency are desirable.

**License Required**

Possession of a Paralegal Certificate from the American Bar Association or the equivalent.

Possession of a valid California Driver's License.



## Classification Specification

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

### GENERAL SUMMARY

Under the general direction of the department head or designee, plans, organizes, directs, and manages a major service division(s) of the public library system and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This class is responsible for planning, organizing, directing, and managing a major library service division. The Library Services Manager reports directly to the department head or designee and will use considerable judgment, initiative, and independence in planning, directing, and managing the work activities of the division. This class is distinguished from the Librarian classification series, which performs specialized professional duties and does not have division management responsibilities.

### 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 general management responsibility for all professional and paraprofessional staff working within multiple divisional areas, including: Children's Services, Extension Services (including mobile library units and branches), Adult Reference, and Technical Services.
- Manages personnel administrative functions including but not limited to hiring, training, performance evaluations and staff development.
- Coordinates Library activities, programs and services with other divisions, agencies, departments, and applicable partners.
- Oversees system administration of the Library's Integrated Library System, Online Computer Library Center, Socrata and Information Technology.
- Conducts ongoing system monitoring to ensure necessary updates are completed and troubleshoots technical issues, coordinating IT support as needed, to maintain Library database system accessibility for the public and staff.

## Classification Specification

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

- Performs complex administrative tasks including the preparation of vendor service contracts and purchasing documentation.
- Reviews and evaluates divisional operations to determine the efficiency and effectiveness of services and programs.
- Identifies grant opportunities, prepares grant applications, implements grant programs including reporting and budget oversight, and maintains documentation for various Library grants.
- 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 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 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

- Master's Degree from an accredited college or university in Library and Information Science, or a related field

## Classification Specification

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

- Three (3) to five (5) years of Library supervisory experience
- 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:

- Principles and practices of modern librarianship and public library administration
- Integrated Library System and Information Technology
- Online Computer Library Center (OCLC), its metadata, resource sharing and discovery and reference services
- Socrata software
- Budgeting and contract management practices
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Organization and time management
- Customer service

#### Ability to:

- Plan, direct and manage the work activities of multiple Library service divisions
- Respond to and resolve sensitive and/or complex questions and concerns from the general public, staff, partners or other departments
- Effectively perform overall system administration
- Evaluate, plan and implement services offered by third party vendors
- Monitor and control expenditures to operate within established budgets
- 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.*

## Classification Specification

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

**ADMINISTRATIVE LIBRARIAN**

**DEFINITION**

Under general direction of the City Librarian, plans, organizes, directs, and manages a major service division of the City public library system, and performs related works as required. The three major service divisions are Access Services, Children's and Extension Services, and Adult Reference and Museum Services.

**DISTINGUISHING CHARACTERISTICS**

The class of Administrative Librarian is responsible for planning, organizing, directing, and managing a major library service division. The Administrative Librarian reports directly to the City Librarian and will use considerable judgment, initiative, and independence in planning, directing, and managing the work activities of the division. This class is distinguished from the Librarian classification series, which performs specialized professional duties and does not have division management responsibilities.

**EXAMPLES OF DUTIES**

1. Analyzes and develops plans for providing and improving library division programs and services.
2. Manages division personnel administration, including hiring and training staff; monitors employee relations and grievances; evaluates staff performance; and promotes staff development at all levels.
3. Prepares, administers, and controls the division's annual budget; monitors and controls expenditures and financial resources.
4. Promotes the use of the library and its programs by means of presentations to organizations and the use of other public relations activities in order to maintain and increase community participation in the library.
5. Seeks outside funding sources for programs and services.
6. Participates in professional organizations and monitors developments in the profession for possible application to the library system.

7. Acts as the City Librarian in his/her absence.
8. Has general management responsibilities in one of the following divisional areas:

**Children's and Extension Services**

Plans, directs, and coordinates library services to children, parents, caregivers, and teachers in multiple library settings within the City. Supervises management of the children's Main Library, two branch libraries, and bookmobile, including reference, circulating and special collections in print, audiovisual, and electronic formats. Coordinates children's story and read-aloud programs, publicity, reference and reader's advisory needs, special events, and community outreach especially focusing on service to local daycare centers and agencies that serve children.

**Adult Reference and Museum Services**

Plans, directs, and coordinates adult reference and information services. Supervises the management of the adult Main Library reference, circulating, and special collections in print, audiovisual, and electronic formats; coordinates adult programs, community outreach, and publicity. Supervises the Richmond Museum of History curatorial staff; plans and directs Museum collections, exhibits, and programs in coordination with the Richmond Museum Association.

**Access Services**

Plans, directs, and coordinates access to the library's materials by means of an integrated library automated system; plans, directs, and coordinates three sections:

1) acquisitions and serials; 2) cataloging and bibliographic database maintenance, and materials processing; 3) patron circulation services, including integrated system and peripheral equipment maintenance, and interlibrary loan services. Provides leadership in planning, developing, and implementing automation services in coordination with the other two library divisions.

Knowledge of: Principles and practices of modern librarianship and public library administration; program planning and techniques; budget planning, preparation, and control; principles and practices of librarianship, including, but not limited to

**CITY OF RICHMOND  
ADMINISTRATIVE LIBRARIAN  
PAGE 3**

cataloging, bibliography, collection management, reference services, services to children and outreach services; community needs analysis for library collections and programs; library programs and their relationship to community needs; reference sources, books, periodicals, audiovisual formats, electronic information sources, and library automation systems in a public library system.

Ability to: Develop programs and provide services based on community needs; define, develop, and coordinate financial and human resources to provide necessary library services; manage, develop, and train library staff; plan, organize, and direct the day-to-day work of a major division of the library; establish and maintain effective cooperative working relationships with the public, other city departments, and library staff; communicate effectively, both orally and in writing; prepare a variety of written reports; and develop and implement department and division near-term and long-term goals, objectives, and timetables to accomplish the mission of the library.

**Physical Demands:**

Mobility to work in a typical office setting and to use standard office equipment, vision to read printed materials and VDT screens, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**License:**

Must possess a valid California driver license or access to another reliable form of personal transportation.

**Education and Experience:**

Completion of a master's degree in Library Science from an accredited library school and five (5) years of progressively responsible professional library experience with a minimum of three (3) years of experience developing, planning, and implementing library programs, collections and services, including demonstrated management skills and abilities.



## Classification Specification

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

### GENERAL SUMMARY

Plans, implements, coordinates and evaluates the library literacy program, Literacy For Every Adult Program (LEAP). Prepares budgets, grant requests and reports for library administration and funding sources and supervises the literacy team.

### DISTINGUISHING CHARACTERISTICS

This class is responsible for planning, organizing, directing and managing a major literacy program. The Literacy Program Manager reports directly to the Deputy Director - Libraries and uses considerable judgment, initiative and independence in planning, directing and managing the work activities of the 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.*

- Plans and manages the day-to-day operations of the adult literacy program.
- Researches, analyzes, develops, and implements instructional methods and materials for the literacy program, and monitors the use and need for additional or new materials.
- Recruits, hires, supervises, and evaluates the work of assigned support staff.
- Develops and trains staff to ensure literacy program students receive individualized and effective instruction.
- Establishes networking partnerships, maintains relationships and regular communication with local agencies, literacy service providers, and city departments to advocate for and promote the literacy program.
- Creates and maintains a communications plan that results in high visibility for literacy services in the library and the community.
- Monitors budget expenditures and provides reporting for Library administration and funding sources.

## Classification Specification

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

- Develops literacy materials for use by staff and tutors and coordinates the procurement and distribution of such materials.
- Prepares the program budget in alignment with the program's goals and objectives.
- Administers all literacy grants and grant requests, and researches program funding sources.
- May be required to work nights and weekends.
- 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, 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 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

- Master's degree from an accredited college or university in a field relevant to adult literacy instruction
- Three (3) to five (5) years of related experience, including two (2) years of experience in teaching/tutoring adults, volunteer coordination and program management, and one (1) year of supervisory experience

## Classification Specification

<b>Classification Title</b>	Literacy Program 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 may be an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Literacy Program administration
- Methods and materials used in literacy instruction including online educational programs
- Objectives, standards, and trends in adult literacy instruction
- Administrative policies and procedures
- Budgetary goal setting and implementation
- Grant writing principles and practices
- Modern office practices and equipment, including applicable software

#### Skill in:

- Organization and time management
- Customer Service

#### Ability to:

- Develop and implement literacy program methods and materials to provide a tailored instructional approach that meets the specific needs of students
- Compose and communicate clear and concise information in written correspondence, reports and learning materials
- Supervise and direct the work of others
- Train staff in the use of specific methods and materials for literacy instruction
- Demonstrate good judgement and decision making
- Establish and maintain effective working relationships
- Speak publicly and conduct presentations
- Maintain accurate records
- Communicate effectively, both orally and in writing

## Classification Specification

<b>Classification Title</b>	Literacy Program 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.

## Classification Specification

<b>Classification Title</b>	Literacy Program Manager
<b>Job Code</b>	
<b>FLSA Status</b>	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

## **LITERACY PROGRAM MANAGER**

### **DEFINITION**

Under general direction, plans, organizes, directs and evaluates library literacy activities within the community, including supervising the program staff, writing grants and other reports; preparing, controlling, administering and monitoring the program budget; and representing the program in the community, with funding spruces and other literacy providers.

### **CLASS CHARACTERISTICS**

This class of Literacy Program Manager is responsible for planning, organizing, directing and managing a major literacy program. The Literacy Program Manager reports directly to the Director of Employment and Training and uses considerable judgment, initiative and independence in planning, directing and managing the work activities of the program.

### **EXAMPLES OF DUTIES**

1. Develops and writes grant applications and seeks other sources of revenue for the program.
2. Hire, train, supervise and evaluate program staff, monitors employee relations and grievances.
3. Prepares, administers and controls of program budget.
4. Writes or supervises the preparation of program and grant reports.
5. Analyzes and develops plans for providing and improving literacy services.
6. Promotes the program by means of presentations to organizations and the use of other public relations in order to maintain and in creased community participation as a student or volunteer tutor.
7. Supervises and directs program publicity, including newsletters, flyers and brochures.

**CITY OF RICHMOND  
LITERACY PROGRAM MANAGER  
PAGE 2**

8. Insures that the volunteer tutor component is appropriately implemented, with regular training and in-service meetings, social events and conflict resolution sessions with students.
9. Selects training materials and books for the programs and monitors the use and need for new materials.
10. Attends and participates in the appropriate literacy, library and employment and training workshops and conferences.
11. Keeps employment and training, library and other city staff informed of the status and activities of the programs.

**MINIMUM QUALIFICATIONS**

Knowledge of: effective management and supervisory techniques, community resources and agencies; grant-writing and project management techniques, principles of budget preparation; community literacy needs and programming.

Ability to: plan and manage a community based program; research data and prepare statistical and narrative reports and grant applications prepare and maintain program and grant budgets; represent the program positively in the community, and in the program services and work well with volunteers; make oral presentations and work a flexible schedule including nights and evenings.

**EDUCATION/EXPERIENCE**

Education:

Bachelor's degree from an accredited college or university with major coursework in literacy training, education, social service, library science or a closely related field; and Master's degree in either of the above areas is highly desirable.

Experience:

Three years' full-time paid experience working in a literacy program, public library, or similar community service program that demonstrates experience in program or project management, and reflects the above knowledge and abilities. Experience working with community groups and organizations and diverse populations is highly desirable.

**LICESNE/CERTIFICATION**

Possession of a valid California Driver License.



## Classification Specification

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

### GENERAL SUMMARY

Manages staff and develops, implements, and assesses the delivery of critical services related to the reduction of gun violence in the City.

### DISTINGUISHING CHARACTERISTICS

This position is characterized by its responsibility for supervision in one of two sections of the Office of Neighborhood Safety (ONS). Incumbents in this class will use considerable judgment and initiative in planning and programming the section's work. Individuals in this classification will demonstrate broad-based skills associated with the office's service delivery efforts, while at the same time possessing a keen knowledge of the evidence-based practice of street outreach, case management, cognitive behavioral training and mentoring.

### 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 the work activities of the program staff in alignment with established strategies to reduce incidents of gun violence in the City.
- Develops action plans and ensures communication between staff and contracted partners to effectively work together toward a shared goal.
- Creates data points to track, analyze and respond logically to gun violence and develop strategies to reduce occurrences.
- Establishes and maintains relationships with public and community-based agencies to ensure that appropriate services are provided to program participants.
- Evaluates Office of Neighborhood Safety (ONS) staff and provides training and professional development to ensure effective work performance and access to tools and resources for maintaining the mental health and well-being of staff members.
- Participates in identifying and developing private and public sources for program funding.

## Classification Specification

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

- Prepares the budget, monitors expenditures, and follows established guidelines to ensure fiscal responsibility is maintained.
- Performs related 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, 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.*

- 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. May be responsible for the handling and balancing of cash.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Associate's degree or equivalent in Social Justice, Sociology, Violence Intervention, or a related field. A Bachelor's degree in one of these fields is highly desirable.
- Four (4) years of experience with gun violence intervention strategies
- 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>	ONS Program Manager
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### Additional Requirements

- Must be willing to work evenings and weekends

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Office of Neighborhood Safety model and practices
- Community history, culture, and dynamics as it pertains to gun violence
- Local community entities that work with at risk populations
- Trauma informed practices
- Legislation and funding sources through state and federal grant programs
- Fiscal management
- Modern office practices and equipment, including applicable software

#### Skill in:

- Critical thinking
- Organization and time management
- Public speaking
- Leadership and management
- Decision-making
- Problem-solving and conflict resolution

#### Ability to:

- Analyze complex problems and develop appropriate solutions
- Coordinate and delegate staff assignments to work toward a common goal
- Demonstrate good judgement and sound decision making
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Maintain a work environment that encourages innovation

### 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>	ONS Program Manager
<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			
<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.

## Classification Specification

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

## **OFFICE OF NEIGHBORHOOD SAFETY PROGRAM MANAGER**

### **DEFINITION**

Under general direction, responsible for the successful performance of programs and projects of the Office of Neighborhood Safety (ONS) The Office of Neighborhood Safety Program Manager provides supervision, planning, organization, program development, implementation and management as related to the delivery of culturally competent and trauma informed practices to a specific population to reduce firearm-related homicides and injuries in efforts that ensure such programs and projects meet organizational goals and requirements.

### **CLASS CHARACTERISTICS**

This position is characterized by its responsibility for supervision in one of two sections of the ONS. Incumbents in this class will use considerable judgment and initiative in planning and programming the section's work. Individuals in this classification will demonstrate broad-based skills associated with the office's service delivery efforts, while at the same time possessing a keen knowledge of the evidence-based practice of street outreach, case management, cognitive behavioral training and mentoring.

### **EXAMPLES OF DUTIES**

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

1. Directs and manages ONS program staff and related community outreach strategies to assure operations are performed in accordance with City policies and procedures, and applicable state and federal laws.
2. Plans and supervises program activities; supports the assessment and analysis of violence prevention and violence-treatment services within the City of Richmond; acts as a liaison with community groups, federal, state, and county agencies and community-based organizations.
3. Monitors legislation and developments related to areas of responsibility; evaluates their impact on City operations and programs; recommends and implements program, policy, and operational improvements.
4. Coordinates and manages inter-agency working partnerships of community leaders, including clergy, public, and community-based service providers, and other stakeholders committed to reducing violence; facilitates meetings, and makes public presentations.

**CITY OF RICHMOND**  
**OFFICE OF NEIGHBORHOOD SAFETY PROGRAM MANAGER**  
**PAGE 2**

5. Maintains program statistics, and prepares analytical reports, procedures, and recommendations regarding ONS projects or programs.
6. Works with other department leaders and resources to define, prioritize, and drive ONS projects and programs.
7. Provides leadership for managing ONS programming scope, deliverables, schedule, budget, and quality.
8. Oversees private and public fundraising as it relates to violence prevention and reduction.
9. Monitors budget expenditures.
10. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of: goals and objectives of the ONS programming; trauma-informed knowledge of philosophies and evidence-based practices associated with personal growth and development; principles, philosophies, and techniques of conducting program needs analysis and training and organizational development; community organization, group dynamics, training, and consultation methods and practices; current issues, trends, strategies, and industry best practices in the violence-prevention field; and basic budgetary principles and practices.

Skill in: planning, organizing, and directing programs; meeting and dealing effectively with others; supervising, evaluating, and training staff; communicating effectively, orally and in writing.

Ability to: work with citizens, community leaders, civic groups, special interest agencies, boards, and commissions; interpret and implement goals, objectives, policies, and operating procedures, and create and maintain an atmosphere which encourages an innovative approach to service delivery.

**EDUCATION AND EXPERIENCE**

Two (2) years of full-time, satisfactory college credits from an accredited college or university **and** four (4) years of full-time experience which demonstrate application of knowledge, skills and abilities listed.

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

**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 may require sufficient mobility to attend night and/or weekend meetings and make site visits. Accommodation may be made available for individuals requiring and requesting such accommodation.



## Classification Specification

<b>Classification Title</b>	Public Safety Technology Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Oversees and supports Public Safety proprietary IT technologies, infrastructure, software, and hardware. Manages vendor relationships and contracts, and the RFP process. Supervises Public Safety IT staff, and City-wide CCTV systems.

### DISTINGUISHING CHARACTERISTICS

This is a one position class that is primarily responsible for overseeing the implementation and ongoing support of a wide range of technology solutions critical to public safety operations. This class administers hardware, operating systems, and related network and communication systems and performs evaluation, and maintenance, as well as system administration of a variety of personal computer, network, minicomputer, Radio Communications Network, Computer Aided Dispatch System, and Records Management 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.*

- Supervises IT staff, and prioritizes work assignments to ensure the ongoing availability of critical systems.
- Coordinates and schedules technical and data-related Public Safety projects, and monitors progress to ensure completion according to established goals and objectives.
- Administers vendor contracts and RFP processes.
- Collaborates with senior leadership to identify and prioritize purchasing needs, and to develop budgets.
- Negotiates vendor pricing to manage costs and work within budget.
- Develops staff skills, and provides training to support a client-server environment, networking, and public safety systems.

## Classification Specification

<b>Classification Title</b>	Public Safety Technology Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Researches industry trends related to computer and technology, evaluates application to Public Safety activities, and recommends implementation as appropriate.
- Acts as departments' primary (or secondary) liaison with California Department of Justice and other Federal Law agencies (Agency CLETS Coordinator)
- 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.*

- 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 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 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 from an accredited college or university in Computer Science or Information Technology, or a related field
- Five (5) to seven (7) years of information technology, information systems, or data processing

## Classification Specification

<b>Classification Title</b>	Public Safety Technology Supervisor
<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

### Desirable Certification

- California Law Enforcement Telecommunications System (CLETS) Certification

### Additional Requirements

- Applicants considered for appointment 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
- Contract administration
- Purchasing principles and procedures
- Cost management
- Project management
- Personnel management

### Skill in:

- Organization and time management
- Leadership
- Critical thinking
- Negotiation

### Ability to:

- Supervise staff and delegate work assignments
- Demonstrate good judgment and decision making
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Develop and train staff

## Classification Specification

<b>Classification Title</b>	Public Safety Technology 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 is in an office environment and is relatively free from unpleasant environmental conditions or hazards.

## Classification Specification

<b>Classification Title</b>	Public Safety Technology 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

CLASS CODE: PR-335  
ESTABLISHED: 06/28/07  
GROUP: IFPTE LOCAL 21  
FLSA: Exempt

## **PUBLIC SAFETY TECHNOLOGY SUPERVISOR**

### **DEFINITION**

The Public Safety Technology Supervisor provides city-wide leadership for information technology services related to public safety. Working in partnership with the public safety customer, this position will provide computer and communications support services and highly responsible and complex technical support to the Police and Fire Departments, develop strategies, budgets and priorities for using technology to meet business needs, to assist with crime reduction, and to provide enhanced public safety services to our citizens.

### **CLASS CHARACTERISTICS**

This is a one position class that is primarily responsible for overseeing the implementation and ongoing support of a wide range of technology solutions critical to public safety operations. This class administers hardware, operating systems, and related network and communication systems and performs evaluation, and maintenance, as well as system administration of a variety of personal computer, network, minicomputer, 800 Trunked Communications Network, Computer Aided Dispatch System, and Records Management System.

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

1. Provides overall oversight of technical staff to ensure on-going availability of critical systems.
2. Provides direct and indirect supervision of subordinate management, professional, and support staff.
3. Ensures technical best practices are introduced and followed.
4. Provides project management for Public Safety technical and data related projects.
5. Facilitates group problem solving process, recognizes positive results, manages conflict and negotiates for satisfactory outcomes.

CITY OF RICHMOND, CA  
**PUBLIC SAFETY TECHNOLOGY SUPERVISOR**  
Page 2 of 4

6. Manages working relationships with City Information Technology staff to ensure seamless coordination on City projects and joint technology applications.
7. Develop staff skills to support a client server environment, networking, and public safety systems.
8. Establish project management guidelines and control methods and standards.
9. Manage, coordinate and direct feasibility studies and preparation of reports of time estimates, personnel requirements, and progress reports on assigned projects; reduce design projects into component analysis tasks and prepare final system design, specification and documentation.
10. Prepare and/or modify complex and extensive computer networks, direct and assist in the testing, purchase, and implementation of public safety related technology.
11. Manage, coordinate, delegate and follow-up on the work of assigned staff to ensure completion; set work priorities, coordinate and schedule assignments and establish goals and objectives.
12. Coordinate programming work with other IT staff, system consultants, and contract personnel.
13. Monitor changes and developments of the computer and technology systems field by attending seminars, conferences and lectures, and by reviewing professional literature; evaluate the application to public safety activities and recommend implementation.
14. Develop user procedures and instructions; coordinate instruction to appropriate staff, assist staff in the development of training programs for public safety personnel.
15. Develop skills and abilities in order to operate and maintain all components of the City's Public Safety computer system, including hardware, software, servers, desktops, and related equipment.

16. Monitor, evaluate, and maintain all hardware and software used for the Computer Aided Dispatch, Records Management System, and Mobile Data Computers.
17. Coordinate computer system support for PC and/or Client/Server wide and local area networks with Help Desk and network technical support staff.

### **MINIMUM QUALIFICATIONS**

#### Thorough Knowledge of:

Basic supervisory principles and practices including, planning, assigning, monitoring, and evaluating the work of assigned staff; principles and practices of budgetary techniques and controls and project management; and principles and practices of business correspondence and report writing.

#### Ability to:

Supervise the work of technical staff; prepare concise and clear written and oral reports and presentations, conduct systems analysis and recommend appropriate solutions to problems; establish and maintain cooperative relationships with those contacted in the course of work including, subordinates, public safety personnel, and City staff; analyze hardware and software acquisition requirements and developing cost estimates and implementation strategies; plan and organize own work, setting priorities and meeting critical deadlines; and pass a complete background investigation prior to employment, including a polygraph test.

### **EDUCATION/EXPERIENCE**

Candidate must possess a four (4)-year degree from an accredited college or university with a major in information systems, computer science, or a closely related computing systems concentration; AND a minimum of four (4) years of progressively responsible experience in systems support preferably in a public safety or a law enforcement computer environment, and at least one (1) year of team supervision.

### **LICENSES AND CERTIFICATES**

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 to support the primary network and operations systems in use.

Industry certifications and/or experience for the primary systems should be equivalent to:

- Novell Administrator Certified Engineer, or
- Microsoft Certified Professional Certification as a full access CLETS user, or the ability to obtain this certification prior to the completion of the probationary period is also required.
- Must possess a valid California Driver's license.

### **PHYSICAL REQUIREMENTS**

Essential duties require the following physical abilities and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 35 pounds with some exposure to electrical hazards.
- Ability to travel to different sites and locations.
- May be required to work extended or irregular hours.
- For critical issues, must be available for contact after normal business hours.



## Classification Specification

<b>Classification Title</b>	Senior Budget Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs complex and sensitive administrative work related to the preparation and analyses of City-wide operating and capital improvement budgets. Leads and provides technical direction to support staff performing analytical and budget preparation work.

### DISTINGUISHING CHARACTERISTICS

This class is the highest classification in the Budget Analyst series, performing the most complex and difficult budgeting and analytical work. Incumbents are required to work at the full journey level and provide lead direction to lower-level positions in the series of Budget Analyst and Accountant classifications, which may be part of the Budget division. The major emphasis of the work relates to coordinating the preparation and administration of City-wide budgets, including developing revenue projections. The incumbent has considerable latitude for the exercise of independent judgment.

### 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.*

- Provides lead direction, guidance, and training to lower-level employees.
- Reviews departmental budget submissions, evaluates such requests, and recommends approval or modifications.
- Confers with operating department staff regarding budget proposals, revenue projections, budget administration, and related administrative matters; provides advice and counsel to department heads regarding the budgetary process and limitations.
- Makes financial projections; analyzes and evaluates permit, service, and similar City fees; and recommends fees and charges for City services.
- Develops percentage cost forecasts for long-term financial plan, and forecasts for proposed salary and benefits increases.
- Assists in the administration of the annual budgets, reviewing department expenditures, and ensuring that appropriate controls are maintained.

## Classification Specification

<b>Classification Title</b>	Senior Budget Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Investigates methods of funding capital improvement projects, and coordinates the development of an annual capital improvement program.
- Provides lead direction, guidance, and training to professional, technical, and office support staff; trains staff in work procedures.
- Plans, organizes, and conducts varied and complex administrative and operational studies as assigned; provides technical assistance to others.
- Researches, gathers documents, analyzes information, and prepares spreadsheets and reports of findings as needed for management, audits, or special projects.
- Maintains or directs the maintenance of appropriate records.
- Coordinates the production and distribution of the final budget documents.
- Prepares technical reports, correspondence, staff reports, and other written materials; prepares or directs the preparation of graphic materials for City Council and similar budget presentations.
- Attends budget-related meetings and answers budget-related questions.
- Assists the Budget division team in overseeing City-wide grants management related functions.
- May provide training to City staff on various financial management issues.
- 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.*

- 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>	Senior Budget Analyst
<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 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, Economics, Business or Public Administration, or a closely-related field
- Five (5) to seven (7) years of professional-level experience in budget development and administration. Lead or supervisory experience and demonstrated major project administrative experience are 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 computers and applicable software
- Generally Accepted Accounting Principles
- Accounting and business law terminology
- Basic municipal accounting requirements and procedures
- Principles, practices, and methods of administrative, organizational, and economic analyses
- Public administration principles and practices, including organization, structure, and functions of a municipal government
- Financial recordkeeping principles and practices
- Finance and accounting programs
- Principles, practices, and techniques related to the development and administration of complex operating and capital improvement budgets
- Principles of funding or income forecasting

## Classification Specification

<b>Classification Title</b>	Senior Budget Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### Skill in:

- Analyzing complex and sensitive budgetary and revenue projection problems, evaluating alternatives, and reaching sound conclusions
- Conducting general administrative and operational studies
- Collecting, evaluating, and interpreting varied information and data, either in statistical or narrative form
- Organization and time management
- Coordinating multiple projects, and meeting critical deadlines
- Leadership

### 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
- Prepare clear and concise reports
- Establish and maintain effective working relationships
- 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			
Exposures	Seldom or Never	Sometimes	Frequently or Often

## Classification Specification

<b>Classification Title</b>	Senior Budget Analyst
<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:**

**CITY OF RICHMOND, CA**

**CLASS CODE: PR-228A**  
**ESTABLISHED: 10/28/04**  
**GROUP: RMEA**  
**FLSA: EXEMPT**

### **SENIOR BUDGET ANALYST**

#### **DEFINITION**

Under direction, performs complex and sensitive administrative work related to the preparation and analyses of City-wide operating and capital improvement budgets; directs the work of support staff performing analytical and budget preparation work; and performs related work as assigned.

#### **CLASS CHARACTERISTICS**

This class is the highest level in the Budget Analyst series, performing the most complex and difficult analytical work as a member of the Financial Service Administrator's staff. The major emphasis of the work relates to coordinating the preparation and administration of City-wide budgets, including developing revenue projections. The incumbent has considerable latitude for the exercise of independent judgment, particularly when representing the Financial Services Administrator in meetings with department heads, boards, commissions and representatives of other agencies.

#### **PRINCIPAL DUTIES (Illustrative Only)**

1. Plans, organizes and coordinates the annual development process for City-wide operating and capital improvement budgets.
2. Reviews departmental budget submissions, evaluates such requests, and recommends approval or modifications.
3. Confers with operating department staff regarding budget proposals, revenue projections, budget administration and related administrative matters; provides advice and counsel to department heads regarding the budgetary process and limitations.
4. Makes revenue projections; analyzes and evaluates permit, service and similar City fees; recommends fees and charges for City services.
5. Assists in the administration of the annual budgets, reviewing department expenditures and ensuring that appropriate controls are maintained.
6. Investigates methods of funding capital improvement projects and coordinates the development of an annual capital improvement program.
7. Plans, assigns, directs, reviews and evaluates the work of professional, technical and office support staff; trains staff in work procedures.
8. Plans, organizes and conducts varied and complex administrative and operational studies as assigned; provides technical assistance to others.
9. Maintains or directs the maintenance of appropriate records.
10. Coordinates the production and distribution of the final budget documents.
11. Prepares technical reports, correspondence and other written materials; prepares or directs the preparation of graphic materials for City Council and similar budget presentations.

**QUALIFICATIONS**

**Knowledge of:**

- principles, practices and techniques related to the development and administration of complex operating and capital improvement budgets;
- basic municipal accounting requirements and procedures;
- principles, practices and methods of administrative, organizational and economic analyses;
- public administration principles and practices, including organization, structure and functions of a municipal government;
- financial recordkeeping principles and practices;
- business computer user applications, particularly as related to statistical analysis techniques and formulae;
- basic supervisory principles and practices; and
- applicable laws and regulations.

**Skill in:**

- analyzing complex and sensitive budgetary and revenue projection problems, evaluating alternatives and reaching sound conclusions;
- conducting general administrative and operational studies;
- collecting, evaluating and interpreting varied information and data, either in statistical or narrative form;
- interpreting and applying laws, regulations, policies and procedures;
- planning, directing and reviewing the work of others;
- preparing clear, concise and complete reports and other written materials;
- maintaining accurate records and files;
- coordinating multiple projects and meeting critical deadlines;
- exercising sound independent judgment within established guidelines; and
- establishing and maintaining effective working relationships with City staff, members of boards and commissions, and representatives of other agencies,

**Other Requirements:**

Must possess a valid California Driver's License.

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

Equivalent to graduation from a four (4)-year college or university with major course work in accounting, economics, business or public administration or a closely related field, and five (5) years of professional level experience in budget development and administration. Lead or supervisory experience and demonstrated major project administrative experience are desirable.



## Classification Specification

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

### GENERAL SUMMARY

Supervises and participates in both the field and office work of engineers, inspectors, and technical personnel in connection with the design and construction of streets, sewers, and other public and private works. Assignment may include the review and approval of development projects.

### DISTINGUISHING CHARACTERISTICS

This is a management position that requires supervision, training, and evaluation of subordinates. It requires considerable latitude for independent judgment and action. The Senior Civil Engineer will also assist in the development and implementation of City departmental or division goals, policies, procedures and priorities. Senior Civil Engineers will be assigned to one of the following functional sections but may assist in other areas as well:

Land Development Section: This Senior Civil Engineer position will manage all aspects of private land development and street encroachments in conformance with engineering standards, City regulations, and California Subdivision Map Act requirements. Reviews or supervises review of subdivision maps, improvement plans, excavation permits and building plans for conformance with flood plan ordinance. A Senior Civil Engineer who is eligible to sign subdivision maps or is a licensed surveyor in this position will receive a 15% salary supplement. This Engineer will attend Planning Commission meetings as required.

Design Section and Construction Section of the City Capital Improvement Program: These two Senior Civil Engineer positions will be responsible for the design and/or construction of the City's Capital Improvement Program (CIP) for all city departments, including collecting the capital projects from each city department, cost estimating, planning, design, contract administration and the construction of all capital projects. Construction management and inspection of projects, as well as scheduling contract payments, will also be required.

Coordination with the Finance Department will be required to develop the financial structure and budget to finance capital projects. This position will also have custody of and responsibility for preservation and filing of all maps and drawings.

## Classification Specification

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

These two positions would report directly to the Capital Project's Manager.

Water Pollution Control Plant including the Collection System: This Senior Civil Engineer position will be responsible for the Water Pollution Control Plant (WPCP), and Collection System when the City is operating and staffing the WPCP or administration and management of the WPCP and collection system contract if operation is performed by others under contract. Must also attend Joint City/West County Waste Water District meetings and coordinate relations with that agency. Requires knowledge of and responsibility for compliance with the NPDES Permits and Clean Water Act laws and regulations as well as annual preparation and presentation of the Director's report which sets the annual sewer rates. A certification as an Environmental Compliance Inspector and/or a license as a Waste Water Treatment Plant Operator is desirable.

Traffic Section: This Senior Civil Engineer position will be responsible for this function in addition to the coordinating, making assignments to and oversight of the services of a Traffic Engineer Consultant if contracted. Includes evaluation of EIR Traffic elements as well as on private development, coordination of traffic signals, signs, lines, traffic counts, traffic calming requests, accident evaluation, railroad issues, evaluation of new applications related to traffic circulation, and other associated activities as required. Arranges for speed surveys and preserves resulting records as well as other traffic records required to be retained and retrieves information as requested from various sources. Requires coordination and review of transportation and traffic issues with the Community Development Department, Police Department, and other departments as needed. Will attend City Council Public Safety Committee meetings and all other local and Regional Transportation planning groups as needed.

### 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 preparation of plans and specifications for a wide variety of public works' projects, such as streets, curbs, gutters, sidewalks, sewers, and drainage structures and systems.
- Reviews work in progress, decides on design procedures, and gives advice and instruction to subordinates in connection with standards and design problems.
- Checks completed work for accuracy and conformance with standards.

## Classification Specification

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

- Consults with sub-dividers, contractors, engineers, and utility company representatives on problems relating to right-of-way improvements and public works design and construction.
- Prepares and reviews drafts of the technical provisions of ordinances, resolutions, and policy statements.
- Maintains responsibility for field inspections of construction work in progress.
- Confers with and advises personnel of other departments on engineering problems.
- Prepares analyses, reports, and studies regarding public works' projects, and investigates complaints and other related work or assignments, usually through subordinates.
- Assists in the development and implementation of City departmental or division goals, policies, procedures, and priorities.
- Develops Requests for Qualifications (RFQs) and Requests for Proposals (RFPs), and participates with other department staff in the selection of consulting engineers.
- Reviews Environmental Impact Reports (EIRs) and related documents.
- Analyzes, administers and manages contracts and projects; may initiate grants.
- Meets with state, federal, local districts, agencies, consultants, and engineers to discuss project guidelines, design parameters, policies, and procedures.
- Develops long-term work plans, and develops and monitors the annual budget in their function.
- Represents the Engineering Division in staff, neighborhood, City Council, and other public meetings.
- 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.
- 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.

## Classification Specification

<b>Classification Title</b>	Senior Civil Engineer
<b>Job Code</b>	
<b>FLSA Status</b>	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.
- 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 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 in Civil Engineering or a related field
- Four (4) to seven (7) years of increasingly responsible professional civil engineering experience, including supervision
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- Valid registration as a Professional Engineer in the State of California
- A Professional Engineer license eligible to sign California subdivision maps, or a land surveyor's license is desirable
- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

## Classification Specification

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

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

**Skill in:**

- Analytical thinking
- Problem solving
- Organization and time management
- Leadership

**Ability to:**

- Prepare computer-generated written reports, spreadsheets, and presentations
- Prepare designs and specifications for all types of public works
- Direct and coordinate the work of other engineering and technical personnel
- Review and analyze relevant legislation
- Prepare successful grant applications
- Represent the City effectively with various public and private agencies
- Establish and maintain effective working relationships with administrative personnel, other staff, private engineers and consultants, and members of the public.
- 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	

## Classification Specification

<b>Classification Title</b>	Senior Civil Engineer
<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 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: PR-263  
ESTABLISHED: 02/01/65  
REVISED: 07/26/07  
GROUP: LOCAL 21  
FLSA: EXEMPT

## **SENIOR CIVIL ENGINEER**

### **DEFINITION**

Under administrative direction of the City Engineer, supervises and participates in both the field and office work of engineers, inspectors, and technical personnel in connection with the design and construction of streets, sewers, and other public and private works as required.

### **CLASS CHARACTERISTICS**

This is a management position that requires supervision, training, and evaluation of subordinates. It requires considerable latitude for independent judgment and action. The Senior Civil Engineer will also assist in the development and implementation of City departmental or division goals, policies, procedures and priorities. Senior Civil Engineers will be assigned to one of the following functional sections but may assist in other areas as well:

Land Development Section: This Senior Civil Engineer position will manage all aspects of private land development and street encroachments in conformance with engineering standards, City regulations, and California Subdivision Map Act requirements. Reviews or supervises review of subdivision maps, improvement plans, excavation permits and building plans for conformance with flood plan ordinance. A Senior Civil Engineer who is eligible to sign subdivision maps or is a licensed surveyor in this position will receive a 15% salary supplement. This Engineer will attend Planning Commission meetings as required.

Design Section and Construction Section of the City Capital Improvement Program: These two Senior Civil Engineer positions will be responsible for the design and/or construction of the City's Capital Improvement Program (CIP) for all city departments, including collecting the capital projects from each city department, cost estimating, planning, design, contract administration and the construction of all capital projects. Construction management and inspection of projects, as well as scheduling contract payments, will also be required.

Coordination with the Finance Department will be required to develop the financial structure and budget to finance capital projects. This position will also have custody of and responsibility for preservation and filing of all maps and

drawings. These two positions would report directly to the Capital Project's Manager.

Water Pollution Control Plant including the Collection System: This Senior Civil Engineer position will be responsible for the Water Pollution Control Plant (WPCP), and Collection System when the City is operating and staffing the WPCP or administration and management of the WPCP and collection system contract if operation is performed by others under contract. Must also attend Joint City/West County Waste Water District meetings and coordinate relations with that agency. Requires knowledge of and responsibility for compliance with the NPDES Permits and Clean Water Act laws and regulations as well as annual preparation and presentation of the Director's report which sets the annual sewer rates. A certification as an Environmental Compliance Inspector and/or a license as a Waste Water Treatment Plant Operator is desirable.

Traffic Section: This Senior Civil Engineer position will be responsible for this function in addition to the coordinating, making assignments to and oversight of the services of a Traffic Engineer Consultant if contracted. Includes evaluation of EIR Traffic elements as well as on private development, coordination of traffic signals, signs, lines, traffic counts, traffic calming requests, accident evaluation, railroad issues, evaluation of new applications related to traffic circulation, and other associated activities as required. Arranges for speed surveys and preserves resulting records as well as other traffic records required to be retained and retrieves information as requested from various sources. Requires coordination and review of transportation and traffic issues with the Planning Department, Redevelopment Agency, Police Department and other departments as needed. Will attend City Council Public Safety Committee meetings and all other local and Regional Transportation planning groups as needed.

### **EXAMPLES OF DUTIES**

1. Supervises the preparation of plans and specifications for a wide variety of public works projects, such as streets, curbs, gutters, sidewalks, sewers and drainage structures.
2. Reviews work in progress, decides on design procedures, and gives advice and instruction to subordinates in connection with standards, and design problems.
3. Checks completed work for accuracy and conformance with standards.

4. Consults with sub-dividers, contractors, engineers and utility company representatives on problems relating to right-of-way improvements and public works design and construction.
5. Prepares and reviews drafts of the technical provisions of ordinances, resolutions and policy statements.
6. Is responsible for field inspections of construction work in progress.
7. Confers with and advises personnel of other departments on engineering problems.
8. Prepares analyses, reports and studies regarding Public Works projects, investigates complaints and other related work or assignments, usually through subordinates.
9. Assists in the development and implementation of City departmental or division goals, policies, procedures and priorities.
10. Develops Requests for Qualifications (RFQs) and Request for Proposals (RFPs) and participates with other department staff in the selection of consulting engineers.
11. Reviews EIRs and related documents.
12. Analyzes, administers and manages contracts and projects. May initiate grants.
13. Meets with State, Federal, Local Districts, Agencies, consultants, and engineers to discuss project guidelines, design parameters, policies and procedures.
14. Expected to develop long-term work plans and develop and monitor the annual budget in their function.
15. Represent the Engineering Department in staff, neighborhood, City Council and other public meetings.

**MINIMUM QUALIFICATIONS**

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

Thorough Knowledge of:

Principles and practices of civil engineering.

Applicable Federal, State, and local laws relating to design and construction of municipal public works.

Office and records administration including personal computers and software.

Safety law, regulations and practices.

Public Administration including personnel management and supervision.

Ability to:

Prepare computer generated written reports, spreadsheets, and presentations.

Prepare designs and specifications for all types of public works.

Direct and coordinate the work of other engineering and technical personnel.

Review and analyze relevant legislation.

Prepare successful grant applications.

Communicate effectively orally and in writing.

Represent the City effectively with various public and private agencies.

Establish and maintain effective working relationships with administrative personnel, other staff and with private engineers and consultants, and members of the public.

**EXPERIENCE/EDUCATION/TRAINING**

Education:

Graduation from college with major work in civil engineering.

Experience:

Four (4) years of increasingly responsible professional civil engineering experience including supervision.

**LICENCES/CERTIFICATIONS**

- Possess and maintain a valid Class C California Driver's license.
- Have a valid registration as a Professional Engineer in the State of California.
- A license, eligible to sign California subdivision maps or a surveyor's license is desirable and will be compensated supplementally or as indicated above.

**OTHER REQUIREMENTS**

Be willing to work regular and irregular hours as necessary.

**PHYSICAL REQUIREMENTS**

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



## Classification Specification

<b>Classification Title</b>	Senior Planner
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Manages and processes advance and current planning projects such as General Plan amendments, Design Review Permits, etc. Performs research, administration, and technical analysis necessary for making recommendations to various boards and commissions. Presents before the Design Review Board, Historic Preservation Commission, Planning Commission, and City Council. Monitors and coordinates consultant activities.

### CLASS CHARACTERISTICS

This class is the advanced level classification in the professional Planner series. Incumbents may provide lead direction for planning activities, supervise new or entry level planning staff, and perform highly specialized and difficult planning functions. The work may involve providing advice or working on current planning projects requiring considerable technical knowledge and independent judgment.

### 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 investigates advance and current planning project applications to determine conformity with laws, policies, regulations, and procedures, and completes processing as appropriate.
- Identifies and addresses any problems with planning applications, and recommends alternatives to stakeholders, as needed.
- Collaborates with consultants on any necessary environmental reviews.
- Assists the public by answering a variety of questions and providing information regarding ordinance requirements as to general plan, zoning, environmental impact and other policies and regulations. Performs thorough technical analyses, and interprets the zoning ordinance to make final decisions regarding project approvals.
- Conducts field surveys and investigations related to planning and zoning projects or requests

## Classification Specification

<b>Classification Title</b>	Senior Planner
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Makes special investigations of a technical nature regarding planning projects; reports conclusions and recommendations in technical report form or in form for publication.
- Prepares and presents materials, including staff reports, for presentation to the City Council, Boards, Commissions, and community groups and participates in long-range planning and policy development.
- Composes a variety of communications, compiles analytical reports, and drafts revisions to local ordinances, policies, and procedures for review by senior leadership.
- Implements the City's environmental review process.
- Serves as project planner for preparation of Environmental Impact Reports, and prepares other environmental documents consistent with state law and City regulations.
- Evaluates and processes a wide range of planning applications, including use permits, subdivisions, design review, and ordinance amendments.
- Reviews building permit plan checks for compliance with discretionary approvals.
- Evaluates improvement plans for consistency with approved subdivisions.
- Inspects public and private development projects to determine compliance with planning requirements.
- Conducts Zoning Code compliance review.
- Establishes and maintains positive working relationships with co-workers, other City employees, and the public, using principles of good customer service.
- Directs the work of subordinate planning staff members, and serves as a technical expert and resource to answer questions and resolve issues.
- Collaborates with City Council, Boards, Commissions, and community groups; conducts presentations; and guides long-range planning and policy development.
- Assists in the identification, preparation, and submission of grant applications, and supports the administration of grant funds.
- 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.

## Classification Specification

<b>Classification Title</b>	Senior Planner
<b>Job Code</b>	
<b>FLSA Status</b>	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 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 city, regional, or urban planning or a related field
- Three (3) to five (5) years of planning experience with a local jurisdiction in California.
- 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:

- Project management
- The principles and practices of governmental planning and zoning
- Current trends in federal, state and local planning
- National, state, and local laws relating to planning of governmental and private agencies affecting community planning including, but not limited to, the Subdivision Map Act and the California Environmental Quality Act (CEQA)
- Zoning Code, General Plan, and Specific Plan

## Classification Specification

<b>Classification Title</b>	Senior Planner
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Principles of Urban Planning and emerging trends
- Planning regulations and processes
- Statistical analysis techniques, and formulas relevant to the planning process
- Modern office practices and equipment, including computers and applicable software

**Skill in:**

- Analytical thinking
- Public speaking
- Organization and time management
- Record keeping

**Ability to:**

- Review architectural and civil plans, and understand various scopes of work
- Interpret and explain City ordinances and zoning codes
- Analyze a potential use, design, or project for consistency with regulations
- Research, analyze, and compile planning data to generate reports
- Supervise staff, and delegate work assignments
- Exercise sound independent judgment
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Organize workload and prioritize assigned responsibilities to ensure accomplishment of Planning Division goals and duties
- Articulate and effectively communicate feedback to stakeholders

### 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	

## Classification Specification

<b>Classification Title</b>	Senior Planner
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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. Occasional outside work may be required.
- **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 PLANNER**

### **DEFINITION**

Under general supervision, performs complex or difficult advance and/or current professional planning work; supports a major function area of the Planning Department; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the advanced level in the professional planning series. Incumbents may provide lead direction for planning activities and perform highly specialized and difficult planning functions. The work may involve advice or current planning projects that require considerable technical knowledge and independent judgment. This class is distinguished from the Principal Planner class in that the Principal Planner has full-level supervisory responsibility for an assigned planning section.

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

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

1. Participates in major advance or current planning projects such as the General Plan update.
2. Coordinates and performs research efforts, administrative activities and technical tasks necessary for achieving planning project objectives and for maintaining departmental information programs.
3. Compiles and analyzes information such as population and economic growth estimates, demographic, housing and land use data.
4. Develops, plans and recommends changes in policies and procedures.
5. Monitors and coordinates consultant activities; prepares various reports, correspondence, tabulations and summaries.
6. Coordinates and assists in the processing of applications submitted for subdivisions, request for use and variance permits and other development permits or approvals; reviews plans and other information related to the applications.

**CITY OF RICHMOND  
SENIOR PLANNER  
PAGE 2**

7. Collects and evaluates information related to the application process recommending approval, disapproval or alternative approaches.
8. Coordinates and performs evaluations and analysis pertaining to the elements of the comprehensive General Plan, area plans, environmental impact reports and related municipal ordinances and policies.
9. Prepares reports, recommendations, state and federal applications and documents; discusses with professionals and citizens planning issues of the City, and conveys their opinions, suggestions or requirements in clear and concise reports.
10. Makes presentations before the City Council, commissions, committees, community groups and boards of other agencies.
11. Makes special investigations of a technical nature regarding planning projects; reports conclusions and recommendations in technical report form or in form for publication.
12. Confer with staff from other departments and agencies to coordinate assigned work; meets with representatives of community organizations and other groups to encourage cooperative action or to resolve problems.
13. Prepares summaries and statistical and technical reports.
14. Directs the preparation and design of maps, charts, models, sketches and other graphic presentation materials.
15. Utilizes or directs the utilization of computers and software programs for various technical projects and studies.
16. May provide direction to others on a project basis and instruction for others on work procedures.
17. May be required to walk on rough, unpaved areas such as fields or construction zones.

**MINIMUM QUALIFICATIONS**

Knowledge of: principles, procedures, standards, practices and trends in the field of urban planning; land use, physical design, demographic, environmental and social/economic concepts as applied to municipal planning; mathematical concepts, including statistical analysis and techniques related to the planning process; application, modification and interrelationships between ordinances, polices, standards, procedures and practices associated with the planning

**CITY OF RICHMOND  
SENIOR PLANNER  
PAGE 3**

function; terminology, symbols, methods and techniques used in planning and map drafting; local government organization and the functions and practices of a municipal planning unit; basic supervisory principles and practices.

Skill in: conducting complex planning studies and activities; providing lead direction and instruction to assigned staff; performing and coordinating activities, such as the collection, analysis and preparation of reports and recommendations pertaining to the planning process; interpreting laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs and statistical data. making persuasive presentations of ideas and recommendations; working under deadlines; using tact and diplomacy in dealing with difficult people; exercising sound independent judgment within established guidelines; representing the City effectively in meetings with others; preparing clear, concise and complete technical documentation and reports; and utilizing computer applications related to plans, specifications, graphs and statistical data, including standard PC software and database systems. Geographical Information Systems (GIS) is highly desirable.

Other Requirements: work involves attendance at off-hour meetings and field investigative work. Work is deadline orientated to meet City Council, Planning Commission and community group information requirements.

**EDUCATION/EXPERIENCE**

Graduation from a four (4) year college or university with major coursework in city or regional planning, urban planning or a related field; and four (4) years of professional planning experience. Sub-professional planning experience may be substituted for the education of a year-for-year basis to a maximum of two years.

**LICENSE/CERTIFICATES**

May require a valid Driver License or access to another reliable form of personal transportation.



## Classification Specification

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

### GENERAL SUMMARY

Under general direction, plans, organizes, and directs the conventional low-income public housing program, and leads the property management staff. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This position is differentiated from the Property Manager in that the latter manages the day-to-day activities at specific properties, and the Senior Property Manager provides full professional oversight of all properties and related policies and procedures.

### 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 directs the work of professional housing managers assigned.
- Plans and determines work programs and schedules.
- Compiles data for, and prepares budget estimates.
- Evaluates the work performance of staff.
- Prepares and implements policies and procedures required by regulation.
- Conducts and attends staff meetings and conferences.
- Monitors and provides audit/quality control for Housing Quality Standard (HQS) and other types of inspections.
- Investigates and takes prompt and necessary action to resolve problems involving resident issues, conflicts, building defects, and other problems.
- Meets, confers, and provides support to resident groups, and local organizations and committees.
- Serves as resource person for public and private agencies, and groups of persons and individuals in the community concerned with the housing of low-income families.
- Writes reports, and conducts special projects.

## Classification Specification

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

- Plans and administers any tenant relocation activities.
- Conducts formal and informal counseling and grievance hearings.
- 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.*

- 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.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree from an accredited college or university in Business, Public Administration, or a related field
- Two (2) years full-time work experience performing supervisory duties as a Property Manager at a large rental property, or three (3) years of responsible experience performing work similar to an Assistant Property Manager with at least one (1) year of supervisory experience

## Classification Specification

<b>Classification Title</b>	Senior Property 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
- Possession (or attainment within one (1) year) of a Public Housing Manager Certificate or similar certificate from an industry-recognized trainer.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Current principles and procedures of public administration and property management
- Federal lease and grievance procedures
- Effective management techniques
- Human resources management
- Housing policies and procedures
- Landlord/tenant legal procedures and regulations
- Principles and techniques of public housing management
- Counseling techniques applicable to public housing residents
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Leadership
- Negotiation
- Conflict resolution
- Lease enforcement
- Public speaking
- Organization and time management

#### Ability to:

- Interpret, write, and adopt local regulation
- Interface with residents of a public housing facility
- Coordinate community-resource services available to low-income individuals
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Develop, revise, and adopt procedures to meet changing conditions

## Classification Specification

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

- Analyze situations accurately, and adopt an effective course of action
- Supervise, train, and direct a professional staff
- Perform budget control procedures
- Assess basic codes affecting safety of public facilities

### 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>	Senior Property 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. Occasional outside work may be required.
- **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-240B

Established: 4/29/97

Revised: 2/27/03

Unit Group: RMEA

FLSA: Exempt

## **SENIOR PROPERTY MANAGER**

### **DEFINITION:**

Under general direction, plans, organizes and directs the conventional low income public housing program, and leads the property management staff. This class is distinguished from Property Manager in that the latter manages the day-to-day activities at specific properties, and the Senior Property Manager provides full professional oversight of all properties and related policies and procedures.

### **CLASS CHARACTERISTICS:**

This single position class is responsible for the detailed management of all public housing properties and the supervision of other property managers. The incumbent assumes full responsibility for leasing, rent collection, resident coordination and program compliance.

### **EXAMPLES OF DUTIES:**

1. Plans, organizes and directs the work of professional housing managers assigned.
2. Plans and determines work programs and schedules.
3. Compiles data for and prepares budget estimates.
4. Evaluates the work performance of staff.
5. Prepares and implements policies and procedures required by regulation.
6. Conducts and attends staff meetings and conferences.
7. Monitors and provides audit/quality control for Housing Quality Standard (HQS) and other types of inspections.
8. Investigates and takes prompt and necessary action to resolve problems involving resident issues, conflicts, building defects and other problems.

9. Meets, confers and provides support to resident groups, and local organizations and committees.
10. Serves as resource person for public and private agencies, and groups of persons and individuals in the community concerned with the housing of low income families.
11. Writes reports and conducts special projects.
12. Plans and administers any tenant relocation activities.
13. Conducts formal and informal counseling and grievance hearings.
14. Performs other related duties as directed.

### **MINIMUM QUALIFICATIONS**

#### **Education/Experience Requirements:**

**Education:** A Bachelor's or Master's Degree from an accredited college or university, with a major in business, public administration or related field; **OR**

**Experience:** Two (2) years full time work experience performing supervisory duties as a Property Manager at a large rental property or three (3) years of responsible experience performing work similar to an Assistant Property Manager with at least one (1) year of supervisory experience.

**Knowledge of:** contemporary principles and procedures of public administration and property management; federal lease and grievance procedures; effective, modern management techniques; human resource management; housing policies and procedures; landlord/tenant legal procedures and regulations; and principles and techniques of public housing management.

**Skill in:** counseling techniques applicable to public housing residents; lease enforcement; assessing basic codes affecting safety of public facilities; and budget control procedures.

**Ability to:** negotiate effectively; interpret, write and adopt local regulation; interface with residents of a public housing facility; coordinate community resource services available to low income people; develop, revise and adopt procedures to meet changing conditions; analyze situations accurately and adopt an effective course of action; super-

advise, train and direct a professional staff; maintain effective working relationships; and communicate effectively both orally and in writing (or with audio and visual capacities).

**License Requirement:** Valid California Driver's License and must maintain satisfactory, insurable driving record. Possession [or attainment within one (1) year at employees expense] of a Public Housing Manager Certificate or similar certificate by an approved agency such as the National Association of Housing and Redevelopment Officials (NAHRO).

**Other Requirements:** 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 facilities, which may include bending and climbing ladders.