

PERSONNEL BOARD

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



REGULAR MEETING
Thursday, September 28, 2023

6:15 p.m.

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



AGENDA

Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Phillip Front

Kyra Worthy

1. **ROLL CALL**
2. **AGENDA REVIEW**
3. **STATEMENT OF CONFLICT OF INTEREST**
4. **APPROVAL OF MINUTES**
 - a. Special Meeting of July 27, 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 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. Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, September 28, 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 by 12:00 Noon on Thursday, September 28, 2023. The email must contain in the subject line **Public Comment on Agenda item #**. The request must include the following:

- (a) Your Name
- (b) Your Phone Number
- (c) The Item for which you wish to make a Public Comment

Public comment is limited to two (2) minutes.

The City cannot guarantee that its network and/or the site will be uninterrupted.

Record of all public comments: All public comments will be considered a public record, put into the official meeting record, and considered before Personnel Board action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

Accessibility for Individuals with Disabilities: Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to personnel_board@ci.richmond.ca.us or submitted by phone at 510-620-6588. Requests will be granted whenever possible and resolved in favor of accessibility.

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
SPECIAL MEETING**

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

July 27, 2023
MINUTES

The special meeting was called to order by Rozma Paiz at 6:16 p.m. on July 27, 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

- a. Special Meeting of July 20, 2023

SPEAKERS:

None

Vice Chair Buckner made a motion to approve the minutes of July 20, 2023. Chair Wirsig seconded the motion. Minutes were approved by the following vote:
YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: K. Worthy.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: Email received and read.

6. CONSENT AGENDA

- None

Audio recordings of Personnel Board Meetings are available at:

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

7. NEW BUSINESS

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

SPEAKERS:

- Toni Bermudez: Email received and read.
- Cordell Hindler: Stated he reviewed the classification and has no objections and asked the board to consider the classification presented by staff so that it can be put on the City Council agenda. He also suggested looking for talent at the Haas School of Business.

Interim Human Resources Director Sharrone Taylor presented the sixth batch of job descriptions per the Segal classification and compensation study. Some of the job descriptions are with the unions and are still in the meet and confer process. The board has reviewed about 85% of the job descriptions.

Board member Front asked if Ms. Taylor would like to speak on the comment made by Toni Bermudez and if there is a Senior Office Assistant position.

Ms. Taylor informed the board that there were several classifications that were collapsed through the study. Segal reviewed the job description, in particular, the Office Assistant I/II, and found the standard is not having it as a flexibly staffed journey level position and pay is over market. The City of Richmond current Office Assistant II employees would not receive any reduction in pay and the job duties will stay consistent with what they are currently doing. Ms. Taylor confirmed there is no Senior Office Assistant classification.

Vice Chair Buckner thanked Ms. Taylor for the clarification.

Chair Wirsig made a motion to approve the revised job descriptions per the Segal classification and compensation study. Vice Chair Buckner seconded the motion. The revised job descriptions per the Segal classification and compensation study job series 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

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

9. ADJOURNMENT OF SPECIAL MEETING

The meeting adjourned at 6:27 p.m.

Rozma Paiz

From: Cordell Hindler
Sent: Wednesday, July 26, 2023 3:43 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 Staff,

I AM Forwarding The Following Items TO Be Placed on The November 15th Agenda:

1. Approve Revision To Job Description for Assistant City Manager
2. Approve The Revision/Retitle of Community Operations Specialist to Economic Development Specialist I/II

The Reason for Bringing The Items Forward Is I had Spoken with Former City Manager Laura SNIDEMAN and She Did Mentioned About Having an Assistant City Manager on Board to Attend Meetings in West County.

According to the City of Walnut Creek, The Economic Development Specialist Reports to the Community and Economic Development Director

Sincerely
Cordell

Rozma Paiz

From: Toni Bermudez
Sent: Thursday, July 27, 2023 11:59 AM
To: Personnel Board
Subject: Public Comment on Agenda item # 7a

Name: Toni Marie Bermudez

Phone #: (510) 620-5514

Item: 7a: Approve the new and revised job description per the Segal classification and compensation study adopted by the City Council

I strongly disagree that the Office Assistant I/II, currently a flexibly staffed position, should be changed to Office Assistant.

The Office Assistant, as stated on the proposed classification spec. is an entry-level classification of the administration support series. The old job spec. for Office Asst. I is an entry-level class, but the Office Asst. II is the journey-level class of the series. How is it that someone like me, who has been working at a journey level Office Assistant II for over 30 years, will now be retitled to simply an entry-level Office Assistant?

I believe that there were many flaws with the Segal classification and compensation study, but I hope that common sense will prevail. There currently are only three employees working as an Office Assistant II, and none working as an Office Assistant I in the City of Richmond. I honestly believe that those in the journey-level Office Assistant II should be retitled to either Office Specialist or Administrative Aide.

Toni Marie Bermudez

Office Assistant II
Richmond Public Library

Text the Librarians: [510-621-7346](tel:510-621-7346)

Email the Librarians: rpl_reference@ci.richmond.ca.us





STAFF REPORT

PERSONNEL BOARD

DATE: September 28, 2023

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Interim Human Resources Director

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

BACKGROUND:

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

RECOMMENDATION:

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

ANALYSIS:

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

Tonight, HR staff is submitting the 7th batch of job description changes for your approval. The job descriptions are as follows (retitles and new titles notated):

SEIU Local 1021 General Employees:

- Combination Equipment Mechanic
- Groundskeeper (retitled from Groundskeeper/Gardener)
- Maintenance Lead Worker
- Maintenance Worker I

Personnel Board Staff Report

- Maintenance Worker II
- Parks & Construction Maintenance Worker
- Stationary Engineer
- Tree Lead Worker
- *Electrician I
- *Electrician II
- *Senior Electrician
- *Gardener
- *Equipment Operator

*These job descriptions in their new format were already approved by the board, but the union and the City agreed to one additional changes which is the inclusion of the below duty:

- Conducts traffic safety and directs the flow of traffic by utilizing traffic cones, barricades, safety signs, etc.

Local 21 Mid-Management Bargaining Unit:

- Administrative Services Coordinator (retitled from Administrative Services Analyst)
- Arts and Culture Manager
- Associate Management Analyst (retitled from Management Analyst II)
- Building Maintenance Supervisor
- Crime Analyst
- Emergency Services Manager
- Environmental Services Coordinator (*new classification*)
- Human Resources Analyst I (retitled from Personnel Analyst I)
- Human Resources Analyst II (retitled from Personnel Analyst II)
- Management Analyst (retitled from Management Analyst I)
- Network and Systems Security Officer
- Network and Systems Specialist I
- Network and Systems Specialist II
- Parks and Landscaping Superintendent
- Police Records and Property Manager
- Public Works Facilities Maintenance Superintendent
- Senior Development Project Manager
- Systems Administrator
- Workforce Program Manager (retitled from Employment Program Manager)
- Workforce Program Specialist (retitled from Senior Employment Program Specialist)

Personnel Board Staff Report

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

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

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

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

Attachments:

Attachment A: SEIU Local 1021 Job Descriptions

Attachment B: Local 21 Mid-Management Job Descriptions

SEIU Local 1021
General Employees



Classification Specification

Classification Title	Combination Equipment Mechanic
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs diagnosis, maintenance, repair, and fabrication for all City fleet equipment, ranging from small engine equipment to fire apparatus.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification in the maintenance and repair of a wide range of gasoline, diesel, or electric powered equipment used by various City departments.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Inspects, services, modifies, and repairs vehicle and equipment components, including suspension systems, axles, brake systems, clutches, cooling systems, engines, exhaust systems, electrical systems, fuel systems, electronic and computerized fuel and ignition systems, drive lines, steering mechanisms, air conditioning systems, transmissions, hydraulic systems, pumps, smog emission systems, and accessories.
- Repairs and maintains a wide range of mechanical equipment, including power mowers, forklifts, motorcycles, three-wheeled motor scooters, compressors, gas or diesel generators, passenger vehicles, and fire apparatus.
- Guides and assists lower-level staff in service and repair duties.
- Repairs and maintains a wide range of mechanical equipment, including rollers, graders, loaders, industrial tractors, road oil distributors, flushers, backhoes, spray units, gang mowers, and aerial lifts.
- Maintains shop equipment and the orderly condition of work areas.
- May operate electrical and welding devices.
- May perform machinist work.
- May perform body repair and painting of equipment.

Classification Specification

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Three (3) to five (5) years of experience as a journey-level mechanic or possession of a certificate of completion from the State of California Automotive Mechanic Apprenticeship Program
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement. Possession of a Class "B" California driver's license is required prior to completion of the probationary period and thereafter.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

Classification Specification

Classification Title	Combination Equipment Mechanic
Job Code	
FLSA Status	Non-exempt

- Modern office practices and equipment, including applicable software
- Automotive and road maintenance and construction equipment
- Tune-up instruments, front-end alignment equipment, and power and hand tools used in repair and reconditioning of automotive and road equipment
- Automotive electrical, fuel, and cooling systems
- Automotive transmissions, hydraulic pumps, hydraulic motors, and control valves
- Electrical and oxyacetylene welding

Skill in:

- The use of hand and power tools

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Recognize and diagnose various mechanical disorders
- Improvise and make repairs under adverse field conditions
- Follow oral and written directions

WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment	X		
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site		X	
Confined space	X		
Vehicle			X
Warehouse environment			X
Shop environment			X
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		

Classification Specification

Classification Title	Combination Equipment Mechanic
Job Code	
FLSA Status	Non-exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

COMBINATION EQUIPMENT MECHANIC

DEFINITION

Under supervision, performs maintenance, repairs modifications to automotive vehicles, road maintenance and construction equipment, fire apparatus and other City equipment; and does related work as required.

CLASS CHARACTERISTICS

Positions in this class are assigned all of the tasks ordinarily performed by journey level automotive mechanics, and in addition, the maintenance and repair of a wide range of gasoline and or diesel powered equipment used by various City departments.

EXAMPLES OF DUTIES

1. Inspects, services, modifies and repairs vehicle and equipment components including suspension systems, axles, brake systems, clutches, cooling systems, engines, exhaust systems, electrical systems, fuel systems, electronic and computerized fuel and ignition systems, drive lines, steering mechanisms, air conditioning systems, transmissions, hydraulic systems, pumps, smog emission systems, and accessories.
2. Repairs and maintains a wide range of mechanical equipment including, but not limited to, power mowers, forklifts, motorcycles, three-wheeled motor scooters, compressors, gas or diesel generators, passenger vehicles, and fire apparatus.
3. Repairs and maintains a wide range of mechanical equipment including, but not to, rollers, graders, loaders, industrial tractors, road oil distributors, flushers, backhoes, spray units, gang mowers, and aerial lifts.
4. Maintains shop equipment and the orderly condition of work areas.
5. May operate electrical and welding devices.
6. May perform machinist work.
7. May perform body repair and painting of equipment.

MINIMUM QUALIFICATIONS

Thorough Knowledge of: automotive and road maintenance and construction equipment.

General Knowledge of: tune-up instruments, front-end alignment equipment, and power and hand tools used in repair and reconditioning of automotive and road equipment; the

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COMBINATION EQUIPMENT MECHANIC
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theory of internal combustion and diesel engines and their operation and care; automotive electrical, fuel and cooling systems, and automotive transmissions; hydraulic pumps, hydraulic motors and control valves; electrical and oxyacetylene welding.

Ability to: recognize and diagnose various mechanical disorders; improvise and make repairs under adverse field conditions; carry out oral and written directions.

EDUCATION/EXPERIENCE

Equivalent to four (4) years of experience as a journey level mechanic OR possession of a certificate of completion from the State of California Automotive Mechanic Apprenticeship Program.

LICENSE/CERTIFICATION

Possession of a valid Class "B" California Driver License prior to completion of the probationary period and thereafter.



Classification Specification

Classification Title	Groundskeeper
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Under supervision, performs semi-skilled maintenance tasks in the care of parks and landscaped areas; performs a variety of clean-up work in park areas; and does related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class perform both grounds clean-up and gardening tasks in the maintenance of park areas and facilities. This class differs from Gardener in that incumbents perform considerably less technically horticultural work and devote a larger share of work time to clean-up tasks. Incumbents are supervised by Parks Field Supervisors, while Gardeners receive supervision from 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.

- Cultivates, waters, and trims hedges, lawns, trees, and shrubs in park areas.
- Plants and maintains shrubs and lawns; transplants shrubs and flowers.
- Mows, trims, and waters lawns; drives a truck, and operates a power mower; hoes weeds; and hauls materials by truck.
- Moves and starts sprinklers; lays sod; and trims trees and shrubs.
- Makes minor repairs to sprinkler systems and park maintenance equipment; spreads fertilizer and top dressing.
- Locks and unlocks public restrooms and facilities; maintains restrooms, playgrounds, ball fields, and other park facilities in a clean and orderly condition.
- Answers questions and provides information to the public.
- Sweeps and rakes leaves; does simple carpentry, painting, and plumbing work; prepares and spades flower beds; repairs and sharpens hand tools; and assists more technically-skilled personnel in pest control and other park maintenance tasks.

Classification Specification

Classification Title	Groundskeeper
Job Code	
FLSA Status	Non-exempt

- Cleans, collects, removes, and transports garbage, paper, trash, and illegal debris from around the City and per code enforcement.
- Conducts traffic safety and directs the flow of traffic by utilizing traffic cones, barricades, safety signs, etc.
- 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

- One (1) year of experience in groundskeeping or parks maintenance work
- Any combination of training and experience that would demonstrate possession of the knowledge and abilities listed

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Common gardening methods, tools, and supplies
- Effective practices in planting, pruning and trimming, cultivating, and caring for trees, shrubs, flowers, and lawns

Classification Specification

Classification Title	Groundskeeper
Job Code	
FLSA Status	Non-exempt

Skill in:

- The proper and safe operation of hand and power tools

Ability to:

- Follow oral and written directions
- Use hand tools and a variety of motorized groundskeeping and gardening equipment, including power saws, mowers, edgers, trucks to 2-ton size, and hedge trimmers
- Proper use of Personal Protection Equipment (PPE)
- Observe and adhere to all safety protocols
- Deal effectively and courteously with co-workers and the public
- Work independently

WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment	X		
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site		X	
Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases		X	

Classification Specification

Classification Title	Groundskeeper
Job Code	
FLSA Status	Non-exempt

Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires majority of work to be performed outside and exposure to unpleasant environmental conditions and/or hazards.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

GROUNDSKEEPER-GARDENER

DEFINITION

Under supervision, performs semi-skilled maintenance tasks in the care of parks and landscaped areas; performs a variety of clean-up work in park areas; and does related work as required.

CLASS CHARACTERISTICS

Incumbents in this class perform both grounds clean-up and gardening tasks in the maintenance of parks areas and facilities. This class differs from Gardener in that incumbents perform considerably less technically horticultural work and devote a larger share of work time to clean-up tasks. Incumbents are supervised by Parks Field Supervisors, while Gardeners receive supervision from Senior Parks Supervisor.

EXAMPLES OF DUTIES

1. Cultivates, waters, and trims hedges, lawns, trees and shrubs in park areas.
2. Plants and maintains shrubs and lawns; transplants shrubs and flowers.
3. Mows trims and waters lawns, drives a truck and operates a power mower; hoes weeds; hauls materials by truck.
4. Moves and starts sprinklers; lays sod; trims trees and shrubs.
5. Cleans up grounds by picking up paper, trash and other debris.
6. Makes minor repairs to sprinkler systems and park maintenance equipment; spreads fertilizer and top dressing.
7. Locks and unlocks public rooms and facilities; maintains restrooms, playgrounds, ball fields and other park facilities in a clean and orderly condition.
8. Answers questions and provides information to the public.
9. Sweeps and rakes leaves; does simple carpentry, painting and plumbing work; prepares and spades flower beds; repairs and sharpens hand tools, assists more technically skilled personnel in pest control and other park maintenance tasks.

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GROUNDSKEEPER-GARDENER
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MINIMUM QUALIFICATIONS

Knowledge of: common gardening methods, tools and supplies; effective practices in planting, pruning and trimming, cultivating and caring for trees, shrubs, flowers and lawns.

Ability to: understand and carry out oral and written directions, use hand tools and a variety of motorized grounds keeping and gardening equipment, including power saws, mowers, edgers, trucks to 2-ton size and hedge trimmers; deal courteously with co-workers and the public.

EDUCATION/EXPERIENCE

Any combination of training and experience that would demonstrate possession of the knowledge and abilities listed AND one year's experience in grounds keeping or parks maintenance work.

PHYSICAL DEMANDS

Good physical condition for doing strenuous outdoor work. 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.



Classification Specification

Classification Title	Maintenance Lead Worker
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Under general supervision, works with and directs a work crew of equipment operators, unskilled casual help, and maintenance workers doing construction and/or maintenance on streets, sewers, parks, rights-of-way, landscaping, and other public works facilities; may operate heavy equipment; may perform heavy manual labor tasks; and does other related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform the functions of guiding, checking, correcting, and reporting on the work of a crew while working with them. Incumbents are expected to handle minor operational problems. The Maintenance Lead Worker may be expected to spend some part of their time in the operation of heavy equipment, working in confined spaces, and heavy manual labor tasks requiring the strength and the stamina to work standing up for long periods of time, and to lift heavy objects such as manhole covers and bags of concrete. This class differs from the next supervisor level in that the Maintenance Lead Worker lacks disciplinary authority and other full-supervisory powers and responsibilities.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Leads the work of a crew operating construction equipment and performing a variety of maintenance and construction work of streets, sewers, storm drains, street signs, parks, trees, rights-of-way, landscaping, and other public works facilities.
- Leads work crews of volunteers, court assignees, and City staff performing specialized maintenance work such as traffic striping, landscaping maintenance, asphalt concrete placement, storm and sanitary sewers installations, sewer televising and cleaning, and adjustment and minor maintenance of equipment.
- Assigns crew members specific tasks, directs and trains crew members in their performance of their duties, and ensures that all safety standards are followed.

Classification Specification

Classification Title	Maintenance Lead Worker
Job Code	
FLSA Status	Non-exempt

- Operates with at least elementary skill and within safe tolerance, large heavy construction equipment such as loaders and truck-mounted equipment and equipment required in cleaning and repairing sewers; lays sewer pipes; reads and interprets grade stakes, sewer amps, and plans; cleans, flushes, and opens stopped sewers; and performs tests on sewers.
- Installs new and replacement drainage and sanitary lines; cuts, threads, and joins pipes; shapes side walls and bottom of tunnels or open trenches to conform to specific dimensions and grades; and repairs and installs manholes, including removing and replacing manhole covers as necessary.
- Maintains work records including but not limited to work schedules, work measurement, tracking and material usage reports, purchasing reports, work orders, safety reports, and training records.
- Issues notices of sewer violation to property owner.
- Cleans and disinfects residences as a result of sewer stoppages.
- Reads sewer maps, grade stakes, and construction drawings to determine the location of sewer line sand manholes.
- Schedules work areas as directed, oversees quality control, and ensures the proper use and maintenance of equipment.
- Answers questions from the public and staff, investigates complaints, manages and problem-solves minor operational issues, and refers major problems to supervisory personnel.
- Assists supervisor in managing inventory, submits requisitions and orders supplies, and requests approval to purchase equipment.
- Provides reports to department management, and documents employee attendance.
- Participates in customer service-related tasks by phone or email to respond to and address citizens' issues or concerns.
- Collects, removes, and transports garbage and illegal debris from around the City and per code enforcement.
- Responds to and coordinates work requests with residents and other departments; participates in review of construction plans.
- Conducts traffic safety and directs the flow of traffic by utilizing traffic cones, barricades, safety signs, etc.
- May be requested to work evenings and weekends.
- Performs related work as required.

Classification Specification

Classification Title	Maintenance Lead Worker
Job Code	
FLSA Status	Non-exempt

SUPERVISORY RESPONSIBILITIES

- This position provides guidance to and may oversee work quality, training, instruction, and work assignments of another employee. Provides input on performance evaluations and recommendations on hiring/disciplinary actions.

HUMAN COLLABORATION & JOB IMPACT

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

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

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

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Three (3) to five (5) years of experience as in maintenance, construction, and heavy equipment operation
- 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

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Hand, power, and pneumatic tools, materials and supplies used in the maintenance, repair and construction of public works facilities
- Maintenance and basic construction methods

Classification Specification

Classification Title	Maintenance Lead Worker
Job Code	
FLSA Status	Non-exempt

- Safe work practices relating to the use of power tools, heavy equipment, and construction vehicles
- Rules and regulations for the safe operation and maintenance of associated equipment, tools, and machinery
- Appropriate traffic safety regulations
- Proper Personal Protective Equipment (PPE) required for each work assignment
- Routes and geographical areas of the City
- Industry and Cal/OSHA standards
- Tools and materials used in sewer construction, repair, and sewer maintenance
- Personnel attendance rules and regulations
- Modern office practices and equipment, including applicable software
- Policies and practices to abate unhoused encampments

Skill in:

- Leadership
- Organization and planning
- Problem solving
- Customer service

Ability to:

- Lead and train personnel in the proper and safe operation of equipment
- Exercise sound judgment and decision-making
- Follow written and oral instructions
- Delegate and prioritize work assignments
- Maintain accurate records
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X

Classification Specification

Classification Title	Maintenance Lead Worker
Job Code	
FLSA Status	Non-exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

MAINTENANCE LEADWORKER

DEFINITION

Under general supervision, works with and directs a work crew of equipment operators, unskilled casual help and maintenance workers doing construction and/or maintenance on streets, sewers, parks, right of way landscaping and other public works facilities; may operate heavy equipment; may perform heavy manual laboring tasks; and does other related work as required.

CLASS CHARACTERISTICS

Positions in this class perform the functions of guiding, checking, correcting and reporting on the work of a crew while working with them. Incumbents are expected to handle minor operational problems. The Leadworker may be expected to spend some part of their time in the operation of heavy equipment, working in confined spaces and heavy manual laboring tasks requiring the strength and the stamina to work standing up for long periods of time and to lift heavy objects such as manhole covers and bags of concrete. This class differs from the next supervisor level in that the Leadworker lacks disciplinary authority and other full supervisory powers and responsibilities.

EXAMPLES OF DUTIES

1. Leads the work of a crew operating construction equipment and performing a variety of maintenance and construction work of streets, sewers, storm drains, street signs, parks, trees, right of way landscaping and other public works facilities.
2. Lead work crews of volunteers, court assignees and City staff performing specialized maintenance work such as traffic striping, landscaping maintenance, asphalt concrete placement, storm and sanitary sewers installations, sewer televising and cleaning, and adjustment and minor maintenance of equipment.
3. Assigns crewmembers specific tasks; directs and trains crewmembers in their performance of their duties.
4. Operates with at least elementary skill and within safe tolerance, large heavy construction equipment such as loaders and truck mounted equipment and equipment requires in cleaning and repairing sewers; lays

CITY OF RICHMOND
MAINTENANCE LEADWORKER
PAGE 2

sewer pipes; reads and interprets grade stakes, sewer amps and plans; cleans, flushes and opens stopped sewers; performs tests on sewers.

5. Installs new and replacement drainage and sanitary lines; cuts, threads and joins pipes; shapes side walls and bottom of tunnels or open trenches to conform to specific dimensions and grades; repairs and installs manholes including removing and replacing manhole covers as necessary.
6. Measures work accomplished, reports material usage, assists supervisor in operating daily records and other reports.
7. Responds to service complaints and inquiries from the public; and issues notices of sewer violation to property owner.
8. Cleans and disinfects residences as a result of sewer stoppages.
9. Reads sewer maps, grade stakes and construction drawings to determine the location of sewer line sand manholes.
10. Performs equipment maintenance on assigned vehicles.
11. May be requested to work evenings and weekends.

MINIMUM QUALIFICATIONS

General knowledge: of work practices of public works crews including use of hand, power and pneumatic tools, materials and supplies used in the maintenance, repair and construction of public works facilities; the operations and capabilities of tracked wheel loader, grader, backhoe, gang mowers, trucks and light construction equipment; basic construction, storm drain construction, excavating and backfilling; lubricating and other preventive service duties required to maintain equipment; work practices relating to the use of hand and power tools; safe practices required to maintain equipment; appropriate traffic safety regulations; common tools and materials used in sewer construction and repair tasks; and sewer maintenance and repair equipment.

Ability to: work underground in confined places with exposure to unpleasant and potentially hazardous conditions; guide, check, correct and report work of crews constructing and maintaining public works facilities; understand plans and drawings; follow written and oral instruction; prepare written records relating to material usage and work project reports; explain work requirements and the mechanics of specific tasks clearly and accurately; oversee the work and provide direction to crew members by demonstrating correct work methods; perform heavy manual laboring tasks requiring the strength and stamina to work standing up for long periods of time and to lift heavy objects such as manhole covers and

**CITY OF RICHMOND
MAINTENANCE LEADWORKER
PAGE 3**

bags of concrete; apply work guidelines and rules to the normal day-to-day operations; and trains others in the use of equipment and safe work practices.

EDUCATION/EXPERIENCE

Three (3) years of public works maintenance and construction experience, including some experience operating heavy construction equipment, which would demonstrate possession of the knowledges and abilities listed.

LICENSE/CERTIFICATION

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



Classification Specification

Classification Title	Maintenance Worker I
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs heavy manual labor tasks related to maintenance and construction of City facilities and property.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are assigned a variety of routine heavy manual labor tasks requiring the strength and the stamina to work standing up for long periods of time and to lift heavy objects such as manhole covers and bags of concrete. Once the more routine and repetitious assignments are learned, continuous supervision may not be necessary. Positions in this class differ from the Maintenance Worker II class in that incumbents generally use hand tools, drive trucks under 9,900 pounds gross vehicular weight, and do not assume any lead responsibilities.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Performs a variety of heavy manual labor tasks pertaining to maintenance and construction.
- Performs weed abatement on City property, rights-of-ways, medians, and vacant lots.
- Participates in neighborhood clean-up events to clear walkways and sidewalks.
- Ensures City property is properly boarded up and secured, as directed.
- Collects, removes, and transports garbage and illegal debris from around the City and per code enforcement.
- Performs duties related to Streets Division, including paving operations, signs/lines, etc.
- Performs duties related to Abatement Division, including unhoused encampment abatement/cleanup.

Classification Specification

Classification Title	Maintenance Worker I
Job Code	
FLSA Status	Non-exempt

- Conducts traffic safety and directs the flow of traffic by utilizing traffic cones, barricades, safety signs, etc.
- 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

- 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:

- Maintenance and basic construction methods
- Safe work practices relating to the use of power tools and heavy equipment

Skill in:

Classification Specification

Classification Title	Maintenance Worker I
Job Code	
FLSA Status	Non-exempt

- The proper and safe operation of hand and power tools

Ability to:

- Properly use Personal Protection Equipment (PPE)
- Observe and adhere to all safety protocols
- Mix concrete, and assemble fencing
- Operate hand and small power tools
- Follow oral and written directions

WORK ENVIRONMENT/CONDITIONS

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

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

Classification Specification

Classification Title	Maintenance Worker I
Job Code	
FLSA Status	Non-exempt

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

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

MAINTENANCE WORKER I

DEFINITION

Under close supervision, performs heavy manual laboring tasks in maintaining and constructing City facilities; and does related work as required.

CLASS CHARACTERISTICS

Incumbents in this class are assigned a variety of routine heavy manual laboring tasks requiring the strength and the stamina to work standing up for long periods of time and to lift heavy objects such as manhole covers and bags of concrete. Once the more routine and repetitious assignments are learned, continuous supervision may not be necessary. Positions in this class differ from the Maintenance Worker II class in that incumbents generally use hand tools, drive trucks under 9,900 pounds gross vehicular weight, and do not assume any lead responsibilities.

EXAMPLES OF DUTIES

Depending upon assignment:

1. Repairs street surfaces by cutting or removing loose materials, hand sweeping; and by spreading, shoveling, raking, and compacting asphalt when patching and resurfacing streets and other areas.
2. Operates air-powered or hydraulic tools to break up hard materials in excavations and to compact earth, gravel, and bituminous materials.
3. Installs drainage pipe; using pick and shovel, trims and smooths trench bottom to proper elevation; lowers pipe sections into trench by hand or by use of ropes; seals pipe joints with cement mortar or asphalt sealing compounds; backfills excavations.
4. Assists in the mixing and placing of concrete in the construction and repair of curbs, gutters, sidewalks, driveways, and catch basins; hauls concrete in wheelbarrows or concrete buggies.
5. Cleans gutters, drains, ditches, catch basins, and culverts; picks up or shovels debris; cleans work sites using brooms and shovels.
6. Assembles tools and equipment for work projects; cleans and sharpens tools; steam-cleans trucks, equipment and refuse cans; scrapes paint from street painting stencils; washes trucks and other equipment.
7. Loads and unloads tools, equipment, materials, and debris into and from trucks; drives truck up to 9,900 pounds gross vehicular weight.

MAINTENANCE WORKER I

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- 8. Erects barricades and places traffic cones and warning devices around work site to protect work crews from traffic; acts as flagman to direct traffic; sets out traffic cones from moving vehicles.**
- 9. Mixes and applies paint by brush to sign posts, rubbish cans, and similar items. By washing, scraping and wirebrushing, prepares surfaces to receive paint.**
- 10. Plants, weeds, fertilizes, waters, and trims ground cover such as ivy and ice plant; prunes shrubs.**

MINIMUM QUALIFICATIONS

Ability to

perform heavy manual laboring tasks requiring the strength and the stamina to work standing up for long periods of time and lift heavy objects such as manhole covers and bags of concrete.

use and maintain hand tools, small air and gasoline powered tools and equipment in a safe and efficient manner.

follow oral instructions.

drive vehicles under 9,900 pounds gross vehicular weight in a safe and efficient manner.

License Required

Possession of, or ability to obtain before date of appointment, a valid California Driver License.



Classification Specification

Classification Title	Maintenance Worker II
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Responsible for performing a variety of skilled, semi-skilled, and heavy manual labor tasks related to maintenance and construction. May operate heavy equipment.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are assigned a variety of skilled, semi-skilled, and heavy manual laboring tasks in maintaining and constructing streets and roads, drainage and sewer systems, landscaped areas, and other public work facilities requiring the strength and the stamina to work standing up for long periods of time and to lift heavy objects such as manhole covers and bags of concrete. The work generally requires some understanding of construction methods or certain specialized public works operation, and incumbents are expected to perform work without constant supervision. Maintenance Workers II may be assigned lead responsibilities in the temporary absence of other supervisory personnel. Positions in this class differ from those of the Maintenance Worker I class in that Maintenance Worker II incumbents perform skilled or semi-skilled construction work, drive trucks of over 9,900 pounds gross vehicular weight, and occasionally assume lead responsibility.

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 weed abatement on City property, rights-of-ways, and medians.
- Erects barricades, and places traffic warning devices and cones around work site to protect workers from street traffic.
- Performs a variety of skilled, semi-skilled, and heavy manual labor tasks pertaining to maintenance and construction.
- Serves as a lead, as assigned, in the temporary absence of supervisory personnel.
- Ensures City property is properly boarded up and secured, as directed.
- Collects, removes, and transports garbage and illegal debris from around the City and per code enforcement.

Classification Specification

Classification Title	Maintenance Worker II
Job Code	
FLSA Status	Non-exempt

- Transports equipment and materials to work site.
- Participates in neighborhood clean-up events to clear walkways and sidewalks.
- Conducts traffic safety and directs the flow of traffic by utilizing traffic cones, barricades, safety signs, etc.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- One (1) to three (3) years of experience performing maintenance and construction and using related equipment, tools, and machinery
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Possession of a valid California Driver's License. Must obtain a California Class "A" Driver's License as a condition of satisfactory completion of probationary period

Classification Specification

Classification Title	Maintenance Worker II
Job Code	
FLSA Status	Non-exempt

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Maintenance and basic construction methods
- Safe work practices relating to the use of power tools, heavy equipment, and construction vehicles
- Traffic and safety regulations

Skill in:

- The proper and safe operation of hand and power tools

Ability to:

- Properly use Personal Protective Equipment (PPE)
- Work both independently and as part of a team
- Manage time effectively and according to schedule
- Observe and adhere to all safety protocols
- Operate City vehicles and heavy equipment
- Follow oral and written directions

WORK ENVIRONMENT/CONDITIONS

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

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

Classification Specification

Classification Title	Maintenance Worker II
Job Code	
FLSA Status	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 frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

MAINTENANCE WORKER II

DEFINITION

Under supervision, performs a variety of skilled, semi-skilled and heavy manual laboring tasks in maintaining and constructing public works facilities; and does related work as required.

CLASS CHARACTERISTICS

Incumbents in this class are assigned a variety of skilled, semi-skilled and heavy manual laboring tasks in maintaining and constructing streets and roads, drainage and sewer systems, landscaped areas, and other public works facilities requiring the strength and the stamina to work standing up for long periods of time and to lift heavy objects such as manhole covers and bags of concrete. The work generally requires some understanding of construction methods or certain specialized public works operation, and incumbents are expected to perform work without constant supervision. Maintenance Workers II may be assigned lead responsibilities in the temporary absence of other supervisory personnel. Positions in this class differ from those of the Maintenance Worker I class in that Maintenance Worker II incumbents perform skilled or semi-skilled construction work, drive trucks of over 9,900 pounds gross vehicular weight, and occasionally assume lead responsibility.

EXAMPLES OF DUTIES

Depending upon assignment:

1. Uses hand, power, and pneumatic tools and equipment; assists in building and placing forms to precise grade and placing reinforcing steel for concrete structures; does rough concrete work; operates pumps, compressors, and other portable or mobile equipment.
2. Rakes asphalt paving materials evenly over road surface to specified thickness to pave streets and parking areas, or to repair pavement; applies oil using oil distributor.
3. Builds rough wooden structures such as concrete forms, tunnel supports, and temporary frame shelters according to sketches or oral directions; writes simple reports and maintains simple records.
4. Mixes and places concrete in the construction and repair of curbs, gutters, sidewalks, driveways, catch basins, and sewer lines.
5. Removes roots, debris, and other refuse from large clogged sanitary or storm sewer lines and drains using hand and power rodders, water pressure, Wayne ball, and vactor; repairs breaks in underground piping, performs preventive maintenance on sanitary sewers; and conducts Nesters and smoke tests.

MAINTENANCE WORKER II
PAGE 2

6. Installs new and replacement drainage and sanitary sewerage lines; cuts, threads, and joins pipe; shapes side walls and bottom of tunnels or open trenches to conform to specified dimensions and grades, removing and replacing manhole covers as necessary.
7. Responds to service complaints; cleans and disinfects residences as a result of sewer stoppages.
8. Maintains records of work performed and completes simple reports.
9. Operates jackhammer, tamper, power spade, chipping gun, and other tools driven by compressed air or hydraulic power to perform such work as loosening or digging hard earth, trimming bottom and sides of trenches and chipping asphalt and Portland cement concrete.
10. Erects barricades and places traffic warning devices and cones around worksite to protect workers from street traffic.
11. Erects timbers, cross braces, and sheeting for temporary retaining wall to support sidewalls of trenches and open excavations; places pre-cut sheeting and braces into position; operates hydraulic shoring equipment; reads grade stakes and other survey reference markers.
12. Lays out, and with hand and spray equipment, paints, street and parking lot markings; mixes paint; operates spray equipment; operates and maintains traffic line machine; and lays out and makes street and traffic signs using sign-making application equipment; installs new and replacement street and traffic signs.
13. Operates trucks over 9,900 pounds gross vehicular weight.
14. Operates dump trucks to haul construction materials, supplies, and equipment.
15. Operates tank truck to spray water, oil, and chemicals.
16. Plants, weeds, fertilizes, waters, and trims ground cover such as ivy and ice plant; prunes shrubs.
17. May perform minor repairs and preventive maintenance to equipment when assigned.

MINIMUM QUALIFICATIONS

General Knowledge of

Safe work practices relating to the use of hand power tools, motors, engines, compressors, pumps, and trucks; traffic and safety regulations.

Some Knowledge of

Basic construction methods relating to grading, trenching, and other excavation and back-fill work; the use of hand tools, air-driven tools, small gasoline and diesel engines, compressors, pumps, and tools required to place and strike off concrete and maintain road surfaces.

Ability to

Perform a variety of skilled and semi-skilled tasks relating to the construction and maintenance of public works facilities, roads and sewers; work underground in confined spaces with exposure to unpleasant and potentially hazardous conditions; understand simple work plans and specifications, survey reference markers or road grade stakes; perform heavy manual laboring tasks requiring the strength and the stamina to work standing up for long periods of time and to lift heavy objects such as manhole covers and bags of concrete; understand and follow written directions and oral instructions; maintain simple written records; and operate trucks in a safe and efficient manner.

Experience

Two (2) years of full-time experience performing construction or related laboring duties requiring the use of hand and power tools, motors, engines, compressors, or pumps which would demonstrate the application of the knowledges and abilities listed above.

License

Possession of a valid California Driver License. Must obtain a California Class "A" Driver License as a condition of satisfactory completion of probationary period.



Classification Specification

Classification Title	Parks Construction & Maintenance Worker
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs skilled and semi-skilled work in the construction and maintenance of park grounds, structures, and facilities; operates and maintains a wide variety of mechanical and heavy equipment.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are involved in the structural maintenance of parks grounds facilities and landscaped areas, and operate the heavier parks maintenance equipment. Some incumbents may be assigned to a specialized maintenance area, such as irrigation repair of heavy equipment operation (gang mowers, rotary mowers, etc). Typical work involves general structural repair and tractor operation and occasional lead of training responsibilities. Incumbents report to the Parks Supervisors or his/her designee.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Installs, repairs, and maintains irrigation systems for parks, playgrounds, and landscaped areas.
- Cuts, fits, and threads metal and plastic pipe and tubing; makes pipe connections, and lays and caulks concrete pipe.
- Makes connections to time clocks for automatic sprinkling systems.
- Installs check valves and backflow regulators.
- Constructs forms for and pours and finishes concrete walls, sidewalks, curbs, slabs, barbecue pits, and other structures.
- Lays brick; constructs, installs, and repairs brick and chain link fencing.
- Repairs metal bleachers, dug-outs, benches, backstops, tables, and other, ballfield, park and playground facilities.

Classification Specification

Classification Title	Parks Construction & Maintenance Worker
Job Code	
FLSA Status	Non-exempt

- Installs and repairs playground equipment; constructs routed signs; paints benches, tables, signs, and other installations.
- Skillfully and safely operates various types of power mowers, tractors with attachments, posthole diggers, tillers, and other mechanical and heavy equipment associated with park maintenance.
- Installs, maintains, inspects, and repairs standard plumbing equipment (bathroom sinks and toilets, water fountains, and other water features) associated with potable water in accordance with park facilities.
- Installs, maintains, and repairs automatically operated low voltage irrigation controls, timing devices, irrigation heads, valves, main and lateral lines using plastic, galvanized, transited(asbestos) and copper pipe.
- Installs, maintains, and inspects back flow and back flow regulator devices.
- Repairs sprinklers, valves, hand and power tools, and heavier equipment as needed.
- Conducts traffic safety and directing flow of traffic by utilizing traffic cones, barricades, safety signs etc.
- May demonstrate technical oversight of field staff.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- 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 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

Classification Specification

Classification Title	Parks Construction & Maintenance Worker
Job Code	
FLSA Status	Non-exempt

- High School diploma or GED equivalent
- Three (3) years of experience in parks construction, maintenance, or other relevant skilled or semi-skilled crafts 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. Must possess a Class B License with airbrakes endorsement at the time of appointment or within six (6) months of hire date. Failure to acquire the Class B License within six (6) months of employment will result in termination of employment. Must maintain a satisfactory driving record throughout the duration of work in this class

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Construction and repair methods, materials, and tools
- Proper procedures for operating, inspecting, maintaining, and repairing all equipment, including light power equipment and tools, as well as heavier parks construction equipment
- Construction tasks, including those used in installing and repairing irrigation systems
- Pipefitting; simple carpentry; painting; concrete work; and bricklaying
- Occupational hazards, safety precautions, and regulations related to equipment operation, hazardous materials, traffic patterns and conditions, and other work-related precautions

Skill in:

- The proper and safe operation of associated tools and equipment
- Applying basic construction safety practices and relevant Cal/OSHA standards

Ability to:

- Perform a wide variety of skilled and semi-skilled construction tasks involving various trades
- Operate a variety of mechanical equipment used in parks maintenance operations
- Deal effectively and courteously with the public
- Read and interpret sketches, drawings, blueprints, plans, specifications, oral instructions, and manuals

Classification Specification

Classification Title	Parks Construction & Maintenance Worker
Job Code	
FLSA Status	Non-exempt

WORK ENVIRONMENT/CONDITIONS

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

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.

Classification Specification

Classification Title	Parks Construction & Maintenance Worker
Job Code	
FLSA Status	Non-exempt

- Work requires incumbents to safely climb and work from ladders up to 12 feet high or lifts/bucket trucks up to 55 feet above the ground to complete assigned maintenance or tasks.
- **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

PARKS CONSTRUCTION AND MAINTENANCE WORKER

DEFINITION:

Under supervision, to perform skilled and semi-skilled work in the construction and maintenance of park grounds, structures and facilities; to operate and maintain a wide variety of mechanical equipment; and to do related work as required.

CLASS CHARACTERISTICS:

Incumbents in this class are involved in the structural maintenance of parks grounds facilities and landscaped areas, and operate the heavier parks maintenance equipment. Some incumbents may be assigned to a specialized maintenance area, such as irrigation repair of heavy equipment operation (gang mowers, rotary mowers, etc). Typical work involves general structural repair and tractor operation and occasional lead of training responsibilities. Incumbents report to the Parks Supervisors or his/her designee.

EXAMPLES OF DUTIES:

1. Installs, repairs and maintains irrigation systems for parks, playgrounds and landscaped areas.
2. Cuts, fits and threads metal and plastic pipe and tubing; makes pipe connections and lays and caulks concrete pipe.
3. Makes connections to time clocks for automatic sprinkling systems.
4. Installs check valves and backflow regulators.
5. Constructs forms for and pours and finishes concrete walls, sidewalks, curbs, slabs, barbecue pits and other structures.
6. Lays brick, constructs, installs and repairs brick and chain link fencing.
7. Repairs metal bleachers, dug-outs, benches, backstops, tables and other park and playground facilities.
8. Installs and repairs playground equipment; constructs routed signs; paints benches, tables, signs and other installations.
9. Operates various types of power mowers, tractors with attached loader, posthole digger, tiller and other park equipment.
10. Repairs sprinklers, valves, hand and power tools and heavier equipment as needed.

**CITY OF RICHMOND
PARKS CONSTRUCTION AND MAINTENANCE WORKER
PAGE 2**

MINIMUM QUALIFICATIONS

Knowledge of: Construction and repair methods, materials and tools; maintenance and repair of light power as well as heavier parks construction equipment; construction tasks, including those used in installing and repairing irrigation systems; pipefitting; simple carpentry; painting; cement work; bricklaying.

Ability to: Perform a wide variety of skilled and semi-skilled construction tasks involving various trades; operate a variety of mechanical equipment used in parks maintenance operations; deal effectively and courteously with the public.

EDUCATION/EXPERIENCE

Equivalent to graduation from high school;

AND

Three (3) years of experience in parks construction, maintenance, or other relevant skilled or semi-skilled crafts experience.

LICENSE/CERTIFICATION

Must possess a valid California Driver's License and either possess a Class B License at the time of appointment or within six (6) months of hire date. Failure to acquire the Class B License within six (6) months of employment will result in termination of employment. Must maintain a satisfactory driving record throughout the duration of work in this class.

PHYSICAL DEMANDS

Good physical condition for doing strenuous outdoor work.



Classification Specification

Classification Title	Stationary Engineer
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Maintains and repairs a variety of advanced heating, ventilation, and air conditioning (HVAC) systems; building equipment; machinery; plumbing; low and high voltage electrical equipment; swimming pools and related equipment; and heating boilers. Performs minor repair of facilities.

DISTINGUISHING CHARACTERISTICS

Positions in this class are responsible for the safe and efficient operation of high and low pressure boilers on an assigned shift. In addition, incumbents are responsible for performing heating and ventilation system maintenance, maintenance plumbing, and installation, repair, replacement and maintenance to a wide variety of machinery and equipment located in City-owned buildings. Additionally, this class is characterized by rigorous physical requirements. Incumbents must stoop, bend squat, crawl into cramped quarters and work in awkward positions. Incumbents spend much of tier time climbing stairs and walking.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Ensures the proper operation, maintenance, and repair of all boilers, heaters, pumps, valves, appurtenances, motors, and lines used in the distribution of steam and heated or processed water within the City's facilities.
- Manages the operation, repair, and maintenance of refrigerant compressors, condensers, evaporators, traps, transfer pumps, expansion valves, stop valves, and float valves, together with all refrigerant lines and devices used to control temperatures.
- Performs routine general maintenance and repair of large, high-use public pool systems and related indoor pool dehumidification equipment.
- Adjusts chemical levels to maintain pool water quality, and documents all pool chemical-level testing results in accordance with public health regulations.

Classification Specification

Classification Title	Stationary Engineer
Job Code	
FLSA Status	Non-exempt

- Participates in preparing facilities for special events, and coordinates pool maintenance with scheduled recreation and/or entertainment programs.
- Assists department leadership in managing supply and equipment orders, and maintains inventory and water use records.
- Completes installations and repairs and maintains or replaces a variety of equipment and machinery in City-owned structures.
- Performs sheet metal work, maintenance welding, and metal fabrication as needed.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has minimal fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- One (1) to three (3) years of maintenance and repair experience related to HVAC, plumbing, or facilities
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Classification Specification

Classification Title	Stationary Engineer
Job Code	
FLSA Status	Non-exempt

Required Licenses or Certifications

- California driver's license is an ongoing requirement
- US EPA Certification
- Certified Pool Operator Certification
- Asbestos Maintenance Worker Certification

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Heating, ventilating, air conditioning, electricity, hydraulics, thermal dynamics, and electronics
- Methods of efficient firing, operating and blowing down of boilers
- Automated building control programming
- All government and department standards for pool maintenance
- Motorized snakes, rooters and drain jets to remove sewage clogs
- Arc stick, MIG and metal braze welding

Skill in:

- The use of the tools, equipment, and machinery used in the performance of the assigned work activities

Ability to:

- Read and interpret building plans, blueprints, instructional mechanical plans, and related schematics
- Maintain complete and accurate logs and records
- Install, maintain, operate, repair, and balance environmental systems
- Install, maintain, operate, and repair various types of pneumatic and plumbing systems
- Operate and repair pool chlorinating equipment and mechanical and cartridge filter systems
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

WORK ENVIRONMENT/CONDITIONS

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

Classification Specification

Classification Title	Stationary Engineer
Job Code	
FLSA Status	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: Swimming pool environment			X
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases		X	
Moving mechanical parts			X
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances, or waste		X	
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **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.

Classification Specification

Classification Title	Stationary Engineer
Job Code	
FLSA Status	Non-exempt

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

STATIONARY ENGINEER

DEFINITION

Under general supervision, operates and maintains high and low pressure boilers and auxiliary equipment; keeps boiler room in proper condition; repairs and maintains heating and ventilation systems, air conditioning, plumbing, elevators and related mechanical equipment in City-owned buildings; and does related work as required.

CLASS CHARACTERISTICS

Positions in this class are responsible for the safe and efficient operation of high and low pressure boilers on an assigned shift. In addition, incumbents are responsible for performing heating and ventilation system maintenance, maintenance plumbing, and installation, repair, replacement and maintenance to a wide variety of machinery and equipment located in City-owned buildings.

Additionally, this class is characterized by rigorous physical requirements. Incumbents must stoop, bend squat, crawl into cramped quarters and work in awkward positions. Incumbents spend much of their time climbing stairs and walking.

EXAMPLES OF DUTIES

1. Operates and regulates pumps blowers and other auxiliary equipment to maintain proper water level and steam pressure in boilers; installs pumps, blowers and fans; checks boiler gauge for proper temperature and pressure; and makes repairs to boilers, valves, fans, pumps and blowers.
2. Makes inspections of boilers to ensure proper operation; conducts chemical tests of boiler water and adjusts chemical level by blowing boiler down and/or by adding chemicals; cleans boiler and auxiliary equipment and boiler room.
3. Tends ventilating and heating equipment such as fans, vacuum pumps, air compressors, vents and ducts used in heating and ventilating systems; adjusts valves to regulate temperature and flow of water and steam through system; moves controls to regulate speed of fans and to adjust vent and ducts; records gauge readings and repairs completed; replaces gauges and tightens and caulks leaking fittings, using wrenches, hammers and caulking tools; and cleans deposits of carbon, pitch and grease from fans, vents and ducts using scrapers, hammer and compressed air.
4. Determines defects in and maintains heating, water and drainage systems; inspects systems to ascertain malfunction; repairs or replaces plumbing fixtures such as sinks, commodes, water heaters and hot water tanks; repairs and maintains plumbing by replacing washers or leaky faucets, repairing or replacing burst or leaky pipes, and opening clogged drains; measures, cuts, threads, bends, and installs pipe and pipe fittings; and performs sweat and silver soldering.

STATIONARY ENGINEER

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5. Installs, repairs, replaces and maintains a variety of miscellaneous equipment and machinery located in City-owned structures, including kitchen ranges and ovens, dishwashers, and garbage disposals; gasoline and diesel fuel pumps; door lock sets, and desk and cabinet locks; air conditioners and controls; emergency power generators; aluminum window frames, doors, desks, chairs, and filing cabinet; and hydraulic lifts and elevators.
6. Performs sheet metal work of medium complexity; maintenance welding; metal fabrication; and operating all types of power and hand tools normal to a maintenance shop (metal cutting lathe, drill press, bench and hand grinders, diamond core drill, electric hammer drills, paper cutters, chisels and so forth).
7. Maintains a work log and a boiler watch log; inventories stocks and supplies; resets and sets clocks; changes all burned out lights; cleans and paints equipment in assigned areas; and takes and records daily weather data.

MINIMUM QUALIFICATIONS

Knowledges

Thorough knowledge of the methods of operating boilers, and of the methods, materials, tools and equipment used in cleaning, repairing and keeping boilers in good condition.

General knowledge of the methods, practices and tools used in operation, repair and maintenance of heating and ventilating systems and equipment used in large and small buildings; and fundamentals of air movement, air distribution and refrigerants; automatic controls and thermostats; and safety codes and regulations.

Ability to

Operate, repair and maintain high and low pressure boilers, heating and ventilating systems, and a wide variety of miscellaneous equipment and machinery located in City-owned buildings.

Perform maintenance plumbing and steam fitting installation, maintenance and repair work.

Diagnose malfunctions of mechanical systems and controls, and restore to specified operating standards.

Read and work from blueprints, schematics, sketches, piping diagrams, oral and written instructions.

Education/Experience

Any combination of education and experience equivalent to graduation from high school AND two years of experience which would demonstrate possession of the knowledges and abilities listed.

License

Possession, or the ability to obtain prior to appointment, of a valid California Driver's License.



Classification Specification

Classification Title	Tree Lead Worker
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Under general supervision, leads and performs a variety of semi-skilled and skilled tree maintenance duties such as trimming, removal, installation, and general maintenance of trees, which involves climbing and working from a variety of lifts; corrects hazardous conditions caused by trees on City property, public rights-of-way, and easements. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification in which incumbents apply specialized skill in tree climbing in order to perform tree maintenance duties. Employees at this level receive only occasional instruction as new or unusual situation arise and are fully aware of the operating procedures and policies within the work unit.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Works from the ground, from an aerial bucket, or may climb trees to trim or remove excess, dead, or diseased limbs or branches, or to top or improve the appearance of a tree or a shrub by pruning.
- Plans and schedules daily/monthly work activities.
- Ensures that safe and efficient work practices and procedures are followed, including the setup of the work site, the use of equipment, the maintenance and storage of equipment, materials, and tools, and the use of personal protective clothing and equipment.
- Fells and removes trees and stumps.
- Plants, irrigates, cultivates, fertilizes, and stakes trees and shrubs.
- Applies the proper sprays to trees, or treats cut or exposed surfaces of trees or shrubs for disease and pest control.
- Installs braces and cables to secure trees and limbs.

Classification Specification

Classification Title	Tree Lead Worker
Job Code	
FLSA Status	Non-exempt

- Ensures that tools and equipment are used properly and are maintained in a clean and operative fashion, including repair or replacement when necessary, and returning tools, equipment, and unused materials.
- Maintains records of time and work performed, and materials used.
- Observes and reports trees or shrubs which need to be trimmed or sprayed.
- Answers emergency or complaint calls regarding fallen trees or branches, shrubs, or trees obstructing motorist's view or other need for major work to be performed.
- Conducts traffic safety and directs the flow of traffic by utilizing traffic cones, barricades, safety signs, etc.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of field staff, assistants, seasonal employees, interns, or temporary employees. Provides input on performance evaluations and disciplinary action.

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
- Two (2) year of experience in tree maintenance, including tree trimming. Preferably, experience in directing the work of others
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Classification Specification

Classification Title	Tree Lead Worker
Job Code	
FLSA Status	Non-exempt

Required Licenses or Certifications

- California driver's license is an ongoing requirement. Must possess a Class B License with airbrakes endorsement at the time of appointment or within six (6) months of hire date. Must maintain a satisfactory driving record throughout the duration of work in this class.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Types and characteristics of the common shade and ornamental trees used in park and parkway areas encountered in the work
- Materials, equipment, and methods used in the pruning, trimming, and transplanting of trees
- Tree planting and maintenance methods
- Tree diseases and pests, and proper methods of their eradication
- Safe work practices

Skill in:

- The proper and safe operation of hand and power tools

Ability to:

- Perform semi-skilled and skilled tree maintenance work
- Perform heavy manual labor
- Use hand and power tools skillfully and safely
- Monitor for and recognize defects in tree climbing and trimming equipment
- Work independently
- Work skillfully and safely on assignments, which include working at considerable heights above the ground, and to utilize appropriate Personal Protective Equipment (PPE) associated with safe tree climbing activities
- Direct the work of others
- Establish and maintain cooperative and effective relationships with assigned personnel and those contacted in the course of work
- Appropriate traffic control requirements for work in/near vehicular, bicycle, or pedestrian traffic areas
- Tree care standards from the National Arborist Association (aka Tree Care Industry Association)
- Follow written and oral instructions
- Communicate effectively, both orally and in writing

Classification Specification

Classification Title	Tree Lead Worker
Job Code	
FLSA Status	Non-exempt

WORK ENVIRONMENT/CONDITIONS

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

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.

Classification Specification

Classification Title	Tree Lead Worker
Job Code	
FLSA Status	Non-exempt

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

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

TREE LEADWORKER

DEFINITION

Under general supervision, leads and performs a variety of semi-skilled and skilled tree maintenance duties such as trimming, removal, installation and general maintenance of trees which involves climbing and working from a variety of lifts; and corrects hazardous conditions caused by trees on City property, public right-of-way, and easements.

CLASS CHARACTERISTICS

This is a journey level classification in which incumbents apply specialized skill in tree climbing in order to perform tree maintenance duties. Employees at this level receive only occasional instruction as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Incumbents participate in the planning and scheduling of work activities.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. As a lead worker, works from the ground, from an aerial bucket, or may climb trees to trim or remove excess, dead or diseased limbs or branches, or to top or improve the appearance of a tree or a shrub by pruning.
2. Plans and schedules daily/monthly work activities.
3. Ensures that safe and efficient work practices and procedures are followed, including the set up of the work site, the use of equipment, the maintenance and storage of equipment, materials, and tools, and the use of personal protective clothing and equipment.
4. Fells and removes trees and stumps.
5. Plants, irrigates, cultivates, fertilizes, and stakes trees and shrubs.
6. Applies the proper sprays to trees or treats cut or exposed surfaces of trees or shrubs for disease and pest control.
7. Installs braces and cables to secure trees and limbs.

**CITY OF RICHMOND
TREE LEADWORKER
PAGE 2**

8. Ensures that tools and equipment are used properly and are maintained in a clean and operative fashion, including repair or replacement when necessary and returning tools, equipment and unused materials.
9. Maintains records of time and work performed and materials used.
10. Observes and reports trees or shrubs which need to be trimmed or sprayed.
11. Answers emergency or complaint calls regarding fallen trees or branches, shrubs or trees obstructing motorist's view or other need for major work to be performed.

MINIMUM QUALIFICATIONS

Knowledge of: the kinds and characteristics of the common shade and ornamental trees used in park and parkway areas encountered in the work; materials, equipment and methods used in the pruning, trimming, transplanting and climbing trees; tree planting and maintenance methods; tree diseases and pests and proper methods of their eradication; and safe work practices.

Ability to: perform semi-skilled and skilled tree maintenance work; perform heavy manual labor; use hand and power tools skillfully and safely; check and recognize defects in tree climbing and trimming equipment; work independently; work skillfully and safely on assignments which include working at considerable heights above the ground; direct the work of others; establish and maintain cooperative and effective relationships with assigned personnel and those contacted in the course of work; and understand and carry out oral and written directions.

EDUCATION/EXPERIENCE

Graduation from high school or possession of a G.E.D. or its equivalent, and two (2) year of experience in tree maintenance, including tree trimming. Preferable experience in directing the work of others.

LICENSE/CERTIFICATION

Possession of a valid California Class C driver's license is required.

PHYSICAL DEMANDS

The work is hazardous and involves variable weather and traffic conditions and uneven terrain. Incumbents of this classification will be required to perform heavy manual labor, including lifting, climbing, stooping, carrying, pushing, and

**CITY OF RICHMOND
TREE LEADWORKER
PAGE 3**

pulling; to work outdoors during all seasons; to prune trees using manual and automatic equipment; and to be exposed to noise, vibrations and heights.



Classification Specification

Classification Title	Electrician I
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

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

DISTINGUISHING CHARACTERISTICS

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

ESSENTIAL DUTIES & RESPONSIBILITIES

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

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

Classification Specification

Classification Title	Electrician I
Job Code	
FLSA Status	Non-exempt

- Performs duties associated with underground service alerts (USA), including, but not limited to, locating, identifying, and marking requests in compliance with USA priority guidelines and procedures.
- Conducts traffic safety and directs the flow of traffic by utilizing traffic cones, barricades, safety signs, etc.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

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

Required Licenses or Certifications

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

Classification Specification

Classification Title	Electrician I
Job Code	
FLSA Status	Non-exempt

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

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

Skill in:

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

Ability to:

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

WORK ENVIRONMENT/CONDITIONS

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

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

Classification Specification

Classification Title	Electrician I
Job Code	
FLSA Status	Non-exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- Standby duty is a requirement of this position.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Incumbents in this classification will be required to crawl into confined spaces, climb ladders, bend, stoop, and stand for long periods of time.

Date approved by the Personnel Board:

Date(s) Revised:



Classification Specification

Classification Title	Electrician II
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

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

DISTINGUISHING CHARACTERISTICS

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

ESSENTIAL DUTIES & RESPONSIBILITIES

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

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

Classification Specification

Classification Title	Electrician II
Job Code	
FLSA Status	Non-exempt

- Conducts traffic safety and directs the flow of traffic by utilizing traffic cones, barricades, safety signs, etc.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

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

Required Licenses or Certifications

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

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Classification Specification

Classification Title	Electrician II
Job Code	
FLSA Status	Non-exempt

Knowledge of:

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

Skill in:

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

Ability to:

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

WORK ENVIRONMENT/CONDITIONS

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

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

Classification Specification

Classification Title	Electrician II
Job Code	
FLSA Status	Non-exempt

Exposures	Seldom or Never	Sometimes	Frequently or Often
Other			
Individuals who are hostile or irate			X
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- Standby duty is a requirement of this position.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Incumbents in this classification will be required to crawl into confined spaces, climb ladders, bend, stoop, and stand for long periods of time.

Date approved by the Personnel Board:

Date(s) Revised:

ELECTRICIAN I/II

DEFINITION

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

CLASS CHARACTERISTICS

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

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

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

EXAMPLES OF DUTIES (Illustrative Only)

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

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

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

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

MINIMUM QUALIFICATIONS

Electrician I:

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

Electrician II:

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

LICENSE/CERTIFICATION

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

PHYSICAL DEMANDS

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

OTHER REQUIREMENTS

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

Standby duty is a requirement of this position.



Classification Specification

Classification Title	Senior Electrician
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

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

DISTINGUISHING CHARACTERISTICS

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

ESSENTIAL DUTIES & RESPONSIBILITIES

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

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

Classification Specification

Classification Title	Senior Electrician
Job Code	
FLSA Status	Non-exempt

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

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

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

Classification Specification

Classification Title	Senior Electrician
Job Code	
FLSA Status	Non-exempt

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

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

Required Licenses or Certifications

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

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

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

Classification Specification

Classification Title	Senior Electrician
Job Code	
FLSA Status	Non-exempt

- Safe work practices, and state and authority safety and hazardous material requirements

Skill in:

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

Ability to:

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

WORK ENVIRONMENT/CONDITIONS

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

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

Classification Specification

Classification Title	Senior Electrician
Job Code	
FLSA Status	Non-exempt

Warehouse environment	X		
Shop environment			X
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate			X
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- Standby duty is a requirement of this position.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Incumbents in this classification will be required to crawl into confined spaces, climb ladders, bend, stoop, and stand for long periods of time.

Date approved by the Personnel Board:

Date(s) Revised:

SENIOR ELECTRICIAN

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES (Illustrative Only)

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

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

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

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

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

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

MINIMUM QUALIFICATIONS

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

License

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

PHYSICAL DEMANDS

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

Other Requirements

Standby duty is a requirement of this position.



Classification Specification

Classification Title	Gardener
Job Code	
FLSA Status	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

Classification Title	Gardener
Job Code	
FLSA Status	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.
- Conducts traffic safety and directs the flow of traffic by utilizing traffic cones, barricades, safety signs, etc.
- 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

Classification Specification

Classification Title	Gardener
Job Code	
FLSA Status	Non-exempt

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- 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	

Classification Specification

Classification Title	Gardener
Job Code	
FLSA Status	Non-exempt

Shop environment		X	
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases		X	
Moving mechanical parts			X
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances, or waste		X	
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires 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:

CITY OF RICHMOND, CA

Class Code: SM-824
Revised: 5/26/05
Unit: Local 790
FLSA: Non-Exempt

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

Classification Title	Equipment Operator
Job Code	
FLSA Status	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.
- Conducts traffic safety and directs the flow of traffic by utilizing traffic cones, barricades, safety signs, etc.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

Classification Specification

Classification Title	Equipment Operator
Job Code	
FLSA Status	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

Classification Title	Equipment Operator
Job Code	
FLSA Status	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

Classification Title	Equipment Operator
Job Code	
FLSA Status	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.

Local 21

Mid-Management



Classification Specification

Classification Title	Administrative Services Coordinator
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Under general supervision, performs responsible administrative, budgetary, financial, training, technical and systems support for senior management.

DISTINGUISHING CHARACTERISTICS

This is the experienced level in the administrative support class series. Incumbents perform various administrative assignments in departments independent of ongoing supervision. Incumbents perform various administrative assignments for operating departments, and report to a division or department head. This class is distinguished from the Administrative Assistant in that it is the top working level in the administrative support class series.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Provides administrative support, including scheduling meetings, coordinating events and travel, preparing reimbursements, and responding to customer inquiries.
- Assists in the establishment of goals and objectives.
- Participates in the budget administration for the department, including cost analysis and policy or procedure modifications.
- Supervises assigned staff; assigns, reviews, and evaluates work; oversees training and professional development; and reviews workflow to ensure adequate coverage and efficiency.
- Prepares and maintains office records, including purchase orders, budget adjustments, personnel files, and payroll.
- Administers and supervises the carrying out of various departmental contract services.
- Prepares detailed and complex monthly and annual reports and spreadsheets.
- Prepares technical and staff reports, correspondence, and other written materials.

Classification Specification

Classification Title	Administrative Services Coordinator
Job Code	
FLSA Status	Exempt

- Analyzes operating procedures; makes recommendations on procedural revisions or improvements.
- Provides departmental support as it relates to specialized software programs.
- Prepares or reviews staff reports and resolutions for City Manager, City Council, and City boards or commissions; works closely with the City Council, City boards or commissions, public and private groups, professional groups, and citizens to explain or coordinate plans for proposed projects, and to solicit their support.
- Provides liaison and staff support to a variety of committees, boards, and commissions.
- Investigates new technologies based on the needs of the department, and recommends the procurement of new equipment, software, and peripherals.
- May answer complaints regarding services in the area of responsibility.
- May serve as the representative for the Director at assigned meetings.
- 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 and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continually improve customer satisfaction.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

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

Classification Specification

Classification Title	Administrative Services Coordinator
Job Code	
FLSA Status	Exempt

MINIMUM QUALIFICATIONS

Required Education and Experience

- A Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Finance, or a related field
- Four (4) years of lead administrative support work experience, with at least two (2) of those years leading or supervising subordinate staff
- 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, practices, and methods of administrative, budgetary, and organizational analysis
- Financial, statistical, and comparative analysis principles and techniques
- Public administration principles and practices
- Basic organization functions and operations of a municipality
- Business English, including spelling and grammar
- Community resources and social media platforms

Skill in:

- Customer service
- Organization and time management

Ability to:

- Analyze administrative and budgetary issues
- Supervise personnel, including the planning, organizing, assigning, coordinating, and reviewing work of assigned subordinates
- Plan and organize work effectively
- Communicate effectively, orally and in writing
- Prepare complex reports, correspondence, and other written materials
- Establish and maintain effective working relationships

Classification Specification

Classification Title	Administrative Services Coordinator
Job Code	
FLSA Status	Exempt

- Train subordinates in processes and procedures
- Exercise sound independent judgment within policy guidelines
- Establish and maintain accurate records and files

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

Classification Title	Administrative Services Coordinator
Job Code	
FLSA Status	Exempt

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Date approved by the Personnel Board:

Date(s) Revised:

ADMINISTRATIVE SERVICES ANALYST

DEFINITION

Under general supervision, performs responsible administrative, budgetary, financial, training, technical and systems support for senior management.

CLASS CHARACTERISTICS

This is the experienced, working level in the Administrative Services series. Incumbents perform various administrative assignments in departments independent of ongoing supervision. Work is typically performed under the guidance of an assistant department head, division head or senior administrative manager who is responsible for the overall direction of the administrative functions of the department. This class is distinguished from the Administrative Services Manager in that the latter is the top working level in the Administrative Services series.

EXAMPLE OF DUTIES - (Illustrative Only):

1. Assists in the establishment of goals and objectives.
2. Participates in the budget administration for the department, including cost analysis and policy or procedure modifications.
3. Supervises assigned staff; assigns, reviews and evaluates work; oversees training and professional development; reviews work flow to ensure adequate coverage and efficiency.
4. Prepares and maintains office records, including purchase orders, budget adjustments, personnel files and payroll.
5. Administers and supervises the carrying out of various departmental contract services.
6. Prepares detailed and complex monthly and annual reports and spreadsheets.
7. Analyzes operating procedures; makes recommendations on procedural revisions or improvements.
8. May answer complaints regarding services in the area of responsibility.
9. Provides departmental support as it relates to specialized software programs.

**CITY OF RICHMOND
ADMINISTRATIVE SERVICES ANALYST
PAGE 2**

10. May serve as the representative for the Director at assigned meetings.
11. Investigates new technologies based on the needs of the department and recommends the procurement of new equipment, software and peripherals.

MINIMUM QUALIFICATIONS

Thorough knowledge of: principles, practices and methods of administrative, budgetary and organizational analysis; basic supervisory principles and practices; office management practices and procedures; business correspondence, including correct English usage; techniques of information systems analysis, design and management; computerized and specialized technologies and concepts associated with the public sector.

Ability to: analyze administrative and budgetary issues; supervise personnel, including the planning, organizing, assigning, coordinating and reviewing work of assigned subordinates; plan and organize work effectively; communicate effectively, orally and in writing; prepare complex reports, correspondence and other written materials; establish and maintain effective working relationships; train subordinates in processes and procedures; exercise sound independent judgment within policy guidelines; establish and maintain accurate records and files.

EDUCATION

A four (4)-year degree from a college with major course work in business administration, public administration, finance or a closely-related field.

EXPERIENCE

Four (4) years of lead administrative support work experience, with at least two (2) of those years leading or supervising subordinate staff.

SUBSTITUTION

Administrative support experience in a municipality for an assistant departmental director or director may be substituted for college on a year-to-year basis, up to a maximum of two (2) years.

LICENSES/CERTIFICATIONS

Must possess a valid California Driver License or reasonable access to a reliable form of transportation.

PHYSICAL DEMANDS

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



Classification Specification

Classification Title	Arts and Culture Manager
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Works closely with other City departments, commissions, boards, artists, non-profits, governmental agencies, businesses, and groups to develop and administer city-wide arts programs. Activates and manages public art projects. Administers contracts with non-profit organizations, artists, professional service providers and others. Manages and administers budgets and grants.

DISTINGUISHING CHARACTERISTICS

This class is responsible for coordinating, planning, organizing and implementing City-wide art programs and activities, and promoting related cultural programs; acting as liaison to the Arts and Culture Commission, community groups, organizations, other governmental agencies and businesses to coordinate art programs; performing a broad range of complex duties including administering grants and contracts, and providing technical and staff support to the Arts and Culture Commission, local artists and arts organizations; coordinating special projects; soliciting and administering of services; and administering and managing a budget.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Manages the Arts and Culture Commission and the Public Art Advisory Committee monthly meeting agendas, meeting minutes, and related art projects.
- Assists in the development of policies and procedures for the Public Arts Program.
- Interfaces with the community and professionals in the identification of sites suitable for public arts projects. Researches and recommends public art sites for projects.
- Works with the public relations committee to prepare press releases, publicity and notices and coordinates with local media for public service announcements.

Classification Specification

Classification Title	Arts and Culture Manager
Job Code	
FLSA Status	Exempt

- Prepares memorandums, letters, and written and oral reports. Prepares and distributes documents for reports to the Arts and Culture Commission, City staff, City Council, and the community.
- Develops requests for proposals. Researches and makes appropriate recommendations, coordinates consultant selection process and contracts, writes and administers grants and contracts, and monitors projects.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

- Master's degree in Business Management Public Art Program Management, or Museum Program Management

Classification Specification

Classification Title	Arts and Culture Manager
Job Code	
FLSA Status	Exempt

- Five (5) to seven (7) years of experience in municipal public art program or project management
- 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
- Public Art Program/Project Management
- Business Administration and Construction Project Management
- Principles and practices of employee supervision
- Principles and practices of arts program planning, funding, development, implementation, and administration
- Federal, state, and local laws related to the arts
- Public art grants and sources, as well as private and foundation-funding sources
- Principles of budgetary administration and control
- Principles, practices and methods of needs assessments and program evaluation

Skill in:

- Organization and time management
- Identifying community art needs and recommending effective programs
- Managing public events, performances, and fundraisers
- Public speaking

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Write RFQs and RFPs
- Manage the art selection process
- Prepare clear, concise, and complete reports and correspondence

Classification Specification

Classification Title	Arts and Culture Manager
Job Code	
FLSA Status	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 is in an office environment relatively free from unpleasant environmental conditions or hazards.

Classification Specification

Classification Title	Arts and Culture Manager
Job Code	
FLSA Status	Exempt

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

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

ARTS AND CULTURE MANAGER

DEFINITION

The Arts and Culture Manager is a division head within the Recreation and Parks Department. Under direction of the department head, administers contracts including contracts with nonprofit organizations, artists, professional service providers and others as needed; serves as liaison between the Arts and Culture Commission and the City's cultural arts programs by working with organizations who provide cultural services to the City of Richmond; provides technical assistance and support to local arts organizations; manages and administers related budgets; and performs related duties as required.

CLASS CHARACTERISTICS

This class is responsible for coordinating, planning, organizing and implementing City-wide art programs and activities, and promoting related cultural programs; acting as liaison to the Arts and Culture Commission, community groups, organizations, other governmental agencies and businesses to coordinate art programs; performing a broad range of complex duties including administering grants and contracts, and providing technical and staff support to the Arts and Culture Commission, local artists and arts organizations; coordinating special projects; soliciting and administering of services; and administering and managing a budget.

EXAMPLES OF DUTIES

1. Coordinates and attends Arts and Culture Commission meetings; arranges commission meetings, committee meetings, special meetings and orientations for new commissioners; and provides staff support for the Arts and Culture Commission including training, orientation, evaluation and monitoring of activities and programs, including retreat planning.
2. Assists in the development of policies and procedures for the public arts program; prepares and distributes agendas, mailings and announcements; works with the public relations committee to prepare press releases, publicity and notices; and interfaces with local media for public service announcements.
3. Interfaces with the community and professionals in the identification of sites suitable for public arts projects; researches and recommends public art sites suitable for public arts projects; and coordinates and arranges special Commission events such as October Celebration of the Arts.

CITY OF RICHMOND
ARTS AND CULTURE MANAGER
PAGE 2

4. Prepares memorandums, letters, and written and oral reports; supervises training and directs the work of staff and volunteers; develops annual service plans for the purpose of establishing budgetary needs; and prepares, implements and monitors the division budget.
5. Facilitates information and action required as a result of Commission recommendations, interfaces with City staff and presents reports to City Council.
6. Prepares and distributes documents for reports to the Arts and Culture Commission, City staff, City Council, and the community.
7. Develops requests for proposals, researches and makes appropriate recommendations; coordinates consultant selection process and contracts; writes and administers grants and contracts; and monitors projects and their budgets through to completion.
8. Commissions artists to work with architects on public projects; develops and coordinates work with the consultants, and arranges interface and reporting as needed to the City and community for both cultural planning and public art; and provides liaison between City and the community regarding public art development.
9. Writes and administers grants; and assists in the preparation and administration of the program's budget.
10. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: principles and practices of arts program planning, funding, development, implementation and administration; Bay Area public art and its trends, its relationships to community needs, revenues and resources; Bay Area arts organizations, both public and private, and their methods of organization and operation; federal, state and local laws related to the arts; public art grants and sources, private and foundation-funding sources; principles of budgetary administration and control; principles, practices and methods of needs assessments and program evaluation; principles, practices and methods of fundraising or revenue generation; principles and methods of administration, including goal setting, policy and procedure development, work and program evaluation, and establishing work standards; relationships between public and private organizations dealing with the arts; and principles, practices and methods of sponsoring public events, fundraisers, festivals, street fairs, performances and/or similar events.

**CITY OF RICHMOND
ARTS AND CULTURE MANAGER
PAGE 3**

Skill in: directing and organizing an arts program and dealing effectively with policies of the City; identifying community art needs and recommending effective programs; establishing and maintaining good working relationships with a wide variety of groups; identifying and implementing goals, objectives, policies, procedures, work standards and internal controls; establishing and maintaining effective working relationships with those contacted in the course of work; art grant writing and program administration, fundraising and adhering to funding source specifications; reviewing and evaluating arts programs and their relationships to other community/agency programs; translating goals and objectives into workable programs, including fund development, community support and program evaluation; organizing and managing public events, performances, fundraisers and/or other similar events; establishing and maintaining effective cooperation and desirable relations with public officials, the media, private citizens, and civic business groups; speaking effectively in public; writing clear, concise and complete reports and correspondence, and handling administrative details; and negotiating effectively under pressure to resolve problems and conflicts.

Ability to: provide leadership to a City Council-appointed Arts and Culture Advisory Commission to accomplish its mission.

Education/Experience

Education:

Graduation from a college or university with major course work in art, performing arts, recreation, social science, public administration or related field.

Experience:

Two (2) years professional-level experience working with government, business or private nonprofit, community-based boards or commissions on arts issues which demonstrates possession of the knowledge and skills. Additional experience may be substituted for the required education on a year-for-year basis. Experience working with nonprofit, community-based boards; participation in fine arts organizations; and a demonstrated knowledge of arts funding and management are highly desirable.

OTHER REQUIREMENTS

Ability to work evenings and weekends is an on-going requirement.



Classification Specification

Classification Title	Associate Management Analyst
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Performs various analytical duties in support of Citywide policy initiatives and directives by developing, planning, monitoring, and implementing programs, policies, and procedures in such areas as operations, budget, personnel, and special projects.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Management Analyst series and is flexibly staffed with Management Analyst. Individuals perform the more complex assignments and work under general supervision; assignments may include providing lead direction to support staff. Incumbents are expected to exercise independent judgment in the performance of their 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.

- Provides technical expertise and support to departmental and City management in support of Citywide policy initiatives.
- Designs and implements programs and may serve as program and/or project manager.
- Assists in developing, submitting, and monitoring the department/division budget.
- Prepares grant applications and reports, administers and monitors grant awards, including grant draw downs, administers grant contracts and budgets for awarded grants, and ensures grant guideline compliance.
- Analyzes, drafts, and recommends policy and directions.
- Prepares technical and staff reports, and makes presentations to City Council, staff, and outside agencies and groups.
- Performs statistical research and data management.
- Drafts memos, staff reports, and other documents and correspondence related to assigned program.

Classification Specification

Classification Title	Associate Management Analyst
Job Code	
FLSA Status	Exempt

- Prepares and/or reviews written and verbal reports and resolutions for City Manager, City Council and City boards or commissions; works closely with the City Council, City boards or commissions, public and private groups, professional groups, and residents to explain or coordinate plans for proposed projects, and to solicit their support.
- Participates and assists in city and community initiatives, meetings, and events which may require working evenings and weekends.
- Provides liaison and staff support to a variety of committees, boards, and commissions.
- Updates community resource guides, and maintains social media presence.
- Participates and assists in city and community initiatives, meetings, and events which may require working evenings and weekends.
- 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 and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continually improve customer satisfaction.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

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

Classification Specification

Classification Title	Associate Management Analyst
Job Code	
FLSA Status	Exempt

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from an accredited college or university
- Four (4) to six (6) years of administrative experience related to the knowledge and abilities required
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Principles, practices, and methods of organizational analysis and public administration
- Municipal budgetary practices and policies
- Statistical methods and applications
- Project management principles

Skill in:

- Customer service
- Organization and time management
- Leadership

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Interpret relevant laws, regulations, and policies
- Research, analyze, and compile data
- Maintain accurate records and files
- Perform multiple tasks simultaneously, and establish priorities
- Negotiate contracts

Classification Specification

Classification Title	Associate Management Analyst
Job Code	
FLSA Status	Exempt

WORK ENVIRONMENT/CONDITIONS

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

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Classification Specification

Classification Title	Associate Management Analyst
Job Code	
FLSA Status	Exempt

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

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

MANAGEMENT ANALYST I/II

DEFINITION

Performs various administrative duties in support of a department and/or division in developing, planning, monitoring and implementing programs, policies and procedures in such areas as operations, budget, personnel and special projects; performs related duties as assigned.

CLASS CHARACTERISTICS

Management Analyst I – This class is an entry level classification in the analyst series. Individuals perform the more routine assignments and work under close supervision. Incumbents may be assigned to any number of departments to assist senior managers. Assignments may include providing direction to support staff. Individuals may advance to the higher level specialized classifications once the requisite experience and skills have been attained.

Management Analyst II – This is the journey level classification in the analyst series. Individuals perform the more complex assignments and work under general supervision; assignments may include providing lead direction to support staff. Incumbents are expected to exercise independent judgment in the performance of their duties.

EXAMPLES OF DUTIES – (Illustrative Only)

1. Researches, collects and analyzes data in areas such as laws, regulations, policies and programs for reports and presentations.
2. Develops, submits and monitors the department/division budget based upon senior managements' directives.
3. Develops and reviews policies, practices and procedures and makes recommendations.
4. Conducts surveys and performs statistical research.
5. Prepares reports and makes presentations to City Council, staff, and outside agencies and groups.
6. May evaluate the work of assigned project staff.

7. Prepares grant applications.
8. Utilizes relevant computer programs in assigned tasks and responsibilities.
9. Oversees departmental or division personnel procedures and processing.
10. Provides technical expertise and support to departmental and City management.
11. Designs and implements programs.
12. May serve as program and/or project manager.

QUALIFICATIONS

Thorough Knowledge of: Principals, practices and methods of organizational analysis and public administration; municipal budgetary practices and policies; statistical methods and applications; related computer hardware and software; basic supervisory practices and techniques; principles of project management.

Ability to: Interpret relevant laws, regulations and policies; research, analyze and compile data; maintain accurate records and files; communicate clearly and concisely, both orally and in writing; exercise sound judgment within established guidelines; perform multiple tasks simultaneously and establish priorities; evaluate and direct the work of other staff; establish effective working relationships with staff, vendors and the community; negotiate contracts.

EDUCATION/EXPERIENCE

Management Analyst I – Graduation from a four (4) year accredited college or university and one (1) year of administrative experience related to the knowledge and abilities required. Related experience may be substituted for the required education on a year-for-year basis up to a maximum of two (2) years.

Management Analyst II – Graduation from a four (4) year accredited college or university and three (3) years of administrative experience related to the knowledge and abilities required.

LICENSES/CERTIFICATIONS

Specific positions may require the possession of a valid class C California Driver's License.



Classification Specification

Classification Title	Building Maintenance Supervisor
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Plans, assigns, and supervises the work of journey-level crafts workers and helpers in the maintenance, repair, and alteration of City-owned buildings.

DISTINGUISHING CHARACTERISTICS

The Building Maintenance Supervisor is responsible for scheduling, assigning, and supervising the work of stationary engineers, carpenters and painters. Supervision is constant, and the incumbent participates in the work functions for instructional and training purposes.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Supervises and assists painters, carpenters, and semi-skilled helpers engaged in the alteration, maintenance and repair of City structures.
- Estimates the costs of carpentry and painting projects. Submits costs of projects covering labor and materials and recommends priorities of work to be accomplished. Determines work to be contracted, initiates contracts, and inspects final work for payment.
- Plans, directs and schedules work assignments, inspects work done, and arranges for instruction and training of personnel.
- Maintains records of work completed and materials and supplies used. Requisitions materials and supplies.
- Assists in preparing maintenance budgets, including personnel needs.
- Coordinates work with other public work units and contractors.
- May participate in repair and maintenance work as required.
- Performs related work as required.

Classification Specification

Classification Title	Building Maintenance Supervisor
Job Code	
FLSA Status	Exempt

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

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

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Three (3) to five (5) years of experience in building maintenance and repair, including some in a lead or supervisory capacity
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

Classification Specification

Classification Title	Building Maintenance Supervisor
Job Code	
FLSA Status	Exempt

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Methods, tools and materials of related structural occupations engaged in building repairs and alterations
- Principles and practices of employee supervision

Skill in:

- Supervision
- Project Management
- Organization and time management

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Identify carpentry and painting problems in City buildings, and make necessary plans for maintenance and repair
- Estimate costs of labor and materials for building maintenance projects
- Interpret blueprints and specifications and prepare specifications
- Maintain inventory and usage records
- Maintain carpentry and painting supplies and materials
- Prepare routine reports

WORK ENVIRONMENT/CONDITIONS

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

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

Classification Specification

Classification Title	Building Maintenance Supervisor
Job Code	
FLSA Status	Exempt

Shop environment		x	
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		x	
Individuals with known violent backgrounds		x	
Extreme cold (<i>below 32 degrees</i>)	x		
Extreme heat (<i>above 100 degrees</i>)	x		
Communicable diseases		x	
Moving mechanical parts			x
Fumes or airborne particles		x	
Toxic or caustic chemicals, substances or waste		x	
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		x	

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

BUILDING MAINTENANCE SUPERVISOR

DEFINITION

Under general direction of the Facilities Maintenance Superintendent, plans, assigns and supervises the work of journey-level crafts workers and helpers in the maintenance, repair, and alteration of City-owned buildings; and does related work as required.

CLASS CHARACTERISTICS

The Building Maintenance Supervisor is responsible for scheduling, assigning, and supervising the work of stationary engineers, carpenters and painters. Supervision is constant, and the incumbent participates in the work functions for instructional and training purposes.

EXAMPLES OF DUTIES

1. Supervises and assists stationary engineers, painters, carpenters, and semi-skilled helpers engaged in the alteration, maintenance and repair of City structures.
2. Estimates the costs of carpentry and painting projects; submits costs of projects covering labor and materials, and recommends priorities of work to be accomplished; determines work to be contracted, initiates contracts and inspects final work for payment.
3. Plans, directs and schedules work assignments, inspects work done, and arranges for instruction and training of personnel.
4. Maintains records of work completed and materials and supplies used; requisitions materials and supplies.
5. Assists in preparing maintenance budgets, including personnel needs.
6. Coordinates work with other public work units and contractors.
7. May participate in repair and maintenance work as required.

MINIMUM QUALIFICATIONS

Thorough knowledge of: The methods, tools, and materials of the painting and carpentry trades.

**CITY OF RICHMOND
BUILDING MAINTENANCE SUPERVISOR
PAGE 2**

General knowledge of: methods, tools and materials of related structural occupations engaged in building repairs and alterations.

Ability to: plan, organize and supervise crews of skilled and semi-skilled workers, including reviewing and evaluating their work; identify carpentry and painting problems in City buildings, and make necessary plans for maintenance and repair; estimate costs of labor and materials for building maintenance projects; interpret blueprints and specifications and prepare specifications; maintain inventory and usage records or carpentry and painting supplies and materials; prepare routine reports; and maintain effective working relations.

EDUCATION/EXPERIENCE

Graduation from high school or G.E.D. equivalency; satisfactory completion of a four (4) year apprenticeship program in carpentry or possession of a State of California Class B general contractors license; AND five (5) years of progressively responsible experience in building maintenance and repair, including at least two (2) years at a lead or supervisory level; journey level experience may be substituted for the apprenticeship program on a year-for-year basis; background in locksmithing is highly desirable.

LICENSE/CERTIFICATION

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



Classification Specification

Classification Title	Crime Analyst
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Gathers and analyzes data related to on-going criminal investigations. Assists detectives with analyzing compiled data, including cell phone and social media data, to assist in criminal prosecution of crimes. Reviews and analyzes data from police reports, provides a detailed analysis on the crimes being committed by geographical area, and creates statistical reports for department metrics and resource allocation.

DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for establishing and implementing a systematic process for the collection and dissemination of pertinent information necessary to assist the Police Department's Operational and Administrative personnel. The incumbent is responsible for the collection, computation, analysis and summarization of crime, offender information and demographic data which may be obtained from crime reports, census, economic/demographic reports and data from other agencies. The analyses performed by the Crime Analyst may assist the Police Department in effectively allocating and deploying police resources in the control of crime activity.

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.

- Collects, compiles, computes, analyzes, and summarizes crime offender demographic, and related data from a wide variety of sources.
- Manages data for monthly statistical reports. Presents recent crime trends, statistics, and geospatial data at Crime Accountability meetings.
- Extracts, cleans, and organizes data for public release, grant filings, internal requests, and general public requests.
- Assists in investigations by researching suspect information, or identifying serial offenders.

Classification Specification

Classification Title	Crime Analyst
Job Code	
FLSA Status	Non-exempt

- Prepares reports and advises personnel of crime patterns and anticipated criminal activity for purposes of deployment, prevention, and apprehension.
- Prepares research and analytical reports of suspects, incidents, arrest data, and other related materials.
- Contacts law enforcement and other agencies to obtain and provide crime related data.
- May have to testify on crime analyses in court.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree in Public or Business Administration, Political Science, Computer Science or a closely-related field, including supplemented by a college-level course in statistics or quantitative analysis.
- One (1) to three (3) years of experience working as a crime/intelligence analyst at a law enforcement agency, including statistical analysis and investigative, and experience creating finished analytical products

Classification Specification

Classification Title	Crime Analyst
Job Code	
FLSA Status	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

Other Requirements

Must pass a polygraph and an extensive background examination. As a condition of employment, psychological, medical, and drug testing are also required.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Quantitative analysis and research methodology
- Statistics and methods of graphic presentation
- Administrative research and analysis

Skill in:

- Statistical analysis

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Read and analyze police reports
- Conduct research and identify trends, discrepancies, and anomalies
- Prepare detailed reports and studies, memoranda, letters, and other materials

WORK ENVIRONMENT/CONDITIONS

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

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

Classification Specification

Classification Title	Crime Analyst
Job Code	
FLSA Status	Non-exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Date approved by the Personnel Board:

Date(s) Revised:

CRIME ANALYST

Definition

Under direction, conducts a variety of criminal research studies and analyses, performs statistical evaluation from crime prevention activities, conducts manpower utilization and allocation studies, and performs related work as required. This is a non-sworn professional level position.

Class Characteristics

This is a one position class responsible for establishing and implementing a systematic process for the collection and dissemination of pertinent information necessary to assist the Police Department's Operational and Administrative personnel. The incumbent is responsible for the collection, computation, analysis and summarization of crime, offender information and demographic data which may be obtained from crime reports, census, economic/demographic reports and data from other agencies. The analyses performed by the Crime Analyst may assist the Police Department in effectively allocating and deploying of police resources in the control of crime activity.

Example of Duties

1. Develops meaningful and useful crime analysis data products for Patrol, Investigations, Administration and Crime Prevention.
2. Collects, compiles, computes, analyzes and summarizes crime offender, demographic and related data from a wide variety of sources.
3. Prepares graphic displays including charts, maps, calendars, and related materials to effectively present statistical data.
4. Conducts special research and analytical studies of suspects, incident, and crime locations.
5. Prepares reports, advises personnel of crime patterns and anticipated criminal activity for purposes of deployment, prevention and apprehension.
6. Prepares research and analytical reports of suspects, incidents, arrest data, and other related materials.
7. Conducts training in the use of crime analysis as required.
8. Contacts law enforcement and other agencies to obtain and provide crime related data.

**CRIME ANALYST
PAGE 2**

MINIMUM QUALIFICATIONS

Thorough Knowledge of:

Quantitative analysis and research methodology, and have the ability to perform them under both manual and automated systems.

Automated (computer) analysis systems

Statistics and methods of graphic presentation.

Some Knowledge of:

Training techniques and application.

Administrative research and analysis.

Ability to:

Make sound policy and procedural recommendations.

Meet and deal effectively with others.

Communicate effectively both orally and in writing.

Prepare detailed reports and studies, memoranda, letters, and other materials.

Education/Experience

Equivalent to graduation from a four (4) year college with a major in public or business administration, political science, computer science, statistics or a related field including or supplemented by a college level course in statistics or quantitative analysis, AND two (2) years of crime analysis or closely related experience. Qualifying experience in the analysis of criminal activities may be substituted for the required education on a year for year basis, up to a maximum of two (2) years substitution.

License

Possession, or ability to obtain prior to appointment, of a valid California Driver's License.



Classification Specification

Classification Title	Emergency Services Manager
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Under administrative direction of the Fire Chief, uses operational decision making in the direction and coordination of work in the Office of Emergency Services division of the Fire Department; plans, organizes, manages, develops, and implements City's major emergency preparedness, response, and recovery plans and programs.

DISTINGUISHING CHARACTERISTICS

This one-position class is on call 24 hours a day, 365 days/year and leads the Office of Emergency Services' ongoing emergency activities of the City and is responsible for the overall management, development, implementation and coordination of emergency preparedness and response operations of the City. The incumbent works with management, emergency services coordinators, and professional emergency response personnel to identify and meet the community's mitigation, preparedness, response and recovery needs. The Emergency Services Manager reports directly to the Fire Chief under day-to-day operations, and in the emergency response mode reports to the Emergency Services Director/City Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Plans, organizes, manages, and coordinates the work of the Office of Emergency Services division.
- Develops and implements the goals, objectives, policies, procedures, and work standards for emergency services programs.
- Coordinates City staff training exercises, and evaluates results. Prepares user manuals for emergency procedures.
- Counsels the Finance staff on the cost recovery process for federal and state reimbursements for emergency declarations.
- Monitors developments related to City-wide emergency services, evaluates their impact on City operations, and implements policy and procedure improvements.

Classification Specification

Classification Title	Emergency Services Manager
Job Code	
FLSA Status	Exempt

- Prepares a variety of city-wide technical studies and reports relating to current and long-range emergency preparedness, mitigation, response, and recovery needs, and develops proposals to meet them.
- Collaborates with public and private groups to coordinate plans for City-wide emergency services projects, and responds to their concerns.
- Coordinates the work of the division with other City departments, outside agencies, and concerned citizens.
- Performs procurement duties as needed, including administering contracts.
- Prepares and makes presentations to citizens and employees and management, including Executive Management and the City Council.
- Drafts and edits technical and staff reports, and collects supporting documents.
- Operates the City's Emergency Operations Center under the direction of the Fire Chief; and oversees the preparation of records, reports, and documents as may be required to comply with state Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA) rules, regulations, and guidelines.
- Prepares the budget for emergency preparedness and planning activities. Oversees the tracking expenditures reimbursable by FEMA and/or other government entities.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

Classification Specification

Classification Title	Emergency Services Manager
Job Code	
FLSA Status	Exempt

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

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from an accredited college or university in Emergency Services Administration, or a closely-related field
- Five (5) to seven (7) years of experience with emergency services program coordination work at a senior level
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement
- Emergency Manager certification from the International Association of Emergency Managers is desirable
- Certified Business Continuity Professional is desirable.

Additional Requirements

- On call 24 hours a day to lead emergency response operations of the City, as needed

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles and practices of emergency services program development and administration
- Applicable legal guidelines and standards governing emergency services
- City, county, state, and federal organization and functions related to emergency preparedness and services
- Administrative principles and methods, including goal setting, program development and implementation, and employee supervision
- Funding sources for program and service development
- Modern office practices and equipment, including computers and applicable software

Skill in:

- Organization and planning

Classification Specification

Classification Title	Emergency Services Manager
Job Code	
FLSA Status	Exempt

- Time management
- Project management

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Analyze complex technical and administrative emergency services problems, evaluate alternative solutions, and recommend or adopt effective courses of action
- Prepare clear and concise reports, correspondence, and other written materials
- Exercise sound independent judgment within general policy guidelines
- Work well under pressure
- Conduct training and formal presentations

WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		

Classification Specification

Classification Title	Emergency Services Manager
Job Code	
FLSA Status	Exempt

Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Date approved by the Personnel Board:

Date(s) Revised:

EMERGENCY SERVICES MANAGER

DEFINITION

The Emergency Services Manager directs the Office of Emergency Services ongoing emergency activities of the City and is responsible for the overall management, development, implementation and coordination of all Emergency Operations Plans, supporting plans, contingency plans, and standard operating procedures; and prepares for publication and distribution of all plans, and the maintenance of the plans master file.

CLASS CHARACTERISTICS

This one-position class is on call 24 hours a day, 365 days/year and leads the Office of Emergency Services ongoing emergency activities of the City and is responsible for the overall management, development, implementation and coordination of emergency preparedness and response operations of the City. The incumbent works with management, emergency services coordinators, and professional emergency response personnel to identify and meet the community's mitigation, preparedness, response and recovery needs. The Emergency Services Manager reports directly to the Fire Chief under day to day operations and in the emergency response mode reports directly to the Emergency Services Director/City Manager.

EXAMPLES OF DUTIES

1. Directly advises, coordinates, and evaluates command staff engaged in emergency response and recovery efforts.
2. Develops and administers division goals, objectives, policies, procedures, budget, and action plans.
3. Provides emergency management leadership and technical review at the city, county, state and federal level.
4. Responsible for all disaster related reimbursement reporting, legislation and legal documents to state and federal government, interprets and insures compliance with federal, state and local emergency services regulations.
5. Maintains programs, assuring that the City is certified with E.M.A. program requirements.

EMERGENCY SERVICES MANAGER

PAGE 2

6. **Develops, coordinates, presents, and oversees public education programs for emergency preparedness and response.**
7. **Works with various boards and committees, and serve as liaison to county, state, and federal government agencies, including F.E.M.A., C.S.T.I., E.M.I., OES..**
8. **Works directly with other jurisdiction, industry, the school district, and various community groups.**
9. **Prepares public presentations and programs, undertakes special projects as assigned.**

MINIMUM QUALIFICATIONS

Knowledge of:

Federal, state and local agency emergency management planning service guidelines; general organization, procedures and systems of governmental agencies; accounting and budget process, training principles and practices; and computer systems and applications.

Ability to:

Plan, organize, coordinate, facilitate and administer emergency plans, to communicate effectively, both oral and written form; to exercise initiative and sound judgement; establish and maintain effective relationships with government, public and private agencies and citizens groups; prepare and analyze complex reports.

LICENSE/CERTIFICATION

Possession of a valid California driver's license.

Certification by the International Association of Emergency Managers is desirable.

PHYSICAL DEMANDS

In addition to being on call 24 hours a day, requires sufficient mobility to work in a typical office setting, duties also require sufficient mobility to participate on-scene at incidents, and training sites.

EDUCATION/EXPERIENCE

Five (5) years of experience in coordination, planning, and implementing a local government emergency services program. Possession of a Bachelors Degree in a related field, or current Certification from I.A.E.M. (International Association of Emergency Managers).



Classification Specification

Classification Title	Environmental Services Coordinator
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Assists in implementing the climate action plan, including, but not limited to, researching and developing new programs and projects, managing city contracts and agreements, applying for and managing grants, and participating in community outreach. Participates in community air monitoring initiatives, partially staffs the City Manager's office to address calls and inquiries from the public and leads and supports interdepartmental projects and programs as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification assists with the design and develop new and modified environmental based programs; provide highly specialized and knowledgeable technical assistance to other programs, teams, divisions, and/or departments; and represent the City's environmental services programs and interests as assigned. This classification would require significant specialized and in-depth experience in designated environmental program areas and competency in facilitating groups, meeting management and consensus-based decision making. Incumbents must demonstrate knowledge of the City and the departmental operations and policies.

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.

- Seeks and identifies potential sources for grants from federal, state, and private sources to fund programs and services.
- Participates in air monitoring initiatives and economic development plans. Works collaboratively with other departments other governmental agencies and community partners and often engages with staff to develop and implement plans.
- Assists other public agencies, engineering consultants, and individuals in resolving City of Richmond issues.
- Develops, submits, and monitors the program budget.
- Conducts surveys and performs statistical research.

Classification Specification

Classification Title	Environmental Services Coordinator
Job Code	
FLSA Status	Exempt

- Attends public meetings and makes oral presentations. Prepares staff reports for presentations to the City Council and makes recommendations.
- Prepares technical and staff reports, correspondence, and other written materials.
- 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 and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continuously improve customer satisfaction.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

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

Required Licenses or Certifications

- California driver's license may be an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

Classification Specification

Classification Title	Environmental Services Coordinator
Job Code	
FLSA Status	Exempt

- Modern office practices and equipment, including applicable software
- Project management principles
- Solid waste laws and agreements
- City contracting processes
- Community outreach techniques

Skill in:

- Organization and time management

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Monitor and manage budgets
- Conduct research and analysis
- Work nights and weekends

WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		

Classification Specification

Classification Title	Environmental Services Coordinator
Job Code	
FLSA Status	Exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Date approved by the Personnel Board:

Date(s) Revised:



Classification Specification

Classification Title	Human Resources Analyst I
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Performs technical personnel work and serves employees and the public in the areas of recruitment, classification, compensation, organizational culture, benefits, risk management, and employee development by conducting recruitments, administering programs, studies and surveys, analyzing data, and preparing reports and recommendations.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Human Resources Analyst series. Incumbents are expected to carry out less complex technical assignments and receive more supervision than incumbents in the Human Resources Analyst II class.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Manages recruitments for a variety of City classifications. Works with departments to determine timelines, validate job content, and set recruitment plans.
- Analyzes and evaluates screening and selection techniques and tools. Develops and validates new or alternate screening and selection tools and methods.
- Provides information to employees regarding wages, benefits, personnel procedures, promotional opportunities, and career development.
- Develops class concepts based on job studies. Prepares new and revised class specifications.
- Conducts salary surveys, analyzes salary data, and makes recommendations relating to the maintenance or revision of classification and pay plans.
- Coordinates citywide training programs. Assigns and tracks trainings.
- Assists in negotiations with representatives of bargaining units and employee groups.

Classification Specification

Classification Title	Human Resources Analyst I
Job Code	
FLSA Status	Exempt

- Administers and coordinates various City benefit programs, including researching problems, handing appeals, providing information regarding benefit options, enrolling employees in plans and programs, and conferring with service providers and third-party administrators.
- Provides case management and coordinates various leave processes such as leave of absence, family medical leave, workers' compensation, voluntary time off and benefits continuation during such leave.
- Manages assigned program area(s) including identifying, developing, implementing, evaluating program needs, and collecting, tracking, and analyzing related information.
- Provides liaison and staff support to the Personnel Board as assigned.
- Assists in the preparation of staff reports for the Personnel Board and City Council.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

Classification Title	Human Resources Analyst I
Job Code	
FLSA Status	Exempt

- At least two years of relevant college-level course work or an Associate degree from an accredited college or university in a related field
- One (1) to three (3) years of human resources experience, including recruitment, classification, compensation, training, customer service, and making presentations to groups of employees
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Local, state, and federal laws and regulations pertaining to human resources, employee and labor relations, benefits and leave programs
- City Memorandums of Understanding, Personnel Rules, and Charter
- Principles of statistical analysis
- Equal employment opportunity programs and practices
- Governmental and administrative policies and procedures
- Principles and practices of benefit program administration including health, dental, life and other insurance programs as well as retirement, wellness and flexible benefit programs.
- Principles, practices, and terminology of leave administration

Skill in:

- Organization and time management
- Attention to detail

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Deliver presentations
- Maintain complex records
- Gather and analyze data
- Maintain confidentiality of information

Classification Specification

Classification Title	Human Resources Analyst I
Job Code	
FLSA Status	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		
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.

Classification Specification

Classification Title	Human Resources Analyst I
Job Code	
FLSA Status	Exempt

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

PERSONNEL ANALYST I

DEFINITION

Under general supervision, performs technical personnel work in the areas of recruitment and selection, position classification and pay, and employee development; conducts studies and surveys and analyzes data; prepares reports and recommendations; and does related work as required.

CLASS CHARACTERISTICS

This is the entry level Personnel Analyst class. Incumbents are expected to carry out less complex technical assignments and receive more supervision than incumbents in the Personnel Analyst II class. Personnel Analysts I are expected to perform work with increasing independence as they gain additional experience.

EXAMPLES OF DUTIES

1. Analyzes job duties to determine job-related skills, knowledges and abilities; establishes job-related standards for employment and promotion; recommends allocation or reallocation of prosecutions to appropriate classes.
2. Develops class concepts based on job studies; prepares new and revised class specifications.
3. Conducts salary surveys, analyzes salary data, and makes recommendations relating to the maintenance or revision of classification and pay plans.
4. Analyzes and evaluates screening and selection techniques and tools; determines job content validity and conformity to federal, state, and local regulation, merit systems, and City policy. Assists City departments in implementing and improving the screening and selection process.
5. Develops and validates new or alternate screening and selection tools and methods; recommends procedures that would eliminate artificial barriers to employment or promotion.
6. Provides information to employees regarding wages, benefits, personnel procedures, promotional opportunities and career development.
7. May coordinate and conduct in-service supervisory and employee training programs.
8. May assist in negotiations with representatives of bargaining units and employee groups.

MINIMUM QUALIFICATIONS

General Knowledge of: principles and practices of personnel administration, management, and behavioral sciences.

Some Knowledge of: office procedures, data collection and sampling techniques, statistical analysis; Federal, state, and local legislation pertaining to equal employment opportunity programs and practices, affirmative action, and related programs involving personnel functions.

Ability to: identify problem areas; collect and evaluate data; draw valid conclusions from available information; and project consequences of decisions and recommendations; communicate effectively oral and in writing; learn and apply principles of personnel management; meet and deal effectively with persons of diverse social, and ethnic and occupational backgrounds, including City personnel at all organizational levels.

EDUCATION/EXPERIENCE

Any combination of education and/or experience equivalent to graduation from a four-year college or university in a major directly related to the listed knowledge and abilities.



Classification Specification

Classification Title	Human Resources Analyst II
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Performs technical personnel work and serves employees and the public in the areas of recruitment, classification, compensation, organizational culture, benefits, risk management, and employee development by conducting recruitments, administering programs, studies and surveys, analyzing data, and preparing reports and recommendations.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Human Resources Analyst series. Incumbents are expected to carry out varied technical assignments without detailed instructions or guidance.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Manages recruitments for a variety of City classifications. Works with departments to determine timelines, validate job content, and set recruitment plans.
- Analyzes job duties to determine job-related skills, knowledge, and abilities. Establishes job-related standards for employment and promotion and recommends allocation or reallocation of positions to appropriate classes.
- Analyzes and evaluates screening and selection techniques and tools. Develops and validates new or alternate screening and selection tools and methods.
- Provides information to employees regarding wages, benefits, personnel procedures, promotional opportunities, and career development.
- Develops class concepts based on job studies. Prepares new and revised class specifications.
- Conducts salary surveys, analyzes salary data, and makes recommendations relating to the maintenance or revision of classification and pay plans.
- Coordinates citywide training programs. Assigns and tracks trainings.

Classification Specification

Classification Title	Human Resources Analyst II
Job Code	
FLSA Status	Exempt

- Assists in negotiations with representatives of bargaining units and employee groups.
- Administers and coordinates various City benefit programs, including researching problems, handling appeals, providing information regarding benefit options, enrolling employees in plans and programs, and conferring with service providers and third-party administrators.
- Provides case management and coordinates various leave processes such as leave of absence, family medical leave, workers' compensation, voluntary time off and benefits continuation during such leave.
- Manages assigned program area(s) including identifying, developing, implementing, evaluating program needs, and collecting, tracking, and analyzing related information.
- Provides liaison and staff support to the Personnel Board as assigned.
- Assists in the preparation of staff reports for the Personnel Board and City Council.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

Classification Specification

Classification Title	Human Resources Analyst II
Job Code	
FLSA Status	Exempt

- At least two years of relevant college-level course work or an Associate's degree from an accredited college or university
- Two (2) to four (4) years of human resources experience at the Human Resources Analyst I level or equivalent, including recruitment, classification, compensation, training, customer service, and making presentations to groups of employees
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Local, state, and federal laws and regulations pertaining to human resources, employee and labor relations, benefits, and leave programs
- City Memorandums of Understanding, Personnel Rules, and Charter
- Principles of statistical analysis
- Equal employment opportunity programs and practices
- Governmental and administrative policies and procedures
- Principles and practices relating to position classification and pay
- Principles and practices of benefit program administration including health, dental, life and other insurance programs as well as retirement, wellness and flexible benefit programs.
- Principles, practices, and terminology of leave administration

Skill in:

- Organization and time management
- Attention to detail

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Deliver presentations
- Maintain complex records
- Gather and analyze data
- Maintain confidentiality of information

Classification Specification

Classification Title	Human Resources Analyst II
Job Code	
FLSA Status	Exempt

- Manage multiple projects simultaneously
- Identify problem areas, collect and analyze data, draw valid conclusions from available information, and project consequences of decisions and recommendations

WORK ENVIRONMENT/CONDITIONS

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

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

Classification Specification

Classification Title	Human Resources Analyst II
Job Code	
FLSA Status	Exempt

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

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

PERSONNEL ANALYST II

DEFINITION

Under direction, performs technical personnel work in the areas of recruitment and selection, position classification and pay, and employee development; conducts studies, surveys and analyzes data; prepares reports and recommendation; and does related work as required.

CLASS CHARACTERISTICS

This is the journey level Personnel Analyst class. Incumbents are expected to carry out varied technical assignments without detailed instructions or guidance.

EXAMPLES OF DUTIES

1. Analyzes job duties to determine job-related skills, knowledges and abilities; establishes job-related standards for employment and promotion; recommends allocation or reallocation of positions to appropriate classes.
2. Develops class concepts based on job studies; prepares new and revised class specifications.
3. Conducts salary surveys, analyzes salary data, and makes recommendations relating to the maintenance or revision of classification and pay plans.
4. Analyzes and evaluates screening and selection techniques and tools; determines job content validity and conformity to federal, state and local regulation, merit systems, and City policy. Assists City departments in implementing and improving the screening and selection process.
5. Develops and validates new or alternate screening and selection tools and methods; recommends procedures that would eliminate artificial barriers to employment or promotion.
6. Provides information to employees regarding wages, benefits, personnel procedures, promotional opportunities and career development.
7. May coordinate and conduct in-service supervisory and employee training programs.
8. Assists in negotiations with representatives of bargaining units and employee groups.

MINIMUM QUALIFICATIONS

Thorough Knowledge of: principles and practices relating to position classification and pay; job-content analysis and the establishment of employee standards; screening and selection practices, including application formats, test construction and interviewing techniques.

General Knowledge of: methodology for determining the reliability and validity of applications, tests, interviewing practices and other screening and selection techniques; principles of management and methods required to identify and analyze organizational training needs; Federal, State, and Local legislation pertaining to equal employment opportunity programs and practices, affirmative action, and other related programs involving personnel functions; functional responsibilities of a public sector personnel department and the principles and practices of personnel administration.

Ability to: identify problem areas, collect and analyze data, draw valid conclusions from available information; and project consequences of decisions and recommendations; communicate effectively orally and in writing; interact with persons of diverse social, ethnic, and occupational backgrounds, including City personnel at all organizational levels.

EDUCATION/EXPERIENCE

Any combination of education and/or experience equivalent to graduation from a four year college or university in a major directly related to the knowledge's and abilities listed

AND

two years of full-time work-related experience.



Classification Specification

Classification Title	Management Analyst
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Performs various analytical duties in support of Citywide policy initiatives and directives by developing, planning, monitoring, and implementing programs, policies and procedures in such areas as operations, budget, personnel and special projects.

DISTINGUISHING CHARACTERISTICS

This class is the entry level classification in the Management Analyst series and is flexibly staffed with Associate Management Analyst. Individuals perform the more routine assignments and work under close supervision. Assignments may include providing direction to support staff. Individuals may advance to the higher-level specialized classifications once the requisite experience and skills have been attained.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Provides technical expertise and support to departmental and City management in support of Citywide policy initiatives
- Designs and implements programs and may serve as program and/or project manager.
- Assists in developing, submitting, and monitoring the department/division budget.
- Analyzes, drafts, and recommends policy and directions.
- Prepares various reports and makes presentations to City Council, staff, and outside agencies and groups.
- Performs statistical research and data management.
- Drafts memos, staff reports, and other documents and correspondence related to assigned program.
- Prepares grant applications, administers grant contracts and budgets for awarded grants, and prepares reports and ensures grant guideline compliance.

Classification Specification

Classification Title	Management Analyst
Job Code	
FLSA Status	Exempt

- Prepares and/or reviews written and verbal reports and resolutions for City Manager, City Council and City boards or commissions; works closely with the City Council, City boards or commissions, public and private groups, professional groups and residents to explain or coordinate plans for proposed projects and to solicit their support.
- Provides liaison and staff support to a variety of committees, boards, and commissions.
- Updates community resource guides and maintains social media presence.
- Participates and assists in city and community initiatives, meetings, and events which may require working evenings and weekends.
- 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 and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continuously improve customer satisfaction.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

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

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from an accredited college or university

Classification Specification

Classification Title	Management Analyst
Job Code	
FLSA Status	Exempt

- Three (3) to five (5) years of administrative experience related to the knowledge and abilities required
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Principals, practices and methods of organizational analysis and public administration
- Municipal budgetary practices and policies
- Statistical methods and applications
- Project management principles

Skill in:

- Customer Service
- Organization and time management
- Leadership

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Interpret relevant laws, regulations, and policies
- Research, analyze and compile data
- Maintain accurate records and files
- Perform multiple tasks simultaneously and establish priorities
- Negotiate contracts

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
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Classification Specification

Classification Title	Management Analyst
Job Code	
FLSA Status	Exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Classification Specification

Classification Title	Management Analyst
Job Code	
FLSA Status	Exempt

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

MANAGEMENT ANALYST I/II

DEFINITION

Performs various administrative duties in support of a department and/or division in developing, planning, monitoring and implementing programs, policies and procedures in such areas as operations, budget, personnel and special projects; performs related duties as assigned.

CLASS CHARACTERISTICS

Management Analyst I – This class is an entry level classification in the analyst series. Individuals perform the more routine assignments and work under close supervision. Incumbents may be assigned to any number of departments to assist senior managers. Assignments may include providing direction to support staff. Individuals may advance to the higher level specialized classifications once the requisite experience and skills have been attained.

Management Analyst II – This is the journey level classification in the analyst series. Individuals perform the more complex assignments and work under general supervision; assignments may include providing lead direction to support staff. Incumbents are expected to exercise independent judgment in the performance of their duties.

EXAMPLES OF DUTIES – (Illustrative Only)

1. Researches, collects and analyzes data in areas such as laws, regulations, policies and programs for reports and presentations.
2. Develops, submits and monitors the department/division budget based upon senior managements' directives.
3. Develops and reviews policies, practices and procedures and makes recommendations.
4. Conducts surveys and performs statistical research.
5. Prepares reports and makes presentations to City Council, staff, and outside agencies and groups.
6. May evaluate the work of assigned project staff.

7. Prepares grant applications.
8. Utilizes relevant computer programs in assigned tasks and responsibilities.
9. Oversees departmental or division personnel procedures and processing.
10. Provides technical expertise and support to departmental and City management.
11. Designs and implements programs.
12. May serve as program and/or project manager.

QUALIFICATIONS

Thorough Knowledge of: Principals, practices and methods of organizational analysis and public administration; municipal budgetary practices and policies; statistical methods and applications; related computer hardware and software; basic supervisory practices and techniques; principles of project management.

Ability to: Interpret relevant laws, regulations and policies; research, analyze and compile data; maintain accurate records and files; communicate clearly and concisely, both orally and in writing; exercise sound judgment within established guidelines; perform multiple tasks simultaneously and establish priorities; evaluate and direct the work of other staff; establish effective working relationships with staff, vendors and the community; negotiate contracts.

EDUCATION/EXPERIENCE

Management Analyst I – Graduation from a four (4) year accredited college or university and one (1) year of administrative experience related to the knowledge and abilities required. Related experience may be substituted for the required education on a year-for-year basis up to a maximum of two (2) years.

Management Analyst II – Graduation from a four (4) year accredited college or university and three (3) years of administrative experience related to the knowledge and abilities required.

LICENSES/CERTIFICATIONS

Specific positions may require the possession of a valid class C California Driver's License.



Classification Specification

Classification Title	Network & Systems Security Officer
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Under the direction of the Director of Information Technology, oversees City-wide Network Operations for the Information Technology Department, including the Helpdesk, cybersecurity, personal computer support and, as assigned, is expected to be responsible for client-server and multi-user platform administration and support. Administers hardware, operating systems and related network and communication systems and performs evaluation and maintenance, as well as system administration, of a variety of personal computer, network, and operating systems.

DISTINGUISHING CHARACTERISTICS

This class is a single management classification that is primarily responsible for overseeing City-wide cyber security and network operations, which may include the Helpdesk for the Information Technology Department. This class performs the full range of professional and technical duties in the management of City information security activities and programs, and as assigned, is expected to be responsible for client-server and multi-user platform administration and support, in addition to administering hardware, operating systems, and related network and communications systems. This classification is distinguished from the Director of Information Technology in that the latter has overall management responsibility for all aspects of the Information Technology Department, including staffing, long-term planning, procurement, budgeting, contract negotiation, and relations with the City Council, boards and commissions, the community, and external agencies.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Provides cybersecurity related activities to City departments. Integrates information security activities to preserve the availability, integrity, and confidentiality of the City's data intelligence programs.

Classification Specification

Classification Title	Network & Systems Security Officer
Job Code	
FLSA Status	Exempt

- Makes recommendations for incident response and assists in policy development for data threat strategies and security tools.
- Provides systems analysis and modification and vendor administration.
- Upgrades servers, networks, firewalls, and software programs.
- Provides helpdesk and server backup support.
- Surveys and performs analysis of major existing and proposed systems in complex computer network areas. Confers with departments to determine system requirements, functions, procedures, desired results, and problem definition.
- Acts as subject matter expert in support of IP based security systems, including the City's closed circuit security cameras and electronic doors.
- Manages and executes public record requests for data and communications.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

Classification Specification

Classification Title	Network & Systems Security Officer
Job Code	
FLSA Status	Exempt

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

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree in Business Administration, Computer Science or Management Information Systems
- Seven (7) to nine (9) years of design and architecture experience in network infrastructure and systems
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

California driver's license is ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Network and cybersecurity
- Various operating systems
- Principles and practices of employee supervision
- CCTV system

Skill in:

- Organization and time management
- Troubleshooting
- Customer service

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Design and support networks, servers, and systems
- Install and replace network cameras
- Prepare clear and concise reports and correspondence

Classification Specification

Classification Title	Network & Systems Security Officer
Job Code	
FLSA Status	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 is in an office environment relatively free from unpleasant environmental conditions or hazards.

Classification Specification

Classification Title	Network & Systems Security Officer
Job Code	
FLSA Status	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

NETWORK AND SYSTEMS SECURITY OFFICER

DEFINITION

Under the administrative direction of the Information Technology Director, manages all information security activities in order to preserve the availability, integrity, and confidentiality of the City's data intelligence programs, provides cyber-security related activities to City departments, makes recommendations for incident response, and assists in policy development for data threat strategies and security tools. In addition, performs highly responsible administrative and complex technical work in the development and operation of computerized systems, including the design, creation, monitoring, administration, evaluation, troubleshooting, maintenance, and enhancement of personal computer networks, wide area networks, and operating systems. Directs the work of supervisory, technical, and/or support staff and performs related work as assigned.

CLASS CHARACTERISTICS

This classification is distinguished from the Information Technology Director in that the latter has overall management responsibility for all aspects of Management Information Systems (MIS) functions including staffing, long-term planning, procurement, budgeting, contract negotiations, and relations with the City Council, boards and commissions, the community, and external agencies.

This is single-position class that is primarily responsible for overseeing City-wide cyber security and network operations, including the Helpdesk for the Information Technology Department. This class performs the full range of professional and technical duties in the management of City information security activities and programs, including Payment Card Industry (PCI), and as assigned, is expected to be responsible for client-server and multi-user platform administration and support, in addition to administering hardware, operating systems, and related network and communications systems.

EXAMPLES OF DUTIES

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

1. Plans for and implements Wide Area Networks (WAN), Local Area Networks (LAN), and telecommunications.
2. Develops, documents, and maintains information security policies, procedures, and standards for the City.

**CITY OF RICHMOND
NETWORK AND SYSTEMS SECURITY OFFICER
PAGE 2**

3. Creates and maintains all information systems and software security certificate activities within established guidelines and/or regulations.
4. Performs routine (daily, weekly, periodic) monitoring of changes in local, state, and federal regulations and accreditation standards related to security; coordinates activities with corresponding agencies to ensure security compliance measures.
5. Establishes and enforces standards, procedures, and/or policies in support of up-to-date security internal controls.
6. Acts as the project manager for selecting and implementing security-based hardware and software solutions; provides security interpretation and/or training, security education, and awareness to users as needed.
7. Serves as a liaison with internal user departments by providing analysis, consultation, assistance, and troubleshooting of related security activities; develops reports of findings, alternatives, and recommendations.
8. Leads the creation and maintenance of the information systems disaster recovery and business continuity plans which includes desktop and server backup systems deployment and maintenance.
9. Partners with the Office of Emergency Services to ensure that the Information Technology Department is adequately skilled and engaged in City emergency plans as appropriate.
10. Tests, monitors, and performs regular analysis of the effectiveness of the City's security tools and incident response measures; defines user access levels and protocol for potential data breach.
11. Establishes project management guidelines, control methods, and standards.
12. Surveys or analyzes major existing or proposed systems in complex computer network areas and confers with City departments to determine system requirements, functions, procedures, desired results, and problem definitions.
13. Conducts feasibility studies and prepares reports of time estimates, personnel requirements, and progress reports on assigned projects; reduces design projects into component analysis tasks and prepares final systems design, specification, and documentation.
14. Prepares and/or modifies complex and extensive mini and microcomputer networks; directs and assists in the testing and debugging of systems, and ensures that documentation is complete prior to releasing for operation.
15. Coordinates, delegates, and follows-up on the work of assigned staff to ensure completion and develops staff skills in support of information security, networking, telecommunications, and a client server environment.
16. Collaborates with City personnel regarding programming work for software, machine requirements, and system-related matters.

**CITY OF RICHMOND
NETWORK AND SYSTEMS SECURITY OFFICER
PAGE 3**

17. Monitors changes and developments in the field of expertise by attending seminars, conferences, and lectures, and by regularly reviewing professional literature.
18. Coordinates project development and implementation activities with system consultants and contract personnel.

MINIMUM QUALIFICATIONS

Thorough knowledge of: principles, practices, and programs related to information security best practices, procedures, risk assessments, methodologies, and vulnerabilities; information security frameworks, software, hardware, and technologies; applicable local government information security practices and procedure administration; current information security compliance standards and regulations; current and emerging security tools, techniques, and programs; networking and telecommunications; operating systems associated with the City's computer environment, local and wide area networks, and the City's installed base of personal computers, including peripheral devices associated with the City's central (host) computer and with the installed base of personal computers; standard personal computer business software; microcomputer troubleshooting principles and practices; host systems software and operations; help desk operations; time management practices; supervisory principles and practices.

Ability to: manage projects, including scheduling, developing critical paths, tracking, contingency planning, resource allocation, and team leadership; prioritize and respond expeditiously to data threats or policy deviations; prepare a wide variety of professional reports, documentation, and correspondence; communicate effectively with all levels of City staff, outside agencies, and contract vendors; ensure that the City's philosophy of successful customer service is understood by all team members, carried out in all forms of communication, and practically applied; provide a global perspective to assist departments City-wide in current and emerging technology.

EDUCATION/EXPERIENCE

Any combination of education, training, and/or experience equivalent to a four (4)-year degree from an accredited college or university with a major in information systems, computer science, or a closely related field.

AND

A minimum of six (6) years of progressively responsible experience in systems development and administration, of which three (3) years must be in direct support of information security programs and team supervision.

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NETWORK AND SYSTEMS SECURITY OFFICER
PAGE 4**

LICENSES /CERTIFICATIONS

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

Industry certifications and/or experience for the primary systems should be equivalent to:

Microsoft Certified Systems Engineer MCSE
Telecommunications Certification

Possession of a valid California Driver License or a reliable form of transportation to assist off-site users is a requirement of this position.



Classification Specification

Classification Title	Network and Systems Specialist I
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Performs highly technical work in designing and supporting computerized systems, including the monitoring, administration, troubleshooting and enhancement of personal computer networks, wide area networks, single and multi-user platforms operations and maintenance.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Network and Systems Specialist series. Under moderate supervision, incumbents provide the less complex support for City networks and computers and are responsible for client server and multi-user platform administration and support.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Performs hardware and software upgrades on current systems.
- Provides technical support to users and troubleshoots issues with computer systems, printers, or phones.
- Installs, configures, and maintains large, complex management information technologies for the City.
- Integrates heterogeneous hardware, operating system, and applications for complex minicomputer and microcomputer networked environments.
- Participates with staff to conduct needs assessments, define system requirements, determine system capacities, and provide cost/benefit analysis.
- Installs, configures, administers, troubleshoots, and maintains local area networks (LANs) and related equipment and software (e.g., file servers, computers, printers, network interface cards, concentrators, routers, cabling, and modems).
- Installs, integrates, and/or administers e-mail, and internet hardware and software.
- Performs cybersecurity using current City spam and cyber applications.

Classification Specification

Classification Title	Network and Systems Specialist I
Job Code	
FLSA Status	Exempt

- Assists with Underground Service Alerts (USA) for the City's fiber.
- Administers user accounts, manages account permissions, and conducts account audits.
- Relocates users' computer and phone equipment as needed.
- Prepares various reports, documentation, and procedures.
- When this classification is assigned to work on Police Department systems, ensures all systems and upgrades are in accordance with Criminal Justice Information Services guidelines.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Associate's degree from an accredited college or university
- One (1) to three (3) years of computer and operating system installation experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

Classification Specification

Classification Title	Network and Systems Specialist I
Job Code	
FLSA Status	Exempt

- California driver's license is an ongoing requirement

Other Requirements

- For positions assigned to the Police Department, must pass a polygraph and an extensive background examination. As a condition of employment, psychological, medical and drug testing are also required.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Microsoft Active Directory and Exchange
- Computer hardware components
- Security technologies and best practices
- Operation and use of City standards in areas of personal computers, local area networks, and distributed data processing
- LAN design and equipment
- Installed application, database, file server, and messaging implementations
- Security implementation for both intranet and extranet
- Public Safety software and department phone system
- Computer networking

Skill in:

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

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Identify and resolve a variety of computer/application related problems
- Determine and document end-user needs
- Maintain documentation of current network infrastructure, including performance metrics
- Work independently

Classification Specification

Classification Title	Network and Systems Specialist I
Job Code	
FLSA Status	Exempt

WORK ENVIRONMENT/CONDITIONS

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

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Classification Specification

Classification Title	Network and Systems Specialist I
Job Code	
FLSA Status	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

NETWORKING AND SYSTEMS SPECIALIST I

DEFINITION

Under the general direction of the Networking and Systems Manager, performs highly technical work in monitoring and supporting computerized systems; includes the monitoring, administration, troubleshooting and enhancement of personal computer networks, wide area networks, single and multi-user platforms operations and maintenance.

CLASS CHARACTERISTICS

This is a one-position class that is primarily responsible for City network and personal computer support and, as assigned, is expected to be responsible for client-server and multi-user platform administration and support. This class supports hardware, operating systems, and related network and communication systems and performs evaluation, and maintenance, as well as the system administration of a variety of personal computer, network, minicomputer, and host operating systems.

This classification is distinguished from the Networking and Systems Manager in that the latter has overall management responsibility for all aspects of divisional functions including long-term planning, development, and staff supervision.

EXAMPLES OF DUTIES

1. Install, configure, and maintain large, complex management information technologies for the City (e.g. networks, voicemail, etc.)
2. Integrate heterogeneous hardware, operating systems, and applications for complex minicomputer and microcomputer-networked environments.
3. Participates with staff to conduct needs assessments, define systems requirements, determine system capacities, and cost/benefit analysis.
4. Installs, configure, administer, troubleshoots, and maintains local area networks (LANs) and related equipment and software (e.g., file servers, computers, printers, network interface cards, concentrators, routers, cabling, modems, etc.)

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NETWORKING AND SYSTEMS SPECIALIST
PAGE 2**

5. Install, integrate, and/or administer e-mail and Internet hardware and software.
6. Develops security procedures and systems.
7. Writes reports, documentation, and procedures.

MINIMUM QUALIFICATIONS

Thorough Knowledge of: operation and use of City standards in the areas of: personal computers, local area networks, and distributed data processing; City standard topology and related equipment; City standard network operating system administration; integration and use of City standard office automation products; performance and traffic monitoring, security and integrity maintenance; structured development, features, and access configurations and interfacing; one or more of the following (depending on the needs of the City): telecommunications, host systems software, host operations, data management, software tools and utilities, help desk operations.

Ability to: identify and resolve a variety of computer/application related problems.; determine and document end-user needs; communicate effectively both orally and in writing; work independently and coordinate with multiple parties (e.g., vendor, staff, and end-user); create and maintain databases and track user complaints, needs, etc.; lift 35 lbs., work under desks, pull cable, move and transport equipment, etc.

LICENSES/CERTIFICATIONS:

As periodically determined by the City to establish and/or maintain the minimal level of skills, knowledge, and abilities required by this position and to meet the needs of the City to support the primary network and operating systems in use. Industry certification and/or experience for the primary systems should be equivalent to:

Novell Administrator Certification
Office Automation Product Certification

EDUCATION/ EXPERIENCE

Any combination of training, education, and experience equivalent to a two-year degree from an accredited college or university with a *major* in information systems, data processing, computer science, or a closely related computing system concentration;

AND

**CITY OF RICHMOND
NETWORKING AND SYSTEMS SPECIALIST
PAGE 3**

a minimum of two (2) year of progressively responsible experience in systems development, of which one (1) year must be in the administration, maintenance, and analysis of local area networks. Experience may be substituted for education on a year-to-year basis.



Classification Specification

Classification Title	Network and Systems Specialist II
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Performs highly technical work in designing and supporting computerized systems, including the monitoring, administration, troubleshooting and enhancement of personal computer networks, wide area networks, single and multi-user platforms operations and maintenance.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Network and Systems Specialist series. Under minimal supervision, and with broad latitude for judgment, incumbents independently provide complex support for City networks and computers and are responsible for client server and multi-user platform administration and support.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Performs hardware and software upgrades on current systems.
- Provides technical support to users and troubleshoots issues with computer systems, printers, or phones.
- Installs, configures, and maintains large, complex management information technologies for the City.
- Integrates heterogeneous hardware, operating system, and applications for complex minicomputer and microcomputer networked environments.
- Participates with staff to conduct needs assessments, define system requirements, determine system capacities, and provide cost/benefit analysis.
- Installs, configures, administers, troubleshoots, and maintains local area networks (LANs) and related equipment and software (e.g., file servers, computers, printers, network interface cards, concentrators, routers, cabling, and modems).
- Installs, integrates, and/or administers e-mail, and internet hardware and software.
- Performs cybersecurity using current City spam and cyber applications.

Classification Specification

Classification Title	Network and Systems Specialist II
Job Code	
FLSA Status	Exempt

- Assists with Underground Service Alerts (USA) for the City's fiber.
- Administers user accounts, manages account permissions, and conducts account audits.
- Performs network design and topology and develops security procedures.
- Prepares various reports, documentation, and procedures.
- When this classification is assigned to work on Police Department systems, ensures all systems and upgrades are in accordance with Criminal Justice Information Services guidelines.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's Degree in Computer Science, Information Technology, or related field
- Three (3) to five (5) years of experience troubleshooting network switches, routers, and servers
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Classification Specification

Classification Title	Network and Systems Specialist II
Job Code	
FLSA Status	Exempt

Required Licenses or Certifications

- California driver's license is an ongoing requirement

Other Requirements

- For positions assigned to the Police Department, must pass a polygraph and an extensive background examination. As a condition of employment, psychological, medical and drug testing are also required.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Microsoft Active Directory and Exchange
- Computer hardware components
- Security technologies and best practices
- Operation and use of City standards in areas of personal computers, local area networks, and distributed data processing
- LAN design and equipment
- Installed application, database, file server, and messaging implementations
- Security implementation for both intranet and extranet
- Public Safety software and department phone system
- Computer networking

Skill in:

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

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Identify and resolve a variety of computer/application related problems
- Determine and document end-user needs
- Maintain documentation of current network infrastructure, including performance metrics
- Work independently

Classification Specification

Classification Title	Network and Systems Specialist II
Job Code	
FLSA Status	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 is in an office environment relatively free from unpleasant environmental conditions or hazards.

Classification Specification

Classification Title	Network and Systems Specialist II
Job Code	
FLSA Status	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

NETWORK AND SYSTEMS SPECIALIST II

DEFINITION

Under the general direction of the Networking and Systems Manager, performs highly technical work in designing and supporting computerized systems; includes the monitoring, administration, troubleshooting and enhancement of personal computer networks, wide area networks, single and multi-user platforms operations and maintenance.

CLASS CHARACTERISTICS

This is a flexibly staffed class that is primarily responsible for City network and personal computer support and, as assigned, is expected to be responsible for client server and multi-user platform administration and support. This class supports hardware, operating systems, and related network and communication systems and performs evaluation, and maintenance, as well as system administration of a variety of personal computer, network, minicomputer and host operation systems.

This classification is distinguished from the Networking and Systems Manager in that the latter has overall management responsibility for all aspects of divisional functions including long-term planning, development, and staff supervision. This classification is distinguished from the Networking and Systems in that the latter class is the advanced expert level in this classification series.

EXAMPLES OF DUTIES

1. Install, configure, and maintain large, complex management information technologies for the City (e.g. networks, voice mail).
2. Integrate heterogeneous hardware, operating system, and applications for complex minicomputer and microcomputer networked environments.
3. Participate with staff to conduct needs assessments, define system requirements, determine system capacities, and cost/benefit analysis.
4. Install, configure, administer, troubleshoot and maintain local area networks (LANs) and related equipment and software (e.g. file servers, computers, printers, network interface cards, concentrators, routers, cabling, modems).

**CITY OF RICHMOND
NETWORK AND SYSTEMS SPECIALIST II
PAGE 2**

5. Install, integrate and/or administer e-mail, and internet hardware and software.
6. Perform Network design and topology.
7. Develop security procedures.
8. Write reports, documentation, and procedures.

MINIMUM QUALIFICATIONS

Thorough knowledge of: operation and use of City standards in areas of personal computers, local area networks, and distributed data processing; implemented LAN design and equipment; installed application, database, file server, and messaging implementations; document performance and traffic monitoring; security implementation both intranet and extranet; location specific product solutions chosen the City Information Technology department.

Ability to: identify and resolve a variety of computer/application related problems; Determine and document end-user needs; communicate effectively both orally and in writing; work independently and coordinate with multiple parties (e.g. vendor, staff, and end-user); create and maintain databases and track user complaints, needs, etc.; maintain documentation of current network infrastructure, including performance metrics; analyze additional network infrastructure needs on a performance/need basis; lift 35 lbs., work under desks, pull cable, move and transport equipment as needed.

EDUCATION/EXPERIENCE

Any combination of training, education, and experience equivalent to a four (4)-year degree from an accredited college or university with a major in information systems, telecommunications, computer science, or a closely related computing systems concentration;

AND

a minimum of three (3) years of progressively responsible experience in systems development, of which two (2) years must be in the administration, maintenance, and documented analysis of local area networks. Experience may be substituted for education on a year-for-year basis.

**CITY OF RICHMOND
NETWORK AND SYSTEMS SPECIALIST II
PAGE 3**

LICENSES AND CERTIFICATES

As periodically determined by the City to establish and/or maintain the minimal level of skills, knowledge, and abilities required by this position and to meet the needs of the City to support the primary network and operations systems in use. Industry certifications and/or experience for the primary systems should be equivalent to:

Novell Certified Network Engineer (CNE) (Netware 4.11 and/or Netware 5.0)
MCSE (Microsoft Certified System Engineer) (Windows NT 4.0)



Classification Specification

Classification Title	Parks & Landscaping Superintendent
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Plans, organizes, coordinates, administers, and directs the work of the Parks and Landscaping Division. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the division. Formulates policy, develops goals and objectives, supervises staff, administers the division budget, and directs day-to-day activities.

DISTINGUISHING CHARACTERISTICS

The Parks and Landscaping Superintendent has division level responsibility for the administration of the City-side parks, urban forest management and landscaping program within general policy guidelines including responsibility for formulating policy, developing goals and objectives, supervising staff, administering the division budget and directing day-to-day activities. It is distinguished from Senior Parks Supervisor and Parks Supervisor in that it has program planning and administration responsibilities for all these functions, whereas the latter positions are responsible for the daily operations for their assigned functional areas.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Maintains responsibility for the overall daily operations and work activities of the division and ensures compliance with operational standards.
- Evaluates policies, procedures, and performance and develops the division's goals and objectives.
- Partners with various non-profit organizations in the coordination and implementation of awarded grant programs, the organization of clean-up efforts, and the administration of tree planting and pruning projects.
- Responds to community concerns and complaints and works to address problems and issues.

Classification Specification

Classification Title	Parks & Landscaping Superintendent
Job Code	
FLSA Status	Exempt

- Directs the preparation of a variety of studies and reports related to current and long-range City needs and develops proposals to meet them.
- Oversees all divisional maintenance and construction activities including planning, estimating, scheduling and inspection and monitors work performance.
- Directs the preparation and administration of the division's annual budget and monitors to ensure compliance.
- Manages hiring, supervision, and performance evaluations for division staff and provides for training and professional development opportunities.
- Participates in Recreation and Parks Commission meetings by providing verbal and/or written reports, collaborating with Recreation staff to implement Commission and City Council-approved items, etc.
- Prepares written reports and correspondence related to the Parks Division for City Council, senior management, neighborhood groups, vendors, and other internal and external entities.
- Manages or directs the management of grant-related processes including grant writing and reporting, implementation of grant-funded projects, and submission of timely reimbursement requests.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

Classification Specification

Classification Title	Parks & Landscaping Superintendent
Job Code	
FLSA Status	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 major fiscal responsibility. It is responsible for division-wide financial decisions. Assures that appropriate linkages exist between budget requests and division goals and objectives. Monitors budget plan and adjusts as necessary.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Associate's degree with major coursework in park management and maintenance natural resource planning, horticulture, landscape architecture, parks administration or closely related field. Sixty (60) hours of City approved training in Human Resources principles and practices may be substituted for the required education. This training must be completed within one year of appointment in order to successfully complete probation. Five (5) to seven (7) years of leadership, organization, and parks and landscaping experience which includes program development, planning, administration and fiscal responsibilities, of which three (3) years were at the supervisory level.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Possession of a Pest Control Qualified Applicator Certificate issued by the State of California
- California driver's license is an ongoing requirement
- Certification as an arborist from the International Society of Arborists and/or licensure as a Landscape Architect in the State of California are highly desirable

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Basic construction and landscaping
- Principles and policies of personnel administration management, direction, evaluation, and supervision of subordinates
- Modern office practices and equipment, including applicable software
- Budget development, implementation, and administration
- Safety regulations, safe work practices and safety equipment related to the work
- Planning, scheduling, and supervision techniques and practices

Classification Specification

Classification Title	Parks & Landscaping Superintendent
Job Code	
FLSA Status	Exempt

- Recordkeeping and inventory management

Skill in:

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

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Manage and direct a significant fleet and equipment services program
- Analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action
- Develop and implement goals, objectives, policies, procedures, work standards and management controls
- Prepare clear and concise records, reports, correspondence, and other written materials
- Principles and practices of vehicle and equipment maintenance and repair
- Processes and techniques of vehicle and equipment maintenance and repair

WORK ENVIRONMENT/CONDITIONS

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

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

Classification Specification

Classification Title	Parks & Landscaping Superintendent
Job Code	
FLSA Status	Exempt

Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Date approved by the Personnel Board:

Date(s) Revised:

CITY OF RICHMOND, CA

Class Code: OA-192
Revised Class Code: PR-305
Established: 06/27/90
Revised: 02/23/06
Group: Management
FLSA: Exempt

PARKS AND LANDSCAPING SUPERINTENDENT

DEFINITION

Under the direction of the Public Works Director, plans, organizes and directs through subordinate supervisors, the design, beautification, construction and maintenance of the City's parks, landscaping, urban forest, playgrounds and medians, and does related work as required.

CLASS CHARACTERISTICS

The Parks and Landscaping Superintendent has division level responsibility for the administration of the City-side parks, urban forest management and landscaping program within general policy guidelines including responsibility for formulating policy, developing goals and objectives, supervising staff, administering the division budget and directing day-to-day activities. It is distinguished from Senior Parks Supervisor and Parks Supervisor in that it has program planning and administration responsibilities for all these functions, whereas the latter positions are responsible for the daily operations for their assigned functional areas.

EXAMPLES OF DUTIES

1. Plans, organizes, coordinates, administers and directs the work of the Parks and Landscaping Division; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division.
2. Develops and implements management systems, procedures and standards for program evaluation.
3. Prepares or directs the preparation of a variety of studies and reports related to current and long-range City needs and develops specific proposals to meet them; directs maintenance and construction activities, including planning, estimation, scheduling, inspection and monitoring work being performed.
4. Directs the preparation and administration of the division budget.
5. Directs the selection, supervision and work evaluation of division staff, and provides for their training and development.
6. Interprets City personnel and memorandum of understanding provisions.

7. Prepares or reviews reports for the Public Works Director, City Manager, City Council, commissions and other organizations.
8. Works closely with public, private groups and individuals to explain or coordinate proposed programs.
9. Responds to citizen complaints or inquiries by telephone or in person.
10. Coordinates the work of the division with other divisions and City departments, outside agencies or concerned citizen groups.
11. Ensures compliance of division activities to pertinent codes, regulations and guidelines; especially SB 2126 – Agricultural Pest Control Advisor requirements.
12. Monitors development related to parks and landscaping operations, evaluates their impact, and implements policy and procedure improvements.
13. Plans the acquisition, layout and maintenance of new park facilities, and the redevelopment of existing areas.
14. Manages and monitors the work of multiple maintenance service contractors.
15. Provides technical assistance to staff.
16. Prepares and maintains written records and correspondence.
17. Provides technical assistance to the Recreation and Parks Commission.
18. Develops and plans special events related to division activities.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and methods of parks management, landscape maintenance, landscape architecture and urban forestry; administrative principles and methods including goal setting, program development and implementation, and personnel administration; principles and practices of effective employee supervision, including selection, training, work evaluation and discipline; principles and practices of contract preparation and administration; principles and practices of grant funding application and administration; and principles and practices of current water conservation/irrigation management technology.

Skill in:

Planning, organizing, directing and coordinating a variety of functional specialties with overlapping work areas; management and directing a large landscaping and urban forestry program; selecting, motivating and evaluating staff, and providing for their training and development; preparing, administering and monitoring a division budget; analyzing complex operational and administrative problems, evaluating alternatives, and recommending or adopting effective courses of action; developing and implementing goals, objectives, policies, procedures, work standards and management controls, preparing clear and concise records, reports, correspondence and other written materials, and making clear oral presentations; exercising independent judgment within general policy guidelines; establishing and maintaining effective working relationships with those encountered in the course of the work; establishing and maintaining an effective public relations program related to the division's activities; using and maintaining of computerized work management programs.

EDUCATION AND EXPERIENCE

Any combination of education and/or experience which has provided the knowledge and abilities necessary to perform the job is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited four (4)-year college or university with major course work in park management and maintenance, natural resource planning, horticulture, landscape architecture, parks administration or closely related field.

AND

Experience:

Five (5) years of increasingly responsible supervisory experience in a parks planning and landscape maintenance function, which includes program development, planning, administration and fiscal responsibilities, of which three (3) years were at the supervisory level.

LICENSES AND CERTIFICATION

Possession of a Pest Control Advisor's Certificate issued by the State of California, certification as an arborist from the International Society of Arborists and/or licensure as a Landscape Architect in the State of California are highly desirable.

Must possess and maintain a valid California Driver's License at the time of appointment and throughout employment, and have a satisfactory driving record.



Classification Specification

Classification Title	Police Records and Property Manager
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Under general direction, manages, plans, and organizes the activities of the Police Records unit, the Police Property and Evidence unit, and other administrative and technical functions within the Police Department; provides leadership and direction to assigned staff in the pursuit of the goals and objectives of the Police Department; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a civilian mid-management classification in the Police Department. The incumbent is responsible for the overall operations of the Police Records and the Police Property and Evidence units; and performing a broad range of administrative functions such as: acting as the Court Liaison for the Police Department, maintaining the software applications for the Records Management System (RMS), preparing reports, and managing special projects. The Police Records and Property Manager works with considerable independence; receives direction from a Police Captain or Police Lieutenant; and exercises direct supervision over other civilian personnel.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Plans, organizes, and directs the day-to-day activities associated with law enforcement records management, and the collection, retention and disposition of police property and items of evidence.
- Directs, reviews, schedules, assigns and evaluates the work of civilian staff; provides training to ensure compliance with laws, court decisions, rules, and the regulations of various government agencies regarding the use and confidentiality of law enforcement records; and the laws and procedures related to the receipt, storage, security, and disposal of police property and items of evidence.
- Participates in the selection, hiring, discipline, and ongoing evaluation of assigned civilian staff.

Classification Specification

Classification Title	Police Records and Property Manager
Job Code	
FLSA Status	Exempt

- Assists in the development of policies and procedures and makes recommendations for changes and improvements to existing standards and procedures.
- Assumes responsibility for the overall efficiency of records/property equipment; troubleshoot technical problems; oversee evaluation, procurement, and implementation of equipment essential to records/property functions.
- Serves as the department's California Law Enforcement Telecommunications System (CLETS) Terminal Coordinator and carries out duties as prescribed by statute and CLETS operating policies and regulations; ensures compliance with CLETS, Department of Justice (DOJ), Federal Bureau of Investigation (FBI), and the National Crime Information Center's (NCIC) policies and regulations.
- Oversees audits conducted by the DOJ and the FBI regarding the entry of and access to information from CLETS, NCIC and California Justice Information Systems (CJIS).
- Oversees the Court Liaison functions for the Police Department; acts as the administrative liaison between the courts and the department; collects and prepares misdemeanor criminal cases for filing with the District Attorney's Office; responds to questions from attorneys; responds to and processes subpoenas, including delivering and/or serving subpoenas on Police Department personnel.
- Serves as the systems administrator for the records management system's software and associated software platforms.
- Serves as the Police Department's Custodian of Records for police reports; makes court appearances for testimony, depositions and other similar proceedings.
- Coordinates assigned activities with other City departments, divisions, and outside agencies; and represents the department regarding issues related to assigned areas of responsibility.
- Acts as the department's liaison with vendors, businesses, and public agencies.
- Maintains and reports accurate crime data to State and Federal authorities.
- Assists in the preparation and administration of the unit's budget; submits budget recommendations; and monitors expenditures.
- Attends and participates in professional group meetings; stays up-to-date of new trends and innovations in relevant fields.
- As needed, may provide training to other members of the Police Department regarding related activities.

Classification Specification

Classification Title	Police Records and Property Manager
Job Code	
FLSA Status	Exempt

- Supervises the handling and accounting of monies collected from the public at the Police Department and assures that it is forwarded to the City Finance Department in a timely manner.
- Travels to the Contra Costa Crime Lab, the District Attorney's Office, and other locations as required.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

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

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from an accredited college or university or possession of California Police Officers Standards and Training (POST). Professional Records Supervisor Certificate.

Classification Specification

Classification Title	Police Records and Property Manager
Job Code	
FLSA Status	Exempt

- Four (4) years of progressively responsible experience in a law enforcement agency performing duties in the areas of law enforcement records management, property and evidence control, or in a similar field, including experience supervising staff.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Desirable Certification

- California Law Enforcement Telecommunications System (CLETS) Certification

Required Licenses or Certifications

- California driver's license is an ongoing requirement

Other Requirements

- Must pass a polygraph and an extensive background examination. As a condition of employment, psychological, medical and drug testing are also required.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles and practices of public administration and human resources
- Principles of management, supervision, training and employee development
- Methods, practices, and principles of law enforcement records management, database management, and other information storage systems
- Techniques and procedures related to maintaining, processing, releasing and retaining law enforcement records
- Principles and procedures for managing police property and evidence, including the control of evidence used in criminal proceedings; and pertinent local, state and federal laws, rules and regulation
- Modern office practices and equipment, including computers and applicable software

Skill in:

- Organization and time management
- Analytical thinking
- Problem-solving
- Customer service

Ability to:

Classification Specification

Classification Title	Police Records and Property Manager
Job Code	
FLSA Status	Exempt

- Plan, assign, organize, supervise, and evaluate the work of staff performing activities related to records management and processing police property and evidence
- Administer law enforcement records and property and evidence programs and projects
- Train others in the use of technical support devices
- Interpret, apply and explain rules, regulations, policies, and procedures
- Make sound, independent decisions within established legal, policy and procedural guidelines
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Prepare and administer budgets
- Analyze, evaluate, develop, and make recommendations on new and existing service delivery methods and standard operating procedures
- Prepare and maintain accurate reports and records

WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		

Classification Specification

Classification Title	Police Records and Property Manager
Job Code	
FLSA Status	Exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment 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:

POLICE RECORDS AND PROPERTY MANAGER

DEFINITION

Under general direction; manages, plans, and organizes the activities of the Police Records unit, the Police Property and Evidence unit, and other administrative and technical functions within the Police Department; provides leadership and direction to assigned staff in the pursuit of the goals and objectives of the Police Department; and performs other related duties as required.

CLASS CHARACTERISTICS

This is a civilian mid-management classification in the Police Department. The incumbent is responsible for the overall operations of the Police Records and the Police Property and Evidence units; and performing a broad range of administrative functions such as: acting as the Court Liaison for the Police Department, maintaining the software applications for the Records Management System (RMS), preparing reports, and managing special projects. The Police Records and Property Manager works with considerable independence; receives direction from a Police Captain or Police Lieutenant; and exercises direct supervision over other civilian personnel.

EXAMPLE OF DUTIES (Illustrative Only)

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

1. Plans, organizes, and directs, the day-to-day activities associated with law enforcement records management; and the collection, retention and disposition of police property and items of evidence.
2. Directs, reviews, schedules, assigns and evaluates the work of civilian staff; and provides training to ensure compliance with laws, court decisions, rules, and the regulations of various government agencies regarding the use and confidentiality of law enforcement records; and the laws and procedures related to the receipt, storage, security, and disposal of police property and items of evidence.
3. Participates in the selection, hiring, discipline, and ongoing evaluation of assigned civilian staff.
4. Assists in the development of policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.
5. Assumes responsibility for the overall efficiency of records/property equipment; troubleshoot technical problems; oversee evaluation,

CITY OF RICHMOND
POLICE RECORDS AND PROPERTY MANAGER
PAGE 2

- procurement, and implementation of equipment essential to records/property functions.
6. Serves as the department's California Law Enforcement Telecommunications System (CLETS) Terminal Coordinator and carries out duties as prescribed by statute and CLETS operating policies and regulations; ensures compliance with CLETS, Department of Justice (DOJ), Federal Bureau of Investigation (FBI), and the National Crime Information Center's (NCIC) policies and regulations.
 7. Oversees audits conducted by the DOJ and the FBI regarding the entry of and access to information from CLETS, NCIC and California Justice Information Systems (CJIS).
 8. Oversees the Court Liaison functions for the Police Department; acts as the administrative liaison between the courts and the department; collects and prepares misdemeanor criminal cases for filing with the District Attorney's Office; responds to questions from attorneys; responds to and processes subpoenas, including delivering and/or serving subpoenas on Police Department personnel.
 9. Serves as the systems administrator for the records management system's software and associated software platforms.
 10. Serves as the Police Department's Custodian of Records for police reports; makes court appearances for testimony, depositions and other similar proceedings.
 11. Coordinates assigned activities with other City departments, divisions, and outside agencies; and represents the department regarding issues related to assigned areas of responsibility.
 12. Acts as the department's liaison with vendors, businesses, and public agencies.
 13. Maintains and reports accurate crime data to State and Federal authorities.
 14. Assists in the preparation and administration of the unit's budget; submits budget recommendations; and monitors expenditures.
 15. Attends and participates in professional group meetings; stays up-to-date of new trends and innovations in relevant fields.
 16. As needed, may provide training to other members of the Police Department regarding related activities.
 17. Supervises the handling and accounting of monies collected from the public at the Police Department and assures that it is forwarded to the City Finance Department in a timely manner.
 18. Performs other duties as assigned and/or required.

**CITY OF RICHMOND
POLICE RECORDS AND PROPERTY MANAGER
PAGE 3**

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of public administration and human resources; principles of management, supervision, training and employee development; methods, practices, and principles of law enforcement records management, database management, and other information storage systems; techniques and procedures related to maintaining, processing, releasing and retaining law enforcement records; principles and procedures for managing police property and evidence, including the control of evidence used in criminal proceedings; and pertinent local, state and federal laws, rules and regulation.

Ability to: Plan, assign, organize, supervise, and evaluate the work of staff performing activities related to records management and processing police property and evidence; administer law enforcement records and property and evidence programs and projects; learn and use computer applications and related technology; train others in the use of technical support devices; interpret, apply and explain rules, regulations, policies, and procedures; provide a high level of customer service and establish and maintain effective working relationships with law enforcement officers, co-workers, the general public, other agencies; and legal professionals. communicate effectively both orally and in writing; make sound, independent decisions within established legal, policy and procedural guidelines; prepare and administer budgets; analyze, evaluate, develop, and make recommendations on new and existing service delivery methods and standard operating procedures; identify and implement improvements in organization, work procedures and equipment; analyze complex, technical and administrative problems; prepare and maintain accurate reports and records, work unusual hours, nights, weekends, and holidays; pass a thorough background investigation.

EDUCATION

A high school diploma or equivalent, supplemented by college level coursework in management, general business, or a closely related field.

Desirable Qualifications: Bachelor's degree in a related field from an accredited college or university, or possession of California Police Officers Standards and Training (POST). Professional Records Supervisor Certificate.

EXPERIENCE

Four (4) years of progressively responsible experience in a law enforcement agency performing duties in the areas of law enforcement records management, property and evidence control, or in a similar field, including experience supervising staff.

**CITY OF RICHMOND
POLICE RECORDS AND PROPERTY MANAGER
PAGE 4**

LICENSE

Possession of a valid California Driver's License.

PHYSICAL REQUIREMENTS

Must be able to work in an office setting and have a range of hearing and vision equal to performing the essential functions of the job.



Classification Specification

Classification Title	Public Works Facilities Maintenance Superintendent
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Plans and administers the activities of a Division engaged in the maintenance, repair, and minor modification of City-owned buildings; inspects buildings and confers with users in developing work plans; and coordinates activities of the Facilities Maintenance Division with other City departments.

DISTINGUISHING CHARACTERISTICS

This is a single position class at the middle management level. The incumbent is responsible for administering the building maintenance and repair functions and the administration of contracts for building modifications and small to moderate building construction projects. Major construction or building modifications are normally contracted while city crews handle the smaller ones.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Plans, organizes, and directs building maintenance, operations, and security activities where security relates to alarm systems.
- Prepares the plans and specifications for small remodeling, alteration, and construction projects.
- Schedules and assigns projects, and inspects work while in progress and upon completion throughout the City.
- Coordinates the preparation of plans by architects and engineers for building construction or modification that is to be contracted out, and administers contracts, including work inspection, approval of payments, coordination of work, and review of change requests.
- Recommends changes or modifications of existing equipment, and inspects new equipment installations.

Classification Specification

Classification Title	Public Works Facilities Maintenance Superintendent
Job Code	
FLSA Status	Exempt

- Oversees and coordinates inspections of buildings for safety hazards and maintenance needs, and considers findings in the development of work plans and budgetary needs.
- Oversees generator periodic maintenance, scheduling of sprinkle, riser, fire alarm and burglar alarm accounts.
- Manages staff in charge of responding to building users' complaints regarding lighting, cleanliness, temperature, noise, and other areas of dissatisfaction.
- Confers with City staff regarding building modifications or work environment improvement measures, and assists in the determination of approaches to be taken in addressing concerns.
- Orders materials for projects, and follows up to ensure that they are delivered on schedule and in conformance with orders.
- Determines needs for funds and equipment for operation of the Public Works Facilities Maintenance Division, and submits associated requests.
- Directs and participates in the keeping of records on Division activities, and prepares related reports.
- Prepares written reports and correspondence related to the Facilities Maintenance Division for City Council, senior management, neighborhood groups, vendors, and other internal and external entities.
- Manages or directs the management of grant-related processes, including grant writing and reporting, implementation of grant-funded projects, and submission of timely reimbursement requests.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of

Classification Specification

Classification Title	Public Works Facilities Maintenance Superintendent
Job Code	
FLSA Status	Exempt

different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

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

MINIMUM QUALIFICATIONS

Required Education and Experience

- Associate's degree from an accredited college or university in Engineering Technology, Facilities Management, Public or Business Administration, or related field.
- Sixty (60) hours of City-approved training in Human Resources principles and practices may be substituted for the required education. This training must be completed within one (1) year of appointment in order to successfully complete probation. In addition, requires five (5) years of experience in facility maintenance and repair, at least two (2) years of which were at the supervisory level.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Must possess and maintain a valid California Driver's License at the time of appointment and throughout work in this class

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Functional responsibilities of building maintenance management
- Trade skills, tasks sequences, time segments, and associated costs typically required in heating, ventilation, plumbing, electrical, carpentry, painting, and custodial work
- Practices and procedures, terms and techniques, associated with Public Works facility maintenance activities

Classification Specification

Classification Title	Public Works Facilities Maintenance Superintendent
Job Code	
FLSA Status	Exempt

- Techniques and procedures used in managing a variety of equipment and equipment repair systems
- Evaluating and making repair estimates for buildings, structures, equipment, and modern materials
- Laws, ordinances, and procedures related to municipal public works
- Cost control techniques, budget preparation, and purchasing procedures
- Safety practices and procedures
- Sewer line maintenance, equipment, methods, and materials as it pertains to facility maintenance
- Basic organization and administration of municipal buildings, to include establishing work priorities, evaluating operations, and developing appropriate standards, methods, and policies
- Principles and policies of personnel administration management, direction, evaluation, and supervision of subordinates
- Modern office practices and equipment, including applicable software
- Principles and practices of vehicle and equipment maintenance and repair
- Budget development, implementation, and administration
- Processes and techniques of vehicle and equipment maintenance and repair
- Safety regulations, safe work practices, and safety equipment related to the work
- Planning, scheduling, and supervision techniques and practices
- Recordkeeping and inventory management

Skill in:

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

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Manage and direct a significant fleet and equipment services program
- Analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action
- Develop and implement goals, objectives, policies, procedures, work standards, and management controls

Classification Specification

Classification Title	Public Works Facilities Maintenance Superintendent
Job Code	
FLSA Status	Exempt

- Prepare clear and concise records, reports, correspondence, and other written materials

WORK ENVIRONMENT/CONDITIONS

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

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

Classification Specification

Classification Title	Public Works Facilities Maintenance Superintendent
Job Code	
FLSA Status	Exempt

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

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

CITY OF RICHMOND, CA

CLASS CODE: PR-311
ESTABLISHED: 06/22/06
REVISED: 09/27/07
GROUP: MGMNT.
FLSA: EXEMPT

PUBLIC WORKS FACILITIES MAINTENANCE SUPERINTENDENT

DEFINITION

Under the direction of the Public Works Operations & Maintenance Director, administers the activities of a division engaged in the maintenance, repair and minor modification of City-owned buildings; inspects buildings and confers with users in developing work plans; coordinates activities of the Facilities Maintenance Division with other City departments.

CLASS CHARACTERISTICS

This is a single position class at the middle management level. The incumbent is responsible for administering the building maintenance and repair functions and the administration of contracts for building modifications and small to moderate building construction projects. Major construction or building modifications are normally contracted while city crews handle the smaller ones.

EXAMPLES OF DUTIES

1. Plans, organizes, and directs building maintenance, operations and security activities where security relates to alarm systems.
2. Prepares plans and specifications for small remodeling, alteration and construction projects.
3. Schedules and assigns projects and inspects work while in progress and upon completion throughout the City.
4. Coordinates the preparation of plans by architects and engineers for building construction or modification that is to be contracted out and administers contracts including work inspection, approval of payments, coordination of work, and review of change requests.
5. Recommends changes or modifications of existing equipment and inspects new equipment installations.

6. Oversees and coordinates inspections of buildings for safety hazards and maintenance needs and considers findings in the development of work plans and budgetary needs.
7. Manages staff in charge of responding to building user complaints regarding lighting, cleanliness, temperature, noise, and other areas of dissatisfaction.
8. Confers with City staff regarding building modifications or work environment improvement measures and assists in the determination of approaches to be taken in addressing concerns.
9. Orders materials for projects and follows up to ensure that they are delivered on schedule and in conformance with orders.
10. Determines needs for funds and equipment for operation of the Public Works Facility Maintenance Division and submits associated requests.
11. Directs and participates in the keeping of records on Division activities and prepares related reports.

MINIMUM QUALIFICATIONS

Thorough Knowledge of:

The functional responsibilities of building maintenance management; trade skills, tasks sequences, time segments, and associated costs typically required in heating, ventilation, plumbing, electrical, carpentry, painting, and custodial work.

Knowledge of:

The practices and procedures, terms and techniques, associated with Public Works facility maintenance activities; principles and policies of personnel administration management, direction, evaluation, and supervision of subordinates.

Techniques and procedures used in managing a variety of equipment and equipment repair systems.

Evaluating and making repair estimates for buildings, structures, equipment, and modern materials.

Laws, ordinances and procedures related to municipal public works.

Cost control techniques, budget preparation and purchasing procedures.

Safety practices and procedures.

Sewer line maintenance, equipment, methods, and materials as it pertains to facility maintenance.

Basic organization and administration of municipal buildings, establish work priorities, evaluate operations, and develop appropriate standards, methods and policies.

Ability to:

Plan, organize, and direct the activities of the work; establish work priorities, evaluate operations, and develop appropriate standards, methods and policies.

Compute time requirements and amount of personnel, materials, and equipment needed for various jobs.

Read and interpret building plans and specifications.

Read and interpret technical written material and implement into operation as required.

Read and interpret engineering drawings and specifications.

Effectively communicate orally and in writing; maintain effective working relationships with the public and others.

EDUCATION AND EXPERIENCE

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

CITY OF RICHMOND, CA

PUBLIC WORKS FACILITIES MAINTENANCE SUPERINTENDENT

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LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS

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



Classification Specification

Classification Title	Senior Development Project Manager
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Under general administrative direction, this position is responsible for the administration and coordination of a variety of activities in multiple community and economic projects; provides technical assistance to City staff on program management; coordinates relationships between the City and outside parties; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a senior level management class that has lead responsibilities for project development, implementation, administration, and financial oversight over development projects and related economic activities. This position handles complex projects as well as provides direction to project managers.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Develops, implements, reviews, and evaluates community and economic development projects and programs.
- Directs and reviews the work of assigned staff on a project basis, and trains and provides technical assistance to staff as required.
- Performs property acquisition, property disposition, property management, and relocation activities as required.
- Oversees and coordinates the work of consultants providing professional/technical assistance in specified programmatic areas.
- Prepares requests for proposals, negotiates, and administers consultant contracts, and authorizes payment for services provided.
- Writes grant proposals and administers grant contracts and budgets for awarded grants. Prepares reports, and ensures grant guideline compliance.
- Prepares or reviews staff reports and resolutions for City Manager, City Council, and City boards or commissions; works closely with the City Council, City boards or

Classification Specification

Classification Title	Senior Development Project Manager
Job Code	
FLSA Status	Exempt

commissions, public and private groups, professional groups, residents and community to explain or coordinate plans for proposed projects, and to solicit their support.

- Prepares technical and staff reports, correspondence, and other written materials.
- Assists in developing, submitting, and monitoring the department/division budget.
- Makes public presentations to legislative bodies and community groups.
- Prepares and presents comprehensive reports on all aspects of assigned programs and projects.
- Provides lead direction to project managers and support staff.
- Oversees issues regarding the transfer of properties.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

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.

Classification Specification

Classification Title	Senior Development Project Manager
Job Code	
FLSA Status	Exempt

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from an accredited college or university in Urban Planning, Economics, Business or Public Administration, or a related field
- Five (5) to seven (7) years of responsible experience in redevelopment
- 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:

- Physical, financial, and legal aspects of the community and economic development project process
- Real estate practices
- Project planning and management techniques
- Budget preparation
- Community and economic development law, and tax allocation financing techniques

Skill in:

- Public speaking
- Analytical thinking
- Problem solving
- Organization and time management
- Negotiation
- Strategic planning
- Customer service

Ability to:

- Plan and organize work effectively
- Analyze complex problems, and develop appropriate solutions
- Supervise and coordinate staff resources
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Train and provide direction to subordinate personnel

Classification Specification

Classification Title	Senior Development Project Manager
Job Code	
FLSA Status	Exempt

WORK ENVIRONMENT/CONDITIONS

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

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Classification Specification

Classification Title	Senior Development Project Manager
Job Code	
FLSA Status	Exempt

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

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

SENIOR DEVELOPMENT PROJECT MANAGER

DEFINITION

Under general administrative direction, is responsible for the administration and coordination of a variety of activities in multiple redevelopment projects; provides technical assistance to City staff on program management; coordinates relationships between the City and outside parties; and performs related work as assigned.

CLASS CHARACTERISTICS

This is a senior level management class that has lead responsibilities for project development, implementation, administration and financial oversight over redevelopment projects and related economic activities. This class is distinguished from the Chief of Redevelopment Projects in that the latter has day-to-day management of the Redevelopment division, and from the Development Project Manager in that this position handles the more complex projects as well as providing direction to the project managers.

EXAMPLES OF DUTIES

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

- 1. Develops, implements and reviews, and evaluates economic development and redevelopment projects and programs.**
- 2. Directs and reviews the work of assigned staff on a project basis, and trains and provides technical assistance to staff as required.**
- 3. Performs property acquisition, property disposition, property management and relocation activities for the Redevelopment Agency and other City departments as required.**
- 4. Oversees and coordinates the work of consultants providing professional/technical assistance in specified programmatic areas.**
- 5. Prepares requests for proposals, negotiates and administers consultant contracts, and authorizes payment for services provided.**
- 6. Prepares budgets; implements and monitors budgets for multiple projects.**
- 7. Makes public presentations to legislative bodies and community groups.**

SENIOR DEVELOPMENT PROJECT MANAGER

PAGE 2

- 8. Prepares and presents comprehensive reports on all aspects of assigned programs and projects.**
- 9. Provides lead direction to project managers and support staff.**
- 10. Responsible for issues regarding the transfer of properties to the redevelopment division.**

MINIMUM REQUIREMENTS

Knowledge of:

Physical, financial and legal aspects of the redevelopment process; real estate practices; affirmative action; project planning and management techniques; budget preparation; redevelopment law and tax allocation financing techniques.

Ability to:

Plan and organize work effectively; analyze complex problems and develop appropriate solutions; communicate effectively, orally and in writing; and supervise and coordinate staff resources.

Skill in:

Representing the City in technical negotiations with developers and community groups; and establishing and maintaining effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

Possession of, or ability to obtain before date of appointment, a valid California driver's license or access to another form of personal transportation.

Physical Demands

In addition to requiring sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information in person and over the telephone, duties also require sufficient mobility to make development site visits and attend meetings.

Accommodation may be made available for individuals requiring and requesting such accommodations.

**SENIOR DEVELOPMENT PROJECT MANAGER
PAGE 3**

Education/Experience

Equivalent to graduation from a four (4) year college or university with major course work in urban planning, economics, business or public administration or a closely related field and five (5) years of responsible experience in redevelopment.



Classification Specification

Classification Title	Systems Administrator
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Oversees the successful completion of technology projects within the Police Department by coordinating meetings, defining project goals, maintaining project timeframes, and coordinating employees, vendor, and third-party resources. Performs troubleshooting, analysis, design, workflow, implementation, and maintenance of systems and solutions for the integration of disparate systems and applications.

DISTINGUISHING CHARACTERISTICS

This is a single position classification that is directly or indirectly responsible for the computer system operation and user applications unique to the Police Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Oversees the delivery and completion of complex projects to address the business needs of the Police Department.
- Manages project work plans, schedules, and change controls, and coordinates with vendor teams and internal staff on the installation of new systems, systems integrations, and system upgrades.
- Utilizes various Public Safety internal systems to compile data and generate reports.
- Manages data collection, and ensures data integrity for the purposes of statistical analysis, mandated reporting, discovery of information, and departmental decision-making.
- Performs account management for multiple internal and external Public Safety software systems, and audits system logs for troubleshooting issues or the discovery of data.
- Coordinates, plans, and schedules hardware and software system updates with affected staff, technical staff, and contracted vendors.

Classification Specification

Classification Title	Systems Administrator
Job Code	
FLSA Status	Exempt

- Performs installations, upgrading, and troubleshooting of Public Safety-related hardware and software systems, and performs testing and software validation as needed to ensure proper workflow, data integrity, and stable operations.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from an accredited college or university in Computer Science, Information Technology, or a related field
- Three (3) to five (5) years of experience with systems and networking software, hardware, and networking protocols; troubleshooting hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues
- 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

Classification Title	Systems Administrator
Job Code	
FLSA Status	Exempt

Additional Requirements

- Applicants considered for appointment must pass a polygraph and an extensive background examination. As a condition of employment, psychological, medical and drug testing are also required.

Desirable Certification

- California Law Enforcement Telecommunications System (CLETS) Certification

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- General systems administration procedures
- Public Safety software solutions
- Modern office practices and equipment, including applicable software

Skill in:

- Project management
- Organization and time management
- Problem solving

Ability to:

- Use scripting and automation tools
- Perform complex data manipulation to display the data in a readable format
- Monitor all system resources, and analyze system logs
- Troubleshoot issues with desktops, servers, laptops, printers, cell phones, and VOIP phones
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing

WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	

Classification Specification

Classification Title	Systems Administrator
Job Code	
FLSA Status	Exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Date approved by the Personnel Board:

Date(s) Revised:

CITY OF RICHMOND, CA

CLASS CODE: PR-218A
ESTABLISHED: 02/24/05
BARGAINING UNIT: RMEA
FLSA: EXEMPT

SYSTEMS ADMINISTRATOR

DEFINITION

Under general supervision, performs responsible administrative and technical work in the development and operation of specialized data processing and applications including the supervision of single and/or multiple-user systems operations, application development, application support and work process design within the Police Department. The Systems Administrator also coordinates the installation, upgrading and troubleshooting of related software; assumes the operational and system maintenance of related information systems; and monitors related contracts.

CLASS CHARACTERISTICS

This is a single position classification that is directly or indirectly responsible for the computer system operation and user applications unique to the Police Department.

EXAMPLES OF DUTIES

1. Coordinates the installation, upgrade and troubleshooting of related software packages by managing, planning, organizing, scheduling, and coordinating with other agencies and vendors the installation of system upgrades.
2. Identifies and analyzes critical issues with system upgrades and communicates issues with the vendor; applies upgrades to test environments; and develops tests to validate new software modifications and enhancements before applying to the production environment.
3. Assumes the operational and system maintenance of all police information system modules and/or functions by managing, planning, organizing and coordinating the maintenance of the system software to ensure system security.
4. Manages the operation of the software to ensure data integrity and compliance with the Department of Justice, and manages the performance of the software to ensure limited down time.
5. Obtains and analyzes all necessary information queries to program; codes and builds pre-formatted screens to the software for users to generate reports and standard queries; and modifies the programming to the software mandated by state and/or federal agencies.

6. Manages, plans, organizes, schedules and coordinates with the installation of system upgrades to the system database; and coordinates the execution of database backups and database recoveries.
7. Maintains system tables and user defined code tables; updates system tables based on state and/or federal mandates; and tests system tables against software in a test environment to assure data integrity, and state and/or federal compliance.
8. Maintains Police Department contracts with Consolidated Agencies for services provided by the City; maintains contracts pertaining to law enforcement hardware and software; and monitors contracts to insure vendor compliance.
9. Compiles statistical data on each agency for billing purposes; monitors agencies' payments of cost shares; analyzes and confirms accuracy of expenditures by the City; confirms and analyzes accuracy of expenditures by the Police Department from contractual funds; and monitors vendor contracts and staff to assure contract compliance.
10. Serves as the designee in the absence of the Administrative Captain for the Police Department with other City staff, outside agencies and vendors; meets with Consolidated Agencies' Police Chiefs to obtain approval of fund expenditures; and chairs monthly meetings with Consolidated Agencies' technical staff.
11. Compiles statistical data and prepares a variety of on-going and special statistical reports.
12. Maintains the Police Department's inventory of cellular telephones and pagers.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of

Modern computer technology and network systems concepts; information technology concepts; methodologies for analyzing systems, procedures and workflow; office software applications; functions and capabilities of applicable database systems and technologies mandated by the Department of Justice, state and federal laws; and the Department of Justice Law Enforcement Telecommunications System (CLETS), National Crime Information Center (NCIC) and Federal Bureau of Information (FBI).

Ability to

Analyze computerized systems and problems, and develop solutions to the department's needs; develop tests to validate new software modifications and upgrades; identify and correct problems with computers and related equipment; prepare and maintain documentation, records and logs; maintain and modify existing software applications; prepare written reports and related correspondence; plan, prioritize and schedule system upgrades, modifications and enhancements; compile statistical data and apply general accounting principals; plan and organize work, and make effective decisions; understand and apply state and federal statutes and laws pertaining to law enforcement software/hardware applications; communicate effectively orally and in writing; and interface with users both internal and external to the Police Department.

Education/Experience

High school graduation or the equivalent supplemented by applicable training and certifications such as Agency Terminal Coordinator Certification (Department of Justice) and other related training and certifications mandated by the Department of Justice, state and federal laws; AND three (3) years of full-time experience in planning, developing and administering multiple, complex information technology systems and applications; and coordinating a variety of information technology activities in a law enforcement environment.

License:

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



Classification Specification

Classification Title	Workforce Program Manager
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Plans and administers programs designed to enhance the employment and training opportunities for Richmond residents; oversees Workforce Innovation and Opportunity Act (WIOA) programs, and provides support and direction to department staff; ensures that contractors with the City adhere to Minority Business Enterprise/Women Business Enterprise (MBE/WBE) goals and policies; provides expert professional assistance and safety guidance to City staff regarding programmatic areas; fosters cooperative working relationships with the City, other public agencies, business and community groups, and the public; and performs related work as assigned. May supervise staff.

DISTINGUISHING CHARACTERISTICS

This class has programmatic responsibility in one of two major areas, both designed to enhance the employability of Richmond residents. While responsibilities may relate to oversight of specified employment and training programs or the development of employment opportunities, successful performance of the work requires developed administrative, strategic and design-thinking and public contact skills. This class is distinguished from the Deputy Director of Community Services – Employment and Training, in that the latter has overall management responsibility for all City employment training and contract compliance matters.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Plans, develops, implements, reviews, and evaluates employment and training and/or contract compliance; coordinates assigned areas of responsibility activities with those of other City departments, public agencies, and business and community groups.
- Plans, directs, and reviews the work of assigned staff; trains staff in work procedures, and provides technical assistance to staff as required.
- Oversees and coordinates the work of consultants providing professional/technical-assistance in specified programmatic areas and/or direct client training services;

Classification Specification

Classification Title	Workforce Program Manager
Job Code	
FLSA Status	Exempt

prepares requests for proposals, negotiates, and administers contracts, and authorizes payment for services provided.

- Ensures that client service providers and/or contractors receiving City funds meet funding-source requirements and City goals and requirements; ensures that proper documentation is maintained.
- Acts as a department representative with members of the public, business, and community groups to develop and implement a variety of employment and training programs and strategies; makes presentations as required.
- Coordinates and provides input into departmental management processes, including budget development and goals and objectives implementation, staff assignment and training, and related administrative areas.
- Monitors legislative and programmatic developments in the area to which assigned; evaluates their impact upon City employment, training, and contracting activities; and recommends and implements procedural improvements as appropriate.
- Develops and oversees program tracking and reporting systems; prepares or directs the preparation of reports, correspondence, program information, and other written materials.
- Provides technical assistance regarding area of assignment to support staff in other programmatic areas.
- Uses a variety of standard office equipment, and drives a City or personal vehicle to attend meetings and inspect training and contractor business sites.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

Classification Specification

Classification Title	Workforce Program Manager
Job Code	
FLSA Status	Exempt

- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

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

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree or equivalent in Business or Public Administration, Social Services, or a related field
- Four (4) years of experience in a combination of direct service delivery and/or administrative or programmatic support in programs related to employment and training and/or government programs
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Required Licenses or Certifications

- California driver's license is an ongoing requirement

Desirable Qualifications

- Experience in monitoring or enforcing contract provisions is desirable

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- The community of Richmond
- WIOA principles, practices, and funding sources specific to the programmatic area to which assigned
- Prevailing Wage laws, Local labor laws, and all other applicable laws, ordinances, and regulations relevant to workforce administration
- State and federal Workforce Development programs
- Supervisory principles and practices, work planning, scheduling, and review, and employee training
- Socioeconomic, financial, and political issues influencing employment and training activities

Classification Specification

Classification Title	Workforce Program Manager
Job Code	
FLSA Status	Exempt

- Applicable laws, ordinances, and regulations
- Principles and techniques of program planning, implementation, analysis, and evaluation
- Principles and practices of budget development, and administration office administrative practices and procedures
- Project management
- Personnel policies and procedures
- Modern office practices and equipment, including computers and applicable software

Skill in:

- Critical thinking and problem solving
- Organization and time management
- Public speaking and making presentations
- Community engagement

Ability to:

- Analyze complex and technical problems
- Exercise sound independent judgment
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Compile and analyze data for research and reporting purposes
- Conduct presentations and trainings

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

Classification Specification

Classification Title	Workforce Program Manager
Job Code	
FLSA Status	Exempt

Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds			X
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste		X	
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Date approved by the Personnel Board:

Date(s) Revised:

EMPLOYMENT PROGRAM MANAGER

DEFINITION

Under direction, plans, organizes, coordinates and administers programs designed to enhance the employment and training opportunities for Richmond residents; oversees Workforce Innovation and Opportunity Act (WIOA) programs and provides support and direction to department staff; ensures that contractors with the City adhere to Minority Business Enterprise/Women Business Enterprise (MBE/WBE) goals and polices; provides expert professional assistance and safety guidance to City staff regarding programmatic areas; fosters cooperative working relationships with the City, other public agencies, business and community groups and the public; performs related work as assigned.

CLASS CHARACTERISTICS

This class has programmatic responsibility in one of two major areas, both designed to enhance the employability of Richmond residents. While responsibilities may relate to oversight of specified employment and training programs or the development of employment opportunities, successful performance of the work requires developed administrative, strategic and design-thinking and public contact skills. This class is distinguished from the Deputy Director of Community Services – Employment and Training, in that the latter has overall management responsibility for all City employment training and contract compliance matters.

EXAMPLES OF DUTIES

Essential

1. Plans, develops, implements, reviews and evaluates employment and training and/or contract compliance; coordinates assigned areas of responsibility activities with those of other City departments, public agencies and business and community groups.
2. Plans, directs and reviews the work of assigned staff; trains staff in work procedures and provides technical assistance to staff as required.
3. Oversees and coordinates the work of consultants providing professional/technical assistance in specified programmatic areas and/or direct client training services; prepares requests for proposal, negotiates and administers contracts and authorizes payment for services provided.

**CITY OF RICHMOND
EMPLOYMENT PROGRAM MANAGER
PAGE 2**

4. Ensures that client service providers and/or contractors receiving City funds meet funding-source requirements and City goals and requirements; ensures that proper documentation is maintained.
5. Acts as a department representative with members of public, business and community groups to develop and implement a variety of employment and training programs and strategies; makes presentations as required.
6. Coordinates and provides input into departmental management processes, including budget development and goals and objectives implementation, staff assignment and training and related administrative areas.
7. Monitors legislative and programmatic developments in the area to which assigned; evaluates their impact upon City employment, training and contracting activities; recommends and implements procedural improvements as appropriate.
8. Develops and oversees program tracking and reporting systems; prepares or directs the preparation of reports, correspondence, program information and other written materials.

Important

1. Provides technical assistance regarding area of assignment to support staff in other programmatic areas.
2. Uses a variety of standard office equipment and drives a City or personal vehicle to attend meetings and inspect training and contractor business sites.

MINIMUM QUALIFICATIONS

Knowledge of: WIOA principles, practices and funding sources specific to the programmatic area to which assigned; employment and training or contract compliance; supervisory principles and practices, work planning, scheduling and review and employee training; funding sources and programmatic requirements related to the program area to which assigned; socioeconomic, financial and political and issues influencing employment and training activities; applicable laws, ordinances and regulations; principles and techniques of program planning, implementation, analysis and evaluation; principles and practices of budget development and administration office administrative practices and procedures; computer applications related to the work.

Skill in: strategic and design thinking; planning; organizing; coordinating and overseeing varied employment and training programs activities; directing and reviewing the work of others and training others in work procedures; analyzing complex programmatic and technical problems, and implementing effective courses of action; interpreting, explaining and applying ordinances, regulations, policies and procedures; representing the City effectively in meetings with governmental, business and community groups and the public; maintaining accurate records and files; preparing clear and concise reports,

**CITY OF RICHMOND
EMPLOYMENT PROGRAM MANAGER
PAGE 3**

correspondence and other written materials; establishing and maintaining effective working relationships with those contacted in the course of the work.

EDUCATION/EXPERIENCE

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

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, social services or a field related to the work and four years of experience in a combination of direct service delivery and/or administrative or programmatic support in program related to employment or training. Some experience in monitoring or enforcing contract provisions is desirable.

LICENSE/CERTIFICATION

Must possess a valid California Driver's License.

PHYSICAL DEMANDS

In addition to requiring sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information in person and over the telephone, duties also require sufficient mobility to inspect work and training sites and to attend meetings.

Accommodation may be made for some of the above qualifications for individuals requiring and requesting such accommodation.



Classification Specification

Classification Title	Workforce Program Specialist
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Assists with planning, organizing, directing, and coordinating multiple grant-funded programs. Develops workforce programs, and manages marketing and public relations. Ensures workforce development functions, programs, and activities conform with City, state and federal plans and guidelines.

DISTINGUISHING CHARACTERISTICS

This is a lead class, with programmatic responsibilities in addition to directing and/or performing the full range of professional level work in managing the cases of individual clients. Assignments may be ongoing, or for the duration of a specific program. This class is distinguished from Workforce Program Manager in that the latter has ongoing program management responsibilities for multiple employment, training and/or contract compliance programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Plans and organizes the assigned program, and supervises and coordinates the work of its staff to ensure compliance with all City, state, and federal administrative and regulatory requirements.
- Establishes performance goals, and develops work plans for the program and its staff to achieve desired outcomes.
- Provides leadership and guidance to staff members, monitors work, conducts performance evaluations, and implements performance improvement plans as needed.
- Oversees the preparation and submission of all program reports, and ensures compliance with the requirements of state and federal governments, and other entities.
- Researches and compiles data to support the development of funding opportunities, and prepares grant applications accordingly.

Classification Specification

Classification Title	Workforce Program Specialist
Job Code	
FLSA Status	Exempt

- Collaborates with members of the public, business, and community groups to develop and maintain strategic relationships with community partners, regional workforce development entities, agencies, and others.
- Coordinates with local employers and community business leaders to conduct needs assessments, and guide the development and promotion of employment and training programs.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree in Business or Public Administration, Sociology, or a related field
- Three (3) to five (5) years of experience performing professional/technical-level case management and programmatic support to clients of employment and training programs

Classification Specification

Classification Title	Workforce Program Specialist
Job Code	
FLSA Status	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:

- The community of Richmond and service providers
- Principles, practices, and funding sources specific to the programmatic area to which assigned
- Applicable laws, ordinances, and regulations relevant to workforce programs
- Grant funding and administration
- Project management
- Personnel policies and procedures
- Modern office practices and equipment, including computers and applicable software
- Leadership and management

Skill in:

- Critical thinking and problem solving
- Organization and time management
- Public speaking

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Compile and analyze data for research and reporting purposes
- Conduct presentations and trainings
- Multi-task and meet deadlines
- Develop Memorandum of Understanding agreements, and build partnerships with key 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.

Classification Specification

Classification Title	Workforce Program Specialist
Job Code	
FLSA Status	Exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Classification Specification

Classification Title	Workforce Program Specialist
Job Code	
FLSA Status	Exempt

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

City of Richmond

Class Code: PR-283
Established: 1/27/94
Bargaining Unit: Management
FLSA Status: Exempt

SENIOR EMPLOYMENT PROGRAM SPECIALIST

DEFINITION

Under direction, directs a targeted employment program such as "Richmond Works" or the summer youth employment program; performs the full range of case management activities from intake and assessment to job development and placement for clients; directs the work of support staff assisting with such programs; performs related work as assigned.

CLASS CHARACTERISTICS

This is a working lead class, with programmatic responsibilities in addition to directing and/or performing the full range of professional level work in managing the cases of individual clients. Assignments may be ongoing, or for the duration of a specific program. This class is distinguished from Employment Program Manager in that the latter has ongoing program management responsibilities for multiple employment, training and/or contract compliance programs.

EXAMPLES OF DUTIES

Essential:

- Plans, organizes and implements employment and training programs for specific targeted groups and/or of a specific time duration.
- Determines program staff and budgetary requirements, plans and implements activities to accomplish program goals.
- Plans and directs the work of assigned staff; trains staff in work procedures; reviews and evaluates the work of staff.
- Interviews potential clients, assesses their eligibility for specific employment and training programs; recommends program participation.
- Conducts and makes presentations at client orientation sessions; explains JTPA and related programs resources and requirements; makes presentations to employers, community and business groups and others.
- Administers or arranges for the administration of specific skills or aptitude tests; determines the type of vocational or pre-employment training required.

Senior Employment Program Specialist
Page Two

- Confers with and works closely with program participants to solve problems, provide encouragement, ensure that program requirements are met and provide support.
- Contacts potential employers and explains program services and requirements and enlist program participation; contacts potential training sources; explains program requirements, provides technical assistance and makes site visits to vocational training organizations.
- Follows-up on program participants at specified intervals to ascertain current employment status and program success.
- Maintains accurate records and files; inputs client data into a computerized data base system; prepares periodic and special reports as assigned.

Important:

- Uses a variety of standard office equipment and may drive a City or personal vehicle to attend meetings and make site visits.

QUALIFICATIONS

Knowledge of:

Basic supervisory principles and practices.
Principles, practices and terminology related to employment training and placement programs.
Record keeping and report preparation methods.
Applicable laws, ordinances and regulations.
Computer applications related to the work.
Techniques for dealing with individuals from various socio-economic groups.
Office administrative practices and procedures.
Basic budgetary principles and practices.

Skill in:

Planning and directing the work of staff.
Training staff in work procedures.
Providing effective client delivery services and staff support for employment training programs.
Analyzing technical programmatic and regulatory problems, and recommending effective courses of action.
Interpreting, explaining and applying ordinances, regulations, policies and procedures.

Senior Employment Program Specialist
Page Three

Maintaining accurate records and files.
Preparing clear and concise reports, correspondence and other written materials.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

Specified positions may require possession of a valid California driver's license.

Physical Demands:

In addition to requiring sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information in person and over the telephone, duties may require sufficient mobility to attend meetings and make site visits.

Accommodation may be made for some of the above qualifications for individuals requiring and requesting such accommodation.

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

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, social services, or a field related to the work and three years of experience in performing professional/technical level case management and programmatic support to clients of employment and training programs.