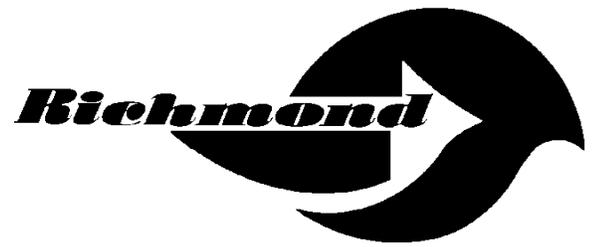


# PERSONNEL BOARD

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



**SPECIAL MEETING**  
**Thursday, July 13, 2023**  
**6:15 p.m.**

**@ 450 Civic Center Plaza – City Manager’s Conference Room**  
**PLEASE NOTE HYBRID MEETING FORMAT**



## AGENDA

### Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Phillip Front

Kyra Worthy

1. **ROLL CALL**
2. **AGENDA REVIEW**
3. **STATEMENT OF CONFLICT OF INTEREST**
4. **APPROVAL OF MINUTES**
  - a. Special Meeting of June 29, 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 Humna Resources has announced the item, no person shall be permitted to speak on the item other than those persons who have submitted their names to Human Resources. Each speaker will be allowed up to TWO (2) MINUTES to address the Personnel Board.

Via email to [personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us). Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, July 06, 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, July 06,2023. 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**

**June 29, 2023  
MINUTES**

The special meeting was called to order by Rozma Paiz at 6:15 p.m. on June 29, 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**

**SPEAKERS:**

Cordell Hindler: Cordell reviewed the minutes from the May 25<sup>th</sup> meeting and believed Deputy City Manager name should be Nickie not Nicolina.

Rozma Paiz, staff liaison, informed the board that Nickie's full name is Nicolina.

**a. Special Meeting of May 25, 2023**

Board member Front made a motion to approve the minutes of Special Meeting of May 25, 2023. Chair Larry Wirsig seconded the motion, Minutes were approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, NOES: None. ABSENT: K. Worthy.

**b. Special Meeting of June 15, 2023**

Chair Wirsig made a motion to approve the minutes of Special Meeting of June 15, 2023. Vice Chair Buckner seconded the motion, Minutes were approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, NOES: None. ABSENT: K. Worthy.

***Audio recordings of Personnel Board Meetings are available at:***

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

## 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 continued revised job descriptions per the Segal classification and compensation study. The classification started several years ago. The batch of job specifications presented comprised of last week's batch and this batch, totaling almost 60 job specs. Sharrone Taylor introduced SEIU president Gregory Everetts, should the board have questions. The review of the job specification has been a huge collaborative effort.

### SPEAKERS:

- Cordell Hindler: Looked at the classification and liked it. Cordell Hindler stated he knows a good place to find some talent of a few jobs in Finance and has been in conversation with the Haas School of Business. The Personnel Board should motion for approval.

Board member Front inquired about the follow-up on the requirement of a driver's license on the job specs presented and requested an update on the requirement of a polygraph test for non-sworn positions in the Police department.

Interim HR Director, Sharrone Taylor, advised the requirement of a driver's license is still being reviewed. The job descriptions presented have gone through the union review, but the driver's license requirement will be rectified by the end of the process as granted by the Personnel Board. Sharrone Taylor did inform the board that she was able to speak with the Police department and Captain Eric Smith did confirm that they still use the polygraph for their background and therefore the polygraph requirement can't be taken out of the job specs at this time. The Police department is aware of the concern regarding the polygraph requirement.

Board member Front requested a follow-up with the Police department to ensure the validity of the test is researched. Interim HR Director, Sharrone Taylor committed to keeping the conversation open with the Police department but mentioned the department

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

has found it to be useful in their experience, and added she would see if Captain Eric Smith would be able to speak with board member Front directly regarding the use of the polygraph in the background investigation for non-sworn jobs.

Chair Wirsig asked if there were any concerns with the union. Sharrone Taylor introduced SEIU President Gregory Everetts. He confirmed he did not have any concerns with the job descriptions presented nor with last week's job descriptions. Gregory Everetts stated that the union is aware that the driver's license requirement is under review.

Vice Chair Buckner inquired how many employees SEIU represents and if the review of the job descriptions fit the current mode of operation.

SEIU President Everetts responded that SEIU represents a little over 320 employees, this includes full time and part time employees, and most of the job descriptions do but there are some that the union set aside for further discussion that have not been released. Gregory Everetts added the positions of Parks Construction Maintenance, Parking Enforcement, and Maintenance Lead Worker have things that need to be added to show that it is a specialty position and would deserve a pay increase.

Vice Chair Buckner made a motion to approve the revised job descriptions per the Segal classification and compensation study adopted by the city council. Board member Front 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. ABSENT: K. Worthy

**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 6:30 p.m.

## Rozma Paiz

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**From:** Cordell Hindler  
**Sent:** Wednesday, June 28, 2023 12:00 PM  
**To:** Personnel Board  
**Subject:** Public Comments

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

Hello Chair Wirsig, Board Members and City Staff,

I AM Forwarding the Following Items To Be Placed on the September 28th Agenda

1. Approve Revision to Job Specification for Deputy Director- Housing

Community & Economic Development

2. Approve Revision to Job Description for Economic Development Finance Manager

I AM Bringing These Items Forward Because I Had Done Some Research and According to the City of Emeryville, Both Classifications Report to the Economic Development Director

Sincerely  
Cordell



# STAFF REPORT

## PERSONNEL BOARD

**DATE:** July 13, 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 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 fourth batch of job description changes for your approval. The job descriptions are as follows (retitles and new titles notated):

SEIU Local 1021 General Employees:

- Administrative Assistant (retitled from Administrative Aide)
- Assistant Planner (retitled from Planner I)
- Associate Planner (retitled from Planner II)
- Building Inspector
- Business License Field Investigator

# Personnel Board Staff Report

- Compliance Specialist (*new classification*)
- Construction Inspector I
- Construction Inspector II
- Equipment Operator
- Facilities Maintenance Worker I (retitled from Utility Worker I)
- Facilities Maintenance Worker II (retitled from Utility Worker II)
- Gardener
- Neighborhood Change Agent
- Office Specialist
- Permit Technician I
- Permit Technician II

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



## Classification Specification

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

### GENERAL SUMMARY

Provides administrative support to a department by performing a variety of moderately difficult to difficult para-professional work in support of department operations. Duties may include maintaining records, purchasing supplies and equipment, compiling data for reports, monitoring budgets, creating work orders, preparing correspondence and reports, and processing accounting documents.

### DISTINGUISHING CHARACTERISTICS

This class is a para-professional administrative classification. Incumbents perform various administrative assignments for operating departments, and report to a division or department head.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Gathers data, maintains records, and prepares summaries and/or recommendations.
- Provides administrative support, including scheduling meetings, coordinating events and travel, preparing reimbursements, and responding to customer inquiries.
- Maintains and accounts for office and departmental unit stocks and supplies. Requisitions materials and supplies, and maintains inventory records.
- Designs promotional flyers, completes data input, and edits documents for dissemination.
- Greets and assists visitors at reception area, and responds to inquiries via telephone, email, or walk-in.
- Administers the carrying out of contracts for various services.
- Assists with the preparation of resolutions, technical and staff reports, and collecting supporting documents for City Manager, City Council, City boards or commissions, and other internal and external entities.
- Assists with preparing recommendations for division budget allocations.



## Classification Specification

<b>Classification Title</b>	Administrative Assistant
<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

- At least two (2) years of relevant college-level course work, or an Associate's degree from an accredited college or university in Business, Public Administration, or a related field
- Administrative experience 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



## Classification Specification

<b>Classification Title</b>	Administrative Assistant
<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
- Basic mathematical functions and accounting techniques
- Business English, including spelling and grammar, principles, practices, and methods
- Administrative, budgetary, and organizational analysis
- Basic organization functions and operations of a municipality

**Skill in:**

- Customer service
- Organization and time management

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written instruction
- Interpret rules and regulations
- Prepare clear and concise reports
- 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		



## Classification Specification

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

**Date approved by the Personnel Board:**



### Classification Specification

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

**Date(s) Revised:**

DRAFT

## **ADMINISTRATIVE AIDE**

### **DEFINITION**

Under direction, to act as a staff assistant to the supervisor of a major organizational unit; to perform difficult paraprofessional work in the maintenance of records of unit operations; and to do related work as required.

### **CLASS CHARACTERISTICS**

This position performs various administrative assignments for operating departments and typically reports to a division or department head. This class differs from that of Assistant Administrative Analyst in that the Administrative Aide functions with greater independence, at a journey paraprofessional level.

### **EXAMPLES OF DUTIES**

1. Maintains time, cost and other operating records of departmental unit work programs and, as directed, prepares summaries and reports from these records; assists in budget preparation and control.
2. Maintains and accounts for office and departmental unit stocks and supplies; requisitions materials and supplies; maintains control files of progress of operations.
3. Makes special studies or gathers data in assigned administrative problem areas and prepares summaries or recommendations.
4. Administers and supervises the carrying out of various contract services.
5. May supervise clerical personnel in an assigned office function.
6. May assist in analyzing operating procedures; may recommend procedural revisions or improvements.

### **MINIMUM QUALIFICATIONS**

General Knowledge of: Administrative techniques including principles or organization, budgeting and personnel administration; basic mathematical functions and simple accounting techniques.

**CITY OF RICHMOND  
ADMINISTRATIVE AIDE  
PAGE 2**

**Minimum Qualifications** (cont'd)

Skill in: Comprehending problems and drawing valid conclusions; communicating effectively orally and in writing.

Ability to: follow oral and written directions; apply the techniques of administrative analysis; plan and organize work effectively; interpret rules and regulations; meet and deal effectively with others; maintain cooperative working relationships; train and provide direction to other personnel.

**Education/Experience**

Any combination of training or experience equivalent to two years of college training, preferably with specialization in business or public administration, which would demonstrate possession of the knowledge, skills and abilities listed.



## Classification Specification

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

### GENERAL SUMMARY

Under supervision, performs the less complex professional planning duties involving data collection and analysis, public contact, report preparation, and related duties as required. Assignments may be in different planning fields, such as current/advanced planning, housing, transportation, water, economic development, and sustainability.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the professional Planner series and is flexibly staffed with Associate Planner. Assignments are intended to provide the background prerequisite to attainment of journey-level competence. Assignments may relate to the City general plan, land development planning, environmental impact, and zoning. This class is distinguished from Associate Planner in that the latter performs more complex planning studies/analysis, independent of close supervision.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Reviews and investigates planning applications to determine conformity with laws, policies, regulations, procedures, and completes processing as appropriate.
- Identifies and addresses any problems with planning applications, and recommends alternatives to stakeholders, as needed.
- 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 related to one or more planning fields.
- Conducts studies and field surveys, compiles information, and prepares written and verbal reports on land use, environmental impact, population, economic trends and patterns, transportation, ordinance revisions, and a variety of other data essential to one or more of the planning fields.
- 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.

## Classification Specification

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

- 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.
- Performs related duties as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
- May exercise technical or functional supervision over technical staff, if assigned.

### **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>	Assistant Planner
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree in Planning, Architecture, Engineering or a related field
- One (1) year of planning experience, which may include internship experience, is desirable. An advanced degree in planning may be substituted for the desired 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:

- 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) 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
- Recordkeeping

#### Ability to:

- Review architectural and civil plans, and understand various scopes of work
- Collect, analyze, and interpret planning and zoning regulations

## Classification Specification

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

- Research, analyze, and compile planning data to generate reports
- Exercise sound independent judgment
- Interpret and explain City ordinances and codes
- Organize workload, and prioritize assigned responsibilities to ensure accomplishment of Planning Division goals and duties
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- 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	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		

## Classification Specification

<b>Classification Title</b>	Assistant Planner
<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 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:**

DRAFT



## Classification Specification

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

### GENERAL SUMMARY

Performs professional planning duties involving data collection and analysis, public contact, report preparation, and related duties as required. Assignments may be in different planning fields, such as current/advanced planning, housing, transportation, water, economic development, and sustainability.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the professional Planner series and is flexibly staffed with Assistant Planner. Incumbents perform more complex planning studies/analysis independent of close supervision. Assignments may relate to the City general plan, land development planning, environmental impact, and zoning.

### 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 planning 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.
- 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 related to one (1) or more planning fields.
- Conducts studies and field surveys, compiles information, and prepares written and verbal reports on land use, environmental impact, population and economic trends and patterns, transportation, ordinance revisions, and a variety of other data essential to one (1) or more of the planning fields.
- 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.

## Classification Specification

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

- 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.
- Performs related duties as required.

### **SUPERVISORY RESPONSIBILITIES**

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
- May exercise technical or functional supervision over technical staff, if assigned.

### **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>	Associate Planner
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree in Planning, Architecture, Engineering, or a related field
- Two (2) years of professional planning experience. A Master's degree in Planning, Architecture, Engineering, or a related field may substitute for one (1) year of qualifying 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:

- 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)
- 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
- Recordkeeping

#### Ability to:

- Review architectural and civil plans, and understand various scopes of work

## Classification Specification

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

- Collect, analyze, and interpret planning and zoning regulations
- Research, analyze, and compile planning data to generate reports
- Exercise sound independent judgment
- Interpret and explain City ordinances and codes
- Organize workload, and prioritize assigned responsibilities to ensure accomplishment of Planning Division goals and duties
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- 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	
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>	Associate Planner
<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 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:**

DRAFT

CITY OF RICHMOND

CLASS CODE:  
PLANNER I PR-239  
PLANNER II PR-206  
ESTABLISHED: 8/1/62  
RETITLE/REVISED: 9/27/12  
BARGAINING UNIT: 1021  
FLSA STATUS: NON-EXEMPT  
(Formerly Assistant/Associate Planner)

## **PLANNER I/II**

### **DEFINITION**

Under general supervision, performs professional municipal planning work, including the conducting of planning studies, the collection and presentation of data and the preparation of reports; performs related work as assigned.

### **CLASS CHARACTERISTICS**

Planner I is the entry-level class in the professional planning series. Planners are responsible for providing assistance to higher-level planners in the areas of research, data collection and preparation of reports. Assignments are intended to provide background experience in the fundamental principles and practices of municipal planning which are a prerequisite for professional-level work. Initially, incumbents work under close supervision and are expected to become increasingly knowledgeable and capable of carrying out assignments with increasing independence. This class is alternatively staffed with Planner II, and incumbents may advance to the higher-level class.

Planner II is the journey-level class in the professional planning series. Incumbents conduct planning research and analysis on moderate to difficult projects. The work requires the exercise of considerable independence in preparing planning studies and reports on short-range, well-defined assignments and making presentations on such projects. Work may include assisting with the work instruction or project direction of new staff members. This class differs from the Senior Planner in that the latter is the specialist level of the series, exercising a higher degree of independent judgment on diverse and specialized assignments with a greater degree of accountability and ongoing decision making.

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

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

1. Plans and conducts research studies and prepares reports and recommendations regarding land use, urban design, population trends, transportation, housing, redevelopment and community service needs.
2. Maintains updates and analyzes demographic and other data required for the planning function.
3. Assists with the review, development or revision of the various elements of the General Plan, environmental impact reports, plans, ordinances and other policies and procedures.
4. May use computers and software programs for various technical planning projects and studies.
5. Provides information and assistance to developers, property owners and the general public regarding laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications and the implementation of requirements.
6. Reviews, investigates and processes various plans and applications for subdivisions, housing and commercial developments, variances, use permits and business licenses; determines conformity with laws, policies, regulations and procedures; recommends approval, identifies problems and alternatives.
7. Coordinates the preparation of meeting agendas for various commissions, boards and community groups.
8. Organizes conferences and work sessions and ensures timely notification of appropriate parties.
9. Prepares a variety of communications, including analytical reports, commentaries, and correspondence, and drafts revisions to local ordinances, policies and procedures.
10. Compiles, analyzes and interprets data to define environmental conditions, social, economic and housing trends, community needs and zoning problems.
11. Makes field surveys and investigations related to planning and zoning projects or requests.
12. Makes presentations or prepares materials for presentation to the City Council, Boards, Commissions, and community groups.

13. Answers questions and provides information and assistance to the public, and may act as liaison with other agencies, departments and planning sections.
14. Prepares maps and other visual aids to illustrate planning studies findings; develops and prepares materials for pamphlets, brochures and publications.
15. May provide direction to others on a project basis and instruction for others on work procedures.
16. 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 of municipal urban planning; methods for implementation of zoning and other municipal ordinances; application of land use, physical design, economic, environmental and social concepts to the planning process; techniques of developing information for general plan modifications; housing trends, market analysis techniques, programs and financing mechanisms for low and moderate income families; mathematical concepts, including statistical analysis techniques and formulas relevant to the planning process; terminology, symbols, methods and instruments used in planning and map drafting; and local government organization and the functions and practices of a municipal planning unit.

Skill in: Performing increasingly responsible independent and varied assignments under decreasing degrees of supervision; understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process; interpreting maps, site and building plans and specifications, graphs and statistical data; researching, analyzing and summarizing planning data into draft and final report formats; working under deadlines; making persuasive presentations of ideas; preparing clear, concise and complete technical documentation and reports; exercising sound independent judgment within established guidelines; instructing others in work procedures and providing specific project direction; using tact and diplomacy in dealing with difficult people; establishing and maintaining effective working relationships with those contacted in the course of the work; and utilizing computer applications related to plans, specifications, graphs and statistical data, including standard PC software and database systems. Geographical Information System (GIS) is highly desirable.

Other Requirements: Work involves off-hours attendance at meetings and field investigative work in potentially unsafe areas. Work is deadline orientated to meet City Council, Planning Commission and community information requirements.

## **EDUCATION AND EXPERIENCE**

Planner I: Graduation from a four (4) year college or university with major course work in city, regional or urban planning or a closely related field. Sub-professional or professional planning experience may be substituted for the education on a year-for-year basis.

License: A valid California Driver's License is an ongoing requirement.

Planner II: In addition to the above, two (2) years of professional planning experience is required. An appropriate planning or related master's degree may substitute for the professional experience.

License: A valid California Driver's License is an ongoing requirement.

A Planner I with the above experience may be promoted to Planner II on a flexibly staffed basis.



## Classification Specification

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

### GENERAL SUMMARY

Performs responsible field and office work in connection with the inspection of a variety of structures during various phases of construction, reconstruction, or alteration to assure conformance with approved plans and specifications, and the requirements of applicable codes and regulations.

### DISTINGUISHING CHARACTERISTICS

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

### 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 multi-trade inspections on various phases of building construction and equipment installations for compliance with applicable codes.
- Provides technical and referral information to contractors, owners, and permittees on construction and alteration methods and materials as needed during actual construction or installation.
- Inspects work at each of the required stages of completion and approves or indicates necessary corrective action of defects in workmanship, materials, or equipment. Makes final inspections, prepares inspection reports, and records results of inspection work completed.
- Inspects the structural parts of buildings such as foundations, floors, framing, roofs, and masonry.
- Inspects electrical installations such as services and subpanels, and ensures that all wiring materials are approved for the purpose intended.
- Inspects plumbing equipment, fixtures, and installations of sewer, water, and gas lines, and drain, waste, and vent systems.

## Classification Specification

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

- Inspects heating, ventilating, air conditioning, and mechanical installations, parts, and equipment.
- Investigates code violations, posts stop work notices, and reports findings.
- Makes field checks of construction, alterations, and repair work being done without proper permits.
- Inspects installations for compliance with applicable codes.
- Maintains records and files of inspections made.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

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

### **HUMAN COLLABORATION & JOB IMPACT**

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

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

### **FISCAL RESPONSIBILITY**

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

- Position has no fiscal responsibility.

### **MINIMUM QUALIFICATIONS**

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

- High school diploma or GED equivalent, preferably supplemented by additional training in building inspection technology, structural engineering, public administration, or a related field.
- Two (2) years in one of the related building or construction trades, or in the application of municipal code enforcement related to zoning, building construction, or permit administration.

## Classification Specification

<b>Classification Title</b>	Building Inspector
<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

- Possession of an International Code Council (ICC) Building Inspector certification at the time of appointment, or the acquiring of the certification by the completion of the probationary period, is required. 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, practices, techniques, and terminology relating to building inspection, building, electrical, mechanical, and plumbing construction methods and materials
- State and City laws, codes, and ordinances relating to building construction, rehabilitation, and zoning
- Types of building materials, and the variations and their qualities
- California Code of Regulations Title 24 (California Building Standards Code)
- Applicable provisions of the California Health and Safety Code and the Richmond Municipal Code

#### Skill in:

- Organization and time management
- Mathematics
- Customer service

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with engineers, architects, contractors, and the general public
- Interpret applicable codes, ordinances, and regulations enforceable by the City
- Apply technical knowledge of building trades work to the practical application
- Make sound independent judgments in inspection work within established guidelines
- Detect deviations from plans, specifications, and standard installation practices
- Accurately estimate cost of materials and labor
- Read and interpret diagrams, plans, and specifications

## Classification Specification

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

### WORK ENVIRONMENT/CONDITIONS

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires outside work and occasional exposure to unpleasant environmental conditions and/or hazards. Required to walk on unpaved, cluttered, or rough surfaces or construction zones.

## Classification Specification

<b>Classification Title</b>	Building Inspector
<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

## **BUILDING INSPECTOR**

### **DEFINITION**

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

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

### **CLASS CHARACTERISTICS**

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

### **EXAMPLES OF DUTIES**

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

8. Investigates code violations, posts stop work notices and reports findings.
9. Makes field checks of construction, alterations and repair work being done without proper permits.
10. Inspects installations for compliance with applicable codes.
11. Maintains records and files of inspections made.

### **MINIMUM QUALIFICATIONS**

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

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

### **EDUCATION AND EXPERIENCE**

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

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

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

### **LICENSE/ CERTIFICATE**

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

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

### **PHYSICAL DEMANDS**

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



## Classification Specification

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

### GENERAL SUMMARY

Conducts field investigations of unpaid and delinquent City taxes, fees, and other City accounts receivable. Performs a variety of office and field work in the application and enforcement of City ordinances dealing with business licenses, permits, and occupancy taxes. Collects fees, keeps records, and interacts with the public regarding business license procedures and requirements. Performs revenue-generating customer and information service activities.

### DISTINGUISHING CHARACTERISTICS

Incumbents are responsible for the investigation and collection of unpaid accounts and business license fees and routine audits of business payroll and other fiscal records. Incumbents are expected to exercise independent judgment and tact in the handling of delinquent account caseloads and in conducting outreach to the business community. The assignment has the characteristic of independent field work, representing City programs and enforcing City ordinances 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 field investigations on a variety of unpaid City accounts, including business licenses, hotel and utility user taxes, returned checks, and other miscellaneous City charges.
- Reviews account files to determine amounts owed, and researches previous payment history and collection activity.
- Assists in the resolution of customer complaints, and solves major account billing problems. Investigates the location of debtors, and schedules appointments to discuss collection matters. Explains laws and procedures of collection to persons with unpaid or delinquent accounts.
- Assists in formation and passage of Administrative Rulings used to implement and manage the Business Tax Ordinance.

## Classification Specification

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

- Enforces City street vendors' ordinance, and issues citations to vendors in non-compliance.
- Canvasses businesses and serves notice to unlicensed or improperly-registered parties.
- Assists in the enforcement of other license and tax ordinances as assigned. Ensures private business compliance with various local regulations related to the assignment.
- Performs routine field audits of business payroll and transient occupancy accounts.
- Documents information on delinquent accounts and collection activities.
- 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.*

- 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.

### 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
- One (1) to three (3) years of experience in credit and collections, business accounts, investigative, and/or direct customer service

## Classification Specification

<b>Classification Title</b>	Business License Field Investigator
<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
- Methods and procedures of bill collection, including delinquent account investigation and follow-up
- Local, state, and federal rules, regulations, and requirements which affect City collections and assigned programs
- Business account bookkeeping and recordkeeping procedures
- Business arithmetic, including percentages and decimals
- Correct English usage, including spelling, grammar, and punctuation

#### Skill in:

- Customer service
- Exercising tact and judgment in the collection of monies on unpaid accounts
- Organization and time management

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Evaluate business accounts, payment histories, and previous collection activities, and determine appropriate collection approach
- Prepare detailed documentation of collection efforts and other written correspondence
- Maintain accurate collection account records
- Prepare correspondence and various types of reports
- Use initiative and sound independent judgment within established 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>	Business License Field Investigator
<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	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate			X
Individuals with known violent backgrounds		X	
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )		X	

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

## Classification Specification

<b>Classification Title</b>	Business License Field Investigator
<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: TE-380  
ESTABLISHED: 05/28/09  
GROUP: LOCAL 1021  
FLSA: NON-EXEMPT

## **BUSINESS LICENSE FIELD INVESTIGATOR**

### **DEFINITION**

Under general supervision, conducts field investigations of unpaid and delinquent City taxes, fees and other City accounts receivable; performs revenue-generating customer and information service activities and; performs related work as assigned.

### **CLASS CHARACTERISTICS**

Incumbents are responsible for the investigation and collection of unpaid accounts and business license fees and routine audits of business payroll and other fiscal records. Incumbents are expected to exercise independent judgment and tact in the handling of delinquent account caseloads and in conducting outreach to the business community. The assignment has the characteristic of independent field work, representing City programs and enforcing City ordinances to the public.

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

1. Performs field investigations on a variety of unpaid City accounts including business licenses, hotel and utility user taxes, returned checks and other miscellaneous City charges;
2. Reviews account files to determine amounts owed and researches previous payment history and collection activity;
3. Ensures sound customer service is provided to the businesses served by assisting in the resolution of customer complaints and solving major account billing problems; investigates the location of debtors and schedules appointments to discuss collection matters; explains laws and procedures of collection to persons with unpaid or delinquent accounts;
4. Enforces City street vendors' ordinance and issues citations to vendors in non-compliance;
5. Canvasses businesses and serves notice to unlicensed or improperly registered parties;

CITY OF RICHMOND, CA  
**BUSINESS LICENSE FIELD INVESTIGATOR**  
Page 2 of 3

6. Assists in the enforcement of other license and tax ordinances as assigned; ensures private business compliance with various local regulations related to the assignment;
7. Performs routine field audits of business payroll and transient occupancy accounts;
8. Documents information on delinquent accounts and collection activities;
9. Enters and retrieves data and compiles reports using a personal computer;
10. Performs cold call activities directed at potential commercial customers to solicit new business;
11. Promotes a positive City image by maintaining an active role in the communities served;
12. Performs related duties, as assigned.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of:

Methods and procedures of bill collection, including delinquent account investigation and follow-up;

Principles, and methods of effective customer service relations including identifying customer needs and issues and identifying and implementing appropriate solutions;

Local, state, and federal rules, regulations, and requirements which affect City collections and assigned programs;

Business account bookkeeping and record keeping procedures;

Basic computer business applications such as word processing and spreadsheets;

Business arithmetic including percentages and decimals; and

Correct English usage including spelling, grammar, and punctuation.

Skill in:

Exercising tact and judgment in the collection of monies on unpaid accounts;  
Evaluating business accounts, payment histories and previous collection activities and determining appropriate collection approach;

Preparing detailed documentation of collection efforts and other written correspondence;

Maintaining organized and accurate collection account records;

Communicating effectively both verbally and in writing; preparing correspondence and various types of reports;

Making arithmetic calculations with speed and accuracy;

Using initiative and sound independent judgment within established guidelines;

Establishing and maintaining effective working relationships with those contacted in the course of work including members of the business community, individual customers, community groups, and other city employees; and

Operating standard office equipment including a personal computer and telephone equipment.

**EDUCATION AND EXPERIENCE**

Graduation from high school and two (2) years of full-time experience in credit and collections, business accounts, investigative, and/or direct customer service.

**OTHER REQUIREMENTS**

Must have a valid California driver's license and a satisfactory driving record. Must be willing to work out of doors in all weather conditions.



## Classification Specification

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

### GENERAL SUMMARY

Assists with various clerical and administrative work, such as form development, instructional manuals, and data entry related to property enrollment, tenancy registration, and billing for the Rent Program.

### DISTINGUISHING CHARACTERISTICS

This class is a specialist class with the responsibility to perform complex office support work for the Richmond Rent Program. The incumbent will use independent judgment and the application of technical knowledge and/or related skills.

### 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 landlords by phone and email with questions regarding billing, enrollment, registration, and Rent Program compliance.
- Develops and maintains documents, forms, and program manuals.
- Enters and retrieves data, and prepares reports using an online computer system.
- Assists with projects by conducting technical research and updating database with owner and rental property information.
- Makes special studies, or gathers data to prepare summaries or recommendations.
- Maintains and accounts for office and departmental unit stocks and supplies. Requisitions materials and supplies, and maintains control files of progress of operations.
- Provides administrative backup for other divisions.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

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

## Classification Specification

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

### HUMAN COLLABORATION & JOB IMPACT

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

- Work 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 an agreement. Elements of persuasion and presenting facts may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond may be limited in terms of time, money, or public/employee relations.

### FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- At least two (2) years of relevant college-level course work or an Associate's degree from an accredited college or university in Business, Public Administration, or a related field
- One (1) to three (3) years of clerical or 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
- Richmond Rent Ordinance & Regulations regarding enrollment and compliance requirements
- City database and systems

#### Skill in:

- Problem solving

## Classification Specification

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

- Customer service
- Organization and time management

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written directions
- Interpret rules and regulations

### 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>	Compliance Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment 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>	Construction Inspector I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

This is an entry-level position that inspects capital improvement projects, development of right-of-way improvements, and encroachment permit work to assure compliance with plans, specifications, and codes.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Construction Inspector series and is flexibly staffed with Construction Inspector II. Under close supervision, incumbents will be given construction inspection assignments, objectives, and work methods to act as the field inspector on minor construction projects, and assist Construction Inspector II on major construction projects. This class is distinguished from a Construction Inspector II in that less experience and responsibility is needed to complete duties.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Uses clearly-defined practices and procedures to inspect the methods and materials used in capital improvement projects, development of right-of-way improvements, and encroachment permit work.
- Participates in meetings to discuss construction details, and resolves issues with contractors, other City departments, other agencies, and residents.
- Identifies construction problems, monitors the corrections of project deficiencies, and recommends approval of necessary contract and/or plan adjustments to accommodate field conditions.
- Maintains daily diary and field records of construction activities, contractor crew, equipment, materials, and quantities. Recommends approval of progress and final payment to contractors.
- Operates applicable survey equipment in establishing elevations, points, lines, and distances for topographic, property, and construction surveys.

## Classification Specification

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

- Reviews and provides professional opinion, and acts on resident complaints to facilitate resolution of potential issues brought to the City by its residents.
- Posts liens, required repairs, and construction notices in accordance with City Council actions.
- Reviews and interprets construction plans, specifications, encroachment permits, and other plans affecting assigned projects. Provides quality assurance, constructability, and value engineering review during project design and construction phases. Verifies record drawings for approval.
- Coordinates material testing, and analyzes material test results, including, but not limited to, relative compaction tests, gradation of aggregates, slump tests, and resistant value of soils. Inspects producers of construction materials and their sources.
- 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**

- High School diploma or GED equivalent

## Classification Specification

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

- Three (3) to five (5) years of experience in performing construction, inspection, surveying, or materials testing on capital improvement projects, development of right-of-way improvements, and/or encroachment permit 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
- Principles, techniques, and terminology relating to construction inspection
- Construction quality, equipment/tools, materials, and workmanship-industry standards
- Mathematics through plane geometry and trigonometry
- Construction OSHA safety practices
- Traffic safety and MUTCD manual

#### Skill in:

- The use of hand tools
- Organization and time management

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Evaluate quality of construction and construction materials by coordinating material testing, and analyzing material test results
- Read and interpret topography maps and grading plans
- Determine and verify elevations using hand level and calculator
- Identify problems, evaluate alternatives, and arrive at logical decisions
- Read and interpret complex regulations and technical documents, including plans and specifications
- Prepare accurate notes, sketches, and daily reports
- Understand techniques and terminology relating to surveying, and use surveying and computing instruments
- Learn City ordinances as they relate to construction within the right-of-way

## Classification Specification

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

- Make field measurements of quantities in place
- Evaluate work in progress to verify compliance with safety standards

### 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>	Construction Inspector I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- 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:**

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## Classification Specification

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

### GENERAL SUMMARY

This is a journey-level position that inspects capital improvement projects, development of right-of-way improvements, and encroachment permit work to assure compliance with plans, specifications, and codes.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Construction Inspector series and is flexibly staffed with Construction Inspector I. Under minimum supervision, incumbents will act as the lead inspector on major construction projects and assignments. Incumbents are responsible for providing training and technical expertise in construction inspection to Construction Inspector I incumbents, and for assisting in updating construction policies, practices, 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.*

- Uses clearly-defined practices and procedures to inspect the methods and materials used in capital improvement projects, development of right-of-way improvements, and encroachment permit work.
- Participates in meetings to discuss construction details, and resolves issues with contractors, other City departments, other agencies, and residents.
- Identifies construction problems, monitors the corrections of project deficiencies, and recommends approval of necessary contract and/or plan adjustments to accommodate field conditions.
- Maintains daily diary and field records of construction activities, contractor crew, equipment, materials, and quantities. Recommends approval of progress and final payment to contractors.
- Operates applicable survey equipment in establishing elevations, points, lines, and distances for topographic, property, and construction surveys.

## Classification Specification

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

- Reviews and provides professional opinion, and acts on resident complaints to facilitate resolution of potential issues brought to the City by its residents.
- Posts liens, required repairs, and construction notices in accordance with City Council actions.
- Reviews and interprets construction plans, specifications, encroachment permits, and other plans affecting assigned projects. Provides quality assurance, constructability, and value engineering review during project design and construction phases. Verifies record drawings for approval.
- Coordinates material testing, and analyzes material test results, including, but not limited to, relative compaction tests, gradation of aggregates, slump tests, and resistant value of soils. Inspects producers of construction materials and their sources.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Job may provide limited technical oversight in the field of Construction Inspector I. Otherwise, the position 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

## Classification Specification

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

- High School diploma or GED equivalent
- Five (5) to seven (7) years of responsible experience as an inspector on capital improvement projects, development of right-of-way improvements, and/or encroachment permit 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

- Possession of a Certified Public Infrastructure Inspector (CPII) certificate from American Public Works Association within probationary period is required

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Laws and ordinances affecting construction and repair work
- Surveying and construction staking (grade-setting) practices
- Methods and techniques of material testing, soil types, and characteristics
- Standard specifications and construction details (both City and state)
- Technical recordkeeping systems
- Principles, techniques, and terminology relating to construction inspection
- Construction quality, equipment/tools, materials, and workmanship-industry standards
- Mathematics through plane geometry and trigonometry
- Construction OSHA safety practices
- Traffic safety and MUTCD manual

#### Skill in:

- Conflict resolution
- The use of hand tools
- Organization and time management

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Act as lead inspector on major construction projects

## Classification Specification

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

- Direct, monitor, and evaluate the work of Construction Inspector I
- Train and develop Construction Inspector I in professional and technical areas, and procedural changes as necessary
- Ensure adherence and assist in updating construction policies, practices, and procedures
- Provide quality assurance, constructability, and value engineering review during project design and construction phases
- Evaluate quality of construction and construction materials by coordinating material testing, and analyzing material test results
- Read and interpret topography maps and grading plans
- Determine and verify elevations using hand level and calculator
- Identify problems, evaluate alternatives, and arrive at logical decisions
- Read and interpret complex regulations and technical documents, including plans and specifications
- Prepare accurate notes, sketches, and daily reports
- Understand techniques and terminology relating to surveying, and use surveying and computing instruments
- Learn City ordinances as they relate to construction within the right-of-way
- Make field measurements of quantities in place
- Evaluate work in progress to verify compliance with safety standards

### 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>	Construction Inspector 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.
- **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:**

*Formerly: Assistant Public Works Inspector, Senior Public Works Inspector*

## **CONSTRUCTION INSPECTOR I/II**

### **DEFINITION**

Under direction, inspects capital improvement projects, development of right-of-way improvements, and encroachment permit work to assure compliance with plans, specifications, and codes; and performs other related work as required.

### **CLASS CHARACTERISTICS**

Construction Inspector I is the entry level classification in this construction inspection series. Under close supervision, incumbents will be given construction inspection assignments, objectives, and work methods to act as the field inspector on minor construction projects and assists Construction Inspector II on major construction projects. This class is distinguished from a Construction Inspector II in that the Construction Inspector II represents journey level technical expertise in construction inspection and the responsibility to provide training and technical expertise to Construction Inspector I incumbents.

Construction Inspector II is the fully qualified journey level classification in this construction inspection series. Under minimum supervision, incumbents will act as the lead inspector on major construction projects and assignments. Incumbents are responsible for providing training and technical expertise in construction inspection to Construction Inspector I incumbents and for assisting in updating construction policies, practices, and procedures.

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

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

1. Uses clearly defined practices and procedures to inspect the methods and materials used in capital improvement projects, development of right-of-way improvements, and encroachment permit work. Inspections include but are not limited to construction materials, line and grade elevations, all types of street paving treatments, open cut and trenchless methods to install underground utilities/facilities, construction safety precautions, minor concrete structures, street light installations, traffic signal installations, traffic control devices, and erosion and siltation control installations.
2. Participates in meetings to discuss construction details and resolves issues with contractors, other City departments, other agencies, and residents.
3. Identifies construction problems, monitors the corrections of project deficiencies, and recommends approval of necessary contract and/or plan

adjustments to accommodate field conditions.

4. Maintains daily diary and field records of construction activities, contractor crew, equipment, materials and quantities. Recommends approval of progress and final payment to contractors.
5. Operates transits, levels and other survey instruments in establishing elevations, points, lines and distances for topographic, property, and construction surveys.
6. Reviews and provides professional opinion, and takes action on resident complaints to facilitate resolution of potential issues brought to the City by its residents.
7. Posts liens, required repairs, and construction notices in accordance with City Council actions.
8. Reviews and interprets construction plans, specifications, encroachment permits, and other plans affecting assigned projects. Provides quality assurance, constructability, and value engineering review during project design and construction phases. Verifies record drawings for approval.
9. Coordinates material testing and analyzes material test results including but not limited to relative compaction tests, gradation of aggregates, slump tests, and resistant value of soils. Inspects producers of construction materials and its sources.

## **MINIMUM QUALIFICATIONS**

### **Thorough Knowledge of:**

**Construction Inspector I:** principles, techniques and terminology relating to construction inspection; construction quality, equipment/tools, materials, and workmanship industry standards; mathematics through plane geometry and trigonometry; construction OSHA safety practices; traffic safety and MUTCD manual; computers and various software applications.

**Construction Inspector II:** construction Inspector I knowledge requirements; laws and ordinances affecting construction and repair work; surveying and construction staking (grade-setting) practices; methods and techniques of material testing, soil types and characteristics; standard specifications and construction details (both City and State); office methods and procedures, including setting-up and maintaining technical record-keeping systems.

Ability to:

Construction Inspector I: act as field inspector on major and minor construction projects (assisting the Construction Inspector II on major construction projects); evaluate quality of construction and construction materials by coordinating material testing and analyzing material test results; perform mathematical calculations through plane geometry and trigonometry; read and interpret topography maps and grading plans; determine and verify elevations using hand level and calculator; communicate effectively with individuals from a variety of cultural and socio-economic backgrounds both orally and in writing; resolve inter-personal conflicts; identify problems, evaluate alternatives, and arrive at logical decisions; read and interpret complex regulations and technical documents, including plans and specifications; prepare accurate notes, sketches, and daily reports; understand and use standard engineering and hand held tools used in construction inspection; understand techniques and terminology relating to surveying and use surveying and computing instruments; learn city ordinances as they relate to construction within the right-of-way; meet and discuss construction details and problems with contractors and other agencies; make field measurements of quantities in place; evaluate work in progress to verify compliance with safety standards; use computers and various software applications; work weekends, holidays, and overtime as required.

Construction Inspector II: construction Inspector I ability requirements; act as lead inspector on major construction projects; direct, monitor, and evaluate the work of Construction Inspector I; train and develop Construction Inspector I in professional and technical areas and procedural changes as necessary; encourage and foster team building; resolve problems and conflicts; ensure adherence and assists in updating construction policies, practices, and procedures; provide quality assurance, constructability, and value engineering review during project design and construction phases.

**EDUCATION/EXPERIENCE**

Construction Inspector I:

Equivalent to high school diploma.

And

Three (3) years of experience in performing construction, inspection, surveying or materials testing on capital improvement projects, development of right-of-way improvements, and/or encroachment permit work. Graduation from a four (4) year college or university with major course work in engineering can be substituted for a maximum of two (2) years of experience.

Construction Inspector II:

Equivalent to high school diploma.

And

Four (4) years of responsible experience as an inspector on capital improvement projects, development of right-of-way improvements, and/or encroachment permit work. Graduation from a four (4) year college or university with major course work in engineering can be substituted for a maximum of two (2) years of experience.

**LICENSE/CERTIFICATION**

Construction Inspector I:

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

Construction Inspector II:

Possession of a valid California Driver License and a satisfactory driving record is an on-going requirement. The acquiring of Public Infrastructure Inspector Certification is required before probationary period is complete.

**WORKING CONDITIONS**

Office and inspection site environment. Exposure to extreme hot or cold temperature; works around moving machinery; exposure to marked changes in temperature/humidity; exposure to dust, fumes, smoke, gases, odors, mists, or other irritating particles; exposure to toxic or caustic chemicals; exposure to excessive noise; exposure to radiation or electrical energy; exposure to solvents, greases, or oils; exposure to slippery or uneven walking surfaces; working below ground and in confined spaces; using computer monitors; exposure to vibrations; exposure to flames or burning items; works around others; works alone; and works with others.



## Classification Specification

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

### GENERAL SUMMARY

Under general supervision, performs skilled work in the operation of a wide variety of heavy motorized construction and maintenance equipment, and does related work as required.

### DISTINGUISHING CHARACTERISTICS

The incumbent in this position operates a variety of heavy motorized construction and maintenance equipment and assists work crews in work related to assigned division. May provide technical supervision of field 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.*

- Operates various types of heavy motorized equipment in the construction and maintenance of varied public works projects, including dump trucks, graders, front end loader, excavator, rollers, backhoe, bobcat/attachments, emulsion tank, paver, jackhammers, large field mower, and sweepers.
- Performs daily maintenance on heavy motorized equipment to ensure the equipment is running properly and safely.
- Removes trash, debris, and overgrown vegetation from facilities and private properties.
- Operates equipment in the construction and maintenance of City streets.
- Directs and oversees the work of one or more field staff as required.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

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

## Classification Specification

<b>Classification Title</b>	Equipment Operator
<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
- One (1) to three (3) years of experience operating heavy equipment
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- Depending on assignment, California Class "A" or Class "B" driver's license is required at date of appointment, with airbrakes endorsement and tanker endorsement (street sweeping operations)

#### Desirable Qualifications

- Equipment Operator Certificate of completion is highly desirable
- Safe Wheel Loader Operation Certificate is highly desirable
- Forklift Safety Certificate of Completion is highly desirable

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Public works construction and maintenance
- Safety protocols and precautions

## Classification Specification

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

**Skill in:**

- The operation of heavy motorized equipment
- Leadership
- The use of hand and power tools

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- 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		
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste			X

## Classification Specification

<b>Classification Title</b>	Equipment Operator
<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 exposure to unpleasant environmental conditions and/or hazards. Frequent 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.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

CITY OF RICHMOND

CLASS CODE: SM-818

GROUP: GENERAL

FLSA: NON-EXEMPT

REVISED: 2/28/90

## **EQUIPMENT OPERATOR**

### DEFINITION

Under general supervision, to perform skilled work in the operation of a wide variety of heavy motorized construction and maintenance equipment; to do related work as required.

### EXAMPLES OF DUTIES:

Operates various types of heavy motorized equipment in the construction and maintenance of varied public works projects; dumps and spreads rock, gravel and plant mix; applies road oil, using oil truck, spray bar and hand-spraying equipment; grades, rakes and tamps road surfaces; operates roller to compact road surface; operates grader, front-end loader, truck and auxiliary equipment used in street construction and maintenance; operates power sweeper to clean City streets; on a regular schedule, rods, drags and flushes sewers; makes repair to sewer lines; lays and caulks sewer pipe; mixes and applies paint for traffic signs and markings; installs and maintains a variety of traffic control devices; directs one or more helpers as required; occasionally acts as the foreman in his/her absence.

### MINIMUM QUALIFICATIONS

#### Knowledge of and skill in:

The use of the tools and materials commonly used in public works construction and maintenance.

#### Ability to:

Operate a variety of heavy motorized equipment; follow oral and written directions; supervise helpers.

#### Education/Experience

Any combination of training and experience equivalent to completion of the twelfth grade and two (2) years of experience in operating construction and maintenance equipment.

#### License

Depending upon assignment, possession of a valid Class "A" or Class "B" California Driver License is required AT DATE OF appointment.



## Classification Specification

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

### GENERAL SUMMARY

Performs cleaning, maintenance, and general housekeeping duties in City-owned or maintained buildings. Maintains sites in an orderly, sanitary, insect, and rodent free area.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Facilities Maintenance Worker series and is flexibly staffed with Facilities Maintenance Worker II. Incumbents in this class are assigned to a variety of cleaning, maintenance, and general housekeeping tasks of a specific or limited nature in City-owned or maintained buildings. This position is distinguished from Facilities Maintenance Worker II in that incumbents will perform limited work assignments requiring less technical skills while under direct supervision.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Sweeps, mops, waxes/polishes, and buffs floors.
- Collects, removes, and transports garbage and illegal debris from around the City and per code enforcement.
- Dusts and polishes furniture, walls, woodwork, cabinets, and ledges.
- Adjusts door closers and locks.
- Replaces depleted lights of varying types.
- Empties and cleans waste receptacles.
- Washes windows, frames, walls, and toilet fixtures.
- Maintains energy and security integrity of rooms unoccupied.
- Assists in moving and arranging furniture.
- Performs maintenance on vacuum cleaners and buffers.
- Assembles furniture, and makes minor repairs to same.

## Classification Specification

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

- Changes clocks, supplies new batteries, and adjusts as necessary.
- Maintains immediate exterior of buildings.
- Checks plumbing fixtures for leaks and other defects. Fixes clogged drains, pipes, and traps, and drains hot water heaters.
- Prepares surfaces for and applies paints and other surface preservatives to the interior of buildings.
- Performs minor rodent and insect control.
- Performs graffiti removal from public and City-owned facilities and infrastructure.
- Assists skilled crafts as directed.
- 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 related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

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

## Classification Specification

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

- 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
- Methods, materials, and equipment utilized in the cleaning, maintenance, and general housekeeping operations in City-owned or maintained buildings or areas

#### Skill in:

- Organization and time management
- The use of hand tools

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain an effective work schedule program in assigned buildings or areas
- Understand and follow oral and written directions
- Work alone or with others in an effective manner

### 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>	Facilities Maintenance Worker I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )		X	
Communicable diseases		X	
Moving mechanical parts		X	
Fumes or airborne particles			X
Toxic or caustic chemicals, substances or waste			X
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )		X	

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position 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:**



## Classification Specification

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

### GENERAL SUMMARY

Performs cleaning, maintenance, and general housekeeping duties in City-owned or maintained buildings. Maintains sites in an orderly, sanitary, insect, and rodent free area.

### DISTINGUISHING CHARACTERISTICS

This class is the journey level classification in the Facilities Maintenance Worker series and is flexibly staffed with Facilities Maintenance Worker I Incumbents in this class are assigned to a variety of cleaning, maintenance, and general housekeeping tasks of a specific or limited nature in City-owned or maintained buildings. This position is distinguished from Facilities Maintenance Worker I in that incumbents will perform the full range of job duties with minimal supervision.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Sweeps, mops, waxes/polishes, and buffs floors.
- Collects, removes, and transports garbage and illegal debris from around the City and per code enforcement.
- Dusts and polishes furniture, walls, woodwork, cabinets, and ledges.
- Adjusts door closers and locks.
- Replaces depleted lights of varying types.
- Empties and cleans waste receptacles.
- Washes windows, frames, walls, and toilet fixtures.
- Maintains energy and security integrity of rooms unoccupied.
- Assists in moving and arranging furniture.
- Performs maintenance on vacuum cleaners and buffers.
- Assembles furniture, and makes minor repairs to same.

## Classification Specification

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

- Changes clocks, supplies new batteries, and adjusts as necessary.
- Maintains immediate exterior of buildings.
- Checks plumbing fixtures for leaks and other defects. Fixes clogged drains, pipes, and traps, and drains hot water heaters.
- Prepares surfaces for and applies paints and other surface preservatives to the interior of buildings.
- Performs minor rodent and insect control.
- Performs graffiti removal from public and City-owned facilities and infrastructure.
- Assists skilled crafts as directed.
- 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 related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

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

## Classification Specification

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

- California driver's license is an ongoing requirement
- Must possess a Pest Control Applicator's Certificate at the time of appointment

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### **Knowledge of:**

- Modern office practices and equipment, including applicable software
- Methods, materials, and equipment utilized in the cleaning, maintenance, and general housekeeping operations in City-owned or maintained buildings or areas

#### **Skill in:**

- Organization and time management
- The use of hand tools

#### **Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain an effective work schedule program in assigned buildings or areas
- Understand and follow oral and written directions
- Work alone or with others in an effective manner
- Perform occasional lead responsibility in the absence of the Facilities Maintenance Lead Worker

### 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>	Facilities Maintenance Worker II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

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:**

## **UTILITY WORKER I/II**

### **DEFINITION**

Under supervision, performs cleaning, maintenance and general housekeeping duties in City-owned or maintained buildings; will be required to maintain sites in an orderly, sanitary, insect and rodent free area and does related work as required.

### **CLASS CHARACTERISTICS**

Incumbents in this class are assigned a variety of cleaning, maintenance and general housekeeping tasks of a specific or limited nature in City-owned or maintained buildings. Will work alone or with others in performing their assigned tasks. Flexibly staffed classification with the I level performing limited work assignments requiring less technical skills while under direct supervision, the II is the journey level and will perform the full range of job duties with minimal supervision.

### **EXAMPLES OF DUTIES**

1. Sweeping, mopping, waxing/polishing, and buffing floors.
2. Dust and polish furniture, walls, woodwork, cabinets, and ledges.
3. Make adjustments to door closers and locks.
4. Replace depleted lights of varying types.
5. Empties and cleans waste receptacles.
6. Washes windows, frames, walls and toilet fixtures.
7. Maintains energy and security integrity of rooms unoccupied.
8. Assists in moving and arranging furniture.
9. Perform maintenance on vacuum cleaners and buffers.
10. Assemble furniture and make minor repairs to same.
11. Change clocks, supply new batteries, adjust as necessary.
12. Cleans and repairs blinds of all sorts.

**CITY OF RICHMOND, CA  
UTILITY WORKER I/II  
PAGE 2**

13. Maintains immediate exterior of buildings.
14. Checks plumbing fixtures for leaks and other defects, opens and cleans.
15. Clogged drains, pipes and traps, drains hot water heaters.
16. Applies paints and other surface preservatives to the interior of buildings, prepares surfaces for painting.
17. Performs minor rodent and insect control.
18. Assists skilled crafts as directed.
19. Maintains an acceptable standard of maintenance in all areas assigned; performs all assigned duties not necessarily covered in the above listing in a manner acceptable to the good health and safety of himself or herself and other employees.

**MINIMUM QUALIFICATIONS**

**UTILITY WORKER I**

Thorough Knowledge of: methods, materials, and equipment utilized in the cleaning, maintenance and general housekeeping operations in City-owned or maintained buildings or areas.

Ability to: maintain an effective work schedule program in assigned buildings or areas; understand and follow oral and written directions; work alone or with others in an effective manner; operate and utilize hand tools.

**EDUCATION/EXPERIENCE**

Equivalent to graduation from high school and one (1) year of related experience which demonstrates possession of the knowledge and abilities necessary to perform the assigned job duties.

**LICENSE REQUIRED**

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

**UTILITY WORKER II**

Thorough Knowledge of: methods, materials, and equipment utilized in the cleaning, maintenance and general housekeeping operations in City-owned or maintained buildings or areas.

**CITY OF RICHMOND, CA  
UTILITY WORKER I/II  
PAGE 3**

Ability to: maintain an effective work schedule program in assigned buildings or areas; understand and follow oral and written directions, work alone or with others in an effective manner; perform mechanical tasks including the operation of a forklift, perform occasional lead responsibility in the absence of the Utility Lead worker.

**EDUCATION/EXPERIENCE**

Equivalent to graduation from high school and two (2) years of related experience, which demonstrates possession of the knowledge and abilities necessary to perform the assigned job duties.

**LICENSES/CERTIFICATIONS**

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



## Classification Specification

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

### GENERAL SUMMARY

Under supervision, performs skilled gardening work in the planting, cultivating, and maintaining of lawns, plants, trees, shrubs, and landscaped areas.

### DISTINGUISHING CHARACTERISTICS

Incumbents in this class perform skilled gardening work within the Parks Division. The class differs from Groundskeeper in that it is more technically orientated than the latter requiring incumbents to concentrate heavily on horticultural and other specialized gardening functions. Groundskeepers spend considerable time in general clean-up activities while Gardeners do not. Gardeners receive supervision from the Parks Supervisors.

### 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 skilled gardening work in maintaining highly-landscaped grounds using a wide range of hand and motorized gardening tools and equipment.
- Performs all phases of shrub and tree pruning that can be accomplished from the ground or a ladder.
- Plants, maintains, and cuts lawns, edges, and groundcover. Determines the need for soil additives and fertilizer, and applies same as required.
- Prepares soils for planting lawns, groundcovers, shrubs, and trees. Identifies insects and fungi, applies proper controls, and identifies and treats plant diseases.
- Determines the need for and controls pests, weeds, plants, groundcover, shrubs, and trees. Stakes trees.
- Makes minor irrigation repairs and adjustments.
- Operates and maintains spray equipment, as well as operates rotary reel, greens mowers, aerators, renovators, verti-cutter, edgers, dump, flatbed and pickup trucks, and rototillers.

## Classification Specification

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

- Calibrates mixes, and applies herbicides, insecticides, and fungicides.
- Collects, removes, and transports trimmings, garbage and illegal debris from around the City and per code enforcement.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Job has no responsibility for the direction or supervision of others, but may have technical oversight of other field staff.

### **HUMAN COLLABORATION & JOB IMPACT**

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

- 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 experience in gardening, nursery, or grounds maintenance work
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

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

- California Class C driver's license is an ongoing requirement
- California Qualified Applicator's Certificate within one (1) year of appointment

### **REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

**Knowledge of:**

## Classification Specification

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

- Modern office practices and equipment, including applicable software
- Plant materials common to San Francisco Bay Area, including their identification, soil and fertilizer requirements, and pests and diseases
- Fertilizers, including their composition, values, uses, and the timing of applications
- Insecticides, fungicides, and herbicides, both organic and chemical, and other specific controls, including a knowledge of their respective toxicities
- Cultivating and watering methods for trees, shrubs, flowers, turf, and various types of greens
- Appropriate safety practices, and safe methods of working in varied assignments

**Skill in:**

- Organization and time management

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Perform a variety of gardening work using a wide range of hand and motorized tools and equipment
- Follow written and oral instructions regarding use of pesticides, insecticides, and other gardening activities

### 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>	Gardener
<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 the majority of work to be performed outside with occasional 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:**

## **GARDENER**

### **DEFINITION:**

Under supervision, performs skilled gardening work in the planting, cultivating and maintaining of lawns, plants, trees, shrubs and landscaped grounds and gardens; and does related work as required.

### **CLASS CHARACTERISTICS:**

Incumbents in this class perform skilled gardening work within the Parks Division. The class differs from Groundskeeper-Gardener in that it is more technically oriented than the latter requiring incumbents to concentrate heavily on horticultural and other specialized gardening functions. Groundskeeper-Gardeners spend considerable time in general clean-up activities while gardeners do not. Gardeners receive supervision from the Parks Supervisors.

### **EXAMPLES OF DUTIES:**

1. Performs a variety of skilled gardening work in maintaining highly landscaped grounds using a wide range of hand and motorized gardening tools and equipment.
2. Performs all phases of shrub and tree pruning that can be accomplished from the ground or a ladder.
3. Plants, maintains and cuts lawns; edges lawns and groundcover; determines the need for soil additives and fertilizer and applies same as required.
4. Prepares soils for planting; plants lawns, groundcovers, shrubs, and trees; identifies insects and fungi and applies proper controls; identifies and treats plant diseases.
5. Determines the need for and controls pests, weeds, plants groundcover, shrubs and trees; stakes trees.

**CITY OF RICHMOND, CA  
GARDENER  
PAGE 2**

6. Operates and maintains spray equipment as well as operates rotary, reel, and greens mowers, aerators, renovators, verti-cutter, edgers, dump, flatbed and pickup trucks and rototillers.
7. Calibrates, mixes and applies weedicides, insecticides and fungicides.

**MINIMUM QUALIFICATIONS:**

**Education:** The equivalent to graduation from high school. Any combination of training and experience that would demonstrate possession of the required knowledge and abilities; **AND**

**Experience:** Three (3) years of gardening, nursery or grounds maintenance work.

**Knowledge of:** Plant materials common to San Francisco Bay Area, including their identification, soil and fertilizer requirements and pests and diseases which affect each variety; fertilizers, including their composition, values, uses and the timing of applications; insecticides, fungicides and weedicides, both organic and chemical, and other specific controls including a knowledge of their respective toxicities; cultivating and watering methods for trees, shrubs, flowers, turf and various types of greens; appropriate safety practices and safe methods of working in varied assignments.

**Ability to:** Read and understand blue prints and irrigation systems; perform a variety of gardening work using a wide range of hand and motorized tools and equipment; drive and operate forklifts, rollers, chippers, fertilizer spreaders, various sizes of trucks and other job-related motorized equipment; understand written and oral instructions regarding use of pesticides, insecticides, and other gardening activities, as well as planting plan and generalized City and Division policies; deal effectively and courteously with those contacted in the course of work, including co-workers, the public and contractors.

**License:** Must possess and maintain a valid California Driver's License at the time of appointment and throughout work in this class, and have a satisfactory driving record.

**Other Requirements:** Good physical condition for doing strenuous outdoor work. Must possess and maintain a valid California Driver's License at the time of appointment. Incumbents must obtain a California Qualified Applicator's Certificate within six months of appointment to this classification.



## Classification Specification

<b>Classification Title</b>	Neighborhood Change Agent
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Reduces cyclical/retaliatory gun violence in the City of Richmond by understanding the culture and dynamics of the communities plagued by gun violence, and taking actions necessary to reach the desired goal.

### DISTINGUISHING CHARACTERISTICS

Under general supervision, Neighborhood Change Agents provide outreach services to at risk-individuals. Incumbents must exercise discretion and good judgment in working with confidential materials and often function as the first point of contact that members of the community have with the Office of Neighborhood Safety.

### 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.*

- Establishes and maintains open lines of communication with residents in areas significantly impacted by gun violence.
- Develops relationships with identified at-risk individuals to provide mentoring and expand access to quality opportunities and community resources.
- Conducts weekly life-skills classes to learn about and support class participants in addressing and managing the issues they face.
- Collaborates with community leaders and City officials to identify areas for improvement, and develops plans to increase support services for the populations most at risk of gun violence.
- Works in schools to provide outreach and support to broaden student interests, life skills through mentorship, and various activities.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

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

## Classification Specification

<b>Classification Title</b>	Neighborhood Change Agent
<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
- Two (2) years of violence prevention 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:

- 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

#### Skill in:

- Mentoring
- Active listening
- Conflict mediation and resolution

## Classification Specification

<b>Classification Title</b>	Neighborhood Change Agent
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Ability to:

- Use various methods and techniques to engage and communicate with people
- Demonstrate cultural sensitivity and empathy
- Adapt to different environments
- Establish and maintain effective working relationships
- 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		
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )	X		

## Classification Specification

<b>Classification Title</b>	Neighborhood Change Agent
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is requires occasional outside work 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:**

## **NEIGHBORHOOD CHANGE AGENT**

### **DEFINITION**

Under general supervision, conducts community outreach to provide residents with resources and services to help prevent and reduce violence in the community.

### **CLASS CHARACTERISTICS**

Neighborhood Change Agents are expected to provide outreach services without close supervision. Incumbents must exercise discretion and good judgment in working with confidential materials and often function as the first point of contact that members of the community have with the Office of Neighborhood Safety.

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

1. Assist in the development, implementation and refinement of protocols for addressing community conflict and violence.
2. Assist in mediating low level conflicts, referring high level conflicts, and referring high need residents for support services, including case management services, employment services, etc.
3. Maintain constant community presence by conducting daily outreach to individuals involved in conflict, their friends and families as well as high-risk residents; share information about services and resources, especially job opportunities; work to ensure community acceptance and support of ONS programs.
4. Meet with team on a weekly basis to share contacts, outcomes and ensure that all clients are being appropriately served.
5. Assist in the development and maintenance of record keeping, evaluation, and data compilation systems with special attention to confidentiality concerns.
6. Develop and maintain referral system for client needs.

### **MINIMUM QUALIFICATIONS**

Thorough Knowledge of: relationships in the community.

Ability to: negotiate and navigate across community/geographical lines; document outcome and data per program protocols; work with conflict prevention, conflict de-escalation, and conflict resolution techniques and to adhere to emergency protocols; work professionally in a multi-cultural team setting; work a flexible schedule, including

**CITY OF RICHMOND  
NEIGHBORHOOD CHANGE AGENT  
PAGE 2**

evenings; exercise good judgment and discretion in handling confidential materials and situations; establish and maintain effective working relationships with the public, co-workers, supervisors, and staff in other departments.

**EDUCATION/EXPERIENCE**

Equivalent to graduation from high school and two (2) years of violence prevention experience.

**LICENSES/CERTIFICATIONS**

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

**PHYSICAL DEMANDS**

Requires sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information both in person and over the telephone.



## Classification Specification

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

### GENERAL SUMMARY

Provides specialized technical office support to an office or division. Provides assistance to professional staff in office support programs or services to the public.

### DISTINGUISHING CHARACTERISTICS

This is a specialist level in the administrative support series, with responsibilities that include the performance of complex or difficult office support work requiring the use of independent judgment or the application of technical knowledge or related skills.

### 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 screens visitors and telephone calls.
- Assists the public in completing registration form(s) and troubleshooting online account information. Provides pertinent program information, and files/scans registration forms and supporting documents.
- Creates guides and newsletters for public informational purposes. Updates and posts program fliers.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports.
- Makes arithmetic statistical and payroll calculations, and assists with monitoring of budget expenditures.
- Organizes and maintains various departmental files, and creates detailed correspondence, reports, forms, and specialized documents from drafts, notes, dictated tapes, or brief instructions.
- Proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.

## Classification Specification

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

- Assists with preparation of technical, budget, staff reports, and other documents, and collecting supporting documentation.
- Assists with purchasing duties such as purchase requisitions, processing of grant draw downs, and processing of invoices.
- Assists with budget preparation and procurement processes.
- Enters and retrieves data, and prepares reports using an online computer system.
- Prepares purchase orders from requisitions. Contacts vendors and obtains comparative price quotations.
- 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. Some college or business school coursework is desirable
- 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

## Classification Specification

<b>Classification Title</b>	Office Specialist
<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
- Social media platforms
- City policies and procedures on collections
- Basic arithmetic
- Correct English usage, including spelling, grammar, and punctuation

#### 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
- Meet scheduled deadlines
- Prioritize and coordinate work activities
- Prepare clear and concise reports and correspondence
- Maintain complete and accurate records

### WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		

## Classification Specification

<b>Classification Title</b>	Office 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:**

## OFFICE SPECIALIST

### DEFINITION

Under general supervision, provides difficult, complex, technical or specialized office support to various City offices; performs related work as assigned.

### CLASS CHARACTERISTICS

This is the specialist level in the office support series, with responsibility including the performance of complex or difficult office support work requiring the use of independent judgment or the application of technical knowledge and/or related skills. Lead direction of others is not a regular part of the job, although project or relief leadership may be required. This class is distinguished from Supervising Office Assistant in that the latter is the full first-line supervisory class over an office support staff.

### EXAMPLES OF DUTIES

Performs difficult or complex office support work, which often requires the exercise of independent judgment, the application of technical skills, or knowledge of specialized activities related to the department to which assigned; researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes arithmetic, statistical and payroll calculations; assists with monitoring of budget expenditures; provides information to the public or to City staff that may require the use of judgment and the interpretation of policies, rules or procedures; handles difficult, public relations matters; organizes and maintains various departmental files; types detailed correspondence, reports, forms, and specialized documents from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor; proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations; enters and retrieves data and prepares reports using an on-line computer system; attends to a variety of office administrative details such as ordering supplies, arranging for the repair of equipment, transmitting information and keeping reference materials up to date; establishes, implements and monitors departmental purchasing processes; prepares purchase orders from requisitions, contacts vendors and obtains comparative price quotations; acts as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call; reviews computer-produced reports for accuracy and makes corrections as required; operates standard office equipment; may train others in work procedures or direct the work of contract and other support staff on a project basis.

**QUALIFICATIONS**

**Knowledge of:**

**Office Management practices and procedures, including filing and the operation of standard office equipment**  
**Proper form for typed materials**  
**Business arithmetic, including percentages and decimals**  
**Correct English usage, including spelling, grammar and punctuation**  
**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 complex or difficult office support work**  
**Organizing, prioritizing and coordinating work activities**  
**Interpreting and applying rules, policies and procedures**  
**Organizing, researching and maintaining office files**  
**Establishing and maintaining effective working relationships with those contacted in the course of the work**  
**Composing routine correspondence from brief instructions**  
**Making arithmetic calculations with speed and accuracy**  
**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**  
**Typing accurately at a rate of 45 net words per minute from printed copy**

**Education and Experience**

**Equivalent to graduation from high school and four years of responsible general clerical or office assistant experience. Some college or business school coursework in office administration is desirable.**



## Classification Specification

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

### GENERAL SUMMARY

Performs a variety of technical, clerical, and customer service duties related to the Building Division, including reviewing and processing building permit applications pursuant to various federal and state regulations, and City building permit codes. Reads and interprets less-complex blueprints and building plans, and responds to inquiries from various sources.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Permit Technician series and is flexibly staffed with Permit Technician II Incumbents in this class perform a variety of routine tasks requiring less knowledge and experience issuing and reviewing permit applications. This position receives technical direction and guidance from Permit Technician II positions.

### 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.*

- Issues and accepts building permit applications. Advises contractors, engineers, developers, architects, and community members on permit process and permit status.
- Prepares and issues letters, statistical reports, and other forms. Corresponds with developers and agencies.
- Calculates and assesses appropriate fees.
- Reads and interprets less-complex blueprints and building plans for compliance to codes.
- Reviews applications for completeness and accuracy, and compliance with local, state, and federal regulations.
- Researches permit application status, and records and logs permit activities.
- Updates permit records and files, and enters data into automated system.

## Classification Specification

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

- Issues periodic statistical and other reports for governmental agencies.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

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

### HUMAN COLLABORATION & JOB IMPACT

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

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

### FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility. Calculates and assesses appropriate fees.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- One (1) to three (3) years of responsible clerical and customer service experience requiring public contact and document processing
- 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
- Richmond and California building codes

## Classification Specification

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

- California health and safety codes
- Basic arithmetic
- Recordkeeping principles and practices
- Construction practices and concepts

**Skill in:**

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

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written instructions
- Learn to read blueprints
- Learn the automated permit management system
- Review applications for completeness and accuracy

**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>	Permit Technician I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )	X		

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment 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>	Permit Technician II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs advanced paraprofessional and technical work involved in the receipt, processing, and review of building permit applications, and the issuing of building, electrical, mechanical, plumbing, and related permits. Provides permit-related information to internal and external customers. Coordinates the permit process with City staff in other departments and outside agencies, and acts as a lead to assist the Permit Technician I as required.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Permit Technician series and is flexibly staffed with Permit Technician I. Incumbents in this class perform the full range of duties that are more technical and detailed in nature, and have greater knowledge of building codes. This position will perform lead duties such as providing work review and instruction to less-experienced technicians.

### 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.*

- Issues and accepts building permit applications. Advises contractors, engineers, developers, architects, and community members on permit process and permit status.
- Prepares and issues letters, statistical reports, and other forms. Corresponds with developers and agencies.
- Calculates and assesses appropriate fees. Collects, records, and balances permit-related monetary transactions.
- Reads and interprets complex blueprints and building plans for compliance to codes.
- Reviews applications for completeness and accuracy, and compliance with local, state, and federal regulations.
- Researches permit application status, and records and logs permit activities.

## Classification Specification

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

- Performs extensive responsible and complex computerized data entry, data organization, and records access.
- Records, logs, compiles, and maintains various permit-related files, data, documents, plans, blueprints, and reports.
- Issues periodic statistical and other reports for governmental agencies.
- Provides training and assistance to Permit Technicians or assigned staff.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

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

### HUMAN COLLABORATION & JOB IMPACT

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

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

### FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility. Calculates and assesses appropriate fees.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- Three (3) years of experience, with at least one (1) year of experience comparable to Permit Technician I in the City of Richmond. Education may be substituted for the general experience on a year-to-year basis in public administration, construction, planning, engineering, architectural, or related fields.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

## Classification Specification

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

### Required Licenses or Certifications

- International Code Council (ICC) Permit Technician Certification at time of hire or prior to completion of probationary period. Certification must be maintained as an ongoing requirement.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Richmond and California building codes
- Building, health, and safety codes
- Basic arithmetic
- Recordkeeping principles and practices
- Construction practices and concepts
- Automated permit management systems

#### Skill in:

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

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written instructions
- Read and interpret blueprints
- Review applications for completeness and accuracy
- Work independently within established policies and procedures
- Work independently within established computer systems, programs, and platforms
- Prepare clear and concise 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.*

## Classification Specification

<b>Classification Title</b>	Permit 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.
- **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>	Permit Technician II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

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CITY OF RICHMOND

Class Code: (I) OC-617; (II) OC-609  
Established: 12/03/98  
Bargaining Unit: 790  
FLSA: Non-Exempt

## PERMIT TECHNICIAN I/II

### DEFINITION

Under direction, to perform a wide variety of technical, paraprofessional support and customer service duties related to the Building Division, including processing and reviewing a wide variety of building permit applications pursuant to various Federal and State regulations and City building permit codes.

### CLASS CHARACTERISTICS

**Permit Technician I** - This is the entry level class in the Permit Technician series. Incumbents in this class perform a variety of routine tasks issuing and reviewing permit applications. Receives technical direction and support from Permit Technician II positions. Upon the development of adequate skills in technical and detailed tasks, the incumbent may be eligible for promotion to the Permit Technician II level upon examination.

**Permit Technician II** - This is the journey level in the Permit Technician series. Incumbents in this class perform the full range of duties that are more technical and detailed in nature and have greater knowledge of building codes. Incumbents will perform lead duties such as providing work review and instruction to less experienced technicians.

### EXAMPLES OF DUTIES (I/II):

Duties may include, but are not limited to:

1. Advise public on permit requirements and permit application process.
2. Calculate and assess appropriate fees.
3. Issue and accept building, electrical, plumbing and mechanical permit applications.
4. Reads and interprets less complex blueprints and building plans for compliance to codes.
5. Review applications for completeness and accuracy and compliance with local, state, and Federal regulations.
6. Research permit application status and records and log permit activities.
7. Update permit records and files; enter data into automated system.

8. Respond to inquiries from owners, contractors, developers and the public concerning building codes and permit regulations at the counter and over the phone.
9. Issues periodic statistical and other reports for governmental agencies.

## **MINIMUM QUALIFICATIONS**

### **Permit Technician I**

#### **Knowledge of:**

- Telephone answering and visitor reception etiquette; basic mathematics to calculate fees; filing systems and record keeping and construction practices and concepts.

#### **Ability to:**

Learn to read blueprints; maintain records; follow oral and written directions; learn the automated permit management system; review applications for completeness and accuracy; work with and provide information to the public; and establish and maintain effective working communication relationships with individuals from diverse backgrounds.

#### **Education and Experience:**

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

Equivalent to high school graduation and 2 years of responsible clerical experience involving public contact and document processing. Education may be substituted for experience on a year to year basis in public administration, construction, planning, engineering, architectural, building inspection technology or a related field.

#### **License or Certificate:**

None required.

### **Permit Technician II**

#### **Knowledge of:**

Building permit process; basic knowledge of municipal and building codes; building and construction materials; automated permit management systems; filing system; telephone answering and visitor reception etiquette; basic mathematics to calculate fees and apply fee formulas to buildings or projects; blueprint reading and interpretation; inspection methods and procedures.

**Ability to:**

Follow oral and written directions; plan and organize workload; work independently within established policies and procedures; and develop and maintain effective working relationships with individuals from diverse backgrounds.

**Education and Experience:**

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

Equivalent to high school graduation and 3 years of experience with 1 year of experience comparable to Permit Technician I in the City of Richmond. Education may be substituted for general experience on a year to year basis in public administration, construction, planning, engineering, architectural or related fields.

**License or Certificate:**

The acquiring of an ICBO Permit Technician Certification at time of appointment or prior to completion of probationary period is required.

**WORKING CONDITIONS**

Work in an office environment; sustained posture in a seated position; work at a centralized public counter; deal with a wide range of customers.